**Lincoln School Procedures:**

**Recess:**  Masks will not be worn at recess during the day, (playground will be divided into sections for each class) but they are required before and after school when all students are on the playground.

**Water Bottles:** Please provide water bottles as the drinking fountain is off, but the filling station is on.

**Extra Clothes:** Labeled gallon Ziploc bags with extra clothes and masks for each student is greatly appreciated.

**Lunches:** If students have cold lunch- the preference is a brown lunch bag that can be thrown away rather than a lunch box- although lunch boxes are allowed, paper bags are preferred. There will **not** be a microwave available for student use

**Entry/Exit at the Beginning and end of the day**  Mrs. Jacques’ Students will enter in the BLUE doors in the morning and be dismissed at the end of the day at BLUE DOORS

**Behavior system in our classroom-**  To support positive behavior in the classroom, I will use positive slips given to students for following the 4 B’s (Be Safe, Be Responsible, Be Respectful, Be Ready to Learn) I will also use ***Class Dojo*** Daily in the classroom to promote positive behavior and for parent communication. All messages and behaviors recorded regarding your child will be confidential. On my Class Story, I can post messages or reminders that everyone will see.  **To sign up for Class Dojo, please see the link on my website.**

**Transportation:** Please let me know how your child will come and go from school. Bus, walk, shuttle, pick-up or drop off, etc. Transportation needs everyone to re-register this year so they can assign seats, and follow the new health related laws.

Since we will not have parents coming into an Open House, it is very important that I know how each student will be getting home at the end of the day-  **Please send me a message on dojo or through email to let me know your child’s end of the day plan**.

**Medication Forms:** If your child takes medicine during the day that needs to be administered by office staff, or has an inhaler, epipen, diabetic items, etc. kept at the office, there is a form to fill out that will need their physician’s signature. Also note, this includes cough drops, headache medicine, etc Our Secretary, Jody Kapuscinski, has the forms that you will need.

**Visitors to the building:** At this time, only staff and students are allowed to be in the school building. Parents will be allowed in the office area if they are signing their child in or out, otherwise parents will meet their children outside of the building.  **After School Program**  It begins Wednesday September 9th. The children need to be signed up the Friday before the week they begin the program. The form can be found on the homepage of the Lincoln School website under announcements. ( Thank you Jody) Parents can download it and scan it back to me or Jody or drop it off at school. The program still runs 4-5:30.