

CALEDONIA-MUMFORD CENTRAL SCHOOL

ELEMENTARY SCHOOL

MR. DAVID BULTER

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Dear Elementary Families,

I hope this letter finds you and your family healthy and ready to begin school. Although this upcoming school year will be a bit different than it has in the past, I am very excited to start the process of engaging our students in learning by implementing our In-Person and Remote Only instructional models. First and foremost, I would like to thank all the teachers, staff and parents for all their hard work as we developed a plan to reopen our school. This was, and will continue to be, a very complex task. I am thankful for the way our school community has worked in a collaborative fashion to reopen our school in a thoughtful and safe manner.

Before I begin to inform you about this upcoming school year, I must make you aware that I have attached several important documents to this letter. Please review each of these forms carefully:

- School Closing: Please complete this form so we can update our database to be prepared for an emergency school closing.
- Free & Reduced Lunch Application: Please read over and complete the application to apply for free or reduced price meals. This information is given to Christine Thompson in our District Office.
- Request for Pesticide Application Notification: Please complete this form if you would like to receive 48-hour prior notification of pesticide applications that are scheduled to occur at our school.

New Teachers: Due to two retirements at Caledonia-Mumford Elementary School, we were busy interviewing and hiring two new elementary teachers. Please join me in welcoming Ms. Brittany Heffler and Mrs. Karly Yarwood to our wonderful school community. Ms. Heffler will be joining our kindergarten team and Mrs. Yarwood will be joining our second grade team. We feel very fortunate to have them join our educational family.

Homeroom Teachers and Supported Classrooms:

In the spring, we notified you of who your child's homeroom teacher would be for the 2020/2021 school year. ***Please understand that your child's teacher will remain the same***, but many of the classroom teachers are in classrooms that can only accommodate 12-13 students while maintaining social distancing. (Keeping students six feet apart) This required us to divide most of our classes in half and place the students into two separate classrooms to meet social distancing requirements. This was not required for all classrooms due to the fact that we have three larger spaces in our building that can accommodate some full classes and still provide enough space for social distancing.

Classrooms that needed to be divided into two separate groups and required two separate classrooms were paired up with an AIS teacher, special education teacher, teacher assistant or teacher aide. Your homeroom teacher is in the process of developing a schedule that will allow them to work with students in both groups during the day. Please understand that the students will remain in the classroom and the teachers and staff will move from room to room to engage students in instruction. Our plan is to have these staff members work as a team to engage students in instruction each day.

Student Room Assignments: In order to divide many of the classes into two smaller groups, we divided the class lists in half and made some adjustments to these groups based on the instructional needs of the students. Please understand that these groups or cohorts may change slightly during the school year based on the instructional needs of students. However, these changes would only occur when we have a natural break in our school schedule. (Example: Winter Recess). Your classroom teacher will notify you about what group or cohort your child will be in at the start of the school year.

Grade Level	Teacher /Room Number	Support Class / Room Number
UPK	Mrs. Coffta AM / 2B	
	Mrs. Cappelletti AM / 4B	
	Mrs. Coffta PM / 2B	Mrs. VanAllen PM / 4B
Kindergarten	Mrs. Ziegler / 12B	Mrs. Bulter / 6B
	Mrs. Hopkins / 13B	Mrs. Reynolds / 29B
	Ms. Heffler/ 10B	Mrs. Hilderbrant / 8B
1st Grade	Ms. Kearney/ 26B	Mrs. Greene / 32B
	Mrs. McMullen/ 22B	Mrs. Pukos / 25B
	Ms. Kwiecien/ 24B	Mrs. McClung / 23B
2nd Grade	Mrs. Wade / 18A Mrs. Cappelletti will join the class in the PM for Special Education support	
	Mrs. Bellos / 30E	Mrs. Carney / 32E
	Mrs. Yarwood / 4C	
3rd Grade	Mrs. Cornwell / 28E	Mrs. Santiago / 9E
	Mrs. Ebersole / 17A	Mrs. Merlo / 13A
	Mrs. Yaekel / 40B	Mrs. Barrett / 34B
4th Grade	Mrs. Flint / 2A	
	Mr. Yaekel / 5A	Mrs. Balasi / 4A
	Mr. Leonard / 1A	Mr. Heins / 3A
5th Grade	Mrs. Monahan / 35A	Mrs. Nothnagle / 42A
	Mrs. Stanton / 33A	Mr. Kocher / 23A
	Mrs. Harmon / 21A	Mrs. Mills / 22A

[Map of Building: Please see the map of the building to find the location of your child's classroom teacher](#)

Changes to Instructional Schedule:

- **Student Instructional Day: 7:35-2:00**
- Student Breakfast Program: 7:35-7:55
- Students can be dropped off at school from 7:35-7:55. If students arrive after 7:55, we will mark them as late/tardy. **Please DO NOT drop off students before 7:35.**
- UPK AM Class: 8:00-10:15 (Parents will continue to provide transportation to and from school.)
- UPK PM Class: 11:10-1:25 (Parents will continue to provide transportation to and from school.)
- Teacher Instructional Day: 7:30-3:00

Elementary Specials: Each K-5 student will have the following specials each week: Two physical education classes, one art class, one library class and one music class. Special area teachers will push into each small group for approximately 28 minutes each day.

Sample Daily Schedules: Please see an example of what an instructional day would look like for our in-person learners as well as a sample schedule for our remote learners. As you will see, there will be scheduled times when our remote learners will utilize Zoom to interact with their classmates and teachers during ELA and math lessons. Please note that this is a sample schedule and it will be a bit different for each class and grade level.

Sample Daily Schedule ALL GROUPS			
	Group 1	Group 2	Remote
7:30 - 8:00	Arrival ; breakfast ; morning work <ul style="list-style-type: none"> ● Predictable routine 		Good Morning! Consider having your breakfast at this time and getting ready for the day <i>Ex: Set up your workspace</i>
8:00 - 8:30	Specials (28 min)	iReady (28min)	Specials <i>Refer to activities in your Special Areas Remote Learning Mat</i>
8:30 - 9:00	iReady (28 min)	Specials (28 min)	i-Ready Alternate every other day between iReady Reading and iReady Math <i>Example : Monday work on iReady Reading ; Tuesday work on iReady Math</i>
9:05 - 10:00 REMOTE LEARNERS JOIN	ELA Instruction (team teach) <ul style="list-style-type: none"> ● CKLA / Module Work 	ZOOM into ELA Instruction (team teach)	LIVE ELA Instruction using ZOOM <i>Log into Zoom using the link provided by your teacher</i>
10:05	Snack		
10:00 - 11:00 REMOTE LEARNERS JOIN	ZOOM into Math Instruction (team teach) <ul style="list-style-type: none"> ● Module Work 	Math Instruction (team teach)	LIVE MATH Instruction using ZOOM <i>Log into Zoom using the link provided by your teacher</i>
11:00-11:50	Science / Social Studies	Science / Social Studies	SCIENCE / SOCIAL STUDIES: <i>At this time you may have assignments from your teacher that support Science and Social Studies</i>
11:50 - 12:00	Free Read <i>Take a few minutes to read a book of your choice</i>		
12:00 - 12:30	LUNCH		
12:30 - 12:45	Recess		
12:45-1:45	ELA/ Math Center Work (team teach) <ul style="list-style-type: none"> ● iReady, math problem set, sprints/fluency practice, homework ● Small group reteach/enrichment ● Writing <i>*teacher may switch to group 2 between the hour</i>	ELA/ Math Center Work (team teach) <ul style="list-style-type: none"> ● iReady, math problem set, sprints/fluency practice, homework ● Small group reteach/enrichment ● Writing 	Math / ELA Center Work: <i>At this time you will have assignments that support this mornings lesson to work on for both ELA and Math</i>
1:45-2:00	Dismissal		

Building Changes: Please be aware that our cafeteria, gymnasium and auditorium will be set up with tables and chairs that are spaced six feet apart. These spaces will be utilized during lunch and during student dismissal. All of our "extra" classrooms have been utilized to maintain social distancing with students. All student seating will be placed at least six feet apart in each classroom space and lunch area. Directional signs will be placed around the building encouraging students to continue physical distancing and proper hygiene practices.

Lunch: In order to maintain social distancing, students will be required to eat lunch in one of the following spaces: cafeteria, gymnasium or auditorium. These areas will have chairs and tables set up at least six feet apart to maintain social distancing. This will allow students to remove their masks and each lunch. If students need to move within that space, they will be required to wear their mask. Lunch times will be staggered to give the staff time to sanitize the area between groups.

Student Drop-Off Procedures:

Important Note: Due to the increased number of parents dropping students off in the morning, we anticipate this taking longer than it has in the past. Please plan accordingly so you are not late for your day.

UPK Student Drop-Off Procedures: UPK parents will continue to provide transportation to and from school. We ask that parents pull into Pennington Drive (Bus Loop) and pull up to the UPK doors located at the far end of the building. Parents should stay in their vehicle. One of our UPK aides or UPK teachers will greet you and escort your child into their classroom. **UPK AM students should be dropped off by 8:00 and PM classes should be dropped off by 11:10.**

K-5 Student Drop-Off Procedures: All K-5 parents will be asked to utilize our normal drop-off loop located on Freeman Drive to drop students off each morning. However, in order to get vehicles off of North Street with our increased traffic, we will be required to increase our elementary pick-up loop to accommodate more vehicles. This will require parents to pull in and drive towards the ticket booth near our HS/MS athletic field and then enter the elementary school loop. Parents will drop students off in our designated student drop off area located near our main office. **Kindergarten- 2nd grade students will enter the building through the kindergarten doors. Grades 3-5 students will enter the building through the main entrance.** Parents can begin dropping students off promptly at 7:35.

- [Please see the attached map that shows the new traffic patterns.](#)

Student Pick-Up Procedures:

Morning UPK Pick-Up Procedures: We ask that parents pull into Pennington Drive (Bus Loop) and pull up to the UPK doors located at the far end of the building. Parents should stay in their vehicle. One of our UPK aides or UPK teachers will greet you and bring your child out to your car. **UPK AM pick-up will begin promptly at 10:15.**

Afternoon UPK Pick-Up Procedures: Students will be brought down near the main office, and they will stand or sit six feet apart. Parents will need to pull their car up in front of the main office. A UPK aide or UPK teacher will bring each child out to the vehicle and pair them up with their parent or guardian. Parents of UPK PM students should be in the student pick-up area by 1:25.

K-5 Curbside Student Pick-Up Procedures: Teachers and staff will bring all K-5 students down to one of the following assigned locations at 1:40PM:

- Gymnasium: Kindergarten - 3rd Grade
- Cafeteria: 4th Grade
- Auditorium: 5th Grade

Students will be asked to sit in areas that are at least six feet apart, and they will be required to wear their masks during dismissal time.

- Parents with last names ending in A-M will be assigned to pull into Freeman Drive and pull up near the main entrance of the building. Parent pick up will start promptly at 1:45 PM on this side of the building.
- Parents with last names ending in N-Z will be assigned to pull into Pennington Drive (Bus Loop) after the buses leave the loop at 1:55 to begin dismissal. Parents will be directed to pull up next to the curb in this area.
- This pick-up procedure on each side of the building will be curbside pick-up, and we ask parents to stay in their vehicle. A staff member will greet you and utilize a radio to call for your child(ren). When the student or students are safely in your vehicle, you can pull out onto North Street.

- All parents will be given two car visor tags. These tags will need to be hung on the visor or mirror of your car to assist us with dismissal. Parents will be required to write the names of the children they are picking up and what grade level/s they are in on these tags. This information will be read by staff members and parents will remain in their vehicles. Please see the attached directions that show you how to complete the information on these tags. [CAR VISOR TAG EXAMPLE CLICK HERE](#)
- [Please complete the Parent Pick-Up form LINKED HERE.](#)

Temperature Checks: All parents will be required to take their child's temperature and complete a health screening questionnaire utilizing Frontline before they come to school each day. This must be completed no later than 7:00 each morning. If students **do** have a temperature or are experiencing COVID symptoms, we ask that you do not send your child to school and contact Mrs. Nusbickel in our health office so she can assist you. If a parent **does not** take their child's temperature and complete the health screening questionnaire, the parent will be contacted and our staff will be required to remove the child from class to take the child's temperature. As you see, parents play an important role in this screening process. Your anticipated cooperation and diligence with this daily task is deeply appreciated. Additional information will be provided to parents explaining how to use Frontline before the beginning of school.

Parent and Student Meet and Greet (Drive Through Style) Event: We are in the process of planning a school event on **Tuesday, September 8th from 4:30-6:00 for all UPK-5 grade students**. Since parents will not be able to enter our building, the teachers and staff would like to invite students and parents to drive through our expanded pick up area located in the student drop-off loop to meet your homeroom teacher and supported classroom staff member from a safe distance, pick up any needed chromebooks and student materials and have a bit of fun before the first day of school. An Open House video will also be sent to you on this day. In this video your child's teachers will introduce themselves, talk about their classroom set up and show you how to navigate through our school in a safe manner. We will be sending out more information on this event as we finalize plans.

Face Coverings: All students will be required to wear approved face coverings when they cannot maintain social distancing while in school and when they ride the bus. Students will be allowed to remove face coverings during lunch due to the fact that they will be at least six feet apart in the lunch areas. Additionally, students will be able to remove their face coverings when they are directed by the teacher in the classroom. Please understand that classroom seats have been placed six feet apart in the classrooms, and teachers will teach the children how to take mask breaks in a safe manner throughout the day. All students will be given masks and a mask lanyard that they can use to hang their masks around their neck when they are not masking. Students may choose to wear their own mask as well.

Instrumental Music Lessons: 4th and 5th grade students will have the opportunity to participate in instrumental music lessons. Groups of 1-3 students will be taught by Mrs. Peterson in the Elementary Band Room. Students will be required to be placed 12 feet apart and sanitation of the area will occur between lessons. Later in the school year, we will be looking for ways to engage students in small group performances that can be shared with parents.

Extracurricular Activities: At this time period, we will not be hosting any after school extracurricular activities. However, we will be looking into ways to provide these opportunities in a virtual format for students in the future.

Elementary Chorus: At this time period, 4th and 5th grade students will not be participating in chorus at the elementary level. However, we will be examining safe ways students can participate in the future.

Before you know it, we will be starting a new school year. **Please note that our students' first day of school will be Thursday, September 10th.** Enjoy the rest of your summer vacation, and I'll see you soon. As always, please call if you have any questions.

Sincerely yours,

Mr. David Bulter ☺
Elementary Principal