

Park Elementary School

"Home of the Tiger Cubs"



13185 U.S. Hwy 27 North
Hamilton, Georgia 31811
(706)628-4997
Fax: (706)628-5413

Mrs. Allyson Douthit
Principal

Mrs. Julie McCoy
Assistant Principal

Mrs. Amanda Theus
Assistant Principal

Mrs. Emily Henderson
Counselor

July 28, 2021

Dear Park Parents/Guardians,

We are excited to begin our 2021-2022 school year! Please read this complete letter as it conveys a lot of important information for the upcoming school year. As we continue to monitor our area, the plans below may be mitigated for the protection of our faculty, staff, and students.

What to expect:

- ❖ Earliest drop off is 7:30 a.m.
- ❖ Free Breakfast & Lunch to all students
- ❖ Breakfast is available 7:30 a.m. to 7:50 a.m.
- ❖ School day is from 8:00 a.m. to 2:30 p.m.
- ❖ Cut off for early check out is 1:45 p.m.
- ❖ Bus Rider dismissal 2:30 p.m.
- ❖ Car Rider dismissal 2:30 p.m.
- ❖ Masks are REQUIRED for Bus Riders and are ENCOURAGED for students/staff while on campus.

MORNING Car Rider Drop Off ONLY:

1. Vehicles enter Main Entrance of Park Elementary off US HWY 27 N and proceed to the Gym.
2. Beginning at 7:30 a.m., while being monitored by attendants, students will independently exit the vehicles at the Gym on the Driver's Side.
3. Vehicles will proceed to the access road (gravel) behind the school and make a right turn only (at paved road), yielding to any oncoming traffic from the bus ramp.
4. Vehicles will continue to follow the paved road past the Carver Resource Center facility and turn right OR left onto Carver Circle. (Note: If a left turn is made, there is a possibility a school bus will be stopped and unloading students which will require you to STOP until the STOP arm is deactivated. Please stay alert and focused in this area.)

***All drivers need to adhere to a mandatory **10 mph speed limit** during travel from Park to Carver Circle with extreme attention to limited sight around curves at the CRC facility. ***



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AFTERNOON Car Rider Pick Up:

Procedure remains the same as last year with vehicles entering from US HWY 27, looping around the back parking lot and driving up to the cones located adjacent to the cafeteria.

Car Rider tags will be issued at Sneak-a-Peek. If you cannot attend Sneak-a-Peek and have not received a communication from your child's teacher, call the office to report your child's transportation arrangements.

Accompaniment:

All students will enter the school building independently under the supervision of multiple hallway monitors. In adherence to the district's policy, during the first five days of school, **ONLY Pre-K students** have the option of accompaniment by one parent. Please see the email sent on July 26, 2021, by Assistant Superintendent Shelia Baker regarding these Pre-K guidelines.

Check In/Check Out Procedures

While the goal is to have children at school for instruction during all instruction time, the following are the procedures when students need to arrive late or leave early:

Check In Procedure:

- ❖ Parents will park and walk to the front door of the school, buzz the office and tell them your child's name and reason for being tardy.
- ❖ While the parent waits at the door, a staff member will let the student in and screen the student's temperature.
- ❖ If the student is cleared for class, the staff member will check them in on the computer and give them a ticket to take to class.
- ❖ If the student has a fever, they will be returned to the parent waiting outside to follow protocols until they are cleared to return to school.

Check Out Procedure:

- ❖ The latest time for early check outs is 1:45 p.m.
- ❖ Parents will park and walk to the front door of the school, buzz the office and state their name, student's name and reason for check out.
- ❖ A staff member will pull up the student in Infinite Campus, confirm who has permission to check out the student, and walk to the door and look through the door to view the person's ID to verify identity of person picking up the student.
- ❖ Staff member will call student for check out and watch them meet the correct person right outside the front doors.

After School Enrichment Program (ASEP)

- Registration: Parents can register for the program online at myschoolbucks.com. The registration fee must be paid before students can begin to attend.
- ASEP is from 2:30 p.m. - 6:00 p.m. Late fees accrue after 6:00 p.m.

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- The 21-22 ASEP Handbook can be found on the Park website under the "For Parents" tab.
- Pick up location: front entrance. Parents will remain outside while we call the students up.
- Accounts: Any balances from last school year must be paid in full ASAP. Students will not be allowed to attend the program until previous accounts are current.
- Payments: It is highly recommended that payments are made on myschoolbucks.com. A collection box is located at the front entryway of the school for parents to drop payments.

Sneak-a-Peek

With some safety procedures, from 3:30 p.m. to 5:30 p.m. on Thursday, August 5, teachers will welcome students and parents for in-person meeting. Please limit your visiting party to parents/guardians and enrolled Park students. Upon entry at the cafeteria side of the building, temperatures will be taken. Those without fevers will be guided in small groups to tables for rosters assignments. If you are unable to attend the Sneak-a-Peek, rest assured that Friday, August 6th, a member of the Park staff will assist your child to their designated classroom. Masks, social distancing, and hygiene etiquette are HIGHLY encouraged as layered mitigation strategies to aid with limiting the spread of COVID-19.

Health

Medication Drop Off: To drop off medications, parents are asked to call the front office to schedule an appointment for Thursday, 8/5, and Friday, 8/6, between 9:00 a.m. and 3:00 p.m. or to arrange another time for drop off.

PTO (Parent Teacher Organization)

Our students and teachers are so grateful for the tremendous efforts by our PTO. Please consider signing up to support our school and our wonderful Tiger Cubs! The membership drive includes prizes for students and teachers.

Important Links:

- ❖ [Parent Student Handbook](#)
- ❖ [Title I Documents- https://www.harris.k12.ga.us/domain/666](https://www.harris.k12.ga.us/domain/666)
- ❖ [Myschoolbucks.com](https://myschoolbucks.com)
- ❖ [PTO Membership](#)

Please reference our Park Homepage as well as the HCSD website (www.harris.k12.ga.us) for more detailed information, handbooks, and forms. Also, please be sure to follow Park and the HCSD on social media and sign up for Peachjar (www.peachjar.com) to stay updated on information.

We look forward to a great year with your help and support.

