



Dear Beechwood Parent,

On June 15th, in accordance with County and City regulations and recommendations made by the Centers For Disease Control (CDC), Beechwood will convene it's summer session for Kindergarten through 4th Grade with in person learning happening on a limited basis. Here are the main components of the plan:

- Students in each class will be broken into two groups of 9 students.
- One group of nine will come to Beechwood for 4 weeks, while the other group will stay home and continue remote learning. (No remote learning for Kindergarten)
- After 4 weeks the two groups will switch places.
- The school day will begin at 9:30 and end at 2 to allow teacher prep time and a lunch break.
- The group of students who are on campus will stay with one teacher and will not mix with any other students or teachers. Exception: Kinder and 1st grade will have a part time dedicated aide.
- Students will maintain a distance of 6 feet from other people while in class and while outdoors.
- Students and teachers will wear masks indoors.
- Each class will have it's own eating and play area.
- Each class will have it's own drop off and pick up area outside the front gate.
- Students will not attend other summer programs or after school programs
- Families will comply with social distancing rules in their lives outside of Beechwood.
- No visitors will be allowed on campus. Parents may conduct business in the school office only.
- Best practices for preventing the spread of Covid-19 will be employed at Beechwood
 - Regular, scheduled, supervised hand washing
 - Regular hands-free temperature checks
 - Surfaces sanitized every day
 - No sharing of playground equipment or school supplies

Personnel:

- Dave Laurance will serve as Principal and 1st Grade support
- Xiomara Nickings will serve as Office Manager and Kindergarten support
- Melinda Christopherson will run the Business Office
- Instructors
 - Konstance Kirkendoll Kindergarten
 - Morgan Lee 1st Grade teacher
 - Sebastian Chavez 2nd Grade teacher
 - Toni Chu 3rd Grade teacher
 - Emily Laurance 4th Grade teacher
 - Katherine Pforzheimer Remote Learning coordinator for 1st-4th grades

Important to Know

- Families are expected to send their child with a labeled mask.
- If your child has a medical condition that makes them especially vulnerable to Covid-19, please let us know.
- No access to shared playground equipment.
- Pathways will be established through campus to keep students from coming close to other classes while they are moving around campus.
- There will be separate bathrooms for Kinder, 1st/2nd, 3rd/4th. They will be cleaned at regular intervals throughout the day.
- All water fountains will be off limits. Please send your student to school with plenty of water.
- Parents with business in the office will come into the lobby one at a time. We will establish marked spots outside the office 6 feet apart.
- Drop-off/Pick-up
 - There will be 5 designated areas
 - Stay with your child, in the car, until you see the teacher in the pickup area
 - When you come for pick up, return to the same area where your child will be waiting with the teacher.
- Sick children to be directed to office for parent pick up.
- Student groupings will be determined by the teacher taking into account:
 - New students
 - Siblings in same 4-week session
 - Gender balance
- Parents will be given an agreement to sign at the beginning of the summer to ensure that they are complying with best practices regarding the spread of Covid-19
- Substitute teachers can only work with one class. If that dedicated substitute is unavailable, class may need to be cancelled for that day.

The reopening of school is a process and will likely shift as government and medical recommendations change. I feel really good about this plan and really excited about having the students back on campus. I know that some of you are eager to come back and some have reservations. The same is true for our staff: some are more comfortable than others with the reopening of the school. All of these feelings are valid. We appreciate your patience, your flexibility and the amazing work you have done to keep your students learning during this challenging time.

As always, feel free to contact me directly with comments, concerns or ideas. It is your right to speak your mind on this plan and I am more than glad to hear from you.

David Laurance
Principal, Beechwood School
650-740-4864