GET READY FOR SCHOOL

let's do it!

GET READY FOR SCHOOL

SITE-SPECIFIC
RETURN TO LEARN DETAILS

TIMBER CREEK ELEMENTARY
Titan Families, please read over these procedures carefully and work with your child/children to convey the school day expectations at Timber Creek, in addition to the Moore Public Schools Return to Learn Plan. This document will outline site-specific operating procedures for Timber Creek. Our plan will remain fluid and flexible as things constantly change within this pandemic to protect our students, teachers, staff, and community. We ask for your continued patience and understanding as we implement our new operating procedures.

while at school

SCHOOL DAY OPERATIONS FOR TIMBER CREEK ELEMENTARY

HANDWASHING:
All students will be taught the importance and technique of handwashing the first day of school and it will be reviewed frequently by our school nurse. Please make sure that you discuss this and monitor it at home with your child as well.

ARRIVAL:
Arrival will be very similar to last year. Please refer to our map that is attached to review our flow of traffic in the mornings.
ARRIVAL, CONTINUED:

- The only students that are permitted to enter the building at 8:45 AM are those that are eating breakfast. No other students are to be on campus until 9:00 AM and there is no congregating at the front of the building.
- Students that are eating breakfast may enter through Door 2 (South East Cafeteria Door).
- Students that are not eating breakfast may arrive at 9:00 AM and will go directly to their classroom upon arrival.
- **Car Riders:** Parents and students must remain in the cars. Parents are NOT permitted to walk students into the building due to social distancing guidelines. Students will be responsible for opening and closing the car door. Please work with your child on those procedures at home. If you have an older Timber Creek student, they will be permitted to deliver their Pre K, Kindergarten or 1st Grade sibling to their hallway for the first two weeks of school.
- **Bus & Day Care Riders:** Students will remain on the bus until 9:00 AM. Students will either go to the cafeteria to eat breakfast or go directly to their classrooms. If you have an older Timber Creek student, they will be permitted to deliver their Pre K, Kindergarten or 1st Grade sibling to their hallway for the first two weeks of school.
- The first few days, color coded signs will be visible to guide students to their hallway. Please be sure your child wears their color-coded name tag the first week of school. We will have extra staff to help guide and escort our little ones and students new to the school. After a week or two, most students will know their classroom location and will report to the classroom daily upon arrival.
- Pre K – 1st Grade Teachers will be sending home name tags in packets at the Drive-Thru Back to School event. Your child will wear the tag to school. It will include their name and their teacher’s name. We will have arrows on the floor directing them to their grade level hallway. This will help us in guiding your child to their designated classroom. We will have many staff members positioned to help students find their way to their classrooms.
CLASSROOMS:
Seating in our classrooms has been arranged to maximize social distancing as much as possible for student learning. Homeroom classes will function as a “family unit” while in school. The majority of their day will be structured to share the same space with their “family unit”. Teachers and staff are taking precautions to keep classrooms, furniture and equipment cleaned and disinfected. Students will be learning sanitizing procedures to help maintain a clean area for them to learn. No students supplies will be shared. Classroom desks and common seating areas (including tables) will be arranged to maximize space between students. Students will be facing the same direction and socially distanced as much as possible. Long term seating charts will be created and maintained to limit student exposure. Students in grades 4th-6th will not rotate classes. The teacher will rotate; and students will remain at their own desk in their homeroom throughout the day.

STUDENT SUPPLIES:
Individual student supplies are crucial to send with your student. We are asking that all students bring the requested supplies listed on the school supply list, teachers may request additional items not previously listed, due to COVID changes. Students will not be allowed to share or trade any supplies with other students. You can find Timber Creeks school supply list on our website under Titan Links parents or with this link: Timber Creek 20-21 School Supply List

LUNCH:
Lunches will be limited to one grade level per lunch session. Students will be seated 3 to 6 feet apart on one side of the table. Students will wash their hands before going to lunch. All tables will be disinfected before and after lunches. There will be one way in and one way out to avoid students passing one another in doorways. Long term seating charts will be created and maintained to limit student exposure. 

Please practice opening all containers and/or Lunchables with your child before sending them to prevent others from touching your child’s food.

HALLWAYS & PASSING TIMES:
As students travel throughout the building we will continue to follow our line procedures with a focus on social distancing (3 to 6 feet apart).
OUTDOOR RECESS:
Only one grade level is permitted at a time during recess. This will help to minimize the number of students that we have in the area. All students will be required to properly sanitize/wash their hands before going to recess. Students will be encouraged to maintain social distance throughout recess. Staff will constantly monitor and model social distancing and safety procedures. Students will wash their hands after recess.

INDOOR RECESS:
On days of inclement weather students will remain in their homeroom for indoor recess. Individual or partner games may be played while maintaining a social distance. Game pieces will be sanitized after each use and/or left untouched for 72+ hours. Classroom teachers will develop specific and age appropriate plans that follow CDC guidelines for the safety of their students.

RESTROOM USE:
Classrooms with individual bathrooms will use those bathrooms to minimize the use of the group restrooms. All others will schedule their group restroom breaks to minimize the number of students in the bathroom at a time. Teachers will work together to make every effort to reduce the number of students in each restroom at a time. Students needing to use the restroom between scheduled breaks will be allowed to use the restroom nearest their classroom. Bathrooms will be cleaned and sanitized frequently.

Parents... Please make sure your child uses the restroom before arrival at school. This will minimize the number of students using the restroom as soon as they arrive to school and will help us greatly.

ART, P.E., MUSIC, & STEAM:
Students will attend Art, P.E., Music and STEAM with the same group each time. Equipment will not be reused from group to group without prior sanitation. Increased sanitation measures will be taken in these areas. Lessons taught will follow the classroom guidelines.

MEDIA CENTER:
Our Media Center will implement a 72 hour wait time before recirculating books. Lessons will continue to be taught in the Media Center following the classroom guidelines.
NURSE:
We are excited to have a full-time nurse on our staff at Timber Creek. In the event a student or staff member displays symptoms of COVID, our nurse will immediately isolate the individual and follow the protocols in the MPS Return to Learn Plan.

MASKS:
All students are required to wear masks or face coverings during times of school transportation.

Grades Pre K-3:
Masks and face coverings are required for students and staff in hallway and common areas. Masks may be removed while inside classroom if classroom cohorts remain grouped together throughout the day. Exceptions are allowed for the following: when eating meals, recess, and during physical education.

Grades 4-6:
Masks and face coverings are required for students and staff. However, they can pull their mask down while in the classroom as needed. Exceptions are allowed for the following: when eating meals, recess, and during physical education.

More information on masks and face coverings can be found in the MPS Return to Learn Plan.

Break-away lanyards will be provided for students to safely secure their mask when not in use. Lanyards will be kept at school.

WATER FOUNTAINS & WATER BOTTLES:
Standard water fountains that individuals drink from will not be in use. Bottle filling stations will be available for students. Students will need a pre-filled personal water bottle every day with his/her name on it. Should a student not have a water bottle; accommodations will be made. Students will be expected to take personal water bottles home daily for sanitation and cleaning purposes.

BACKPACKS:
Backpacks are discouraged but will be permitted. Students that bring a backpack will be expected to properly sanitize and disinfect it at home daily.

NURSE:
We are excited to have a full-time nurse on our staff at Timber Creek. In the event a student or staff member displays symptoms of COVID, our nurse will immediately isolate the individual and follow the protocols in the MPS Return to Learn Plan.

MASKS:
Timber Creek will make every effort to promote healthy practices and protocols. Mask requirements may change due to the official COVID-19 health climate, local, state and/or federal requirements. Students will be instructed regarding sanitary procedures for mask storage when needed.

- All student are required to wear mask or face covering during times of school transportation.
- Grades Pre K-3: Masks and face coverings are required for students and staff in hallway and common areas. Masks may be removed while inside classroom if classroom cohorts remain grouped together throughout the day. Exceptions are allowed for the following: when eating meals, recess, and during physical education.
- Grades 4-6: Masks and face coverings are required for students and staff. However, they can pull their mask down while in the classroom as needed. Exceptions are allowed for the following: when eating meals, recess, and during physical education.
- More information on masks and face coverings can be found in the MPS Return to Learn Plan.
- Break-away lanyards will be provided for students to safely secure their mask when not in use. Lanyards will be kept at school.
**BEFORE & AFTER CARE:**
Our staff and students will follow the classroom guidelines. Parents will pick up and drop off their child at door 2 (South East Cafeteria Door). Parents will be greeted at the door but not permitted to enter the building.

**DISMISSAL:**
All students will remain in their homeroom. Students will release from their classroom when their car, bus or daycare arrives. Detailed information regarding the dismissal process will be found in the parent packets during our Drive-Thru Back to School Event.

**VISITORS & VOLUNTEERS:**
Visitors will only be allowed inside for essential purposes. All visitors must present a photo ID and wear a mask to enter the building. When in the building, visitors and volunteers must continue to wear their mask, have a temperature check, and answer screening questions. Phone conferences and Zoom conferences are preferred when meeting with the Timber Creek Staff.

**OFFICE EXPECTATIONS:**
School staff, patrons, and students will be required to maintain a social distance while in the office. If you have to enter the office for any reason you are REQUIRED to wear a mask at all times. Please be patient upon arrival. Visual social distancing markers will be on the floor. There will be a limit of TWO visitors in the office at a time (excluding school personnel). In order to maintain social distancing protocols, visitors may have to wait outside the school longer than normal.

**MONEY:**
We highly encourage all payments be made through My Payments Plus on the MPS Website. When it is necessary to send money to the school please do so by placing it in a sealed Ziploc bag and/or sealed envelope. Please print the following information on the envelope or bag: First & Last Name of student, Homeroom teachers name, grade, amount and purpose (i.e. School Agenda).
Please refer to the Moore Public Schools Return to Learn Plan for additional information regarding concerns related to the following:

- Home Health Self-Screenings
- Temperature Development While at School
- Masks & Face Coverings
- Transportation
- Academic Progress
- Attendance
- Canvas
- Mental Health Professionals
- COVID-19 Scenarios – Exposure & Quarantine Guidelines
- Cleaning and Disinfecting
- Student Supplies
- Computer Labs/Classroom Devices, Classroom Manipulatives & Library/Media
- Archery, Walking Club & Clubs
- Devices – iPads, Laptops & Chromebooks
- Schoolwide Assemblies
- Field Trips
- Open House
- PTA Events
- Outside Snacks & Birthday Treats/Parties
- Fundraisers
- Camp Classen

The official Moore Public Schools Return to Learn Plan can be found directly on the Moore Public Schools website or at https://www.mooreschools.com/Page/56374.