



Tolland Public Schools

51 Tollard Green
Tollard, Connecticut 06084

Birch Grove Primary School
Thomas Swanson, Principal
Suzanne Guglietta, Asst. Principal

247 Rhodes Road
Tollard, Connecticut 06084
(860) 870-6750 – Office
(860) 870-6754 - Fax

August 31, 2020

Dear Families,

Welcome back to another great year of learning at Birch Grove Primary School. As we prepare to welcome your child back on September 8th, we would like to update families on several new procedures that the school will be following. This is also linked to the Tollard Pandemic Continuity Learning Plan (PCLP) that will be in place for this upcoming school year.

[TPS PCLP Update](#)

1. **Masks** - Students will be expected to wear a mask while in school and on the bus. On September 1st, 2nd and 3rd from 3:00 p.m. -6:00 p.m. families will be able to pick up their child's PPE at Tollard High School. Using the map [FOUND HERE](#), families will enter the THS campus and follow the route to the rear of THS by the Stadium Field. That is where 4 areas will be set up and clearly labeled to pick up your son/daughter's PPE. Staff will be available to take your child's name and grade and provide the district purchased PPE. Each child will receive 3 masks and we encourage you to have your child practice wearing them prior to the start of school. Please label all masks with your child's name. We are planning to build in numerous mask breaks throughout the day. Face shields and masks will be expected to be worn when social distancing is not able to occur.
2. **Handwashing** - Students will be given numerous opportunities throughout the day to wash and sanitize their hands. Hand sanitizer will be available throughout the school building.
3. **School Supplies**- Students should plan to bring their individual school supplies in a Ziploc bag labeled with their name and teacher.
4. **Social Distancing** - Staff will practice with students on social distancing guidelines. They will teach students how to follow the rules in the hallways, classrooms, and cafeteria to maintain social distancing.
5. **Back to School Safety Videos** - Videos will be posted and sent to your child's student email account. These videos will be coming later in the week as well as more information about student emails very shortly.
6. **Google Classroom** - Starting August 31st, **all students**, whether remote or in person, will receive an invite to the teacher's google classroom page. In your student's email account, there will be a code for your child to have access and join the classroom's page. Pre-K and K students will receive information regarding their student email account

Where Excellence Is Achieved Through Each Individual's Success



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7. **Remote Learning** - Prior to the first day of school, our remote learners will receive classroom materials to allow them to participate with their class. Classroom teachers will be publishing the classroom schedule on the teacher's Google Classroom page. Students should plan to receive an email on their **student email account** that is inviting them to a google classroom page. The code will be provided within their student email account so that they may join the class.
8. **Valet Parent Drop Off and Pick Up Procedures** - Please follow the link to review the procedure for valet drop off and pick up. Each student will be assigned a number that will be placed on their backpack and the parent will receive the matching number card to be placed in the car.

[BGP Drop Off and Pickup Procedures 2020-2021.](#)

<https://drive.google.com/file/d/1U1An7UpX7wK8oI-JLej1kW0uFzvzhhb5e/view?usp=sharing>
9. **New Students** - If your student is new to the district (all kindergarten students, new first and second graders), please review the attached document on how to sign on to Unified Classroom. Tollard Public Schools uses PowerSchool's Unified Classroom online parent portal to allow you access to your student's current grades, attendance, and other information. Wherever you have online access (home, work, public library, etc.), you can view information on your student.
<http://www.tolland.k12.ct.us/resources/powerschool/students/>
10. **Specials** - Students will be receiving the Unified Arts curriculum in the classroom this year. The students will have the same special for an entire week. Classroom schedules will be found in your child's google classroom page.
11. **Schedule** - For partial in person Cohort A, students will attend school on Monday and Tuesday and will be remote on Wednesday, Thursday, and Friday. For partial in person Cohort B, students will attend remotely Monday, Tuesday, and Wednesday and will attend in person on Thursday and Friday. On every Wednesday (except for September 9th), students will be remote and required to participate in a ½ day of learning for Kindergarten through Grade 2. Preschool students will not be in session on Wednesdays.
12. Kindergarten students should receive a welcome packet in the mail from their classroom teacher within the next week.



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School Hours: Full Day: 8:50 a.m. - 3:20 p.m. Early Release: 8:50 a.m. - 12:45 p.m. Please note that the first week of school (Tuesday September 8th - Friday September 11th) will be early release days. Early Dismissal will be from 8:50 a.m. - 12:45 p.m. for Kindergarten and Grades 1 and 2.

KINDERGARTEN (First week)

Tuesday, September 8th

- AM students attend in-person on Early Release schedule, PM students complete asynchronous work / remote learning.

Wednesday September 9th

- AM students attend in-person on Early Release schedule, PM students complete asynchronous work / remote learning.

Thursday, September 10th

- PM students attend in-person on Early Release schedule, AM students complete asynchronous work / remote learning.

Friday, September 11th

- PM students attend in-person on Early Release schedule, AM students complete asynchronous work / remote learning.

Grade 1 and Grade 2 (First Week)

Tuesday, September 8th

- A group in person, B group remote learning
Early release schedule for students.

Wednesday, September 9th

- A group in-person, B group remote learning
Early release schedule for students.

Thursday, September 10th

- B group in person, A group remote learning
Early release schedule for students.

Friday, September 11th

- B group in person, A group remote learning
Early release schedule for students.



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Here are some additional resources for your review:

[Superintendent Willett's Page](#)

[Superintendent' Willett's Blog](#)

We look forward to welcoming your child(ren) back to Birch Grove. Please contact our main office with any questions or concerns at 860-870-6750.

Enjoy the rest of the summer!

Sincerely,

Tom Swanson

Tom Swanson, Principal
Birch Grove Primary School

Suzanne Guglietta

Suzanne Guglietta, Assistant Principal
Birch Grove Primary School