



## 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

December 18, 2020

Dear Families,

We would like to update you with these reminders:

**Remote Learning-** The Tollard School district will be starting fully remote on December 21-23, up to holiday break, then resuming fully remote learning on January 4 until January 18. We will return to regular students' schedules on January 19. for more details, please see the [Superintendent's Bulletin](#). Teachers will be sending remote schedules home shortly.

**Unified Classroom** -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/>

**REMOTE LEARNING MEALS-** School meals are available during remote learning days and on weekends. These meals are made available through USDA funding and are no charge to you. By participating in this meal program you are supporting the school district and our community in many ways. Please see these links for more information.

[Free School Meals](#)

[Comidas Escolares Gratuitas](#)

**Outdoor Recess** -The children will go out to recess when the temperature and wind chill are above 20°. Please have children dress appropriately for the weather: long pants, cotton leggings, jackets, hats and mittens. All clothing should be labeled with your child's name. If coats, etc. get left behind, the rightful owner can then be found.

The children are allowed to play in the snow if appropriately dressed with winter gear, including boots and snow pants. If for any reason school is on a shortened day schedule, there is no recess.

**Lost and Found-** Does any of this clothing look familiar? If you see your child's clothing, please call the office at 860-870-6750 and

describe the article. We can then return it to your child to bring home.



[FREE MEALS](#)-Free meals will be available to all children up to age 18 through June 30, 2021. Please use [this link](#) for information.

- BGP Lunch K -2 and Breakfast:  
\*\* Free school lunches are available for ALL students until the end of the school year. Both breakfast and lunch at Birch Grove are free to all students. This is an unprecedented move by the USDA that governs our meal programs. [We are able to provide these meals at no charge until June 30, 2021.](#)
- There is nothing special that children need to do. Students will come to the service line with the other children with their mask on and socially distanced. The cafe staff will fill the students' tray with selections, they will take the students' name and the cashier will ring in the transaction although there will be no charge at this time. Please understand this applies to a "complete" breakfast or lunch meal. If children would like an extra milk or if a student brings lunch from home, that would cost 75 cents.

COVID REPORTING- Please review the information in the [Superintendent Bulletin](#)

From the Health Room:

- The Birch Grove nurse's office is requesting that parents send in an extra change of clothing for their child, to keep in the classroom for emergencies.
- There is no latex (balloons, etc.) allowed in schools due to allergy concerns.
- Parents/Guardians of Preschool students,

This is a reminder regarding the 2020-2021 School Year Immunization Requirements from the State of Connecticut. It is required that Preschool children (younger than 5 years of age) receive the influenza vaccine. One (1) dose must be administered each year between August 1- December 31. If your child is receiving the vaccine for the first time, two (2) doses must be administered (separated by at least 28 days).

If you have not already done so, please contact your child's pediatrician for an appointment. Once vaccinated, please provide documentation of having received the flu vaccine to the school nurse. Please feel free to contact your healthcare provider or school nurse with questions. Thank you!

- If your child is ill, please call in to the nurse's school line as early as possible in the morning.
- Flu season is upon us once again. Flu symptoms may include fever (not always), cough, sore throat, runny or stuffy nose, muscle or body aches, headache, fatigue, and possibly vomiting and diarrhea. There are measures that we can all take to help fight the flu.
- **First:** It's not too late to get the flu vaccine. This is the best way to protect against the flu.
- **Second:** Control the spread of germs. Cover your nose and mouth with a tissue or your sleeve when you sneeze or cough. Wash your hands often with soap and water. Avoid touching your eyes, nose, and mouth. If you are sick, stay home.
- **Third:** If you get the flu, your doctor can prescribe antiviral medication to help make the illness milder and shorten the duration of the flu.
- Please remember that if your child has a fever of 100° F or greater, vomiting, or other contagious disease, he or she must remain home for 24 hours after the fever or illness has subsided without medication, except antibiotics before returning to school..
- Please be sure to send in a healthy and safe snack for your child.

### Adherence to In-Person or Remote Designation:

All students are assigned to one of two designations, either in-person M,T, Th and F or fully remote. Please understand that these designations must not be changed simply for the sake of convenience. Sudden changes to a child's designation often result in a student not having the necessary materials needed to participate in classroom lessons. Keeping a child at home because they are not feeling well and having them work remotely is an appropriate reason to switch a designation in the short term, but abruptly switching a child to remote as a matter of convenience cannot be accommodated.

### Virtual Breakfast with the Principal:

The virtual breakfasts with the Principal are on the first Thursday of each month from 9:30am-10:00am on 1/7, 2/4, 3/4, 4/1, 5/6, and 6/3.

### Bus Information:

IF TRANSPORTATION FROM OR TO ANOTHER LOCATION, I.E. DAYCARE, YOU MUST COMPLETE A SPECIAL TRANSPORTATION REQUEST FORM ONLINE. [Please follow this link.](#)

### Parent Pick up Procedures:

- Parents/guardians who are planning to pick up students at the end of the school day are expected to communicate with the office staff, at the latest 1 hour prior to the end of the school day. Parents are expected to communicate one of these ways:
  - send a note in with their child,
  - call the office at 860-870-6750 or
  - send an email to [smcdonald-burns@tolland.k12.ct.us](mailto:smcdonald-burns@tolland.k12.ct.us), [ebarkus@tolland.k12.ct.us](mailto:ebarkus@tolland.k12.ct.us)
- Please fill out the Google Form for Parent Pickup, [Parent Pickup Google Form](#)
- Please come at your designated time.
  - Pre-k time- 3:00-3:10



- Kindergarten time-3:10-3:20
- Grade1-3:20-3:30
- Grade 2-3:30-3:40
- Please have your card in the window and add your child's first name(s) to the card.
- Have your ID ready.
- Please do not text until you are in a spot.
- When you get to a spot, please text the number that you see with your child's name(s), classroom teacher name(s), and spot number.
- We will move up the line of cars as soon as we can. If you move to a different spot after texting, please text in the new spot number.
- Please do not pass the cars in front of you for the safety of our kids.

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. Parents are expected to have identification visible to the BGP staff as they enter the pick area. Link: [BGP Drop Off and Pickup Procedures 2020-2021](#) [Traffic Flow Picture](#) [Dismissal Pick up Traffic Picture](#)

Here are additional resources for your review:

[Superintendent' Willett's Blog](#)

[Tolland PCLP](#)

Please contact our main office with any questions or concerns at 860-870-6750.

Sincerely,

*Tom Swanson*

Tom Swanson, Principal  
Birch Grove Primary School

*Suzanne Guglietta*

Suzanne Guglietta, Assistant Principal  
Birch Grove Primary School