



Tolland Public Schools

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Tollard, Connecticut 06084

Birch Grove Primary School
Thomas Swanson, Principal
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September 30, 2020

Dear Families,

As we prepare for the **4 day in person education learning option** starting on October 5th, we would like to update you on a few additional reminders.

1. Bus Information -Starting on October 5, First Student Bus Company will be stopping at all student stops on their bus routes. You do not have to notify the school or bus company to get picked up from the student residence or returned to the student residence. IF TRANSPORTATION FROM OR TO ANOTHER LOCATION, I.E. DAYCARE, YOU MUST COMPLETE A SPECIAL TRANSPORTATION REQUEST FORM ONLINE. [Please follow this link.](#)
2. 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 ebarkus@tolland.k12.ct.us

Please fill out the Google Form for Parent Pickup, even if you have already notified the office previously. We are consolidating our pickup procedures and are requiring parents to now fill out the electronic form for 4 day in person learning. Each student must be entered on a separate form. Please fill out this form by the end of Friday, Oct 2. If you have any questions, please call the main office and we will be happy to assist you. [Parent Pickup Google Form](#)

For the safety of all students and for the most efficient pickup experience, please review the Parent Pickup Procedures.

- 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](#)

3. 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. Tolland 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/>
4. BGP Virtual Open House - After each Grade has held their Open House, parents will be able to view the Open House online. Visit the Tolland Public Schools website and click on the BGP Homepage. Then scroll down and click the link to access the Virtual Open House. <http://www.bgp.tolland.k12.ct.us/>
5. BGP Lunch K -2 ** Free school lunches are available for ALL students until December 31. 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 December 31st or until USDA funding is depleted.

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 that 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.

Here are additional resources for your review:

[Superintendent' Willett's Blog](#)
[Tolland PCLP](#)

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

Sincerely,

Tom Swanson
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