

**IMPORTANT- PLEASE READ COMPLETELY!**

Old Orchard Families,

Let me start by saying that we are saddened that we cannot provide you with a "traditional" open house experience. The "orientation" this year will not be an open house or orientation, as we traditionally know them to be. This orientation is limited to only the parent to help you feel comfortable and confident guiding their child's online learning

We are doing our best to meet the guidelines from the state and meet every parent and staff member's needs. The health and safety of our families and staff are a priority.

By the end of the day on Friday, you should have received a phone call from your child's teacher discussing the upcoming pick-up times and locations. Please know this will take some time. Be prepared to spend approximately a half hour in order to get through all stations. This means we will need to practice patience.

If you would like to pick up a packet prior to the scheduled days, I will leave a crate outside the main door on Friday where you can stop and pick one up and complete at home.

Or, if you have a printer at home, please feel free to print the forms out from the TPS.org website under the Students and Parents tab- Important forms and complete prior to your student's pick-up.

These are the necessary forms that will need to be completed:

[EMERGENCY MEDICAL FORM CARD - 2020-2021](#)  
[UPDATED - PARENTAL CONSENT AUTHORIZATION FORM](#)  
[Blank Contact Verification Form](#)

**During the scheduled pick-up days and times, parents will have the opportunity to:**

- Receive your child's schedules
- Learn how to navigate the online classroom
- Pick up your child's learning supplies including books, Chromebook and Wi-Fi if applicable
- Fill out required annual forms (bring insurance card/doctor information and phone numbers)
- Update your address, contact information and transportation (bring 2 proofs of address)
- Ask any questions

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All parents will enter at the doors nearest the bike rack. You will be directed to the gymnasium where you will complete the necessary paperwork. Once the paperwork is completed, follow the arrows and signs to the next checkpoint to review forms and get your textbooks. Should you already have a Chromebook from the spring, you will be directed to the exit. If you did not receive a Chromebook, you will move to the Chromebook table to sign the Chromebook Agreement Form and get any necessary technology assistance needed before leaving the building.

**MONDAY, AUGUST 31- 9AM-3PM** Grades 1-4

**TUESDAY, SEPTEMBER 1 9AM-3PM** Grades 5-8 and Special Education

**TUESDAY, SEPTEMBER 1 5PM-7PM** Parents that were unable to come at their scheduled time

**Critical Covid Precautions**

- Only ONE (1) adult (**adult only/no students**) per family.
- If more than one adult must learn this material, please schedule a remote call with your teacher. We are only allowing one parent to enter the school building pre family.
- **Masks are REQUIRED to enter the building.**
- If you've had COVID-like symptoms within the last 14 days, please schedule your orientation through Google Meets with your teacher.
- Please keep a 6 foot distance away from all others.
- Enter through the door nearest the bike racks and exit the side cafeteria door.
- Pay attention to signage in the hallway.
- There will be tables available in the gymnasium to fill out your forms. Please feel free to bring your own pen.
- Teachers and staff will be available to assist throughout the process.

We miss all of our students and are excited to have them back with us as soon as it's safe.

Thank you for your continued support,

*Mrs. Dreier*

Principal, Old Orchard Elementary