

General Day to Day Lower School Operations

Morning Drop Off

Boys may be dropped off at school as early as 7:30 a.m. As we do not have faculty supervision before 7:30 a.m., boys may not arrive before that time. Students may arrive as early as 7:30 a.m. and should report to their homeroom. Before entering the building in the morning, parents will need to complete and submit a health survey via the Magnus app. **All students must arrive through the front doors of the Lower School, there will be faculty greeting students and checking them in, and a hand sanitizing station will be located in the lobby for boys to clean their hands before heading to their homeroom.** Please make sure your son arrives early enough to be ready at 8:20 a.m., when classes begin.

Because we are interested in making morning drop-off as safe and efficient as possible, we ask the following:

- When entering at the front of school, **please pull your car up as far as possible.**
- **Please do not get out of your car during drop off!** Dr. Greenblatt or Mrs. Touey, will be available to assist your son out of the car if he needs help. After the first few weeks, each boy in the elementary grades should be able to independently get out of the car by himself. By the middle of the year, most kindergarteners and even pre-k boys will be able to get out by themselves. Developmentally, it is important to have our boys learn to accomplish routines independently when they are ready.
- We ask that you have your son on the *right side of the car* so he can exit at the curb. Do not allow your son to exit on the left, as oncoming traffic is on the left and safety cannot be ensured.
- For the safety of all, we ask that you drive 5 MPH, do not use your cell phone when driving, use your turn signals, and be very careful when turning into and out from the curb. There is a cross walk in the center of the Lower School Drive. Please follow the directions of the Haverford personnel, to ensure the safety of all.
- **We strongly recommend that boys arrive by 8:00 a.m.** Because the start of the day is so important, we ask that families plan to drop their sons off with sufficient time to walk to their room, unpack their things, and settle in for the 8:20 a.m. start.
- Boys must have a mask/CDC approved gaiter on and covering their nose and mouth before exiting the car.

Health Services

The Haverford School uses Magnus Health for all health information collection and management. It offers continuous access to your son's health record as well as the ability to make updates when needed. You can access Magnus Health via the "Parents" section of our website by clicking [here](#) or under "Handbook, Policies & Forms" by clicking [here](#). Your login credentials for Magnus Health are the same as MyBackpack. Many parents prefer to use the [Magnus Mobile Personal Health Record App](#) (Magnus Mobile v2) to submit all health information via their mobile device.

The Haverford School health requirements for the 2020-2021 school year were due on Aug. 1 in preparation for the school year and to allow for participation in all school activities.

All health information is to be updated annually, including physical assessments and all health plans, which are available for print from your account for completion by your medical provider. All requirements are to be submitted electronically annually via your Magnus Health account including parental permissions, consents, and vital health record information.

Return to Campus – COVID-19 Daily Symptom Screening

In preparation for return to school we will use the COVID-19 daily symptom screening tool via the Magnus Mobile v2 APP. Please follow the instructions below to use the COVID-19 daily symptom screening tool via the Magnus Mobile v2 App. You may also access an instruction sheet [here](#) and video tutorial [here](#). This should be completed prior to your son coming on campus.

- Download the **Magnus Mobile v2App** available for any smart device
- Login using your **MyBackpack** credentials
- Tap the **COVID-19** icon
- Click the Covid 19 Symptom assessment link and complete by 7:30 a.m.
- Follow directives for school entry ("**Pass**" sign - Green) or exclusion ("**Fail**" sign - Red)

Access to campus is contingent upon completion of daily symptom screening and structures will be put in place to ensure compliance. Please click [here](#) to refer to our "Wellness at Haverford" and "When to Stay Home" guidelines when considering on campus school attendance and return to school after illness or COVID-19 exposure.

Our Health Services Department staff is available to address any questions related to your son's health care at school and may be reached directly at 484-417-2714.

Afternoon Dismissal:

- Pick-up times are as follows:
 - o Pre-Kindergarten, Kindergarten 2:30 p.m.
 - o Grades 1&2 3:00 p.m.
 - o Grades 3-5 3:15 p.m.
- On the first day of school a carpool sign will be sent home. Please be sure to place your son's grade sign on the dashboard window so we may quickly identify rides and get the boys into the proper car.
- Once all boys are outside, it takes roughly 8-10 minutes to clear all cars that have been waiting. For this reason and our no visitor policy on campus this year, we ask parents to not park first, pick up their kids, and cross traffic to try to leave early. Doing so not only slows the dismissal flow, but it makes dismissal less safe. As such, every afternoon we will cone off the parking lot from the dismissal lane until all traffic has cleared.
- Because the morning arrival and afternoon dismissal depend on the ability of the teachers to supervise all children in their care, we ask that parents not seek conferences with teachers at this time. If you need to speak with a teacher, please set up a conference time outside of the dismissal period.

- We will coordinate siblings for pick up so that parents only need to pick up their sons at the dismissal time of the oldest sibling. Middle School boys who need to pick up a brother in the Lower School will meet them in the Lobby of the Lower School where the teacher in charge will check them out.
- If you plan on changing the way your boy is to go home for a day, you must write a note explaining how he will be going home. This can be sent in or emailed to Teresa Touey by 12:00 pm at ttouey@haverford.org. We cannot load a boy into any car that he typically does not use unless we have permission from the boy's parent. Likewise, no boy can take any bus that he is not assigned. Please send all notes about how he goes home to the homeroom teacher and Mrs. Touey.
- If your family lives within walking distance of the school, and you would like him to walk home, you will need to send Mrs. Touey a note providing us with documentation that your son is permitted to walk home.

Busing

All new parents who would like to have their son take the bus home in the afternoon, please email Mrs. Touey ttouey@haverford.org and provide her with your school district name and the days in which your son will be taking the bus after school. Boys who used the school district busing to and from Haverford last year will automatically be enrolled on the same busing lists for this year.

Attendance: Absences and Lateness

Two healthy habits we hope to develop in every boy are being consistently on time and present. Often, to accomplish this, it takes the whole family to work in collaboration with each other. To be on time, Lower School students need to be in their homerooms no later than 8:20 a.m. Once again, We strongly recommend that boys arrive by 8:00 am. Students participating in Hybrid Haverford are expected to log into Morning Meeting by 8:20am and they will be included in our attendance check each morning. If a boy in Hybrid Haverford is going to be absent or miss a class for any reason, parents will need to notify Mrs. Touey and the classroom teacher.

Any boy arriving to their homeroom after 8:20 a.m. will sign in at Mrs. Touey's desk and will be marked late. If your son will be significantly late, absent, or leaving early from school, we ask that you contact the school as soon as possible. The Lower School attendance number can be reached at 610-642-3020 x 1957. If you wish to pick up assignments at the end of the day we ask that you call Mrs. Teresa Touey at extension 1232 by 9:00 a.m. This will give us ample time to generate a homework request for the teachers.

After School Care

Due to COVID-19 restrictions we will not be able to offer After School Care during the 2020-2021 school year. Lower School boys need to be picked up at the assigned dismissal time, or by the time of dismissal for their oldest sibling.

Dress Code

The following is the dress code for the Lower School. The Haverford website at www.haverford.org has an online store available for the purchase most of these items. **Please place your sons' name in all articles of clothing so that we can return them should they be misplaced.**

School Shirt: White, yellow, maroon, or gold collared, knit polo, or turtleneck, either long sleeves or oxford button down. Shirts should be tucked in.

School Pants: Khaki or navy pants. Boys are permitted to wear dress shorts from Sept. 9- Oct. 31 and once again after Spring Break. No cargo pants or painter's pants are allowed.

School Shoes: sneakers or non-marking shoes. Please no flashing sneakers.

****students participating in Hybrid Haverford are expected to be in uniform each day****

Physical Education Classes: All boys in Kindergarten through Fifth Grade will need a Haverford School reversible gym shirt. Only sneakers are allowed on the gym floor. For the 2020-2021 school year, boys should arrive at school in the morning in their PE shirt on the days that they have PE.

Hair and Jewelry: Hair should always be neatly groomed, natural in color, and out of the eyes of the student.

Jewelry, aside from that with medical or religious significance, is not allowed to be worn in any form.

Electronics and Cell Phone use on campus for Lower School Boys

Because we wish to minimize any distraction to our lower school boys' education, we ask that all electronic devices be left at home. Students in pre k through 2nd grade are not permitted to bring cellphones to school. Students in 3rd through 5th grade are permitted to bring cell phones, but it must be turned off and in their backpack inside their cubby during the school day. Lower School students who ride the bus may be permitted to bring a cellphone to school, however it must be turned off and put away during the school day.

Throughout the day, from drop-off until dismissal, every Lower School boy is supervised and monitored, establishing a safe environment that creates no need for a student to call or text anyone. We have found that boys who bring cell phones or electronics to campus frequently get very distracted by the device, often lose and/or damage it.

If for any reason a student needs to contact a parent, they should check with the supervising teacher. The supervising teacher will have access to a phone or will be able to send the student to the office. If for any reason you need to send your son to school with a cell phone (perhaps he is staying over a friend's house, or he will be walking after he is off campus) please make sure your son understands that the cell phone must be kept in his backpack, turned off, and not taken out of the back pack while on school grounds. Students who are seen with a cell phone on school property will have them confiscated with a phone call made to the parent, and the parent will be asked to retrieve it.

For students in Hybrid Haverford, or in the event that we return to a full virtual learning environment, we ask that parents continue to enforce the no cellphone policy during school hours. We kindly request that parents keep cellphones in a central area of the home or away from the students' workspace during school hours to minimize distraction, disruption and any off screen messaging that could interrupt the learning of the students.

Food, Lunch, Treats and Allergies

Throughout all school divisions we have a number of students who are allergic to any number of food types. Some students in our building have severe allergies that could be life threatening. As a result, the school has a need to control the food that is served on any given day.

Students have the option of either bringing a bagged lunch to school or purchasing a meal plan for prepared lunches throughout the year. You should have received a mailing to your home from the Dining Hall explaining the boxed lunch program being offered for the 2020-2021 school year. Please contact the business office at extension 1243 if you have not received this letter or need a new one. Please note that because students will be eating in the classroom this year, microwaves will NOT be available for heating lunches. Please plan accordingly.

Our Dining Hall staff and faculty are very aware of the cautions that need to be taken every day and work very hard to minimize the risks that are inherent for children with food allergies. To control the potential risks, all foods to be shared within the classes for the students must be foods prepared by our cafeteria staff who are knowledgeable in potential risks. **Please do not send in any treats, candies, and/or food products as we cannot serve them to our students!**

You can help this endeavor by making sure that no peanut or tree nut products are sent to school in lunches or snacks or in any other form. If you would like a list of "safe foods," visit the Parent Downloads in the Parent Community Section of our website.

Birthday Parties

Birthdays are a special time for our students, and because we want to allow the students to celebrate their birthday with their classmates, we set aside a day at the end of the month to celebrate all birthdays which fall in that month. **We ask that parents do not send in treats as we cannot serve them to our students.** Each month, our Dining Hall prepares a special treat for all the students to celebrate the birthdays of that month. This allows us to celebrate each student's birthday while allowing the school to take the proper safety precautions. Celebrating in this way also keeps a balance to the frequency of interruptions to the educational program. Once again, thank you for your consideration and attention to our requests.