

Lower School Checklist

To be fully ready for the new school year, follow these instructions.

Note: All forms are available at: <https://www.sayreschool.org/page.cfm?p=6283>

All Families:

_____ **Update the Parent Portal to maintain accuracy- this is critically important as this is the only format in which we are collecting this information this year.**

All parents must log onto the parent portal on our website in order to check that you have access and that you have updated your household and emergency information. All guardians/parents should have received an email from Terri Prewitt regarding the login process for the Parent Portal on PCR. In order to log in, simply go to www.sayreschool.org and select the Log in link. Enter your username and password. Click the blue **PCR** button and a new window will open that prompts you to enter your username and password again. The next screen you will see is a white screen with the Sayre School logo on the top left. If you have not done so already, please select the **Family** link and update your household information. As always, feel free to be in touch with any questions.

Within the portal, please be sure to complete the following required forms:

_____ **Student Permission Form**

_____ **Emergency Medical Release**

_____ **Health Information Form**

_____ **Carefully read our Lower School COVID 19 Guidelines.** We will be enforcing these standards in order to keep everyone in our community safe. It is expected that all families comply with these community rules that have been built around best practices as defined by the state and the CDC.

_____ Watch for communication in your email from your classroom teacher that tells you your assigned time to visit the classroom for a socially distanced **Open House** experience. Each child is limited to two additional people on this visit as we are trying to keep numbers of individuals in the classroom low at any one time. Siblings count towards this family limit. We ask your cooperation in keeping this event safe for all.

_____ Ensure that the Lower School Office has a valid Kentucky Immunization Form for your child. Despite the pandemic, there has not been a change in this mandate. If your child's form is expired, we will need you to bring a new form signed by your doctor with a valid date in order for them to attend school. **There will be a locked drop box in the front vestibule for all immunization forms, payments or other materials that need to be turned into the office. Please remember that parents may not fully enter the building.**

If your child requires medicine for Asthma or Anaphylaxis:

_____ Download the **Asthma or Anaphylaxis Medication Authorization form** and have your doctor complete the form. Return this to the Lower School with medication at Open House. We will have a staffed table for this purpose in the Lobby. **Due to COVID 19, all students with asthma must use a spacer/chamber when using their inhaler. Please speak to your doctor about obtaining one if you don't currently have one.**

If your child has allergies:

_____ Complete the electronic **Allergy Information Form** thoroughly.

* Just a reminder that under a new state regulation put into place in August, 2018, all Kentucky students (ages 12 months through 18) must have proof of having the 2-dose series of the Hepatitis A vaccine prior to their first day of school. If you are new to us, please ensure that your child's immunization form includes both Hepatitis A doses.

*Kentucky has not relaxed the immunization law despite COVID. Although you are allowed to wait for immunizations, you must have an "unexpired" immunization form on file with us in the office. If you are waiting to get shots, you must bring an updated Kentucky Immunization form approved by your physician with an unexpired date to us in order for this to comply with regulations. Most physicians will require you to bring your child to be vaccinated as this is important for public health.

Preschool Families

In addition to the requirements listed above, you should have received a set of paper forms by mail. These forms must be completed and returned to the Lower School using the addressed, stamped envelope included no later than August 7th. Your child will not be allowed to attend until we have received those forms fully completed.

Kindergarten through 4th Grade

In addition to the requirements listed above under "All Families", please complete the following:

_____ With your child, use the link to the "Technology Acceptable Use Policy" listed under Lower School forms and read this with your child. There is a place in the portal that you must check to acknowledge that you and your child have read this policy.

_____ For grades 1-4, remind your child to complete applicable **summer math and reading** assignments.

_____ Consult the **Supply List and Dress Code online** in preparation for the start of school. Please note that masks are a required clothing item for all students 1st through 4th grade. Bandannas

and neck gaiters are not permitted. Masks may be colored or have patterns, but may not have any words or distracting pictures on them.