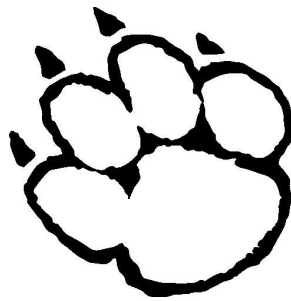


Noah Webster



Wildcats

2020 - 2021

Noah Webster Schools-Mesa
In-Person Learning Option

Welcome to Noah Webster Schools!

Dear Parent/Legal Guardian,

Welcome back to campus! We are excited for another great year! Please review this In-Person Learning Option Packet as it includes important information we ask that you be familiar with.

Prior to returning to campus, please read and complete the enclosed COVID-19 Parent Acknowledgement & Disclosure document. It is vital that this form is returned to your child's teacher on the first day of in-person, teacher-led instruction.

If applicable, please complete the following pages and return to your teacher on the first day.

- Student Walker Release Form
- Day Care Pick Up Notification

At this time, Extended Wildcat Hours (Before and After School Care) and Extra-Curricular After School Programs are not available to Kindergarten – 6th grade students. Noah Webster Schools will notify parents when the programs are available and will provide information regarding program enrollment. **Please note, any and all past due invoices with Noah Webster Schools must be PAID IN FULL to utilize the Before and After School Care Program and Extra-Curricular After School Programs.**

To help parent pick up run smoothly, we will be issuing parent pick up placards on the first day of school. Please hang these placards on your front review mirror with the grade level facing out. If you have multiple students, the older students will be picked up at the youngest student's grade level pick up; this will limit the number of times parents need to drive through parent pick up. Included in this packet are copies of the Grade Level Parent Pick Up maps as well as the designated pick up times. The youngest child's teacher will send home the parent pick up placard on the first day. The first placard is free and additional placards may be purchased for \$2.00 each.

We look forward to a great year!

Sincerely,

Noah Webster Schools
Administration



Noah Webster Schools - Mesa

480-986-2335



Important Contact Information

Please save this page in an important location as the information will be used frequently throughout the school year.

Parent Call List	ext. 2101	CallListMesa@noahwebster.org
Attendance	ext. 2107	Attendance@noahwebster.org
Health Office	ext. 2111	cstumer@noahwebster.org
Transportation	ext. 2610	tkeller@noahwebster.org
Cafeteria	ext. 2603	balvarado@noahwebster.org
Volunteering	ext. 2110	chaas@noahwebster.org
Traffic Questions	ext. 2602	mlockey@noahwebster.org
Billing	ext. 3130	billing@noahwebster.org

**FOR A COMPLETE LIST OF FACULTY & STAFF,
PLEASE VISIT THE WEBSITE**

What is the Parent Call List?

The parent call list is designed to help parents notify their student(s), teacher(s), and administration of any changes in afternoon transportation for the day.

For example:

- ✓ Jane usually rides the red bus home but mom is going to pick her up today at parent pick up.
- ✓ Joe, in 3rd grade, is usually parent pick up by mom, but today he is going home with his neighbor Susie Smith in 1st grade. So, Joe needs to go to 1st grade pick up with Susie's class so Mrs. Smith can pick both up.
- ✓ Mary is always parent pick up but instead of dad picking up, her Aunt Jennifer Jones will pick up.

All calls for the parent call list must be made no later than 2:00 p.m. on regular school days and by 12:00 p.m. on early dismissal days. Any calls made after these designated cut off times will not make it on the call list; therefore, the student(s) will be sent home his/her normal way.

You may call the Call List at (480)986-2335 ext. 2101 or email at CallListMesa@noahwebster.org.

To ensure the safety of your student(s), it is IMPERATIVE that you call before the cut off time.



September 8th is almost here!

The first week of school is so exciting and quite busy!

Here is some information to help make your child's first week on campus run as smoothly as possible.



Noah Webster Schools is a closed campus. Please drop your child off at an attended gate between 8:00-8:30 am. Staff will be there to assist with getting the children to their classrooms. **Please be patient, the first few days tend to be a little busy.**



At the end of the day your child will be sent home per your set instructions. Any changes must be made by 2:00 pm by contacting the call list. Teachers and staff can not take a verbal change from your child.



Please arrive at your designated time for parent pick up. Any vehicles arriving prior to the designated time will be asked to exit the parking lot. Please do not park on the street or in the fire lanes.



The first day your youngest child's teacher will send home a pick up placard that will need to be displayed from your mirror for the remainder of the year.



During parent drop off and pickup, please **DO NOT EXIT** your vehicle. NWS Staff are not allowed to accept or release a child to someone on foot and are required to place a child in the vehicle at the designated areas only. **Again, please be patient, the first few days tend to be a little busy.**



Afternoon busing is important. Please consider using the afternoon bus, if previously arranged, as your child's normal end of day transportation.

We appreciate all you do to make 2020-2021 the best school year!



Dear Parents and Guardians,

Attached please find a form entitled, ***COVID-19 Parental Acknowledgement and Disclosure***. It is important that you read it carefully, sign it, and return it to us before the start of in-person, teacher-led instruction.

At a time when so much misinformation is circulating, we want you to clearly understand your responsibilities—and our objectives—when it comes to the safety of your child and our teachers, administrators, and staff.

While the form may seem long and detailed, the messages are those you've heard before:

- **You must take your child's temperature every day before school. (A temperature of 100.4 degrees Fahrenheit or higher is considered a fever.)**
- **If your child is sick, they must stay home.**
- **For safety reasons, parents and guardians will not be allowed on campus past the drop-off area unless there is an emergency.**
- **If your child comes into contact with someone who may have COVID-19, or who tests positive for COVID-19, you must let us know.**

The form also confirms the school's intent to:

- **Monitor students for symptoms that could indicate a coronavirus infection, and if they do show symptoms, to call you right away to pick them up and take them home.**
- **Remain aware of changes in Centers for Disease Control (CDC) guidelines, and to follow the guidance of the CDC, the county health department, and the Arizona Department of Health Services.**

Thank you for being our trusted partner and for helping us stay vigilant against this very serious illness.

Sincerely,

Noah Webster Schools
Administration



Noah Webster Schools
COVID-19 Parental Acknowledgment and Disclosure

Each statement below should be read and initialed by either a parent or the child's guardian.
Signature by a parent or the child's guardian is required.

1. _____ I understand that during this COVID-19 public health emergency, I will NOT be permitted to enter the facility/school beyond the designated drop-off and pick-up area. I understand that this procedure change is for the safety of all persons present at the facility/school and to limit to the extent possible everyone's risk of exposure.
2. _____ I understand that it is my responsibility to inform other members of my household of the information contained herein.
3. _____ I understand that IF there is an emergency requiring me to enter the facility beyond the designated drop-off and pick-up area, I MUST wash my hands and wear a mask before entering. While in the facility, I will practice social distancing and remain 6 feet from all other people, except for my own child.
4. _____ I understand that in order to attend school, my child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear, my child will be separated from the rest of the class and moved to a supervised, secure area. I will be contacted, and my child MUST be picked up within 1 hour of being notified.

Symptoms include:

- Fever of 100.4 degrees Fahrenheit or higher
- Chills
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Any other symptom of illness, whether or not you believe it's related to COVID-19

While the School understands that many of these symptoms can also be due to non-COVID-19-related issues, we must proceed with an abundance of caution during this public health emergency.

Symptoms typically appear two to seven days after being infected. Your child will need to be symptom-free, without any medication, for twenty-four (24) hours before returning to school.

5. _____ I understand that as the parent/guardian, I will need to take my child's temperature prior to coming to school. I understand that, as the parent/guardian, I must also conduct daily self-screening of my child for symptoms prior to the child arriving at school.
6. _____ I understand that my child will be required to wash their hands throughout the day using CDC-recommended handwashing procedures.
7. _____ I understand that my child must wear a face covering throughout the day according to the protocols established by the District.
8. _____ I will immediately notify the Site Point of Contact if I become aware that my child has had close contact with any individual who has been diagnosed with COVID-19. The CDC defines "close contact" as being within 6 feet of an infected person for at least 15 minutes starting from two days before illness onset (or, for asymptomatic patients, two days prior to specimen collection) until the time the patient is isolated.
9. _____ The Site/District will continue to follow the guidelines of both the CDC and state and local officials. As changes occur, parents and guardians will be notified. The Site Point of Contact will contact the Arizona Department of Health Services if any staff member or student contracts COVID-19 to help make crucial decisions on next steps.
10. _____ I understand that, while present at school each day, my child will be in contact with children and employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines, or practices will remove the risk of exposure to COVID-19. I understand that the members of my family play a crucial role in keeping everyone at school safe and reducing the risk of exposure by following the practices outlined herein.

I, _____, certify that I have read, understand, and agree to comply with the provisions listed herein.

Child's Name: _____

DOB: _____

Parent's Name: _____

Parent's Signature: _____

Date: _____

NOAH WEBSTER SCHOOLS

COVID-19 STUDENT FACE COVERING POLICY

As required by Executive Order 2020-51, NOAH WEBSTER SCHOOLS (the “School”) is implementing this COVID-19 Student Face Covering Policy to help protect our students, our staff, and our school community. This policy applies to all students enrolled at the School.

When Face Coverings Are Required

The School requires all students to wear face coverings that comply with this policy and the School’s dress code standards whenever a student is on school grounds, in school-provided transportation or attending a school sponsored event, whether inside or outside.

Exceptions

Subject to and in accordance with public health guidance, the School will not require students to wear face coverings under the following limited circumstances:

- When the student is eating or drinking;
- When the School determines, in its sole discretion, that students can socially distance – i.e., sustainably maintain at least 6 feet of separation from other students or staff;*
- When students are outdoors and able to socially distance;
- During breaks intended for students to remove their masks in a safe environment;
- If the student has a documented medical or behavioral condition or disability that makes them unable to wear a face covering (e.g., has trouble breathing, severe respiratory impairments, sensory concerns or tactile sensitivity, or is unable to remove the face covering without assistance); or
- If the student is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

The site principal may consider additional exceptions to this policy; provided, however, that such an exception must comply with applicable public health guidance.

*Given the serious health and safety risks associated with the rapid transmission of COVID-19, the School may, in its sole discretion, require students to wear a face covering even if social distancing is possible.

Acceptable Face Coverings

A face covering is acceptable only if it meets current public health guidance and:

- Completely covers the nose and mouth;
- Fits snugly but comfortably against the side of the face;

- Is secured with ties, ear loops, or another reliable method;
- Are made to sufficiently block respiratory droplets from permeating the face covering; and
- Allows the user to breathe without restriction.

Students may *not* use any face covering that incorporates a one-way valve that is designed to facilitate easy exhaling. The School encourages students to leave medical grade masks (i.e. N95, KN95, or other masks intended for a health care setting) for those serving in front-line health care settings.

Face Shields: Although not required, the School will allow students to wear face shields *in addition* to face masks. Wearing a face shield without wearing a mask is not permitted unless approved by the site principal; provided, however, if a face shield is used without a mask, the face shield must wrap around the sides of the wearer's face and extend to below the chin.

Provision of Face Coverings

Students are expected to bring their own face coverings to School that comply with the requirements set forth above; however, the School will provide students with a disposable face covering if they forget theirs or are otherwise unable to procure a face covering of their own.

Adaptations and Alternatives

In accordance with public health guidance, as well as applicable disability laws and guidance, the site principal will consider adaptations and alternatives to a student being required to wear a face covering, including for specialty classes and for students with disabilities.

Enforcement and Non-Retaliation

Failure to comply with this policy may result in disciplinary action in accordance with the School's disciplinary policies and procedures.

The School will not tolerate any bullying, harassment, or discrimination arising from or related to students wearing a face covering.

Policy Subject to Change

The School may modify or rescind this policy at any time, in its sole discretion, and without advanced notice in order to adapt to changing public health guidance, legal obligations, and operational needs.

If any part of this policy conflicts with applicable local, county, state law, regulation, or public health guidance, the School will comply with the applicable law, regulation, or public health guidance.

NWS Online Payments



FREQUENTLY ASKED QUESTIONS:

What payments are accepted online?

Noah Webster Schools accepts online payments for Pre-K Tuition, Extended Wildcat Hours (Before/After School Care), Extra Curricular After School Programs, KG - 6th Breakfast and Lunch, Arizona Tax Credits, etc.

How can I access the online payment website?

Noah Webster Schools has partnered with Boonli to give parents a convenient way to pay for various programs online. You can access the website by typing in the URL: <https://noahwebstermesa.boonli.com> or clicking on the Online Payments link at the top of Noah Webster Schools' homepage.

Will the online payment website show me my account balance?

Unfortunately, no. Please have your weekly invoice or statement ready when paying for Pre-K or Extended Wildcat Hours (Before & After Care). If you would like to check your balance for either program, please email billing@noahwebster.org and a member of the Billing Department will be able to assist you.

When will online payments be posted to my Noah Webster account?

Online payments can take up to 24 - 48 business hours to post to your Noah Webster School account. Please allow time for processing. If you would like to check your balance for Pre-K or Extended Wildcat Hours (Before & After Care) program, please email billing@noahwebster.org and a member of the Billing Department will be able to assist you.

How do I set up an account to pay online? What if I have an existing account?

Setting up an account on the Boonli payment portal is simple. Using the school password below, follow the steps to create an account. **Remember, you only need to set up an account once and that account will be used each time you log in.** If you have an existing account, please log in and update teacher/classroom ("Location") information for each student profile prior to placing an order/payment. If you need to add any additional student profiles, please do so under your account profile.

- Go To: <https://noahwebstermesa.boonli.com> - (please bookmark this page)
- Click Create an Account: Password is: **nwmesa1**
- Enter parent information, create your own username and password for your account
- Select: I will be Ordering for Other People and click Submit
- Under Other Profiles, Enter the Student's Information:
 - ◊ Student First and Last Name
 - ◊ Location is the Student's Classroom & Grade Level
 - ◊ Child's Date of Birth
- Select Add Profile. Repeat for any additional students. (Student profiles will appear on the right side)
- Click I'm Done when each student has a profile.
- Sign In to begin ordering.

How do I pay for each program?

Log into your account and follow the steps below for each specific program. At any time, you can select the cart in the upper right-hand corner to view the items in your cart and checkout. A nominal 3% fee is charged per transaction so that we can offer online payments. Please be aware of the cutoff date for each program/menu.

1. Pre-Kindergarten Tuition

Payment is required by Friday, prior to the week of attendance. Please note, all payments will be applied to the oldest invoices first, regardless of the date of payment.

- Select Pre-K Tuition
- Select a day of the Pre-K week that is being paid
(i.e. for the week of August 24th, select any day from Monday, August 24th to Friday, August 28th)
- Select the Weekly Tuition
- Click Add to Cart
- Select one of the following:
 - ◊ Click Go to Next Day or Go to Calendar if you would like to pay for multiple weeks
 - ◊ Select Go to Cart if you would like to check out and pay
 - ◊ Click the program title if you would like to add payments for another program

2. Extended Wildcat Hours (Before and After School Care)

Payment is required by Friday, prior to the week of attendance. Please note, all payments will be applied to the oldest invoices first, regardless of the date of payment.

- Select Extended Wildcat Hours
- Select the Date of Payment
- Select either:
 - ◊ Flat Rate
 - ◊ Hourly Amount
- Select the Quantity on the right hand side
- Click Add to Cart
- If the Flat Rate was selected:
 - ◊ Please note the weeks that are pro-rated due to school breaks and/or holidays
 - ◊ Double check that the appropriate rate (1st child vs. sibling) is selected for EACH student's profile.
- Select one of the following:
 - ◊ Select Go to Cart if you would like to check out and pay
 - ◊ Click on the program title if you would like to add payments for another program

3. After School Programs

Online Payments for After School Programs will be open until the end of the first week of the session. All past due NWS invoices must be paid in full to be eligible to attend an After School Program. Please verify that the correct student profile is selected when adding after school programs to your cart.

- Select After School Programs
- Select the Date of Payment
- Select the Program
- Select what the student will be doing at 4:00 pm (Parent pick up, After School care or NWS Bus)
- Click Save Selections and Add to Cart
- One Monday-Thursday program as well as one Friday program can be added for EACH student profile
- Select one of the following:
 - ◊ Select Go to Cart if you would like to check out and pay
 - ◊ Click the program title if you would like to add payments for another program

4. KG - 6th Grade Breakfast & Lunch

Meal ordering is open from the 15th-25th of the month for the upcoming month. After the 25th, paper menus and payments will need to be turned into the Administration Office for processing.

If you are eligible for free or reduced meals, register first & **do not add items to your shopping cart**. Please email **balvarado@noahwebster.org** so your status can be updated. Once your status is updated you will receive a confirmation email and can begin ordering. **If you have an existing account, please email at the beginning of each school year to update your account status (you must resubmit an application for free/reduced meals each school year).**

- On the Welcome Screen (after logging in), click the right arrow until the correct month appears.
- Select either Breakfast or Lunch.
- Select the Day you want to order
- Choose the entrée
- Select one the of following:
 - ◊ Save and go to next day to continue ordering for the month, repeat until the month is complete.
 - ◊ Select Save and go to calendar to select only certain days
 - ◊ Select Save and go to cart once all meals have been ordered.
- To switch from September Breakfast to Lunch while in the calendar, please click on the calendar title shown (i.e. September Breakfast) and a box will pop up to select the other menu.

Be sure to proceed to checkout and process your payment. Orders that are left in the shopping cart will NOT be processed and your student(s) will not be included in the breakfast/lunch service.



ANNUAL NOTIFICATION

Date: August 15, 2020

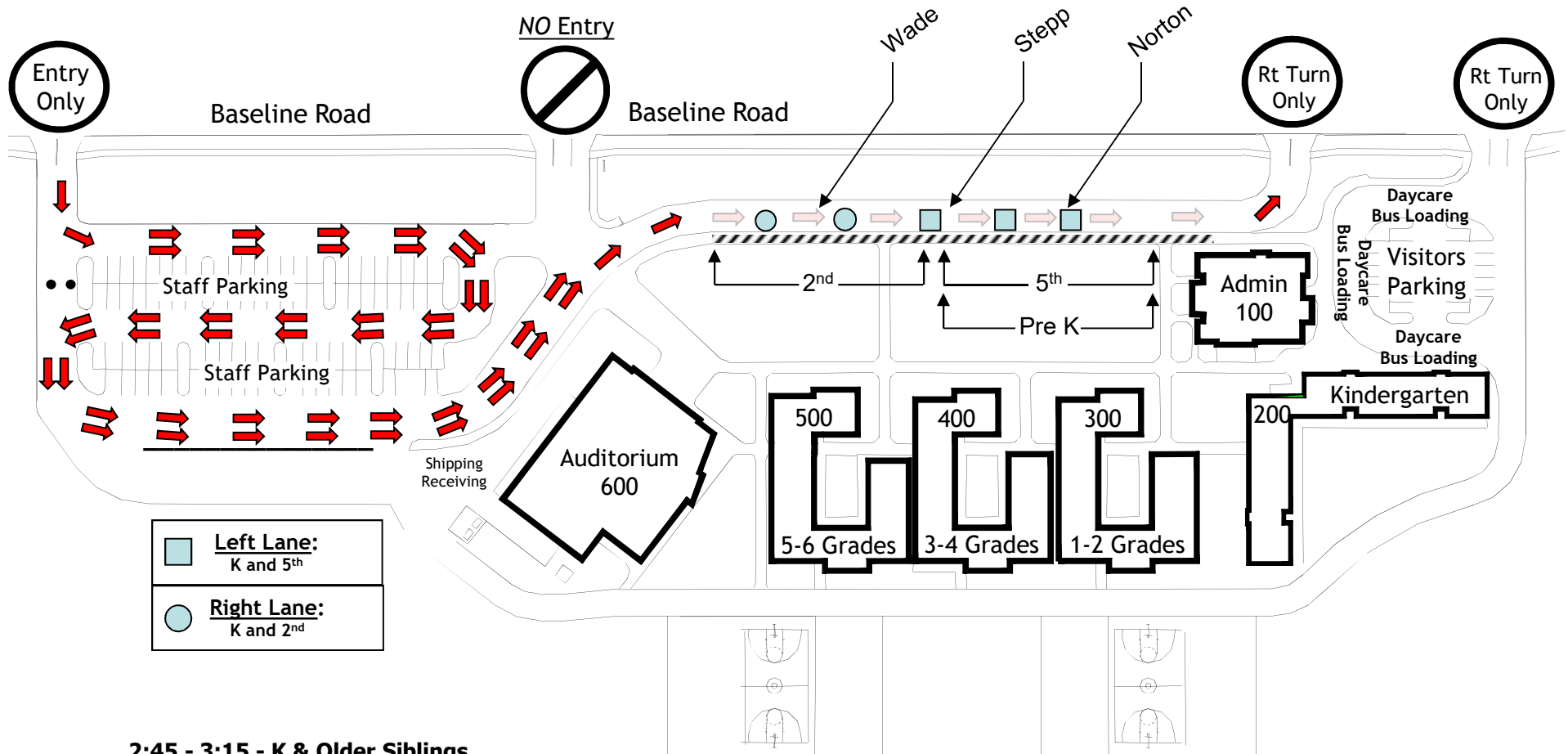
Re: AHERA Management Plan

Noah Webster School's AHERA Management Plan is located on the school's website at www.noahwebster.org.

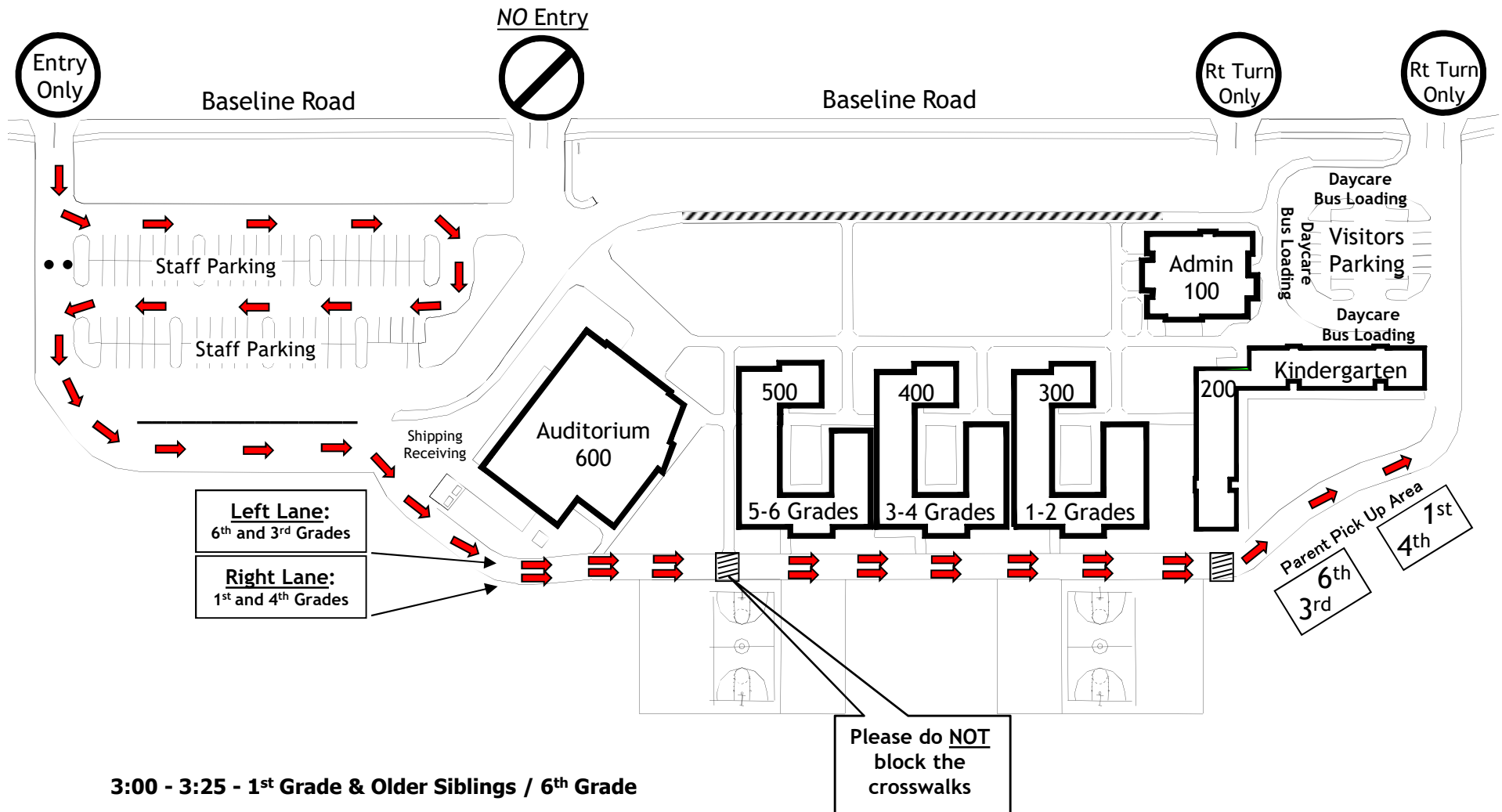
If you have any questions, please contact the Designated Person:

Mark Lockey, Facilities Manager
480-797-2119
mlockey@noahwebster.org

Kindergarten/Second/Fifth/Pre-K Grade



First/Third/Fourth/Sixth Grade



3:00 - 3:25 - 1st Grade & Older Siblings / 6th Grade

3:25 - 3:40 - 3rd Grade & Older Siblings / 4th Grade & Older Siblings

Five pick up times are assigned to help relieve parent pick up congestion:

NWS-Mesa Parent Pick Up Schedule

Grade Level	Parent Pick Up Time
K and siblings, Day Care Buses & Walkers	2:45 pm – 3:15 pm
1 st and siblings	3:00 pm – 3:25 pm
2 nd and siblings	3:15 pm – 3:40 pm
3 rd and siblings	3:25 pm – 3:40 pm
4 th and siblings	3:25 pm – 3:40 pm
5 th and siblings	3:15 pm – 3:40 pm
6 th and siblings	3:00 pm – 3:25 pm
Pre-K and siblings	3:40 pm – 4:00 pm

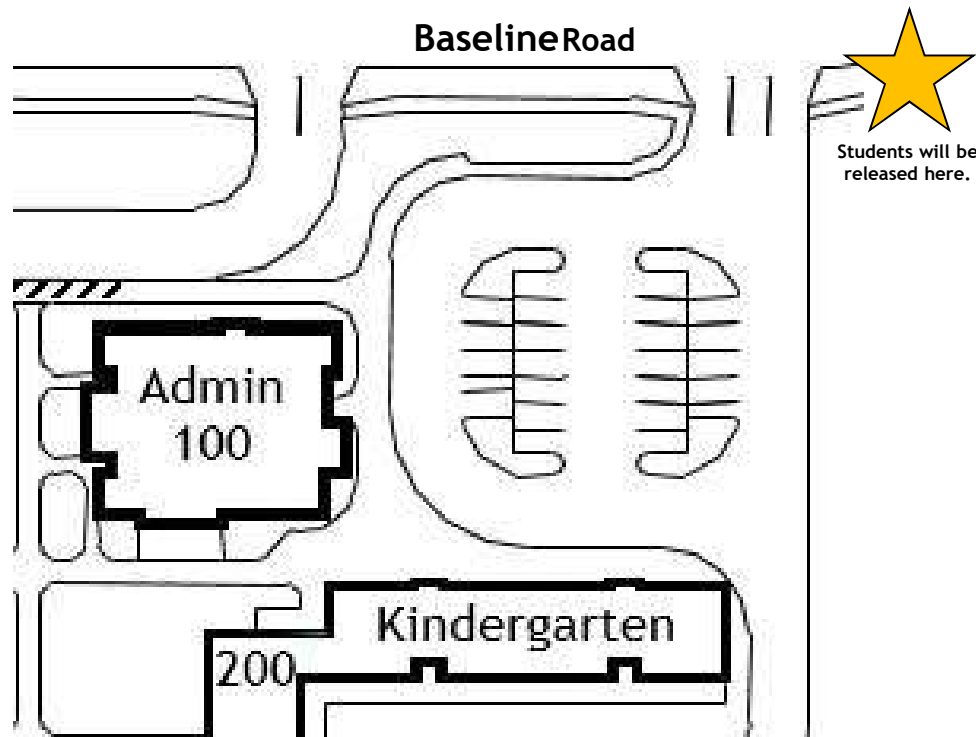
- Students will remain in their classrooms until the designated times. If you arrive before the designated time, you will be exited from the parking lot.
- All siblings will meet at the youngest sibling's **parent pick up.**
- All day care buses will pick up students at 2:50 p.m. A Day Care Pick Up Notification Form is required.
- Walkers will be walked off campus by an aide. A Walker Release Form is required.

As a reminder, before and after care is not available for KG – 6th grade students at this time. The front office will be practicing safe distancing and only two families will be allowed in the office at one time. If you are not on time to pick up your child, you will be required to wait outside the office until there is space to allow you to enter. We apologize for any inconvenience, but hope you understand that the health and safety of students, families and staff remain our first priority.

Parent Pick Up Early Release Schedule

Grade Level	Parent Pick Up Time
K and siblings, Day Care Buses & Walkers	12:45 pm – 1:15 pm
1 st and siblings	1:00 pm – 1:25 pm
2 nd and siblings	1:15 pm – 1:40 pm
3 rd and siblings	1:25 pm – 1:40 pm
4 th and siblings	1:25 pm – 1:40 pm
5 th and siblings	1:15 pm – 1:40 pm
6 th and siblings	1:00 pm – 1:25 pm
Pre-K and siblings	1:40 pm – 2:00 pm

Walker Dismissal



If your student will be walking home after school:

- A Walker Release Form must be on file with Administration prior to the school releasing the student to walk home unattended.
- Parking in the Administration Parking Lot is prohibited.
- Students will be released at the designated location. ★
- A staff member will walk the students to the designated area prior to releasing the students.

Noah Webster Schools-Mesa

7301 East Baseline Road, Mesa, Arizona 85209 480.986.2335

Noah Webster Schools
Student Walker Release
2020 - 2021

(Please complete if your student will be walking home from NWS)

☐ Mesa Campus

☐ Pima Campus

My child, _____, will be walking home from school every day. We are aware that he/she will be walking home unattended by school personnel. Because of this, we release Noah Webster Schools of all liability that may be incurred due to any mishaps that may occur while my child is on his/her way home. Noah Webster Schools assumes responsibility for my child while on school property only.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

Noah Webster Schools
Day Care Pick Up Notification
2020 - 2021

(Please complete if your student will be picked up from NWS by a day care bus/van)

☐ Mesa Campus

☐ Pima Campus

My student, _____, will be picked up by

_____ on the following days of each school week:

(Day Care Name)

☐ Monday

☐ Tuesday

☐ Wednesday

☐ Thursday

☐ Friday

I will notify the office via the parent call list via phone or email regarding any temporary or permanent changes to this daycare pick up schedule:

Mesa Campus

480-986-2335 ext. 2101

CallListMesa@noahwebster.org

Pima Campus

480-291-6900 ext. 3003

CallListPima@noahwebster.org

Parent Name

Parent Signature

Date