

# Spruce Mountain School District

## Spruce Mountain Elementary School

12 Tiger Drive  
Jay, Maine 04239

Pat St. Clair  
Principal

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August 24, 2021

Dear Phoenix Families:

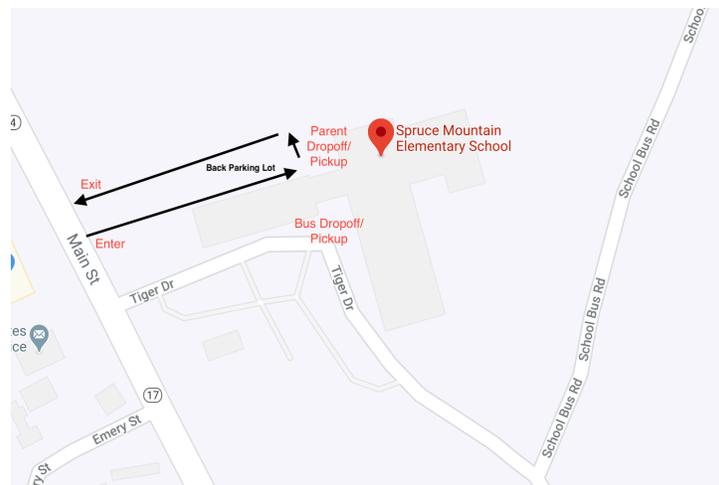
As summer draws to an end, the staff at Spruce Mountain Elementary School would like to welcome you to the 2021-2022 school year! We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. In order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities.

### Visitors

Visits and meetings MUST be scheduled with the classroom teacher or secretary prior to your visit. To help ensure the safety of our students, all visitors must report to the main office. Visitors MUST wear a mask to enter the building along with sanitizing their hands. Visitors will be asked to state their business, complete a health screening form, and be issued a visitor's pass PRIOR to going to any part of the building.

### Parent Drop off/Pickup

Parents transporting their children should drop them off and pick them up in the back-parking lot behind the school at the double doors. Dropoff will occur between 7:30 and 7:50. After 7:50, students need to be dropped off at the front door of the school. In the afternoon, students will be picked up by parents starting at 2:15. Students who are dismissed prior to 2 p.m. will be picked up in the front lobby.



### Arrival

7:30 Doors Open  
7:30 Breakfast  
7:50 Class Begins

### Dismissal

2:10 Bus #18  
2:15 Parent Pickup  
2:20 Livermore Buses  
2:25 Jay Buses

### Transportation

**Students will have only two bus stops. Home and/or daycare, the same stop for morning and afternoon runs.**

Buses: 2 Children per seat; siblings and daycare kids will sit together.

Students will use hand sanitizer before boarding and exiting the bus.

Students will wear a mask at all times while riding the bus.

Students who refuse to wear a mask will not be permitted to ride.

Students who refuse to keep their mask on during the bus trip will lose their right to ride the bus while the COVID-19 outbreak rules are in place.

Drivers will have spare masks for students that approach the bus without one. These are LIMITED, so please make sure your student is prepared with a mask.

There will be no bus passes issued to students to ride a different bus.

### Food Services

We are happy to announce that school meals will continue to be complimentary to all student this year. With that being said, we are still asking families to complete the Free & Reduced Application. The data collected from the application informs key funding for the district and may also connect your family to additional benefits.

Please complete the Free & Reduced Application found at <https://www.nlappscloud.com>.

Breakfast will be eaten in the classroom and lunch will be eaten in the cafeteria. Students will be socially distanced at 3 feet, so they may remove their masks to eat.

### Water Fountains

Water fountains have been turned off, so water bottles will be necessary for drinking water. Student's should bring a water bottle to school with their name written on the bottle. We have two water bottle filling stations available for use throughout the building. We do have a small number of new water bottles left from last year but not enough at this time for every student.

The SMES staff and I thank you in advance for your flexibility during this time. I would encourage you to call the main office if you have questions or concerns. Please know that we have your child's best interest at heart, and we are all excited to welcome them back on September 1<sup>st</sup>.

Please feel free to contact me at any time if you have any questions or concerns.

Sincerely,



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