

HERITAGE HALL CHRISTIAN SCHOOL

OPENING ANNOUNCEMENTS

2020-2021 First Day of Classes: Friday, August 7, 2020

Doors open at 7:00 a.m.

Hours for Grades 7-12: 7:45 a.m. – 3:15 p.m.

Hours for PK-Grade 6: 7:55 a.m. – 3:10 p.m.

OPEN HOUSE AND BOOKSTORE

Grades Preschool (PK) – 6th

- There will be NO OPEN HOUSE on Thursday, August 6.
- Elementary bookstore will be open by appointment only from 3:00-5:00 p.m. or 5:30-7:30 p.m. on Wednesday, Aug 5 for PK4, PK4, and K5 and on Thursday, Aug 6, for grades 1-6. Complete instructions are located on our website, www.hhcsmuncie.org, on the home page on the left. Complete the form and click the SUBMIT button.
- Supplies will be pre-packaged by grade level to minimize handling. The Supply List is posted in Sycamore Documents and on the website. Only supplies that must be purchased at school will be available.

Grades 7-12

- **7th grade Parent/Student meeting Thursday, August 6, at 6:30 p.m. in the Fine Arts Center.**
- There will be NO OPEN HOUSE. Students may view their class schedules in Sycamore.
- Students will receive locker assignments on the first day of school.
- GRADES 9-12: Please send an email to office@hhcsmuncie.org by July 31 to confirm band, choir, Sounds of Heritage, honors, and dual credit courses.
- PE shirts for both boys and girls in grades 7-10 may be purchased on Thursday, August 6. Shirts are \$15.00 each.
- Grades 7-12 will NOT be going to Camp Crosley this year.
- Alumni Soccer/Volleyball matches are scheduled for Friday, August 14.

PAYMENTS AND FORMS

If you have forms to turn in (especially physicals, immunizations, birth certificate), scholarship forms to sign, or fees due, please take care of these details by the end of July. **Please bring all forms and payments to the business office in the high school building. Cash or check payments only.**

Students in grades 5-12 who are playing sports must have a sports physical on file by the first game date. If we have a Sports Physical on file from 2019-2020, it will be accepted.

LUNCH

All students in grades 1-12 will need to bring their own lunches from home on Friday, Aug 7. A sack lunch will be provided from the kitchen for PK & K5 (included in tuition).

All students will need to order their lunches a week at a time. The menu will be included in the Friday Forecast each week. All students will return their orders to their homeroom teacher on Monday morning. If no menu is turned in, students will receive a sandwich sack lunch. This new procedure will allow the cafeteria staff to order and prepare meals and supplies for the full week.

Lunch entrees will now cost \$3.25 and will include the drink.

DRESS CODE

Girls in K-6 may wear denim jeans. Girls in 7-12 may wear tops in solid colors or prints only. No graphics on T-shirts or hoodies except those promoting HHCS activities/events.

Please refer to the 2020-2021 Parent-Student Manual accessible on the Home page of the school website.

EVENTS

We are evaluating all our fall events to determine the best way to accomplish our goals while minimizing contact and repeat cleaning while respecting the individual health and well-being concerns of all our families.

Other policies such as parents eating lunch with students, birthday parties, and homemade birthday treats are under review.

GRADES 7-12 MORNING DROP-OFF

A staff member will be stationed at Door #7 each morning to check temperatures of all students.

Students will remain in the car while his/her temperature is checked.

If the student's temperature is below 100.4 degrees, the student will be permitted to enter the building.

If the student's temperature is 100.4 degrees or higher, the student will not be permitted to enter the building and the parent/driver will need to make other arrangements for the student for the day.

PK/ELEMENTARY MORNING DROP-OFF **Color-coded map will be emailed separately.**

Preschool and K5 parents will use door #4 (elementary portico) for drop off and dismissal. Follow the purple arrows on the diagram that shows you where you will enter and exit the parking lot. Preschool and K5 **MUST** enter River Road but may use Nebo to exit if needed.

Grades 1–6 parents will use door #2 (church portico) for drop off and dismissal. Follow the green arrows on the diagram that shows you where you will enter and exit the parking lot. Grades 1–6 **MUST** enter Nebo Road but may use River Road to exit if needed. Families with multiple ages will use the door of the youngest child for **ALL** drop off and dismissal times. Please follow traffic flow and be cautious of oncoming cars.

Due to COVID-19 restrictions, only teachers and staff members will be “manning the doors.” Parents will need to pull up to their assigned door where the teachers will take all of the student's temperatures while all students are still in the car. When all the students in that car are cleared, they will enter the door, put lunch boxes in refrigerator, and then head to their classrooms. Older students will be responsible to help the younger siblings with lunch boxes and make sure they get to class first.

We will continue to provide early care from 7:00–7:25 a.m. at door #4. As listed above, a staff member will come to the car to take all students' temperatures before they enter the building.

Drop off times have been adjusted. From 7:25–7:50 a.m., drop off will be at both doors #2 and #4.

After 7:50a, ALL parents MUST drop off at door #4. Please note that all students will remain in the car till a teacher has taken temperatures and students are cleared to enter the building.

Class will begin at 7:55a and **ALL** students **MUST** be here by that time, or they will be marked tardy. If you are tardy, you will not be required to sign in at the office. A staff member will “sign” you in. Please communicate the specific reason for your tardiness so attendance can be marked correctly.

During dismissal all students will remain in their classrooms until called by the teacher. They will then come to the door and a teacher will help them to get in the car. Both drop off and dismissal will take much longer than usual, but it will help keep children, staff, and families safe. Adjust your time schedules accordingly and try to avoid arriving at "peak" times.

Please be patient as everyone adjusts to these new procedures.

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