



August 2021

Dear Upper Elementary Family,

Greetings from the Upper Elementary Campus! We trust that you and your children are having a fun, enriching, and safe summer. Ms. Joslyn Wahl and I are looking forward to seeing you all **Tuesday, September 7th**.

Please read this letter in its entirety as soon as possible as it includes important information about the coming year, including important updates about PHA's Back-to School COVID-19 health and safety protocols and our COVID-19 testing program. Please read these carefully and complete the [COVID-19 Testing Consent Form](#) as soon as possible and no later than August 31, 2021.

Our school's mission is always at the forefront of our work with children: *to prepare each student for success in college, inspire a lifelong love of learning, and foster responsible citizenship*. At the Upper Elementary campus, we are dedicated to providing your children with a stimulating, nurturing, and joyful learning environment in which each student is challenged and supported to reach their potential academically, socially, emotionally and physically.

Family and School Partnership

We are excited to welcome you and your children back to school with these important kick-off events:

- **Snacks in the Schoolyard** will be held on **Wednesday, September 1st, 4:00pm and 5:00pm at 17 Franklin St.** This event is an opportunity for students to meet their teachers and classmates, and for families to hear about essential school-wide information. **All families are encouraged to attend.** (Rain date September 2.)
- Listening Conferences for all grades will be held **the week of September 13**. These meetings really jump-start the partnership between teachers and parents/guardians! Your child's advisor will reach out soon to set up a conference time.
- On **Wednesday, September 22nd**, we will hold a **Back to School Night** for all families from **4:00-6:00 pm**. This will be an opportunity to hear from your child's teachers about what to expect this school year, to see old friends and to meet new ones. All parents/guardians are encouraged to attend. *****We hope to hold this event in person and will reach out with updated information as it develops.*****

Family Conferences for all grades will be held the week of **November 30 - December 3**. **An adult family member of every child is required to attend a listening conference, fall conference, and spring conference (spring dates to be shared later).**

We have many events for families throughout the course of the year that we hope you will attend! Please refer to PHA's [Family Central](#) and our [School Calendar](#) for UE calendar items for the year.

Arrival and Dismissal

Please read the following section carefully, as the arrival and dismissal procedures have changed since last year.

At PHA, we know that every day is full of opportunities to learn, and we make the most of each moment of the day. As a community, we respect and value one another's time, so we strive to be **present and on time all day every day**.

It is very important that your child arrives at school **ON TIME** and attends school unless they are ill or there is a family emergency. Our students rely on you to meet these expectations, and we ask that you take this responsibility very seriously. Excessive absence or tardiness will require a meeting with a school administrator. Please see the [Family Handbook](#) for our attendance policies.

It is equally important that you pick up your child **ON TIME**. Our teachers must be able to attend to other obligations at 3:15.

During arrival and dismissal, **parents should NOT pull into the schoolyard**. This is a change from last year.

- Arrival
 - Breakfast is free for all students and will be served from 7:00–7:30 in the cafeteria. Students should enter through the cafeteria door.
 - Outdoor arrival and schoolyard supervision for all students begins at 7:30. **All students MUST be dropped off at the entrance of the schoolyard on Cutter St. or on Franklin St. Parents should NOT pull into the schoolyard.** This is a change from last school year.
 - All students will meet their teacher at their assigned location in the schoolyard when the bell rings at 7:40, and enter the building with their teachers by 7:45. **Any student who arrives at school after 7:45am will be marked tardy and must sign in at the main office.**
- Dismissal

- All students will line up outside at 3:15 at their assigned location.
- **All students must be picked up at 3:15.** Families who need child care after school and are unable to pick their student up by 3:15pm must make alternative arrangements for their student. Students **are not** to be left at the school after 3:15pm.
- 4th and 5th grade students are dismissed from the recess yard on Cutter Street.
- 6th grade students are dismissed from the front of the school on Franklin Street.
- **Parking**
 - Our school parking lot is reserved for our staff. While we understand that this creates a hardship for families when dropping off and picking up children at school, families **may not** park in the school parking lot during Arrival/Dismissal.
 - **Students should be dropped off/picked up on Franklin St. in front of the school or on Cutter St. at the entrance of the parking lot.** For the safety of all of our students, families **should not** pull cars into the parking lot during these times.
 - Be aware if you are parked in the parking lot at dismissal time there is a possibility that you will not be able to leave until 3:30, once all students have been dismissed, for the safety of all of our students.

COVID-19 Mitigation Protocols

Prospect Hill Academy Charter School has consistently followed the guidance from the Centers for Disease Control and Prevention (CDC). We will continue to follow that guidance ensuring that we are at all times paying close attention to the unique needs of our students and families. PHA will start the 2021-2022 school year in September with many of the protocols that were in place at the end of the year in June. These include:

- Masks are required for all students, faculty and staff, vaccinated or unvaccinated, when indoors.
- Physical distancing to the greatest extent possible will be required while eating indoors.
- No masking is required when outdoors **and** able to maintain physical distance.
- Weekly pooled testing for all students, staff & faculty.
- Use all enhanced cleaning procedures and enhanced ventilation protocols with air purifiers in every classroom.

Snack and Lunch

All students should bring a healthy snack to school each day. **Students may not share snacks due to food allergies, COVID precautions, and other dietary restrictions.**

Free or Reduced Lunch applications, please click on [this link](#) and fill out your application. **We ask that all families complete this form, regardless of whether or not they will qualify.**

Dress Code

As you are all aware, PHA has a dress code and all students from kindergarten through 12th grade must follow the dress code. For our Upper Elementary students, we know this is a responsibility shared with parents and students as they learn to be responsible, please help to enforce that your child comes to school in dress code each day. Therefore, please be sure that your child has an adequate supply of clothing and that they are wearing it each day when they arrive at school. If your child arrives at school and is not in dress code, you will receive a call from the school asking you to bring the appropriate clothing to school. Details of the dress code can be found in the [Student and Family Handbook](#).

PHA dress code items may be purchased from Collegiate House, 970 Fellsway, Medford, MA 02155. Contact information is 781-219-4952 or through their website at www.collegiatehouse.com.

We are looking forward to an exciting and productive year at the Upper Elementary campus of Prospect Hill Academy and are eagerly anticipating seeing you and your children in a few short weeks. Enjoy these last weeks of summer and please feel free to contact us with any questions or concerns.

Best regards,

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¿Necesita traducción o interpretación? Para Español, envíe un correo electrónico a Mercedes Escorihuela: mescorihuela@phacs.org

Você precisa de tradução ou interpretação? Para Português, mande um email para Laura Ottoni: lottoni@phacs.org
Èske ou bezwen tradiksyon oswa entèpretasyon? Pou Kreyòl Ayisyen, imèl Robenson Seide: rseide@phacs.org

IMPORTANT DATES and INFORMATION LINKS

COVID INFORMATION & FAQ'S

[Snacks in the Schoolyard Flyer](#)

 [Flyer READY FOR SCHOOL 8/21 event.pdf](#)

 **4th Grade Supply List.docx**


 **5th Grade Supply List.docx**

 **6th Grade Supply List.docx**

Collegiate House Uniform/Shop Online

If you are interested in purchasing uniform clothing for the new school year please go to the following links. Families no longer need a CODE to purchase items online, just scroll down and click on our school's name!

<https://www.collegiatehouse.com/shop-online/>

 **2021 Collegiate House Form K-10 PHA.pdf**