

2020-2021 Yinghua Procedures: Health, Hybrid, and Distance | September 6, 2020

E = every student; H = hybrid learners in groups A and B; D = distance learners in groups A and B

- Tuesday, September 8, 12-7 p.m.—Distance learners pick up school materials in school gym. **D**

Do Now

- ☐ **Review procedures with your children:** [Behavior Expectations](#), [Online Behavior](#), and [Recess Rules](#). Middle School families read [DLO](#) and talk with your student about prefect roles. **E**
- ☐ In **Infinite Campus** (IC), check your contact and emergency contact information and make updates and additions if needed. If you need IC assistance, write to info@yinghuaacademy.org. **E**
- ☐ In **Silent Dismissal** (SD), update your dismissal plans. If you are registered for bus, your child is assigned to ride home on the bus every day—change this if your child will *not* ride the bus home every day. Read about Silent Dismissal account navigation: yinghuaacademy.org/current-families/silent-dismissal/. **H**
- ☐ Bus riders, check your **route** on Silent Dismissal, and review stops and schedules at www.yinghuaacademy.org/wp-content/uploads/2020/05/YA-Bus-Routes-2020-2021.pdf. **H**
- ☐ Review the [School Supply Lists](#). Check that you have what you need. Hybrid learners should have all of the listed items for at-school days and the items in brown for home learning. Distance learners should have the items in brown plus anything teachers may require. **E**
- ☐ If you do not own a thermometer for taking temperatures, please purchase one for at-home use. **H**
- ☐ Gather what you need for at-home learning days and set up an at-home learning area in your home. **E**
- ☐ Prepare your digital device for at-home learning. Hybrid students, do not bring your device to school—these are for at-home days only. **E**
- ☐ Label your supplies. You do not have to label each plastic bag, but please do label the box of bags. **H**
- ☐ Check your home supply of face coverings. A face covering must be worn to school every day. Launder your cloth face coverings daily and discard disposable face coverings after one use. **H**
- ☐ Pack an extra face covering in a clean plastic bag in the backpack, and make sure your child knows where it is. This may be used as a backup in case the face covering worn to school is lost or soiled. **H**
- ☐ Pack the school supplies in the backpack and/or tote bags. If your child cannot carry everything at once, divide things into two bags—one bag goes to Yinghua on your first day of school and the other on your second day. Questions: Contact your homeroom teacher. **H**
- ☐ Make a transportation plan to ensure you arrive at school between 8:00 and 8:25 a.m. Note that there is construction at Johnson Street and 18th Avenue NE (near Home Depot and the Post Office). [Map](#) **H**

Night Before

- ☐ Lay out your uniform, face covering, bagged school supplies, and filled water bottle. Place your thermometer in a convenient spot for use in the morning. Do not come to school if you have a fever or are not feeling well. **H**
- ☐ Prepare tomorrow's lunch, water bottle, and snacks. If you are a hybrid learner, pack a healthy nut-free lunch and afternoon snack unless you ordered school lunch. For younger children, pack the lunch and snack separately, and tell your child where to find the snack. If you are using Aftercare, pack an after-school snack; no snacks are provided by the school. **E**

First Day

- ☐ Take your child's temperature. Do not come to school if you have a fever or are not feeling well. **H**
- ☐ Eat a healthy breakfast. **E**
- ☐ Put on your uniform. **H**
- ☐ Grab your supplies, lunch, snacks, and water bottle. Put on your face covering. **H**
- ☐ Leave home with plenty of time to get to school between 8:00 and 8:25 a.m. **H**
- ☐ Drop off your child on Fillmore Street NE. Staff will remind your child which door to enter.
- ☐ To walk your child to the door, park in a legal parking spot and follow staff directions to find the correct entrance for your grade.
- ☐ Parents may come to Door 1 if they have school business. Between 8 and 8:25, no students may enter via Doors 1 or 2. **H**

First Night

- ☐ Check your child's bus tag—is everything correct? If not, contact Ms. Fowler. **H**
- ☐ Locate your yellow Dismissal Card in your child's backpack folder. You must show this to pick up your child at dismissal or Aftercare. **H**
- ☐ Hint: Take picture of your card, and share it with those authorized to pick up your child such as sitters or grandparents. **H**
- ☐ Place today's face covering in your laundry area, and set out a clean new face covering for the next school day. **H**

Yinghua Hours

7-8	Morning Care for preregistered students, Door 2, Sherry.Edwards@yinghuaacademy.org
7:30-4	Office Hours, info@yinghuaacademy.org , Door 1
8-8:25	Morning Arrival, Door 14 Lower School, Door 15 Middle School
8:15-8:20	Bus Arrival on Buchanan; Doors 5, 6, and 17
8:30-8:50	Tardy Arrival, Door 2
8:50+	Tardy Arrival, Door 1
8:30-3:30	School Hours
10	Silent Dismissal "current-day override" option closes; you may no longer change today's dismissal plan
3:15-3:45	Afternoon Dismissal
3:30-6	Aftercare for preregistered students, Sherry.Edwards@yinghuaacademy.org

School Leadership	@yinghuaacademy.org
Executive Director, Susan Berg 包校长 (Bao Xiaozhang)	susan.berg
Academic Director, Luyi Lien, Ph.D. 連驚役 (Lien Zhuren)	luyi.lien
Dean of Students, Jeremy Brewer 白主任 (Bai Zhuren)	jeremy.brewer
Administrative Team	
Dan Carson (Mr. Carson), Facility Manager	dan.carson
Kenny Chan (Chan Laoshi), Special Education Director	kenny.chan
Chemin Chu, Ph.D., 朱哲民 (Chu Laoshi), IT Manager	chemin.chu
Renee Cosgrove, Registrar	renee.cosgrove
Sherry Edwards, Extended Care and Enrichment Coordinator	sherry.edwards
Emily Fowler, Office Manager	emily.fowler
Jenni Hoyt (Ms. Hoyt), Student Activities Coordinator	jenni.hoyt
Danielle Jespersen (Ms. Jespersen), Instructional and Curricular Coach	danielle.jespersen
James Kelloway (Ke Laoshi), Academic Assistant	james.kelloway
Jennifer Olsen, Business and Human Resource Manager	jennifer.olsen
Abigail Pribbenow (Mrs. P), Development & Communication Manager	abigail.pribbenow
Susan Reader, Executive Secretary / Special Projects Coordinator	susan.reader
Joe Scartozzi, Operations Coordinator	joe.scartozzi
Fang Wu 吴芳 (Wu Laoshi), Instructional and Curricular Coach	fang.wu

Cover Your Face at School **H**

- In accordance with Minnesota Executive Order 20-81, students, staff, and other people present indoors in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering (unless an exception applies).
- On August 17, the Yinghua School Board voted on a [face-covering policy](#).
- Face coverings at Yinghua must cover the nose and mouth completely. Per the policy, the following are included in the definition of face covering: 1. Paper or disposable mask; 2. Cloth face mask; 3. Neck gaiter; 4. Religious face covering; and 5. Medical-grade masks and respirators.
- The school will give each student a small number of cloth face coverings, or students may wear their own face coverings which cover the nose and mouth.
- Masks with a valve or vent are not allowed.**
- Label your face coverings.
- Under specific circumstances during supervised, outdoor recess, students may remove their face covering. Students will still need to keep their masks with them. **If your child's school uniform does not have pockets, consider attaching a neck lanyard to the edges of the mask so that it does not get lost. Make sure your masks are labeled with your child's name.**
- Include in your child's backpack a plastic bag containing an additional clean mask, a backup.

Morning Arrival Procedures **H**

- Arrival begins at 8:00 a.m. and ends at 8:25 a.m. Students must be in homeroom by 8:30 a.m.
- The west side of the school (Fillmore) is for those who drive, walk, or bike to school. Drop your child off at the Fillmore curbside if you are in a car; staff supervise the path. If you wish to walk your child to the door, park in a legal parking spot on a side street or use the large parking lot at Fillmore and 14th. Limited parking is available in the lot near the tennis courts off Fillmore. [Parking at Yinghua Academy 2020](#)
- Please obey local traffic laws, respect our neighbors, and use caution when driving near the school.
- Those with accessibility needs may park in front of the school on 17th Avenue NE.
- Do not park in the staff parking lot, or in the bus area next to the school on Buchanan Street NE.
- The east side of the school (Buchanan) is for our nine school buses.
- Parents say goodbye outside the school. Staff greets Lower School students (K-4) at Door 14 and Middle School students (5-8) at Door 15.
- Staff and older student guides will assist kindergartners and students in grades 1 and 2 at the door to help them find their homerooms. Signage and staff will guide older students to their homerooms.

Morning Health Check, and After the Health Check, see also [Covid-19 Procedures](#) sent to you by Nurse Ginger Hao **H**

- After students enter the building, staff invite them to a Health Check station. Here they have their temperature taken with a no-touch thermometer and apply hand sanitizer.
- If a student displays signs of illness or fever, they will be guided directly to the Health Office for further assessment. Health Office staff will contact the parents of students who are deemed ill. Parents must pick up a sick student as soon as possible.
- An isolation room has been added to the main office suite. Any student who exhibits Covid-19 symptoms will wait for pickup in the isolation room along with a member of the Health Office staff. Siblings of students showing symptoms of Covid-19 also will be sent home.
- Well students will go directly to homeroom from the Health Check station.
- Tier 1 students (whose parents are essential workers) go directly to the cafeteria or art room on their distance days. On their hybrid days, they go directly to homeroom.

Lunch and Snack **H**

- Students may bring lunch from home or order school lunch catered by CKC Good Food. See www.yinghuaacademy.org/school-lunch-menu/ to learn about the school lunch program, how to order via the online Boonli system, and what happens if we have an unexpected no-school day.
- For home lunch, use a thermal bag (and thermos for hot food); we do not refrigerate or reheat lunch items.
- If a lunchbox is left at home, and the parent can't deliver it to school (Door 1), we can give your child an emergency (cold) lunch for \$5, charged to your Boonli account. We will attempt to contact you first.
- Yinghua is an "Allergen-Aware" community. Nuts and peanut products are not allowed. CKC meals are peanut-free and nut-free, but, note that nuts are processed in their facility. See <https://www.yinghuaacademy.org/current-families/health-office/allergy-management/> for information.
- A brief snack time is incorporated into each school day. We rely on each family to provide a healthy, nutritional snack each day. As is the case with lunch, we do not allow peanuts or nuts. Vegetables, fruit, or cheese and crackers are good snack choices.
- New this year: Aftercare DOES NOT PROVIDE A SNACK. Send an after-school snack if your child is in Aftercare.

Afternoon Dismissal Procedures **H** [Fillmore Curbside Dismissal Lineup Instructions](#)

- The school uses Silent Dismissal to manage where students go at the end of school. Set your preferences for the week. Use "current-day override" to make a change to today's plan until 10 a.m. After 10 a.m., phone 612-788-9095 if you have an emergency situation.
- When picking up your child at school, show staff your 2020-2021 Dismissal Card. Since we did not hold Meet Your Teacher events this year, you will not receive your 2020-2021 Dismissal Card until the first day of school. To pick up your child on the first day of school, please show your pink 2019-2020 card if you have it or show a driver's license or approved government ID card. On the *second* day of school, show your 2020-2021 Dismissal Card; this year's card is yellow.
- There are five end-of-day options:
 1. **Car Pickup** starts at 3:15. Parent stays in vehicle in car line up on northbound Fillmore; parent shows Dismissal Card (or ID) to staff; under staff supervision, student joins parent at vehicle.
 2. **Walk-Up Pick-Up** starts at 3:15. Parent parks in legal parking spot; parent walks to west side of Yinghua; parent shows Dismissal Card (or ID) to staff; Lower School students exit via Door 14; Middle School students exit via Door 15.
 3. **Bus:** Under staff supervision, students leave homeroom to board buses at 3:30. Buses depart school at 3:40.
 4. **Walk/Bike Home:** Student independently leaves school to bike or walk home.
 5. **Aftercare (preregistered only):** Student checks in with Aftercare staff in cafeteria at 3:30 before heading to playground for outdoor time. Parent shows Dismissal Card or ID to staff to pick up by 6:00 at Door 2. \$1/minute late charge.
- Parent is late: Students not picked up by 3:45 p.m. wait in the mural hallway; parent parks in legal spot, walks to Door 2, shows Dismissal Card (or ID) to staff. \$1/minute starting at 3:46.

Bus H

- Check Silent Dismissal to confirm your bus route. If bus is not an option in Silent Dismissal, you are not registered for bus. Contact Mr. Scartozzi.
- The school assumes that all who registered to ride the bus, will ride home on the bus every day. If not, change your Silent Dismissal settings. See www.yinghuaacademy.org/current-families/silent-dismissal/ for instructions.
- Read **10 Yinghua School Bus Facts** on www.yinghuaacademy.org/current-families/transportation/ which includes information about bus cleaning and driver PPE.

Extended Care H

- Preregistration is required, and space is limited. Please use Morning Care and Aftercare only if it's *really* necessary.
- Families who indicated a need for Extended Care in the August 1 survey will see the Aftercare option in SD. If you didn't indicate a need for Aftercare in the August 1 survey, this option won't show up in your SD. Registration is now closed. Contact Sherry.Edwards@yinghuaacademy.org with registration questions.
- Morning Care offers a light breakfast. The fee for Morning Care is \$9/day. You must preregister for this service—no drop ins.
- No snacks are provided by Aftercare this year. Please send your own healthy snack. The fee for Aftercare is \$15/day. You must preregister for this service—no drop ins.
- There are no after-school extracurricular activities. Students will spend time outside during Aftercare. Send appropriate outdoor clothing!

Tier 1 (Childcare for Yinghua students whose parents are Essential Workers) H

- 8-3:30, arrive on time, bring your packed lunch and snacks (unless you ordered school lunch), bring appropriate clothes for outside.

New This Year H

- Signage and floor markings reminding us to social distance and wear a face covering at all times.
- Desks positioned for a 6-foot distance between students.
- Tape and arrows indicating lanes of traffic flow on stairs and dots indicating 6-ft. distance in hallways.
- Foot traffic guides such as stickers, stanchions, and temporary walls.
- Plexiglas dividers and barriers in the cafeteria and elsewhere.
- Cafeteria converted for Tier 1 childcare.
- Entering and exiting from multiple staff-supervised doors.
- Dismissal: Yellow SD card. You won't have it on the first day of school, 1D first week only.
- The cutoff time for a Silent Dismissal "current-day override" is **10 a.m.** on the day of the change.
- Preregistration for Aftercare and Morning Care is required. Aftercare is not providing a snack this year. Send a healthy snack. Unless the weather is severe, students will be outside during Aftercare.