



WINTERGREEN SCHOOLS



Tel (252) 353-5270 (WP)
Cathy Kirkland, Principal

4710/4720 County Home Road
Greenville, NC 27858
Betty Tolar, Sarah Ambrose and William White

(252) 355-2411(WI)
Assistant Principals

Welcome to Wintergreen Primary and Wintergreen Intermediate!

We are excited to have you back at Wintergreen Primary and Intermediate Schools. Please see the schedule below so that you know what dates your child will report to school if you have chosen to participate face to face. If you have chosen to participate virtually, **your child's teacher will be in touch with you to discuss the best way for your child to participate, once teachers return to work on August 11th.**

We know that you all have many questions and concerns. We hope that this letter will help answer some of the questions that you have.

1. Postcards announcing teacher and student assignments were mailed to families on Friday. These will also provide the "Learning Zone" to which your child is assigned. More about this under number 3.
2. School Operating Hours (*subject to change based on government and district guidelines*):
 - a. Monday-Friday 7:30am - 1:30pm
 - b. Student arrival 7:30am - 8:00am (students are tardy after 8am)
 - c. Teacher office hours 1:30pm - 3:00pm
 - i. One afternoon per week, teachers will be involved in their team/PLC meetings and will not be available for meetings or phone calls. Teachers will share with parents the day this will be.
3. Face to Face "Learning Zones" Student Assignments:
 - a. August 17 & 18 - Learning Zone A students Attend School (*Learning Zone B will participate in remote learning*)
 - b. August 20 & 21 - Learning Zone B students Attend School (*Learning Zone A will participate in remote learning*)
 - c. Week A will begin their regular schedule on August 24th
 - d. Week B will begin their regular schedule on August 31st
4. Virtual
 - a. Parents who selected Virtual Learning for their child(ren) will receive communication from their child's virtual teacher between August 11th and August 12th. The teacher will discuss with the parent synchronous and asynchronous learning opportunities.

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- b. Some teachers are teaching 100% virtually; others will be teaching a combination of face to face and virtually. Teachers will set up a drive-through schedule with parents of 100% virtual students to pick up students' at-home learning materials. This will allow the parent and child to meet their virtual teacher face to face. If parents of virtual learners do not feel comfortable doing this, please email the teacher to which your child is assigned according to your child's postcard.
5. School Nutrition:
 - a. Families are strongly encouraged to apply for Free/Reduced priced meals. **Students who received free or reduced priced meals last year MUST reapply every year.**
 - b. All students, even those who participate virtually, will be able to receive breakfast and lunch. *More information will be provided at Open House about meal service.*
6. Masks and Hand Washing:
 - a. **All students will be required to wear a mask on school grounds and on the bus.**
 - b. Students will be provided 5 masks and a lanyard. Students may choose to use these masks, or other appropriate masks. *Please do not send students with masks that contain inappropriate images or words.* The lanyard will have a colored card attached to designate which schedule your child is on. BLUE represents week A and GREEN represents week B. While eating, masks will be affixed to the child's lanyard. This will help us avoid the mix-up of lost masks. Pitt County Schools Mask Procedure is linked [HERE](#). Our Updated Dress Code can be reviewed [HERE](#).
 - c. **Teachers will add short breaks in their schedules** so that they can take their class outside to remove their masks. Students will be socially distanced during this time.
 - d. Breaks will also be built into the schedule for hand washing.
7. Parent Visitors:
 - a. We will not allow visitors into the school buildings at this time. **Parents / guardians must remain in the front safe corridor entry for all checkouts or a staff member will escort your child to you.** Masks are required for entry. Please remember early checkout will not be allowed after 1:10.
 - b. We also will not accept lunches, snacks or other items during the school day. Students need to arrive on campus with everything they need for the day.
8. Transportation:
 - a. Bus Riders
 - i. We ask that all parents of students riding the bus please wait with your child at the bus stop until they have boarded the bus each morning.

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This will give our driver time to ensure that it is your child's correct week to be at school and check their attestation form. **Students will be required to provide an attestation form daily showing that they are fever and symptom free (symptoms related to COVID 19).**

Students who will be AM bus riders will receive these attestation forms at the open house. Buses will have a roster and signage in the window indicating the week of attendance (Blue-Week A, Green-Week B). At the end of the school day, bus riders will be escorted to the bus by school staff.

b. Car Riders:

- i. **Morning- Parents will be provided a Blue or Green Placard to hang from their rearview mirror to indicate the week of attendance (Blue-Week A, Green-Week B).** These are to assist our staff in quickly ensuring that the students are at school on the appropriate week. (If they see the wrong color sign in the window, they will know your child has come to school on the wrong week.) **As parents arrive in the drop off lane at school, there will be staff members available to take temperatures of students.** If your child is fever free, and not showing symptoms of COVID 19, they will be allowed to enter the building. If your child has a temperature of 100.4 or higher or has symptoms, they will not be allowed to exit your vehicle.
- ii. Students will be dismissed from the classrooms. **Parents will pull into the car line with their child's placard hanging from the rearview mirror.** The number on the placard will be "sent" to classrooms and your child will come out front. If you have children at both Wintergreen Schools, you will need to pick up at both schools. **There will be no walk ups for pickup.** No check-outs from the office will be allowed after 1:10 to ensure that we can safely dismiss students and that all staff can be in their appropriate location.

9. Device Distribution:

- a. We will distribute devices for all of our students to have their own. Additional devices are on order. K-2 will be receiving iPads, and 3rd-5th graders will be receiving chromebooks. However, first priority will be given to those children who do not currently have access to a device at home. Your child will use the same device for three consecutive school years. **A detailed device agreement will be sent home on your child's first day of school,** and will need to be signed and returned before the device may travel home with your child.
- b. Students are able to bring their own device if they are participating in face to face instruction.

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- c. Device contact person for WGP is Angelia Lake (lakea@pitt.k12.nc.us) and Kellie Williams at WGI (williak4@pitt.k12.nc.us). Please call or email with specific questions related to the chromebooks or the device agreement.

10. Open House:

- a. We have established the following schedule in order for you to meet your child's teacher in a "Drive Through" fashion. Please see your child's postcard:

WGI Students' Open House Locations:

- 3rd Grade: left side of bus loop-enter from County Home- drive up to your child's teacher

Week A students from 5-6 pm

Week B students from 6-7 pm

- 4th Grade: Kiss N Go- Teacher Partner Stations- turn in front entrance of WGI

Week A students from 5-6 pm

Week B students from 6-7 pm

- 5th Grade: Beside WGI Cafeteria- Teacher Partner Stations- turn in from County Home to cafeteria (dumpster side), loop to the left up into the gravel and exit from the gravel lot.

Week A students from 5-6 pm

Week B students from 6-7 pm

WGP Students' Open House Locations:

- 1st Grade will be in the Kiss and Go Area in front of WGP

Week A is from 5:00-6:00

Week B is from 6:00-7:00

- 2nd Grade will be in the Bus Parking Lot closest to WGP cafeteria

Week A is from 5:00-6:00

Week B is from 6:00-7:00

KINDERGARTEN STUDENTS: Kindergarten teachers will be contacting their students' parents to set up a time to visit the classroom. Appointments will be made for Thursday, August 13th. We will only allow 2 parents/guardians during their child's appointment time. ***We will not be allowing parents into the building to walk students to class beginning August 17th; while we WILL have someone available to meet and escort your child to class in the mornings, we understand it may be comforting for you to show your child where to go ahead of time.***

b. Open House for 100% Virtual Students:

- i. Teachers of 100% Virtual students will either schedule a ZOOM Open House meeting or be present for the Drive Through Open House Thursday evening. Your child's teacher will let you know how to participate.

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- c. Masks will be required at Open House for all people in attendance.
- d. If you are uncomfortable attending open house in person, our teachers will be reaching out to you on Friday, August 14th. Any family not in attendance on Thursday evening will receive a phone call on Friday.

We recognize that there may be more questions that you have as we transition back to school in an entirely new way. For more information, please follow Pitt County Schools and Wintergreen Primary and Intermediate Schools Website and Facebook as we will continue to share information.

We thank you for your continued patience and understanding. While school will look different this year, we can assure you that we will do our best to protect, care for, and teach your children. We are all looking forward to seeing you!

Cathy C. Kirkland

Principal, Wintergreen Primary and Intermediate

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