



MAYFAIR

ELEMENTARY SCHOOL

THE WORLD IN A NEIGHBORHOOD SCHOOL

August 16, 2021



Dear Parents and Guardians,

We hope all of our Mayfair families have enjoyed their summer! I am reaching out to all Mayfair families with a quick update in regard to first day of school procedures for new and existing Mayfair families

Morning Admission Procedures

- Please read and review the enclosed admission and dismissal plan for the entire 2021-22 school year. These procedures are very close to how we entered and exited the building during the 2019-2020 school year.
- As a reminder, we will be operating on two bell schedules respective of campus location this academic year:
 - o Grades K-1 (Primary Center @ Austin Meehan): Arrival: between 8:45 and 8:55. Dismissal: 3:24 PM
 - o Grades 2-8 (Main Campus -Princeton & Hawthorne): Arrival: between 8:15 and 8:25 AM; Dismissal: 2:54 PM

School District of Philadelphia COVID-19 Procedures

Please take a moment to review the School District of Philadelphia's COVID-19 mitigation procedures before the beginning of school. You can find all of the District's protocols at our district website, www.philasd.org. As a general takeaway, please be aware of the following:

- Masks are required for all adults and students in our school buildings regardless of vaccination status
- Social distancing is required wherever possible
- Mayfair School will continue to be cleaned and sanitized once students return, as well as ongoing cleaning of high touch surfaces throughout the school day per district guidelines

Kindergarten Half Days

All kindergarten students in all School District Schools will be dismissed from school early on the first 5 days of school (August 31, September 1, 2, 3, 8). Please plan accordingly for the early pickup of your child. Mayfair will dismiss by 12:24. Parent pickup will be from 12:09 - 12:14. Transportation arrival times will vary depending on stop location.

With everyone's cooperation, we are excited to safely welcome all of our Mayfair students back to school!

G. Lowery
Principal

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Mayfair Primary Center @ Meehan

Kindergarten and First Grade Transportation Updates

Dear Parents and Guardians:

Continuing this year, the Office of Transportation Services is pleased to continue our system which offers optional transportation services provided for students who are assigned to our Primary Learning Center @ Meehan.

Parents and students who elect to receive yellow bus transportation for Kindergarten and First Grade will be picked up and dropped off at designated locations within the Mayfair community catchment. These designated locations will be determined by your physical home address.

This way, we are able to offer transportation services closer to where students and families actually live, while also reducing congestion and delays at our main campus.

As a reminder, this service is only available for students who will be attending the Primary Center @ Meehan in Kindergarten and First Grade.

In late August, the Office of Transportation Services will notify all Kindergarten and First Grade parents in order to inform families of the specific pickup time and location for their child. If you wish to receive bus service, there is nothing more to do! Simply ensure you and your child(ren) are waiting at the designated pickup location and time.

If you choose NOT to transport your child(ren) on the yellow school bus and will directly drop off and pick up at the Primary Center @ Meehan, please complete the Opt-Out online form at our Mayfair School website:

[mayfair.philasd.org](https://www.philasd.org)

Simply click on the link "Mayfair Primary (K-1) Transportation Opt-Out Request"

Some quick reminders about bus service:

- Please arrive before the scheduled arrival time!
- Arrival times are approximate. Traffic, weather conditions, and other variables can cause busses occasionally to run early or late.
- Please organize systems as a family for the dropoff and pickup of your child at the location noted.
- Transportation services are offered as a convenience to families. As a reminder, you are NOT required to send your child on the bus. Parents can choose to drop off and pick up directly from the Primary Center. Please see the attached directions for further information concerning Primary Center admission and dismissal.
- Students who miss the bus are still responsible for attending school. Parents will have to directly drop off their child directly at the Primary Center.
- **Parents are expected to be at the bus stop in the afternoon in order to receive their child(ren) off the bus. The bus will drop off all students assigned to that stop and continue on the route. Please ensure you have arranged for back up plans to ensure your child is received in the afternoon in the event of emergencies!**

Please contact the Office of Transportation Services at 215-400-4350 or visit <https://www.philasd.org/transportation/> if you have any further questions concerning transportation.

Welcome to the 2021-22 school year!

3001 Princeton Avenue
Philadelphia, PA 19149
[mayfair.philasd.org](https://www.philasd.org)

Telephone: 215-400-3280
Fax: 215-400-3281

We want to take a moment to outline our opening procedures in preparation for the first day of school on
Tuesday, August 31, 2021!

FIRST DAY PROCEDURES

Tuesday, August 31, 2021

Students New to Mayfair Elementary School (Entering Grades 2-8)

- All students new to Mayfair School (did not attend Mayfair during the 2020-21 school year) in grades 2-8 will arrive and enter the Mayfair School auditorium beginning at 10:00 AM through 10:15 AM. Please do not arrive before **10:00 AM.**
- New class assignments will be provided in the auditorium.
- Students will be dismissed to their new classes.

Students Returning to Mayfair Elementary School (Entering Grade 2)

- All students who are entering second grade this year and attended the Mayfair Primary Center @ Meehan will report to the Main Campus school auditorium from 9:00 AM – 9:15 AM.
- Students will be seated by their last year's advisory in the auditorium.
- New advisories will be provided to students from 9:15 AM – 9:45 AM.
- Students will be escorted to their new classes.

Students Returning to Mayfair Elementary School (Entering Grades 3-4)

- All students who were Mayfair students last year and are entering grades 3-4 this academic year will enter the building and report to their advisory classroom from LAST YEAR (2020-21).
- Grades 3-4 students can begin to enter the building beginning at 8:15 AM through 8:25 AM.
- Grades 3-4 students will enter the building through the Main School Yard doors. Please see the attached campus map for entrance door location.
- As stated in the attached letter, there will be no morning line up this year. Grades 3-4 students will enter the building and report directly to their advisory classroom **no earlier than 8:15 AM.**
- Students who enter their classroom after 8:25 AM will be marked late.
- Teachers will provide your child's new advisory class for this year and transition students to their new classes by 9:00 AM.

Students Returning to Mayfair Elementary School (Entering Grades 5-6)

- All students who were Mayfair students last year and are entering grades 5-6 this academic year will enter the building and report to their advisory classroom from LAST YEAR (2020-21).
- Grades 5-6 students can begin to enter the building beginning at 8:15 AM through 8:25 AM.
- Grades 5-6 students will enter the building through the Princeton Addition yard doors. Please see the attached campus map for entrance door location.
- As stated in the attached letter, there will be no morning line up this year. Grades 6-8 students will enter the building and report directly to their advisory classroom **no earlier than 8:15 AM.**
- Students who enter their classroom after 8:30 AM will be marked late.
- Teachers will provide new advisory classes for this year and transition students to their new classes by 8:45 AM.

Students Returning to Mayfair Elementary School (Entering Grades 7-8)

- All students who were Mayfair students last year and are entering grades 7-8 this academic year will enter the building and report to their advisory classroom from LAST YEAR (2020-21).
- Grades 7-8 students can begin to enter the building beginning at 8:15 AM through 8:25 AM.
- Grades 7-8 students will enter the building through the St. Vincent Addition ramp doors. Please see the attached campus map for entrance door location.
- As stated in the attached letter, there will be no morning line up this year. Grades 7-8 students will enter the building and report directly to their advisory classroom **no earlier than 8:15 AM**.
- Students who enter their classroom after 8:25 AM will be marked late.
- Teachers will provide new advisory classes for this year and transition students to their new classes by 9:00 AM.

FIRST DAY PROCEDURES

Mayfair Primary Center @ Austin Meehan (Kindergarten & First Grade) Tuesday, August 31, 2021

All Mayfair K and 1 Students attending the Mayfair Primary Learning Center @ Meehan

- **Students whose families will be directly dropping off students at the Primary Center @ Meehan**
 - All K-1 students who are NOT taking bus transportation will arrive at the Primary Center beginning at 8:45 AM through 8:55 AM.
 - Students will assemble in the Primary Center common areas and will be escorted to classes.
 - Please do not arrive to the Meehan campus prior to 8:45 AM.
- **Students who are being transported via bus to the Primary Center @ Meehan**
 - Parents in grades K-1 can elect to receive transportation to the Mayfair Primary Center @ Meehan.
 - Please review the information in this packet concerning new transportation procedures for our Primary Center.
 - Transportation will send your child's route information, pickup time, and pickup location via US Mail within the next week
 - If you elect to receive transportation, you do not need to complete anything further at this time.
 - If you wish to opt out of transportation, and you will pickup and drop off directly at the Primary Center @ Meehan, please complete the opt-out request found at mayfair.philasd.org
 - Pickup and drop off locations will be designated at various intersections in the Mayfair community.
 - It is the responsibility of each parent to ensure his/her child is at his/her assigned bus stop on time each day.
 - Parents must ensure that they have made arrangements to meet their child at the designated dropoff time at dismissal.

DAILY ADMISSION AND DISMISSAL PROCEDURES

Primary Learning Center @ Meehan

Kindergarten & Grade 1

Mayfair Primary Education Center @ Meehan General Admission (Grades K-1)

- Students may be directly dropped off at the Primary Center from 8:45 AM – 8:55 AM.

Mayfair Primary Education Center @ Meehan General Dismissal (Grades K-1)

- Dismissal will begin at 3:09 PM through 3:24 PM.

Students who are directly picked up by a parent/guardian at the Primary Center @ Meehan

- Parents will be permitted to enter the Mayfair Primary Center beginning at 3:09 PM through 3:14 PM to pick up their child from their classroom.

Students who will utilize school bus service

- Students will be escorted from their classrooms beginning at 3:14 PM to the yellow school busses based upon their assigned route.
- Parents must make sure they are waiting at their designated stop to receive their children at the dropoff time.

DAILY ADMISSION AND DISMISSAL PROCEDURES

Grades 2-8

Mayfair Grades 2-4 Main Campus General Admission @ 8:15 AM - 8:25 AM

- Students in grades 2 through 4 enter the building beginning at 8:15 AM through 8:25 AM.
- Students enter the building through the Main School Yard doors and report directly to their advisory classes.
- Students arriving after 8:25 AM will be marked late, and must enter the building through the main entrance doors.

Mayfair Grades 2-3 Main Campus Dismissal @ 2:54 PM

- Students will be dismissed directly to the Main School Yard doors. Parents may meet their children in the school yard for pickup.

Mayfair Grade 4 Main Campus Dismissal @ 2:54 PM

- Students in grades 4 will be dismissed on their own through the exit doors closest to the Mayfair Community Center doors.
- Parents can make arrangements with their child either to walk home or to meet at a designated location outside of the school.

Mayfair Grades 5-6 Main Campus General Admission @ 8:15 AM - 8:25 AM

- Students in grades 5 and 6 enter the building beginning at 8:15 AM through 8:25 AM.
- Students enter the building through the Princeton Street Addition doors and report directly to their advisory classes.
- Students arriving after 8:25 AM will be marked late, and must enter the building through the main entrance doors.

Mayfair Grades 5-6 Main Campus Dismissal @ 2:54 PM

- Students in grades 5 and 6 will be dismissed on their own through the Princeton Avenue Addition doors.
- Parents can make arrangements with their child either to walk home or to meet at a designated location outside of the school.

Mayfair Grades 7-8 Main Campus General Admission @ 8:15 AM – 8:25 AM

- Students in grades 7 and 8 enter the building beginning at 8:15 AM through 8:25 AM.
- Students enter the building through the St. Vincent Addition Ramp Doors and report directly to their advisory classes.
- Students arriving after 8:25 AM will be marked late and must enter the building through the main entrance doors.

Mayfair Grades 7-8 Main Campus Dismissal @ 2:54 PM

- Students in grades 6 through 8 will be dismissed on their own through St. Vincent Addition Ramp Doors (facing the school parking lot).
 - Parents can make arrangements with their child either to walk home or to meet at a designated location outside of the school
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Mayfair Elementary School Campus Map



1 – Main School Yard Doors

- Students in grades 2-4 will enter these doors daily from 8:15 AM until 8:30 AM.
- Parents who are picking up students in grades 2 and 3 will meet here daily at 2:54 PM.

2 – Community Center Doors

- Students in grades 4 will dismiss out these doors at 2:54 PM. Parents can make arrangements with their child to meet outside the campus.

3 – St. Vincent Street Addition Ramp Doors

- Middle School grades 7-8 students will enter these doors daily from 8:15 AM until 8:25 AM.
- Middle School students will dismiss from these doors daily at 2:54 PM.

#4 – Main Entrance Doors

- Parents who wish to meet with school personnel will utilize this entrance.
- All late students in grades 2-8 will utilize this entrance after 8:25.

#5 – Princeton Avenue Addition Doors

- Students in grades 5-6 will enter these doors daily from 8:15 AM until 8:25 AM.
- Students assigned to grades 5-6 classrooms will dismiss out these doors at 2:54 PM. Parents can make arrangements with their child to meet outside the campus

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FIRST DAY PROCEDURES QUICK REFERENCE GUIDE

Tuesday, August 31, 2021

Mayfair Primary Learning Center @ Meehan

STUDENT	GRADE	TIME	ENTRY	LOCATION	WHAT WILL HAPPEN?
MAYFAIR PRIMARY CENTER	GRADES K-1 Direct Drop Off	8:45 AM - 8:55 AM	Long Walkway off Ryan Avenue	Mayfair Primary @ Austin Meehan	Students will assemble in the Primary Center common areas and will be escorted to classes
MAYFAIR PRIMARY CENTER	GRADES K-1 Bus Transportation	Each Bus Will Vary Parents will be notified of pickup time and location in late August	Long Walkway off Ryan Avenue	Mayfair Primary @ Austin Meehan	Students will assemble in the Primary Center common areas and will be escorted to classes

Mayfair Main Campus

STUDENT	GRADE	TIME	ENTRY	LOCATION	WHAT WILL HAPPEN?
NEW TO MAYFAIR did not attend Mayfair during the 2020-21 school year	GRADES 2-8	10:00AM (please do not arrive before 10:00am)	Auditorium Doors (next to main entrance)	AUDITORIUM	New class assignments will be provided in the auditorium. Students will be dismissed to their new classes.
ENTERING 2ND GRADE Must have attended the Mayfair Primary Center @ Meehan	GRADE 2	9:00 AM (please do not arrive before 9:00am)	Auditorium Doors (next to main entrance)	AUDITORIUM	Students will be seated by their last year's advisory in the auditorium New advisories will be provided to students from 9:15 AM – 9:45 AM

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<u>Returning</u> to Mayfair Elementary School	Grade 3	8:15 AM - 8:25 AM no earlier than 8:15 AM	Main School Yard doors (see map attached)	Students report to their advisory classroom from LAST YEAR (2020-21) **no morning line up - Students proceed directly to class**	Teachers will provide your child's new advisory class for this year and transition students to their new classes by 9:00 AM.
<u>Returning</u> to Mayfair Elementary School	Grade 4	8:15 AM - 8:25 AM no earlier than 8:15 AM	Main School Yard doors (see map attached)	Students report to their advisory classroom from LAST YEAR (2020-21) **no morning line up - Students proceed directly to class**	Teachers will provide your child's new advisory class for this year and transition students to their new classes by 9:00 AM.
<u>Returning</u> to Mayfair Elementary School	Grades 5-6	8:15 AM - 8:25 AM no earlier than 8:15 AM	Princeton Avenue Addition Doors (see map attached)	Students report to their advisory classroom from LAST YEAR (2020-21) **no morning line up - Students proceed directly to class**	Teachers will provide your child's new advisory class for this year and transition students to their new classes by 9:00 AM.
<u>Returning</u> to Mayfair Elementary School	Grades 7-8	8:15 AM - 8:25 AM no earlier than 8:15 AM	St. Vincent Street addition ramp doors (see map attached)	Students report to their advisory classroom from LAST YEAR (2020-21) **no morning line up - Students proceed directly to class**	Teachers will provide new advisory classes for this year and transition students to their new classes by 9:00 AM.