



MAYFAIR

ELEMENTARY SCHOOL
THE WORLD IN A NEIGHBORHOOD SCHOOL



August 16, 2022

Dear Parents and Guardians,

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

At the end of the 2021-22 school year, the Mayfair Primary Center located on the Austin Meehan campus closed - it is no longer in operation for Mayfair students throughout the 2022-23 school year.

For the 2022-23 school year, all Mayfair students in grades K-8 will report to Mayfair Main Campus located at 3001 Princeton Ave. No bus services will be available.

Morning Admission Procedures

- Please read and review the enclosed admission and dismissal plan for the entire 2022-23 school year. These procedures are very close to how we entered and exited the building during the 2021-2022 school year, but reflect updates with K-1 students returning to the **Main campus at 3001 Princeton Ave.**
- **We will continue operating on two bell schedules this academic year:**
 - **Grades K-2: Arrival: at 8:30 AM and Dismissal: at 3:09 PM**
 - **Grades 3-8: Arrival: at 8:15 AM and Dismissal: at 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 between Monday, August 29th and Friday, September 9th, 2022** - mask requirements will be reviewed and communicated by the School District of Philadelphia thereafter
- 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
- All parents/guardians will be asked to sign and to return the [COVID-19 Student Testing Consent Form](#) within the first two weeks of school

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 29, 30, and 31 and September 1, and 2). Please plan accordingly for the early pickup of your child at 12:09pm on these dates. With everyone's cooperation, we are excited to safely welcome all of our Mayfair students back to school!

Wm. Day
Principal

Welcome to the 2022-23 school year!
We want to take a moment to outline our opening procedures in preparation
for the first day of school on Monday, August 29, 2022!

FIRST DAY PROCEDURES **Monday, August 29, 2022**

All Kindergarten & Grade 1-2 Students at Mayfair School

- All Kindergarten and Grade 1-2 students will arrive and enter the Mayfair School through the Main School Yard beginning at 9:00 AM. Please do not arrive before **9:00 AM**.
- Kindergarten and Grade 1-2 teachers and staff will be in the Main School Yard to provide your child's new homeroom class for this year and transition students to their new classes by 9:30 AM.

Grade 3-8 Students New to Mayfair School

- All students new to Mayfair School (did not attend Mayfair during the 2020-21 school year) in grades 3-8 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.

Grade 3-4 Students Returning to Mayfair School

- All students who attended the Mayfair School last year and are entering Grades 3-4 this year will enter the building and report to their homeroom classroom from *last year* (2021-22).
- Grades 3-4 students will enter the building at **8:15 AM** through the Main School Yard doors (please see the attached campus map for entrance door location).
- Teachers will provide your child's new homeroom class for this year and transition students to their new classes by 8:45 AM.
- Beginning Tuesday, August 30, 2022, Grades 3-4 students will enter the building and report directly to their homeroom classroom **no earlier than 8:15 AM** and will be marked late after 8:25 AM.

Grade 5-6 Students Returning to Mayfair School

- All students who were Mayfair students last year and are entering grades 5-6 this year will enter the building and report to their homeroom classroom from *last year* (2021-22).
- Grades 5-6 students can enter the building beginning at 8:15 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).
- Teachers will provide your child's new homeroom class for this year and transition students to their new classes by 8:45 AM.
- Beginning Tuesday, August 30, 2022, Grades 5-6 students will enter the building and report directly to their homeroom classroom **no earlier than 8:15 AM** and will be marked late after 8:25 AM.

Grade 7-8 Students Returning to Mayfair School

- All students who were Mayfair students last year and are entering Grades 7-8 this year will enter the building and report to their homeroom classroom from *last year* (2021-22).
- Grades 7-8 students can enter the building beginning at 8:15 AM.
- Grades 7-8 students will enter the building through Hawthorne St (please see the attached campus map for entrance door location).
- Teachers will provide your child's new homeroom class for this year and transition students to their new classes by 8:45 AM.
- Beginning Tuesday, August 30, 2022, Grades 7-8 students will enter the building and report directly to their homeroom classroom **no earlier than 8:15 AM** and will be marked late after 8:25 AM.

DAILY ADMISSION AND DISMISSAL PROCEDURES

Grades K-8

Kindergarten & Grades 1-2 Main Campus General Admission @ 8:30 AM

- As of Tuesday, August 30th, 2022, students in Kindergarten and Grades 1-2 will line up in the Main School Yard **NOT before 8:30**, greeted by their teacher, and enter the building beginning at 8:35 AM.
- Homerooms will be marked off with signage. **Students are to be dropped off and parents are directed to step away from the lines.**
- Students arriving after 8:40 AM will be marked late and must enter the building through the Main Entrance Doors.

Kindergarten & Grades 1-2 Main Campus Dismissal @ 3:09 PM

- Students in Kindergarten and Grades 1-2 will be dismissed directly to the Main School Yard Doors, escorted by their teachers, and lined up in the same lines as morning admission. Parents are directed to stay away from the lines, and the teacher will dismiss the students to them.

Grades 3-4 Main Campus General Admission @ 8:15 AM

- Students in Grades 3-4 **will NOT line up** and, instead, will enter the building through the PTEC Doors closest to the Mayfair Community Center on St. Vincent Street and report directly to their homeroom classes beginning at 8:15 AM and ending at 8:25 AM.
- Students arriving after 8:25 AM will be marked late and must enter the building through the Main Entrance Doors.

Grades 3-4 Main Campus Dismissal @ 2:54 PM

- Students in Grade 3 will be dismissed directly to the PTEC Doors closest to the Mayfair Community Center on St. Vincent Street, escorted by their teachers, and lined up by homeroom. Parents are directed to stay away from the lines, and the teacher will dismiss the students to them.
- Students in Grade 4 will be dismissed on their own through the PTEC Doors closest to the Mayfair Community Center on St. Vincent Street.

- Parents of students in Grade 4 must make arrangements with their child either to walk home or to meet at a designated location outside of the school.

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

- Students in Grades 5-6 enter the building beginning at 8:15 AM and ending at 8:25 AM.
- Students enter the building through the Princeton Ave. Addition Doors and report directly to their homeroom classes.
- Students arriving after 8:25 AM will be marked late and must enter the building through the Main Entrance Doors.

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

- Students in Grades 5-6 will be dismissed on their own through the Princeton Ave. Addition Doors.
- Parents must make arrangements with their child either to walk home or to meet at a designated location outside of the school.

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

- Students in Grades 7-8 enter the building beginning at 8:15 AM and ending at 8:25 AM.
- Students enter the building through the Hawthorne St. 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.

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

- Students in Grades 7-8 will be dismissed on their own through the Main Entrance Doors.
 - Parents must 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 Entrance Doors

- Parents with an appointment may meet with school personnel at this entrance.
- All late arriving students will utilize this entrance after 8:25 AM until 8:25 AM.
- Students in Grades 7-8 will dismiss through these doors at 2:54 PM.

#2 – 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 must make arrangements with their child to meet outside the campus.

#3 – Main School Yard Doors

- Students in Grades K-2 will line up in front of the Mayfair Trailers and be escorted by their teachers through these doors daily at 8:30 AM.
- Students in Grades K-2 will line up and be dismissed by their teacher to their families at 3:09 PM.

#4 – PTEC Doors

- Students in Grades 3-4 enter here at 8:15 AM and will dismiss out these doors at 2:54 PM.
- Students in Grade 3 will line up and be dismissed by their teacher to their families.
- Parents of students in Grade 4 must make arrangements with their child to meet outside the campus.

#5 – Hawthorne Street Doors

- Middle School grades 7-8 students will enter these doors daily from 8:15 AM until 8:25 AM.

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