



265 Lehigh Street
Allentown, PA 18102
Tel: 484.765.4401
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Mr. Jose Rosado Jr.
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Administration Center
31 South Penn Street
P.O. Box 328
Allentown, PA 18105
484.765.4000

April 22, 2021

Dear Parent/Guardian,

The health and safety of the children, staff, and families in our community is our number one priority. As we continue preparations for a return to in person instruction, we want to share some of the changes that you and your child will experience. It is important that we take precautions, as symptoms may not be the same for every person. To make sure this virus does not continue to spread, we adjusted our building procedures to take all reasonable precautions. Our entire building plan can be found on <https://allentown.building21.org> (under the Community menu).

The following requests and policies pertain directly to parents and families:

- We ask that you assist us in our efforts to prevent the spread of the virus by continuing to practice proper hand washing, practice social distancing, and properly wearing a face covering while on campus and in the building.
- It is also very important to follow our program's exclusion policies. If you have questions about those exclusion policies, please let us know. These policies have been altered or updated to reflect additional Covid-19 safety measures.
- We ask that you notify us immediately should your child, or someone in the household, become ill.
- Please download and complete the ASD Wellness Screener App daily prior to your child arriving at school.
- The doors will open at 8:15 a.m. Students will enter the building based on cohort. 9th and 10th will enter from the north side of the building (the back) and 11th and 12th graders enter at the main entrance. The back door entrances will close at 8:35 and all students must then report to the main entrance. Drop off will be in the front of our building regardless of what door your child enters. Please see the [attached map](#) for traffic flow and drop off location.
- We ask that parents use the lower lots for pick up and wait for your child to come to you. If you need to pick your child up prior to dismissal, please call the front desk (484)765-4401 when you arrive and we will dismiss your child to the top lot in the designated parking spots.



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- All visitors are required to have an appointment and whenever possible the meeting will be held virtually. If you would like to schedule an appointment, please call our main office.
 - Students who experience issues with technology will be assisted in class. For remote learners, we ask that you call the building ahead of time (484-765-4401) to set up an appointment. It is extremely helpful to have students charge their devices at night so they arrive ready to go first period.
 - Masks will be available for any student in need. We will be offering a laundry service that will clean the borrowed masks for our students every Wednesday. Clean masks will be available for students in their first period as needed.
 - Our Grab and Go meal services will continue to run for both in-person and remote students. Students may pick up meals Mon.-Fri. Between 8:00-2:30 p.m. On Fridays, meals will be a 3 day meal service. We will continue to serve the Grab and Go meals from our East entrance for remote learners. Students may pick up their Grab and Go meals from any ASD school.

We will continue to follow these guidelines diligently to stop the spread of Covid-19. The CDC website will continue to be monitored closely for any additional guidelines and precautions. Should you have any questions, please feel free to reach out to us. We thank you for your partnership during this time and will continue to update you as we receive new information.

Warm Regards,

A handwritten signature in black ink, appearing to read "Jose Rosado, Jr.", written in a cursive style.

Jose Rosado, Jr.
School Leader