

Our Elementary School office will be open on **Monday, August 3** between the hours of 8:00-3:00, **by appointment only**. Obviously with the re-opening of the office, there will be some changes to the way we will conduct our daily business. Please review information below for specific details.

- Please call the office to schedule an appointment at 419-846-3519. If you receive our voicemail, please leave a message and we will return your call.
- Appointment types can vary- meeting with administration, assistance with completing Final Forms, enrolling new students, withdrawing existing students, etc.
- Visitors will only be permitted into the breezeway and/or the main office depending on the nature of the visit. Because we are still working on our buildings, we will not yet be allowing visitors to tour our building and/or visit classrooms.
- Per the current mandate, any visitors entering our building will be asked to wear facemasks or shields. If you are unable to comply with this mandate for any reason, please describe your circumstances with office personnel when you schedule your appointment so that we can discuss what we are able to do or offer.
- We ask that, whenever possible, to limit the number of guests/children that come with you.
- Please know that we will do the best to accommodate parents and students, so be sure to let us know of your needs so that we can discuss options and ideas with you.
- For any reason, if there would be more than one person waiting for their appointment, we ask that you please practice social distancing as you wait.
- In between visitors, we will be required to sanitize. We will try to build this in as we schedule; however, we ask for your patience if we run a few minutes behind, due to these new practices and routines.

We appreciate your patience and understanding during this time. More information will be coming out soon about our Re-Start, so please continue to monitor your emails and our website. If you should have any questions, please feel free to contact the school.

Thank you!!

Joey Brightbill
Principal
Northwestern Elementary School