



MAYFAIR

ELEMENTARY SCHOOL
THE WORLD IN A NEIGHBORHOOD SCHOOL



August 12, 2019

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 some exciting information about our school and campus.

Construction to begin on an Addition to the Mayfair Campus

- We are happy to announce that The School District of Philadelphia Office of Capital Programs will begin construction on a new, 14-classroom, two-story modular addition to Mayfair School. Site work has commenced, and construction is scheduled to occur from August through November.
- Once complete, we will have an additional 14 state-of-the-art classrooms for our students, which will include air conditioning, interactive SMART boards, LED lighting, additional student restrooms, and an elevator.

Temporary Modular Space

- Until our new space can be occupied in November, we will utilize eight (8) modular, temporary classrooms.
- These classrooms will be located in our main school yard, and will be utilized by our 8th grade students.
- We anticipate classes will be held in these modular classrooms from September through November, at which time our 7th and 8th grade students will move into the new modular addition.
- Because of the need of the temporary modular classrooms, we will no longer line up outside in the morning before school.

New Morning Admission Procedures

- Please read and review the enclosed admission and dismissal plan for the entire 2019-2020 school year.
- As a reminder, we will be operating on two bell schedules at our main campus for our school this year:
Grades 2-5: Arrival: between 8:30 and 8:45 AM. Dismissal: 3:04 PM
Grades 6-8: Arrival: between 8:15 and 8:30 AM; Dismissal: 2:49 PM

We are excited by these new, major improvements to our school and appreciate your support and cooperation during the construction phase of the project. We are confident that the end result of the project will bring modern, much-needed space to our school for our students.

Please take a moment to review the enclosed first day of school procedures and the daily admission / dismissal procedures. Please review these procedures carefully, as each grade band may have different directions, reporting times, entrance / exit doors, etc.

We thank you for your continued support!

G. Lowery
Principal

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Mayfair Primary Center @ Meehan

Kindergarten and First Grade Transportation Updates

Dear Parents and Guardians:

Beginning this year, the Office of Transportation Services is pleased to offer a new system in order to streamline the optional transportation services provided for students who are assigned to our Primary Learning Center @ Meehan.

For this year, 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.

By moving the busses away from our main campus, we will be 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 mid-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 Center Transportation Opt-Out Request"

If you are electing to opt out, please complete the opt out request online by August 28, 2019.

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 2019-2020 school year!

**We want to take a moment to outline our opening procedures in preparation for the first day of school on
Tuesday, September 3, 2019!**

FIRST DAY PROCEDURES

Tuesday, September 3, 2019

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

- All students new to Mayfair School (did not attend Mayfair during the 2018-2019 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 3-5)

- All students who were Mayfair students last year and are entering grades 3-5 this academic year will enter the building and report to their advisory classroom from LAST YEAR (2018-2019).
- Grades 3-5 students can begin to enter the building beginning at 8:30 AM through 8:45 AM.
- Grades 3-5 students will enter the building through the main school yard center 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 3-5 students will enter the building and report directly to their advisory classroom **no earlier than 8:30 AM**.
- Students who enter their classroom after 8:45 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 6-8)

- All students who were Mayfair students last year and are entering grades 6-8 this academic year will enter the building and report to their advisory classroom from LAST YEAR (2018-2019).
- Grades 6-8 students can begin to enter the building beginning at 8:15 AM through 8:30 AM.
- Grades 6-8 students will enter the building through the Hawthorne Street 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.

FIRST DAY PROCEDURES
Mayfair Primary Center @ Austin Meehan
(Kindergarten & First Grade)
Tuesday, September 3, 2019

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 8:30 AM through 8:40 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 8:30 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 in 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 at the online URL link designated in the letter.
 - 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 8:30 AM – 8:40 AM.

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

- Dismissal will begin at 2:45 PM through 2:55 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 2:45 PM through 2:55 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 2:55 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 2-5

Mayfair Grades 2-5 Main Campus General Admission @ 8:30 AM - 8:45 AM

- Students in grades 2 through 5 enter the building beginning at 8:30 AM through 8:45 AM.
- Students enter the building through the main school yard doors and report directly to their advisory classes.
- Students arriving after 8:45 AM will be marked late, and must enter the building through the main entrance doors.

Mayfair Grades 2-3 Main Campus Dismissal @ 3:04 PM

- Parents of students in grades 2 and 3 will enter the building through the main school yard doors at 3:04 PM.
- Parents will report directly to their child's classroom and will be dismissed by the classroom teacher directly to the parent.

Mayfair Grades 4-5 Main Campus Dismissal @ 3:04 PM

- Students in grades 4 and 5 will be dismissed on their own through the exit doors closest to the Mayfair Community Center or the addition doors.
- Parents can make arrangements with their child either to walk home or to meet at a designated location outside of the school.

DAILY ADMISSION AND DISMISSAL PROCEDURES

Grades 6-8

Mayfair Grades 6-8 Main Campus General Admission @ 8:15 AM – 8:30 AM

- Students in grades 6 through 8 enter the building beginning at 8:15 AM through 8:30 AM.
- Students enter the building through the Hawthorne Street doors and report directly to their advisory classes.
- Students arriving after 8:30 AM will be marked late and must enter the building through the main entrance doors.

Mayfair Grades 6-8 Main Campus Dismissal @ 2:49 PM

- Students in grades 6 through 8 will be dismissed on their own through the Hawthorne Street doors and the St. Vincent Street 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 2-5 will enter these doors daily from 8:30 AM until 8:45 AM.
- Parents who are picking up students in grades 2 and 3 will meet here daily at 3:04 PM. Parents will be permitted to enter the building at 3:04 PM and proceed directly to their child's classroom in order to pick up their child.

2 – Community Center Doors

- Students in grades 4 will dismiss out these doors at 3:04 PM. Parents can make arrangements with their child to meet outside the campus.
- Students in grade 3 who are walkers as permitted by their parent(s) will dismiss out of this door at 3:04 PM.

3 – Hawthorne Street Doors

- Middle School grades 6-8 students will enter these doors daily from 8:15 AM until 8:30 AM.
- Middle School students will dismiss from these doors daily at 2:49 PM.

#4 – Main Entrance Doors

- Parents who wish to meet with school personnel will utilize this entrance.
- All late students (after 8:30 grades 6-8, after 8:45 grades 2-5) will utilize this entrance.

#5 – Addition Doors

- Students assigned to the addition classrooms in grades 4-5 will dismiss out these doors at 3:04 PM. Parents can make arrangements with their child to meet outside the campus