

# MILLER AND HIGHVIEW ELEMENTARY SCHOOLS



pixtastock.com - 47608764

## MASK PROTOCOLS:

- All students and staff are required to wear masks throughout the school day.
- All children are required to wear masks when boarding and riding the bus.
- When coming to school by foot or car for arrival and dismissal, all people need to be wearing a mask.
- Cloth masks are the preferred choice of coverage.
- Gaiter masks, bandanas and masks with valves or vents are **not** acceptable masks for school.
- Mask breaks will be scheduled during the day. Masks will not be worn during lunch and snack times while eating.
- If your child has a medical or developmental condition that would make it difficult to wear a mask, provide a note from your child's doctor to the school nurse by September 8th.

## TIPS FOR PARENTS:

- Have your child practice wearing their mask for extended periods of time.
- Nose and mouth must be covered. Please read the [CDC guidelines for how to wear a mask and remove it](#)
- Teach your child not to touch their mask when wearing it.
- Teach your child how to put it on and remove it by only touching the ear loops.
- Wash your hands before putting the mask on and after removing it.
- Children need multiple masks that are labeled with their name. They should also have a labeled, resealable plastic bag to store the mask.
- Reusable cloth masks should be washed after every use. Please read the [CDC mask washing guidelines](#)



## Highview School Parent Drop-Off and Pick-Up Procedures 2020-21

Thank you for driving your child/children to and from school. It is imperative that everyone follow school procedures to keep our children, staff, and families safe. All times and procedures are subject to change. Please be patient as we establish the safest and most efficient protocols. Thank you for partnering with us to keep our students as safe as possible.

### Arrival Procedures

1. All children must wear masks when arriving to school. Additionally, children will use hand sanitizer as they enter the building.
2. The drop-off window is from 9:10-9:25 am. Do not arrive early to line up since buses will be unloading from 8:45-9:05 am. Drop-off is staggered and coordinated with Miller as follows:
  - a. **Monday/Tuesday Group:**
    - i. Last names starting with **G-L** drop off window **9:10 – 9:17 am**
    - ii. Last names starting with **A-F** drop off window **9:18 – 9:25 am**
  - b. **Thursday/Friday Group:**
    - i. Last names starting with **S-Z** drop off window **9:10 – 9:17 am**
    - ii. Last names starting with **M-R** drop off window **9:18 – 9:25 am**
3. Drop-off will take longer this year. We need to keep children physically distant, and there is a higher volume of drop-offs so this may slow our timing. Please drive slowly at all times!
4. Please approach the school traveling north on Highview Avenue from Townline Road toward Church Street. As you approach, please wait on the drop off line and enter the driveway (semicircle) when you are directed to do so by staff.
5. Please pull up into the semicircle so that our staff can monitor your child's exit from the car and entrance into the building.
6. Children will use the entrance to the building closest to where they exit the car. There will be staff at each entrance to direct students.
7. Cars **must be in park** while child exits the passenger side of the car only. Please make sure your child has all of their belongings with them as they exit.
8. Children need to be able to exit the car independently without assistance from a parent or staff member.
9. When exiting the driveway please be patient as there is a light at the intersection.
10. To keep the flow of traffic moving, parents are not permitted to exit the car.
11. Parents are not permitted to park in any spots in our lot during the drop-off period.
12. If your child is unable to exit the car independently or you wish to walk them up to the school, you can park at Grace Baptist parking lot across the street. There will be a crossing guard.

## Dismissal Procedures

1. All parents and family members must wear masks.
2. There will be a crossing guard to assist you when crossing Church Street / Highview Avenue intersection.
3. The pick-up window is from **3:15 – 3:35 pm**. It is possible that you will receive a five-minute pick-up window to reduce congestion during this time.
4. Pick-up will take longer this year because many parents are driving children to and from school.
5. **All parents will park in the Grace Baptist Church parking lot across the street.**
6. Pick up will be at the school entrance **closest to Church Street**. Please form a single file line along the sidewalk closest to the building in our driveway staying 6-feet apart.
7. Go to the door and indicate your child's grade level, first name and last name.
8. Bring your own pen to sign the sign-out sheet.
9. Please move to the grass area while we bring your child out to you. If you have children in both grades you will be able to sign all of them out on one sheet.
10. Once children are signed out, please return to your car. Hold children's' hands when crossing the street and follow the directions of the crossing guard.

**Please Note:** These procedures are subject to change depending on the bus routes, number of pick-ups and volume of traffic on Highview Avenue. We hope to make this process as safe and efficient as possible. You will be notified in advance of any changes in the procedures.

***Your child's safety is our top priority.  
Thank you for your patience!***

# Pre-pay for School Meals at [www.paypams.com](http://www.paypams.com)



Money goes directly into your child's account.  
No more lost money!



## CURRENT USERS

Tips for the beginning of the school year:

1. **Login to the site at least one week before the beginning of the school year.** Check that your credit/debit card on file has not expired, your email address is updated, and that your automatic payment plan's stop date has not expired.

2. **Forgot Password:** If you previously registered with PayPAMS but forgot your password, go to PayPAMS.com, click 'Login' then click on the 'Forgot Password' link. If you were unable to retrieve your password through the 'Forgot Password' link, contact customer support from the 'Contact Us' page. Do not register again. Note: passwords are case sensitive.



3. **Balance Transfer from Year to Year:** Any remaining student meal account balance will automatically transfer to the next school year. **Important note:** If your child moved from one school to another within the same school district, it may take a day or two from the beginning of the school year to transfer the remaining balance from the old school to the new school. During that time period, the balance on PayPAMS may show as \$0.00. If you are not sure if your child's account had a remaining balance from the previous school year, we recommend you make a payment.
4. **Refunds:** PayPAMS processes refunds only for the exact payment amount. If the student has already used some of the money, or has graduated, please contact the school district.
5. **Moved to a different school district:** If you moved to a different school district, you can keep the same username and password information. Login to your account, go to 'Contact Us' and select subject 'Moved from District'. Do not register again. Note: PayPAMS cannot transfer money from one school district to another. Contact your previous school district for refunds.

## NEW USERS

Sign Up Now:

1. Go to PayPAMS.com and click on the '**Sign Up Now!**' button on the home page.
2. Select **your state**, then select your **school district**.
3. **Create a username and password** and enter your contact information.
4. **Add children** to your account.
5. **Make payments or set up automatic payments** based on low balance.

## HELPFUL TIPS

When Registering:

1. **Username:** Create a unique username. If the system indicates that the username is taken, select a different username.
2. **Duplicate Accounts:** If the system indicates that an account already exists with the same phone number or email address, contact customer support from the 'Contact Us' page.
3. **Meal Account Balance and Cafeteria Purchases:** It takes 1-2 school days before balances and cafeteria purchases information for new registrants can be displayed. However, you can make payments immediately upon registration. If you cannot view balances two days after you added the student to the account, contact customer support from the 'Contact Us' page.



# Helpful Tips for using [www.paypams.com](http://www.paypams.com)

## PAYMENTS

- Posting Payments:** It takes one to two school days for a payment to replenish your child's account at the school cafeteria. Your balance on PayPAMS website will reflect your recent payment only after the school cafeteria confirms receipt of payment.
- Payment Confirmation:** When a payment is processed, a confirmation number will be displayed and an email will be sent verifying that the payment was processed. If a confirmation number is not displayed, the payment was not processed.
- Declined Payments:** If your payment is declined, verify that all billing information is correct. If all information is correct and payment is still declined, contact the issuing credit card company for further information. Reasons a card can be declined: insufficient credit/funds in account, incorrect billing information entered, closed credit card account, or credit card expiration date.
- Payments for the same student from two separate accounts:** To prevent duplicate accounts, PayPAMS allows associating a student to only one account. If both parents/guardians cannot share the same username and password, contact customer support from the 'Contact Us' page.
- Convenience Fees:** Depending upon the school district, a nominal convenience fee may be charged to cover the cost of processing payments and maintaining the website. To check if your school district charges a convenience fee, please click **'Sign Up Now!'** on the PayPAMS homepage, then select your state and school district.
- Credit Card Types:** PayPAMS accepts both credit and debit cards. When registering, please check which cards your district accepts.
- Credit Card / Bank Statement:** PayPAMS payments will show up on your credit card/bank statement as payments to 'PayPAMS.com', or 'PAMS-<your school district> CO'
- Payments at the School Cafeteria:** For questions regarding cash or check payments submitted directly at the school cafeteria, please contact the school cafeteria directly. Do not contact PayPAMS.

## COMO REGISTRARSE

- En PayPAMS.com haga clic el botón de 'Registrar Ahora!' en la Pagina de Inicio.
- Seleccione su estado y distrito escolar
- Cree un Usuario y contraseña e introduzca su información de contacto
- Añadir niños a su cuenta

### ¿PREGUNTAS?

Haga clic en **'Help'** en la página inicial de PayPAMS.com

## NEED ASSISTANCE?

Please visit [PayPAMS.com](http://PayPAMS.com) and click **'Help'** to navigate to PayPAMS Help Center!



## LOW BALANCE EMAIL NOTIFICATIONS

- Email Notifications:** To make sure emails from PayPAMS are not blocked, add [customerservice@paypams.com](mailto:customerservice@paypams.com) to your address book and safe list.
- Change of Email address:** If you change your email address be sure to update your user profile on PayPAMS.

## LOW BALANCE AUTOMATIC PAYMENTS

- Low Balance Automatic Payments Trigger:** PayPAMS recommends triggering automatic payments when the student meal account balance falls below \$12.00. Having a lower 'minimum balance' when setting up Automatic Payments may not allow enough time to replenish your child's account.
- Automatic Payment Confirmation:** If you sign up for Automatic Payments, you will receive an email confirmation of the payment, including current balance.
- Declined Automatic Payment:** Your automatic payment will not be processed if the card was updated, declined, expired, or if the 'Stop Date' that was set initially has passed.

## CAFETERIA PURCHASES

While PAMS displays cafeteria purchases, we do not regulate what the children are purchasing or eating. For questions regarding purchases at the cafeteria, contact the school cafeteria directly. Student Activity is only displayed from the day the student was added to PAMS. Data is available for 90 days.

## KEEP THIS FOR REFERENCE:

USERNAME \_\_\_\_\_

PASSWORD \_\_\_\_\_

# Pre-pago de Comidas Escolares en PayPAMS!

Conozca PayPAMS: Sistema de Manejo de Cuentas para Padres de Familia [www.paypams.com](http://www.paypams.com)



Money goes directly into your child's account.  
No more lost money!



## RECOMENDACIONES

### Quando se Registre

- ID de Estudiante/ID de Cuenta de Comida:** Antes de iniciar el proceso de registro tenga el ID del estudiante o de la Cuenta de Comida a su alcance. Si no cuenta con esta información pregunte al niño o llame a la escuela.
- Usuario:** Cree un usuario **único**. Si el sistema indica que el usuario ya esta ocupado, seleccione un usuario diferente.
- Regístrese a través del Sistema de Teléfono PAMS:** Si usted se registró previamente a través del sistema telefónico PAMS y quiere acceder su cuenta por el Internet, **no cree otra cuenta**. Ingrese a PayPAMS.com usando su número de teléfono como el usuario. Su contraseña será la misma que fue creada por teléfono.
- Cuentas Duplicadas:** Si el sistema indica que una cuenta ya existe con el mismo número de teléfono o correo electrónico envíe un correo electrónico a [support@PayPAMS.com](mailto:support@PayPAMS.com)
- Contraseña Olvidada:** Si usted se registró previamente con PAMS pero olvido su contraseña, haga clic en el link de **Forgot Password?** en la página de inicio de PayPAMS.com. Si el link no funciona envíe un correo electrónico a [support@PayPAMS.com](mailto:support@PayPAMS.com). **No se registre nuevamente.**
- Saldo en Cuenta de Comida:** Toma de 1-2 días escolares antes que los saldos de nuevos registrantes puedan ser accesibles. Sin embargo, puede hacer pagos inmediatamente después de registrarse.
- Se cambio a otro distrito escolar:** Si usted ha cambiado de distrito escolar, envíe un correo electrónico a [support@PayPAMS.com](mailto:support@PayPAMS.com) para establecer su nueva cuenta. **No se registre nuevamente.**

LOGIN TO YOUR PAYPAMS ACCOUNT

Username

Password

Remember Me [Forgot Password?](#)

## COMO REGISTRARSE



- En PayPAMS.com haga clic en el botón de '¡Inscríbete Ahora!' en la Pagina de Inicio
- Seleccione su estado y distrito escolar
- Cree un Usuario y contraseña e introduzca su información de contacto
- Añada niños a su cuenta

Mantenga una copia para su referencia

User Name (Nombre de usuario)

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PASSWORD (Contraseña)

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## Recomendaciones para usar PayPAMS.com

- 1. Confirmación de pago:** Cuando un pago es procesado, un número de confirmación será creado y un correo electrónico le será enviado verificando que el pago ha sido procesado. Si el número de confirmación no se fue creado, entonces el pago no fue aceptado.
- 2. Pagos Pendientes:** Toma de uno a dos días para que un pago sea incluido en su cuenta de estudiante de la cafetería escolar. Su saldo en el sitio Web de PayPAMS reflejará su pago mas reciente cuando la cafetería confirme recibo de pago.
- 3. Pagos Declinados:** Si su pago es declinado, verifique que toda la información de facturación es correcta. Si la información esta correcta y el pago aún es rechazado contacte a la compañía emisora de su tarjeta de crédito para más información.
- 4. Pagos automáticos y activación de notificaciones por correo electrónico:** PayPAMS le recomienda activar pagos automáticos y notificaciones cuando la cuenta del estudiante llega a \$12.00. Si no activa notificaciones o pagos automáticos cuando el saldo del estudiante sea muy bajo el próximo pago puede que no llegue a tiempo a la cuenta del estudiante.
- 5. Pagos Automáticos:** Si se suscribe a pagos automáticos recibirá un correo electrónico de confirmación de pago incluyendo saldo actual.
- 6. Notificaciones electrónicas:** Asegúrese que su cuenta de correo **no bloquee** mensajes de [customerservice@paypams.com](mailto:customerservice@paypams.com).
- 7. Tipos de Tarjeta de Crédito:** PAMS solo acepta tarjetas Visa, MasterCard y Discover. También aceptamos tarjetas de debito con el logo de Visa o MasterCard.
- 8. Tarjeta de Crédito/Estado de Banco:** Pagos de Tarjeta de Crédito son procesados por 'Elavon'. Los pagos PAMS son descritos en su estado de cuenta de Tarjeta de Crédito o del Banco como pagos de 'PayPAMS.com', 'Elavon', o 'PAMS-<su distrito escolar> CO'.
- 9. Información de Tarjeta de Crédito:** PAMS nunca pedirá información de tarjeta de crédito por correo electrónico. **No responda si recibe tal mensaje.**
- 10. Transferencia de Dinero de un Año a Otro:** Saldo restante de la cuenta del estudiante será automáticamente transferido al siguiente año escolar.
- 11. Reembolsos:** PAMS procesa reembolsos solo por la cantidad exacta de pago. Si el estudiante utilizó algo del dinero por favor contacte al distrito escolar.
- 12. Pagos en la Cafetería de la Escuela:** Para preguntas relacionadas con pagos por cheque o en efectivo hechos directamente en la cafetería de la escuela, favor de contactar la cafetería de la escuela.
- 13. Navegador de Internet:** PAMS se integra fácilmente con los navegadores de Internet estándar, incluyendo Microsoft Internet Explorer, Mozilla Firefox y Netscape. Para computadoras MAC recomendamos usar el navegador Safari.
- 14. Servicios Gratis:** No existen costos por chequear saldos de cuentas o por registrarse para recibir notificaciones por correo electrónico.
- 15. Cuota de Servicio:** Una cuota nominal por servicio, si va a ser cobrada, será desplegada antes de procesar el pago. Para chequear si hay una cuota por servicio, haga clic en '¡Inscríbete Ahora!' en la página de inicio de PAMS, después seleccione su estado y distrito escolar.

**¿Más Preguntas?**  
Haga clic en 'Help' en la página  
inicial de PayPAMS.com

