



September 3, 2020

Hello Parents/Guardians,

We look forward to welcoming students back to school. Please ensure you carefully read the information below in its entirety. It includes important health and safety information for students' return to school, as well as details about pick-up and drop-off processes, school activities and supplies.

School staff will:

- Encourage regular hand washing
- Maximize physical distancing
- Minimize physical contact
- Ensure additional cleaning measures are in place

IMPORTANT: Daily Health Check for Students Attending In-Class Instruction

Below are key requirements that all students and families must be aware of and adhere to while attending in-class instruction.

Conduct Daily Self-Assessments:

Parents/guardians **must** assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school. If your child is ill, they must remain at home until they have been cleared by a health care provider AND they no longer have any symptoms.

We have included the student daily health assessment with this email.

In addition, a student may **not** attend school if:

- they have travelled outside of Canada in the last 14 days;
- they have had contact with a known COVID-19 case, or if another person in their home has symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease, even if your child remains asymptomatic (i.e. does not show signs of being ill); and/or
- a doctor or other medical professional has advised them to self-isolate

If you are unsure of your child's health condition or if they have COVID-19-like symptoms, contact 8-1-1 for guidance. 8-1-1 is a free-of-charge provincial health information and advice phone line available in British Columbia.

If your child becomes ill while at school:

As per guidance from health authorities, any child exhibiting COVID-19 symptoms will be moved to a secluded space, such as a first-aid room or designated health room, where they will be supervised and supported by staff until they are picked up by a parent/guardian.

Parents/guardians will be notified and advised to pick-up their child as soon as possible. Please ensure that the school has current contact information, including emergency contact information, to ensure timely pick-up. Also,

please ensure that you are always accessible by phone during the school day if your child is attending school, and, be prepared to pick-up your child/ren.

To help maintain a healthy learning environment: staff, families and students are asked to practise good hand hygiene and respiratory etiquette (i.e. coughing and sneezing into your sleeve). [Please review this with your child on a regular basis.](#)

IMPORTANT: Schedule, school activities and supplies

Scheduling

For those families with child/ren returning to in-person instruction, your child's new classroom teacher will be contacting you **next Wednesday** with details about orientation, your child's new classroom, etc. Next week, there will not be classes for students on Tuesday, Wednesday or Thursday. There will be orientation sessions on **Friday, September 11** from **either 9:00-11:30 or 12:30-3:00**. Families will find out which orientation their child will attend next week when the classroom teacher contacts them.

Student entering/exiting the school and drop-off and pick-up times

- Due to limited entry and exit options at the school, **we need to have staggered START and END** times for the students to limit the number of students entering and exiting the building at one time
- All students who are in even divisions will attend school from **9:00-3:00**
- All students who are in odd divisions will attend school from **9:15-3:15**
- All recess and lunch play times will be outside so please ensure that students are always dressed appropriately for the weather
- It is our expectation that all students from **K to grade 3** will be required to have a parent/guardian drop-off and pick up their child from the grass field. If this is not the case in your particular circumstance, and you **would prefer to have your child walk home upon dismissal, please notify your child's teacher via email.**
- Students in Grade 4- 7 **will be dismissed from the grass field to walk home on their own**, however, please notify your teacher via email if you have alternate pickup plans for days end
- **Arrival** - Parents please do not arrive before 8:55 am. Only students and staff will be permitted on the grass field. Parents and guardians are asked to remain on the sidewalks on Charles St and Kitchener St and to not block entrances to the grass field to ensure appropriate distancing protocols are maintained
- **Dismissal** - When parents are picking up children, we ask that they please maintain appropriate distancing protocols, wait on the sidewalk along the east edge of the grass field for your child to find you and immediately leave the area when you have your child
- Students who are in the Frog Hollow before/afterschool daycare will be walked up to the grass field to join their class by daycare staff
- Class division numbers are on fences at the back of the grass field
- Have your child line up, respecting social distancing, in their class's line
- To respect social distancing protocols, please do not remain with your child
- Teachers/Staff will meet your child's class, take attendance, and ask each child how they are feeling
- Teachers/Staff will lead the class into the school by planned enter/exit routes
- At 3:00pm or 3:20pm, students will return to the grass field, organized in the same manner. Parents will be expected to pick up their child from there
- It will be essential to be **on time** and arrive at your designated drop-off and pick-up times
- Parents who are late to drop off their children in the morning should walk their child to the front office, where office staff will greet the child and walk them into the school
- **Only authorized staff and students will be permitted to enter the school building** unless by appointment with the school office

Hand hygiene and respiratory etiquette

- Students will wash their hands or use hand sanitizer upon arrival each day, throughout the day (i.e. after using the washroom, moving from outdoors to indoors, mealtimes, etc.) and before leaving. Classrooms without sinks have been supplied with hand sanitizer

Bringing in/use of personal materials

- We encourage students to bring their personal materials to minimize physical contact and use of shared materials. Please label your child's water bottle, supplies and everything they bring to school. ONLY water bottle filling stations will be available to refill bottles. Recommended [List of Supplies](#) is attached.
- The lunch and recess schedule will be altered to limit the number of children outside at a given time
- Students will eat their lunch and snacks in their classrooms. Lunches and snacks are to come to school in the morning with the students – there will be **no drop-off lunches or snacks accepted**. Please pack lunches that:
- Do not need reheating
- Are nut aware
- Children can eat independently
- Students in grades 6&7 are required to wear a mask when in common areas such as the hallways, library and music room. For students in grades K-5, wearing a mask is a personal choice. Any mask will have minimal effect if not used together with other preventative measures. The most effective preventative measures include washing hands, maximizing physical distance and minimizing physical touch. It is important to treat people wearing masks with respect
- Sharing of materials, equipment and manipulatives in classrooms will be minimized

While we look forward to reconnecting with your children, we want you to know the **school days will look much different**.

The goal is to balance your child's educational needs within a safe, supportive environment. We all are very excited to see your children very soon! School is a place where children learn and grow. We are very much looking forward to seeing and greeting our students' smiling faces.

If you have any questions, please contact us at the school.

Sincerely,
Dan Knibbs, Principal