

In-school First Day and School Year Procedures

Welcome to the 2021-2022 school year!

We are looking forward to welcoming all of our new and returning students back to East Garafraxa this September!

As you are aware, the Upper Grand District School Board has put extensive plans in place for the school year. Our School has now created plans that include both operational changes (how we manage the people and resources within the school) and health and safety changes (our response to the COVID pandemic). We hope this document will help answer your questions about the specifics on opening day and during the school year.

Please also look through our board Reopening Schools Guide for Students and Families, for more detailed information about the changes for this school year.

[Reopening Schools Guide for Students and Families](#)

[Link to Board Website:Health & Safety Measures for Families](#)

All students from SK-Grade 8 will begin on the first day of school - Tuesday, September 7, 2021

Entry Bell: 8:45

Nutrition Break 1: 10:45-11:30

Nutrition Break 2: 1:00-1:45

Dismissal: 3:15

All JK students will have staggered entry. You will have received a date/times from the school indicating your child's start date. If you are unsure of your child's start date for JK, please call the office (519 855-4484)

Classroom Assignments and Organizations:

Each year, we begin with the staffing that was allocated back in June when the number of students was projected for each grade. As in past years, our actual numbers are reviewed following the first days of school. As you can imagine, there is often a lot of change over the summer months. This means students may begin their first day in one class, yet find themselves being reassigned to another class within the first few weeks of school. Any changes would be implemented by Monday, September 20th. Principals do not have the option of changing the school organization that is set by the District Staffing Committee of the Board. If changes affect your child(ren), you will be informed by the school.

Before Coming to School

COVID-19 Screening:

- All parents must screen their children every day before leaving home for symptoms of COVID-19. If there are symptoms consistent with COVID-19 as identified in the screening tool, children need to stay home from school. If COVID-19 is suspected, testing is recommended.
- Link to [self-screening tool](#).

What to Bring to School

Please keep your child's personal items to a minimum. To support a safe and comfortable environment, students are asked to bring the following items clearly labelled with the student name:

- Knapsack or tote bag for personal belongings
- Face masks - students may need more than one
- Personal water bottle
- Seasonal outdoor wear ("indoor shoes")
- Only those items that are necessary for the day (e.g. pencil case, calculator, pens, pencils)
- Students may bring their own devices. Devices must be wiped by the student upon entry and before leaving at the end of the day.

How Will I Know What Class My Child is in (Grades 1 to 8)?

At 8:20 when students and buses start to arrive, teachers will be standing near a pylon with a sign with the Grade level. We have teachers and greeters who will direct students to their teachers.

First Day Procedures

Morning Drop Off:

Bus Students will stay on the bus with their masks on until Mr. Barfoot gives the signal for disembarkment. Students will exit the bus and continue onto the tarmac where they will meet (physically distanced) at their classes' designated location indicated by pylons with signs.

**On September 1, Wellington Dufferin Guelph Public Health provided schools with updated guidelines for school operation and opening. For Morning Arrivals and Afternoon Departures - when child(ren) arrive at the beginning of the day, they will be required to wear masks when on school property. Even though they will be lined up outside when they arrive, students from different classes will be moving through our tarmac area and in somewhat close proximity during this time. Similarly at the end of the day, students will be required to wear masks while on school property.*

Students driven to school will be dropped off after 8:30 to allow buses to drop off students. They will be met by greeters and walked to the tarmac. When parents drop off students they may do so at the front of the school. (Parents are not allowed in the school and are encouraged not to stay on school property to keep student social distancing a priority).

When the bell rings at 8:45, students will line up with their teacher, keeping a safe distance. The teachers will enter the school with their class, one class at a time and follow physical distancing. When students enter the school, each student will sanitize their hands.

Kindergarten Students will be walked to the Kindergarten fenced in yard by our greeters and teachers.

Medical Forms and Medication: Parents can see staff at the front of the school to get plan of care forms, drop off these plans and drop off medication for students. Please call the school number 519 855-4484 to let the office know that you are here to drop off forms or medication.

School Greeters:

Our “Greeters” Ms. Baxter and Ms. Sousa will meet students at their assigned point of entry first thing in the morning. They will remind students to put on their mask and to maintain social distance as they enter the building and they may assist with hand sanitizer.

Late Arrival:

Late students will report to the front doors to enter the school where they will be met by a greeter.

Enter the Building: Students will enter with their teachers and follow social distancing guidelines following teacher instructions. Classes will walk in a single file down the hallways staying on the right side of the hallway.

Recess Information:

- During Recess students will have access to a class “Recess Zone”. This zone area changes weekly. Because classes are assigned to a zone, students will not be required to wear masks at recess. At the recess entry bell, when class lines of students begin to enter the school, they will be required to wear a mask.
- Shared materials are permitted outdoors, with appropriate hand hygiene.
- The playground structures will be opened during school hours. The playground is closed at arrival time.
- Children must wash/sanitize their hands before and after outdoor play.
- Students can remove their mask once outside. Masks on during hallway transitions.

Lunch Procedures

1. Students eat with their cohort, in assigned seats.
2. Students wash/sanitize their hands before and after eating.
3. Students use water bottles and filling stations and not water directly from drinking fountains.
4. No sharing of food.
5. Physical distancing must be maintained during eating.
6. Students will be asked to take home their recyclables/compost/garbage. Litterless lunches are encouraged.

7. Staff will continue to assist students with lunch containers during eating times.

End of Day Procedures

- Dismissal is at 3:15.
- Students must be physically distanced and wearing a mask..
- Students will be dismissed by class in order to maintain social distancing guidelines.
- Parents must wait for the students outside of the building to pick them up.
- Students in the YMCA program (after school care) will leave at the bell and meet the after-school program staff.

Bus students will line up to get on the bus with their masks on, social distancing, waiting for Mr. Mead to give the signal for embarkment.

Parents of bus students who are not taking the bus at the end of the day, please call the school by 2:30 pm.

Early Pick up only if absolutely necessary

- Parents will inform the office by phone in the morning about early pickups.
- Students will come to the office
- Parents will call when they are in front of the school. The front door is locked.
- The office will release the child to the parent.

Communication with the School

Please call the school with any questions you may also wish to visit our website [here](#) for staff extensions and emails.

We will be sending home our regular package of information on the first day of school. Please complete the forms, and return them to your child's teacher as soon as you can.

Students will have a google classroom set-up. All classes will be contained in homeroom classrooms.

Teachers can set up email to parents in the classroom to share information and communicate with parents.

Access to the School

Only essential visitors are permitted inside the school (e.g. maintenance personnel). At the moment, our school is closed to parents and non-essential visitors. It is our hope that this changes in the near future.

Attached is the updated 2021-2022 SCHOOL OPERATIONS Guidebook for UGDSB Students and Families. Changes to this document are indicated in yellow. Please review this document prior to Tuesday.

[2021-22 SchoolOperationsGuidebook for UGDSB Students and Families](#)

Please keep in mind the COVID situation is constantly evolving and we will always follow the direction of public health. The information above may be adjusted at any time, based on direction from public health and the school board in order keep students and staff safe.

We are excited about getting the year started and looking forward to a smooth start despite some of the challenges we face.

If you have any questions or concerns, please reach out.