



Erin PS - Parent Communication

September 2020

Message from the Board

We are looking forward to welcoming all of our new and returning students back to 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 about the opening day and first week of school.

Please also look through our Board's Parent Handbook, for more detailed information about the changes for this school year. There is also a link to the Board Website and the Parent Question and Answer (Q&A) page.

[Link to Parent Handbook](#)

[Link to Board Website and Parent Q & A](#)

Welcome back to September 2020!

Hello everyone!

The following information is what we know as of Wednesday, September 2nd. Any changes will be communicated in future days. Please keep in mind that things are changing quickly and we are trying to make the best decisions possible to keep everyone safe.

Thank you for your ongoing patience, flexibility, grace and understanding.

In an effort to prepare your child(ren) for September, please feel free to share this information with them so they also understand what to expect (classroom teachers will also be going over new protocols during the first two weeks of the school year/staggered entry).

Also included here is more information regarding class placements and specifics around drop off and pick-up locations for your child.

We are so excited to see all of the students who are returning. We hope this communication will help to answer many of your questions.

~ Sincerely Ms. Harrison

Erin PS School Times

8:55	School Starts
8:55 - 10:35	Instructional Time
10:35 - 11:15	First Break
11:15 - 12:55	Instructional Time
12:55 - 1:35	Second Break
1:35 - 3:15	Instructional Time
3:15	Dismissal



Start Up Schedule - Staggered Entry

IN-SCHOOL LEARNING: JK to Grade 8 staggered entry to the school year - Entry by Last Name					
	Mon. Sept. 7	Tues. Sept 8	Wed. Sept 9	Thurs. Sept 10	Fri. Sept 11
All students (JK-Grade 8)	Labour Day Holiday	No Students at school. Staff preparation day.	No Students at school. Staff preparation day.	Last name A-L only - full day	Last name M-Z only - full day
	Mon. Sept 14	Tues. Sept 15	Wed. Sept 16	Thurs. Sept 17	Fri. Sept 18
All students (JK-Grade 8)	Last name A-L only - full day	Last name A-L only - full day	Last name M-Z only - full day	Last name M-Z only - full day	All JK - Gr 6 students attend full day

Remote Learning Staggered Entry

JK to Grade 8 schedule of staggered entry to the school year - Entry by Last Name

	Mon. Sept. 7	Tues. Sept 8	Wed. Sept 9	Thurs. Sept 10	Fri. Sept 11
JK/SK students and Gr. 1 - 8 students	Labour Day Holiday	Students will be contacted this week by their remote classroom teacher with instructions and information about remote classes starting Monday, Sept. 14.			
	Mon. Sept 14	Tues. Sept 15	Wed. Sept 16	Thurs. Sept 17	Fri. Sept 18
JK/SK students and Gr. 1 - 8 students	Last name A-L only - full day	Last name M-Z only - full day	All JK - Gr 8 students attend full day	All JK - Gr 8 students attend full day	All JK - Gr 8 students attend full day

Health & Safety Protocols

- Responsibility of all staff, students, parents/guardians and visitors to complete [Self-Assessment tool for COVID-19](#)
- Parents are required to screen their own child each morning before sending them to school.
- Refer to [Ministry of Health's list of symptoms](#)
- All staff and students who are experiencing new or worsening symptoms consistent with COVID-19 must not attend school/work (seek medical attention as required, including COVID-19 testing)
- Daily records will be kept of anyone entering school premises in case we need to conduct contact tracing.

Suspected of Having COVID-19

- Principal and Wellington Dufferin Guelph Public Health must be notified immediately of all suspected and confirmed cases of COVID-19
- Areas will be identified that need cleaning
- Items that cannot be cleaned and disinfected (paper, books, etc.) will be removed and stored in sealed container for a minimum of 7 days

Isolation Room:

- For individuals presenting symptoms awaiting pickup
- Supervision will be provided while student is awaiting pickup
- Attending Staff will use PPE (gloves, gown, face shield, medical mask)
- Thermometer available to verify temperature with parental/guardian consent
- Parents must immediately come to school to pick up their child.
- Custodian will conduct cleaning and disinfecting of isolation space when student/staff has been picked up

Confirmed Cases of COVID-19

- The school and board will follow directions from WDG Public Health
- They may require one or multiple classes to move to distance learning model or school to be closed for a period of time
- Clorox Total 360 Systems - Electrostatic Sprayer will be used to disinfect any area(s) accessed by someone reported as testing positive for COVID-19

Return to School/Work:

- Negative COVID-19 Test result: stay home for 24 hours after symptom resolution
- Positive COVID-19 Test result: remain in isolation until all three (3) conditions are met:
 1. Isolated for 14 days after the onset of symptoms AND
 2. No longer have a fever AND
 3. Symptoms have been improving for at least 72 hours

Hand Hygiene

- Washing hands with soap and water is the preferred method of hand hygiene
- Hand sanitizer will be provided at locations without a sink (e.g. classrooms without sinks, portables)

Students must perform hand hygiene:

- Arriving at school and before they go home
- Before and after any transitions within the school (e.g. recess to classroom)
- Before eating and drinking (or handling food)
- After using the washroom
- After sneezing or coughing
- Before and after play/use of equipment

Physical Distancing

Hallways

- Pass on opposite sides while maintaining physical distance or wait until hall is clear
- No contact with other students (e.g., acceptable: 'air high fives', waves, thumbs up)
- Signage, decals and floor markings will be posted at entrances throughout the school to inform/remind of self-screening, hand hygiene, physical distancing requirements and traffic flow directions, as applicable

Classrooms

- Desks facing forward in individual rows rather than in circles or groupings to promote physical distancing
- Tables may be used, with fewer students seated, allowing for physical distancing
- 2 metres teaching space around teacher desk/front of classroom
- Backpacks put on back of chairs

Physical Distancing, continued

Washrooms

- Every other stall, sink and/or urinal available for use
- Limit students to maintain physical distancing
- Outdoor washroom available

Doors

- Where possible, classroom and office doors will be left open during the day to limit need to touch common surfaces

Library

- Closed until further notice
- Books can be requested and delivered to the students' class
- Returned books will sit for 7 days upon return

Gymnasium

- Can only be used if social distancing can be maintained during activities. Classes will be conducted outside whenever possible.

Suggested School Supplies

Lunch: Students need to be able to open their containers and their prepackaged food independently, this will limit multiple contact points with your child's personal items. A personal water bottle will also be needed.

Everyone:

- pencils
- eraser
- glue stick
- pencil case
- pencil crayons
- scissors
- Pencil Sharpener
- Kleenex
- at least 2 face masks (in case one gets soiled or lost)
- a baggie/container to store mask when not being worn

Primary:

- box of crayons 24 (gr. 1-2)

Junior:

- clear plastic 30cm ruler
- calculator

Intermediate:

- 1 large binder
- calculator
- dividers (10)
- lined paper (punched)
- markers (thin)
- pens

- **Shoes - worn to school (no need for indoor shoes),** sunscreen, change of clothes if needed, weather appropriate outdoor clothing

How Will I Know Which Class My Child is in?



Parents/Guardians will receive a phone call from their child's teacher on Tuesday, Sept. 8th or Wednesday, Sept. 9th. The teacher will let you know who they are and where your child should join the class on the first day of school (and each day after that).

They will also be asking you about pick up routines for the end of the day. (ie Bus? Walker? Pick Up?) , as well as letting you know how to connect with them throughout the year. (ie Email etc.)

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Nutrition Break/Recess

- Students will stay/play within class cohorts only
- Recesses will be staggered to minimize the number of students in the yard at the same time and to allow more space.
- Primary students will eat first, then go outside. Intermediate students will do the reverse: go outside, then eat.
- Masks may be removed when outside or eating (kept in pocket/pouch or break-away lanyard around neck)
- Encouraged to maintain 2 metre physical distancing
- Wash hands with soap and water or use hand sanitizer upon re-entry to school
- Please do not send any personal items/toys for recess time/play
- Outdoor play structures and sandboxes remain closed

Town Lunch for Intermediate students

At this time, lunches in town for Intermediate students will be suspended for everyone's safety as well as for time considerations.

We will revisit this at a later time this school year.

Nutrition Break/Recess

Eating Time:

- Wash/sanitize hands before and after eating
- Not permitted to share food
- Water bottles only (fountains used as filling stations only)
- Physical distancing maintained during eating time
- Boomerang lunches: students will be asked to take home recyclables and waste
- Students will need to be able to open their own lunch or packaging containers. For example, if opening a granola bar is tricky you may wish to snip off the top in the morning and then the child can get the granola bar out on their own.

General Important Reminders

- Parents/non-essential visitors are not permitted in the school building, unless there is an emergency, until further notice from Public Health (please wait in your car and phone the school upon arrival or tap on office window if you do not have access to a phone)
- JK to Grade 12+ must wear masks when in the school building and on busses, at all times (any medical concerns, please contact your teacher or Principal). We encourage all children to bring two clean masks to school every day, one for morning and one for afternoon, and a paper bag for storing/drying them.
- Buses are operating at regular capacity and masks are required (seating plan in effect)

First Day Procedures

- There will be lots of school staff on the yard to help direct students to their designated door.
- Walkers are asked to arrive at school as close to 8:55 am as possible. They will be directed to their designated doors as well.
- Teachers will meet their classes at the doors.
- There will be lots of signage outside to direct students as well.
- If it rains (though we put an order to mother nature for sunshine), it is important that students do not arrive earlier than necessary.

Arrival Plans

Parent Drop-Off

- Please do not use the bus loop at 8:30-10:00 and 2:30-4:00. We have 15 buses arriving and departing at those times
- **Kindergarten** parents may continue to use the North parking lot as usual. Please drop students off at the Kindergarten gate where their teacher or ECE will meet them and escort them to the yard or classroom.
- **Please be mindful that there is no teacher supervision until 8:40**
- If you are dropping off your child by car, please do **NOT** drop off on Daniel Street. There is too much traffic for student safety. Drop off on Erindale street so students can enter the yard through a gate, safely cross the school field and proceed to their designated door. Pick up would be the same.
- We ask that parents of students in grades 4-8 do not enter the property in order to maintain social distancing and for safety. Please meet your child at a different designated spot.
- Parents of students from K-gr. 3 are welcome to pick them up at their designated door.
- Gr. 1/2, Ms. Lebon's and Mrs. Salmon's students, please drop off and pick up at the courtyard doors.
- Gr. 3/4, Mrs. Normore's class and 5/6, Mr. Wain's class, and Mrs. Barth's class will enter and exit through the former Kindergarten doors

- Gr. 4/5, Mr. Quick's class and Gr. F7/8A will use the Intermediate door to enter and exit.
- F7/8B, Mr. Curry's class will use the exterior entrance of Rm. 26
- Gr. 8, Mrs. Reilly's class will use the exterior of Rm. 25, the former Art room
- All other Intermediate classes will use their homeroom's exterior door to enter and exit their class.

Lates

- If students arrive late, they are asked to enter through the front door, call the office (the number is posted on the front door) and the office staff will let them in. If you have no access to a phone, please knock on the window.

Walkers

- Are asked to arrive as close to the bell as possible

Morning Greeters

A “Greeter” will meet younger students and bus students at their assigned point of entry first thing in the morning. Greeters will welcome students to school, and remind them to put on a mask and to socially distance as they enter the building. Greeters may also assist with hand sanitizer prior to students entering the school.

The Greeter will also meet students who arrive late (after 9:00 a.m.) ensure they are physically distanced, write down their name, and direct them to their door and to join their class.

Dismissal Plans

All students will wash/sanitize their hands prior to dismissal

Walkers

- Exit school, maintaining physical distancing
- K-3 students being met to walk will be dismissed from physically distanced lines to meet their guardian. See below.
- Walk straight home (school grounds remain closed)

Parent Pick-off (Car/Walking)

- Please use the same procedure as for drop-off.

Early Pick-up

- Inform office by phone in the morning of early pick-ups
- Call the office to inform of arrival in parking lot
- Office staff will send child out to meet parent/guardian outside

Bus Students

- 50% of our bussed students leave on the first 5 buses and will proceed directly to the bus immediately after the bell.
- The remaining bus students will meet at their designated bus spot on the yard, while socially distancing
- During inclement weather, students will wait for their bus at a designated bus spot in the hall, maintaining distance protocol.

Physical & Outdoor Education

- Playground structures and sandboxes are to remain closed
- Children must wash/sanitize hands before and after Physical Education
- Students will be provided with activities that allow for physical distancing
- Teachers can continue to take classes outside for Daily Physical Activity
- Students will not be permitted to play games where distancing is a challenge (soccer, football)
- Shared objects will be limited and cleaned between each use

Communicating with Classroom Teachers

- All communication is to be electronic whenever possible - teachers will share how to contact them (e.g. via Google Classroom, Board email)
- No in-person meetings at this time (please contact teacher via email to arrange phone call or virtual meeting when necessary)
- Special Education needs (e.g., Individual Education Plans) will continue to be reviewed and monitored as per usual. Communication will be electronic, phone calls, and/or virtual meetings until further notice.
- All meetings must be by appointment only and will be conducted either virtually or by phone.

Office Communication

Safe Arrival

- During the school day, your child's safety is of utmost importance to us. Please call the school if your child is going to be absent or late to school. For your convenience, we have voice-mail which allows you to contact the school at any time during the night or over the weekend. The school phone number is 519.833.9685. When you call please note your child's name, teacher and reason for absence
- Attendance will be done digitally this year. If you know your child will be away or has an appointment please call the school (519-833-9685).

***When you call please note your child's name, teacher and reason for absence.**

- If you need to pick up your child, call the office and we will bring them out to you!
- Additional information regarding changes and additional reminders will be communicated as more information is gathered.

Additional Information

The following will be on hold at the start of the year, until further notice:

- Intramurals, clubs, (virtual clubs may happen) assemblies and extracurricular activities
- Music programs (use of instruments)
- Milk program
- Pizza and other special hot lunch days
- Large gatherings/assemblies (unless done virtually)
- There will be **NO** Breakfast Club.
- We will have individually wrapped foods for emergency.
- Food and forgotten items cannot be dropped off at school in the middle of the day.
- Agendas will be used by students to communicate what is happening in class. They will not be used to convey messages from parents to the school. Electronic communication will be used for communication with parents. Therefore, it is imperative that you share your e-mail address with your child's teacher.

Information for Families who chose Remote Learning

More information will come in the next few weeks.

- Online classes will be regionally based to start, by grade.
- Online classes will be assigned teachers and will be supported by board level staff
- All curriculum areas will be taught and reported on, some exceptions may occur
- When students return to school, the central classroom teacher will provide all assessment information to the homeroom teacher at the child's home school

We can do this!

If you still have questions or concerns please contact the school by phone or email.

I will do my best to respond to questions as I gather answers to them.
Thank you again for your patience, flexibility and understanding during these unprecedented times.

If changes occur we will do our best to communicate this information as quickly as possible.

519-833-9685
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