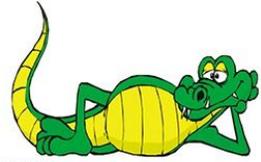




# **GATEWAY DRIVE P. S.**

**MR. C. REAY, PRINCIPAL  
MS. L. ELLIS, OFFICE CORDINATOR**

33 GATEWAY DRIVE, GUELPH, ONT, N1H 6X1 519-824-4300



## **Welcome to the 2020-2021 school year!**

We are looking forward to welcoming all of our new and returning students back to Gateway Drive Public School 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 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](#)

### **Staggered Entry**

We will be having a “staggered entry” for all students this year. This means that all students will come to school with approximately half of their classmates on alternating days for the first two weeks of school. This will allow us to carefully review and establish safety routines with fewer students in the building. We are organizing these alphabetically by last name (A-L and M-Z). Parents will soon receive a phone message identifying which group their child will be in. Groups will attend school as per the chart below:

<b>IN-SCHOOL LEARNING: JK to Grade 8 staggered entry to the school year - Entry by Last Name</b>					
	<b>Mon. Sept. 7</b>	<b>Tues. Sept 8</b>	<b>Wed. Sept 9</b>	<b>Thur. Sept 10</b>	<b>Fri. Sept 11</b>
<b>All students (JK-Grade 8)</b>	Labour Day Holiday	DD classes only - full day	DD classes only - full day	Last name A-L only - full day	Last name M-Z only - full day
	<b>Mon. Sept. 14</b>	<b>Tues. Sept 15</b>	<b>Wed. Sept 16</b>	<b>Thur. Sept 17</b>	<b>Fri. Sept 18</b>
<b>All students (JK-Grade 8)</b>	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 8 students attend full day

**Remote Learning Staggered Entry:**

Students enrolled in the full-time remote learning program will start school on September 14th or 15th, as per the schedule on the board website. These students will also be contacted during the first week of school with further information.

<b>JK to Grade 8 schedule of staggered entry to the school year - Entry by last name</b>					
	<b>Mon. Sept. 7</b>	<b>Tues. Sept 8</b>	<b>Wed. Sept 9</b>	<b>Thur. Sept 10</b>	<b>Fri. Sept 11</b>
<b>JK/SK students and Gr. 1 - 8 students</b>	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.			

	<b>Mon. Sept. 14</b>	<b>Tues. Sept 15</b>	<b>Wed. Sept 16</b>	<b>Thur. Sept 17</b>	<b>Fri. Sept 18</b>
<b><u>All students (JK-Grade 8)</u></b>	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 8 students attend full day

### **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, 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's name:

- Knapsack or tote bag for personal belongings
- Face masks - they may need more than one
- Personal water bottle
- Seasonal outdoor wear (we are not requiring 'indoor shoes' at this time)
- Only those items that are necessary for the day (e.g., pencil case, calculator, pens, pencils)
- Students may bring their own devices, but they must be wiped by the student upon entry and before leaving at the end of the day

Note: Lockers and change rooms will not be used for the 2020-2021 school year. Students will be required to keep all personal belongings with them throughout the day.

Note: Additional information will be provided to families about how the school will help students manage winter boots and coats when cold weather arrives.

## How Will I Know What Class My Child is In?

Classroom assignments will be shared on their first day of school. When you arrive with your child(ren) you will see our staff team with clipboards and maps. They will guide you to specific areas on the field based on their grade and our team will help get students into the correct class with their new teacher. Please refer to the map that also clearly indicates where to go on the yard when you arrive.

## First Day Procedures

### **Morning Drop Off:**

Please refer to the map ahead of time so when you arrive at school you know specifically what grades will be located in what location on the yard. Please use the sidewalk to the right of the school and walk around back while keeping 2m of distance from each other. If you need help please ask any of our staff members wearing vests and carrying clipboards. Once you have arrived at your specific location on the field according to the map, please have your child tell the teacher their name, say goodbye and exit towards the front of the school.

There will be no vehicles allowed in the drive-thru area at the front of the school. Please park in the designated areas on side streets according to the "Parking Map" attached.

No parents will be allowed in the school unless it is a pre-arranged appointment that has been confirmed by Ms. Ellis or Mr Reay.

Please arrive on time. If your child is late, you will need to call the office at 519-824-4300 to let us know. Children will need to line up 2m apart outside the front door and either Ms. Ellis or Mr. Reay will invite students in 1 at a time in a safe and controlled manner. Again, parents will not be allowed to enter the building.

Bus students will be walked around the back of the school and dropped off at the designated area on the yard with the appropriate teachers who will monitor them until we are ready to enter the building.

If you have Plans of Care and medication to drop off at the school, please call the school at 519-824-4300 to arrange a time for this to happen safely.

In an effort to reduce the amount of people on school property each day we are encouraging parents to say their goodbyes in the morning prior to being on school property so that if they are old enough to walk on school property by themselves or with a sibling that they do that without you. If you feel like you need to accompany your child, please be as quick and brief as possible so your child feels supported yet reducing the amount of time you are on property. Thanks in advance for your cooperation. We will work together to make this as smooth as possible.

**Designated Entry Doors:**

To facilitate speedy entry in the morning and to limit unnecessary travel through the building, each grade/class will be assigned an entry/exit door. This will be the only door that students will use for entering the building, for accessing outdoor activities (and recess) and departing at the end of the school day.

Please refer to the map called, "Gateway Entry/Exit Map" for our entry and exit plan each day. Teachers will meet students outside and enter with their class through the appropriate doors.

**School Greeters:**

A "Greeter" will meet primary students at their assigned point of entry first thing in the morning. Students will be reminded to put on a mask and to socially distance as they enter the building and they may assist with hand sanitizer.

**Class Meeting location:**

Please refer to the map called, "1st Day Arrival."

**Late Arrival:**

Please arrive on time. If your child is late, you will need to call the office at 519-824-4300 to let us know. Children will need to line up 2m apart outside the front door and either Ms. Ellis or Mr. Reay will invite students in 1 at a time in a safe and controlled manner.

If your child has an appointment, the school office needs to be notified well ahead of time so we safely have your child ready to be picked up. Again, parents will not be allowed to enter the building so we will walk your child out to you.

**Entering the Building:**

Teachers will meet students outside. They will ensure students are lined up 2m apart and that they are wearing their masks. Refer to, "Gateway Entry/Exit Map." Upon entry, students follow the direction arrows on the floor. Once they arrive at their classroom they will enter their classroom and hang their backpacks on the back of their chairs. Each classroom has a sink so every child will wash their hands under the guidance of the teacher prior to starting their day. This will also be a good time to check-in with each child in the morning.

**Recess Information:**

Half our students will be outside during recess at a time while the other half will be eating their lunch or snacks. Each class will be dismissed in a staggered manner to their specific entry/exit doors (See Gateway Entry/Exit Map) and will play outside in the same location that they meet at in the morning (See 1st Day Arrival Map). Their play areas will eventually rotate once we are all comfortable with our routines.

Each classroom will be assigned and provided with a colour coded lanyard to indicate what class they are in. This will provide a great visual for supervision and will also act as a place for students to clip their masks on should they decide to take them outside. Again, teachers will meet students outside to enter in an orderly fashion and through the appropriate doors.

**Lunch Procedures:**

Half our students will be eating their lunch or snacks inside while the other half will be outside for recess. Each child will wash their hands using the sinks in the classroom prior to and after eating. Students will eat in their classrooms at their desks. Students must remain on school property. If your child needs help with opening their lunch containers, we will have teachers and lunch supervisors to assist with this and they too will exercise proper hand hygiene as per their training procedures.

**End of Day Procedures:**

Students will be escorted by their teachers to the proper exit door and be dismissed in a strategic manner so they will not walk past any occupied classrooms. All students will be dismissed from the same location that they started their day in and will be expected to head straight home and leave school property keeping 2m apart.

Kindergarten students will be dismissed following our usual procedures of ensuring an adult is there to receive them. They will be dismissed in the same location as they were in the morning for drop off.

Bus students will be organized and then escorted to their bus by a teacher once it arrives.

No vehicles will be allowed to enter the drive thru area in front of the school. Please use the "Parking Map" to park on the side streets and walk on property if needed. If there are special medical circumstances please contact the office at 519-824-4300 to arrange an appointment to discuss this matter.

**Communication with the School**

Please call the school directly at 519-824-4300 if you have any questions that may need answered. Traditional agendas to communicate back and forth will not be used so if you have information to share with your child's teacher please use the specified method of communication that will be sent out by each teacher. This may be by phone at the school, by email, or through Google Classroom. Each child will be set up in a Google Classroom as soon as possible like we did in the spring. Our amazing team will support you through this process if it is new to you. Please do not expect to see a traditional agenda coming back and forth from the school.

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

**Access to the School**

Only essential visitors are permitted inside the school (e.g., maintenance personnel).

All parents and visitors will not be permitted inside schools during the pandemic, except in case of emergency. At entry and dismissal times, parents are to remain outside the school and adhere to physical distancing protocols.

# 1st Day Arrival Map





**You can help by:**

- Encouraging your child to walk to school or walk with them (this provides some great family time and health benefits),
- Parents are encouraged to park on the following streets: West Acres, Gateway Drive, Queensdale & Springdale
- Talk about a pick up location with your child (e.g., park entrance West Acres, park entrance Springdale)
- Parking in available parking zones only and respecting our neighbours' private property
- Crossing at the intersections of the streets at the corners with our Street Patrollers, -
- Reporting unsafe conditions to the office, Guelph police or By-Law enforcement.

Thank you for your support in keeping our students safe.

# Gateway Entry/Exit Map

