

# Island Lake Public School- Parent Information September 2020 Start-Up



# 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 Friday, August 28th. 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).

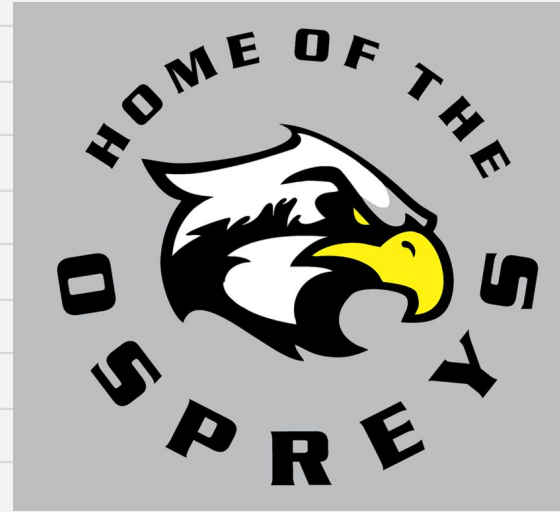
You will soon receive more information via a phone call from the assigned classroom teacher regarding cohorts/class placements and specifics around drop off and pick-up locations for your child.

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 Mr. Singh and Ms. Robertson

# ILPS School Times

8:45	School Starts
8:45 - 10:25	Instructional Time
10:25 - 11:10	First Break
11:10 - 12:50	Instructional Time
12:50 - 1:35	Second Break
1:35 - 3:15	Instructional Time
3:15	Dismissal



- Please check our website for updated information on school start-up
- If you have not signed up for our email updates, please click the button “Subscribe to Email Notifications” and follow the prompts to stay up to date with what is happening at the school.
- Join our School Council Facebook page.

# 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
<b>All students (JK-Grade 6)</b>	Labour Day Holiday	No Students at school. Staff preparation day. Only DD students at school	No Students at school. Staff preparation day. Only DD students at school	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
<b>All students (JK-Grade 6)</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	<b>All JK - Gr 8 students attend full day</b>

LINE UP LOCATIONS/  
ORDER OF ENTRY  
ISLAND LAKE PS  
SEPT 2020

LOT CLOSED

OAK RIDGE DRIVE


Bus Layby

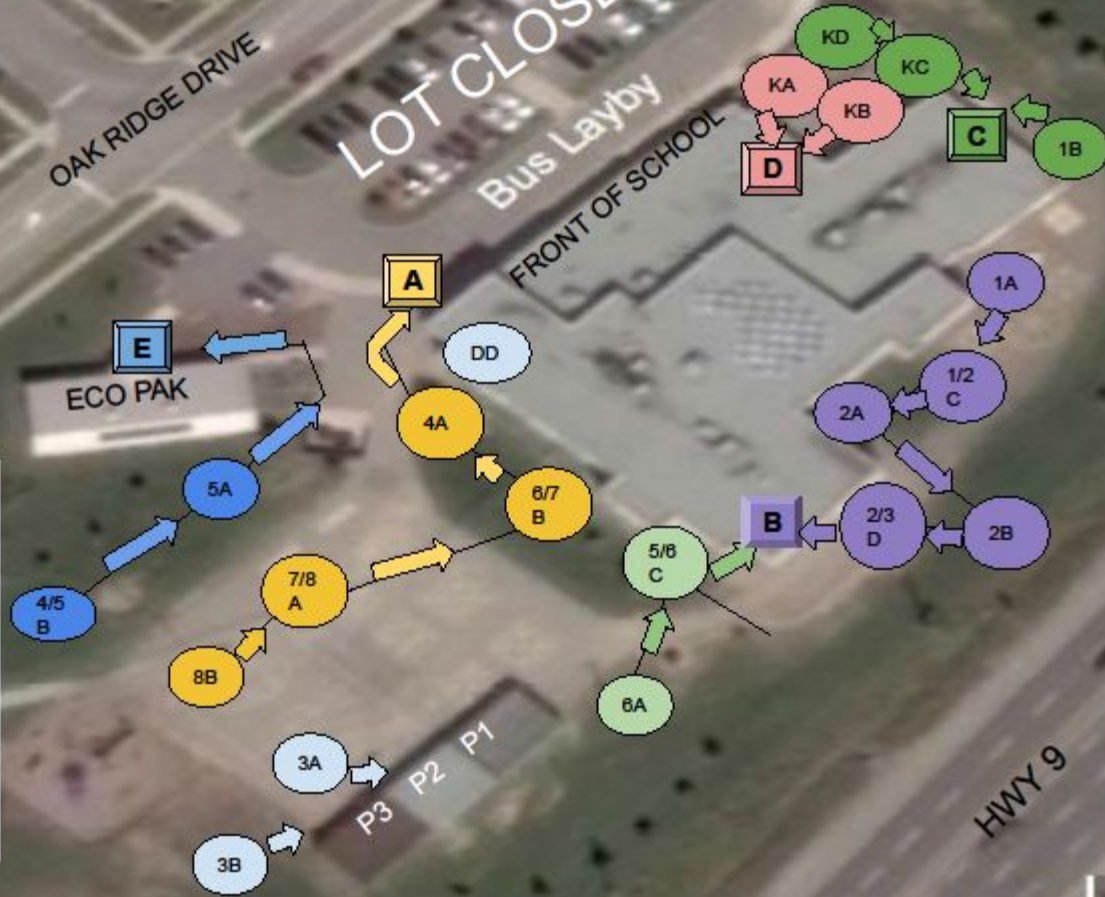
FRONT OF SCHOOL

ECO PAK

HWY 9

**LEGEND**

-  **ENTRY DOOR**
-  **CLASS LINE UP LOCATION**
-  **ORDER OF ENTRY**



# Lineup Locations and Order of Entry

## Please review with your child.

# 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 for 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 min. 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 and with all students wearing masks
- 2 metres teaching space around teacher desk/front of classroom
- Backpacks put on back of chairs

# Physical Distancing con't

## Washrooms

- Every other stall available for use
- Limit students to maintain physical distancing

## Doors

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

## Library and Gymnasium

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

# Suggested School Supplies

**Lunch:** Students need to be able to open their containers independently, 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
- earbuds/headphones (kept in their backpack)

## 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 prior to the start of school from their child's teacher. 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.)

In the beginning of the school year, staff members and greeters will be available in the morning to direct your child to their lineup location (see map).

# Nutrition Break/Recess

- Students will stay/play within class cohorts only in designated areas
- Masks may be removed when outside or eating (kept in pocket/ziplock bag)
- 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

# 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 an emergency until further notice (please wait in your car and phone the school upon arrival should the need arise to come to school to drop something off or pick-up your child, etc.) (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, Mr. Singh) with frequent outdoor “mask breaks”
- Buses are operating at regular capacity and masks are required (seating plan in effect as per the Transportation Department)

# First Day Procedures

- Bus students will be directed to their lineup locations from their bus. They are to remain socially distanced in that location until the bell rings.
- Walkers are to arrive at school as close to 8:45am as possible. They will be directed to their lineup location - PLEASE SEE MAP.
- Teachers will meet their classes at their lineup location.
- Classes will enter the building at the direction of their teachers/supervisors after bell rings. When bell rings they will be directed into the school in a particular entry order, at the direction of an adult, from their lineup location to avoid cohorts mixing.
- Students should dress for the weather, if it is raining they may have to line up for a brief time in their locations before entering the school and going to their classrooms.

# 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, escort them to the office and then escort them to their classroom to meet their class.

# Arrival Plans

## Parent Drop-Off (Car/Walking)

- Parent directs student to their lineup location
- Staff directs/leads students to lineup location
- Reminder: no parents to enter school unless by appointment or permitted to remain on school property
- Parking lots will be closed during pick up and drop off. Please park on the side streets and walk to the school to meet your child.

## Walkers

- arrive as close to bell time as possible
- Staff will direct students to lineup locations
- staff on duty to ensure students remain physically distanced
- Teacher will meet student when bell goes

## Bus Students

- Teacher on duty directs bus students to lineup locations
- Staff to Monitor physical distancing

## Late Students

- Call the office to inform of arrival in bus loop
- Office staff or Greeter will meet child upon arrival
- If student comes alone, remind them to knock on front door to let office staff or Greeter know of arrival

# Designated Entry and Exit Doors

- To facilitate a speedy, safe entry in the morning and to limit unnecessary travel through the building, each grade/class will be assigned an entry/exit door (see Lineup Location Map).
- This will be the only door that students will use for entering the building, accessing outdoor activities (and recess).
- Bus students will line up in the gym at 3:15 to wait for their busses.

# Dismissal Plans

All students will wash/sanitize their hands prior to dismissal

## Walkers

- Exit school, maintaining physical distancing
- Younger 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-up (Car/Walking)

- Walkers in Kindergarten meet parent/guardian by Kindy yard as per teacher communication.
- Walkers in Grade 1-6 meet parent/guardian at their assigned exit door. Please leave school premises, no gathering
- Reminder: no parents to enter school unless by appointment or permitted to remain on school property

## Bus Students

- Will line up in the Gym observing physical distancing protocol and wait for their bus to be called.

## Early Pick-up - must be prior to 2:45pm

- 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

# 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, basketball)
- 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.



# 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- 941-3292 x100. 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 (519-941-3292) or email [IslandLake.PS@ugdsb.on.ca](mailto:IslandLake.PS@ugdsb.on.ca)

**\*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! Thank you for your patience in advance. Early pickup should be before 2:45pm.
- 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, extracurricular activities
  - Music programs (use of instruments)
  - Milk program
  - Pizza and other special hot lunch days
  - Large gatherings/assemblies (unless done virtually)
- Electronic communication will be used for communication with parents.

# 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.

We will do our best to respond to questions as we 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.

519-941-3292

Sean Singh and Shan Robertson  
Principal and Vice Principal