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

We are looking forward to welcoming all of our new and returning students back to John McCrae 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](https://www.ugdsb.ca/community/coronavirus/reopening-schools-plan/reopening-schools-parent-guide/)

[Link to Board Website and Parent Q & A](https://www.ugdsb.ca/community/coronavirus/reopening-schools-plan/reopening-schools-faq/)

**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 referring to these two groups as Cohort A and Cohort B. Parents will soon receive a phone message identifying which cohort their child will be in. Cohorts will attend school as per the chart below:

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| **JK to Grade 8 Schedule of staggered entry to the school year -Alpha Last Name Schedule** | | | | | |
|  | **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 | 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 |
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|  | **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  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**

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| 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](https://covid-19.ontario.ca/self-assessment/) |

**What to Bring to School**

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| 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?**

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| On or before Friday, September 4th 2020, you will receive a phone call, from the school, letting you know which class your child in to start the school year. |

**First Day Procedures**

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| **Morning Drop Off:**  **Walkers** will be asked to arrive at school as close to the entry bell time as possible.  When walkers arrive, they will meet (physically distanced) at their classes’ designated location  Indicated by street cones or chairs with signs with teacher’s names.  \*NO items will be dropped off in the school\*  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).  If Parents are on school property they should be physically distanced without congregating.  **Bus students** will stay on the bus with their masks on until the bus supervisor gives the signal for disembarkment.  Students will exit the bus and continue onto the yard where they will go to their classes’ designated location.  Students will line up (physically distanced) at their classes’ designated location.  Bus patrollers will walk the kindergarten students to the kindergarten area.  **Students driven to school** will be dropped off, so that they can enter the yard and line up (physically distanced) at their classes’ designated location.  The parking lot is for staff only.  \*When the bell rings the students will line up, keeping a safe distance.  When the teacher arrives he/she will ask all students to put on their face coverings.  The teachers will enter the school with their class, one class at a time and follow physical distancing.  When they enter the school, each student will sanitize their hand.  Teachers will outside the first day (each cohort) to gather students and go over routines.  Kindergarten Students will be walked to the Kindergarten fenced in yard. Bus Patrollers will walk the bus students, parents can drop off their own children, keeping social distancing in mind and wearing masks.  **Medical Forms and Medication:** Parents can see staff at 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 519-824-0028 ext 0, to let office staff know that you are here to drop off forms or medication. |
| **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.  **Student Entrance and Exit Order Schedule**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Kindergarten classroom doors | Kindergarten Doors | Intermediate Doors | Junior Doors  North | Primary Doors | SIngle Entry | | Kindergarten | Kindergarten | 6 -8 | 3 -5 | 1-2 | Portables | |
| **School Greeters:**  A “Greeter” will meet each student 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:**  Kindergarten students: Kindergarten Yard.  Grade one and two students: Maple bush area, near library doors.  Grade three to six: Maple bush area closer to the baseball/soccer field, some classes near the portables, north of the playground, west of the portables.  Grade seven and eight: Grass area north of intermediate doors. |
| **Late Arrival:**  **Late students** who are at school before 8:50am, will report to the front doors to enter the school because all doors will be locked upon student morning entry. Late students will head to class following the safe movement in hallways protocol.  If students arrive after 8:50am, students will go to the office entrance (Front Door) and let the office know that they have arrived.  They may not head to class until the Office Coordinator has given them permission to head to class. |
| **Entering the Building:** Students will enter with their teachers and follow social distancing guidelines following teacher instructions. Classes will walk in single file down the hallways staying on the right side of the hallway/stairs. |
| **Recess Information:**  Classroom cohorts cannot play with other classroom cohorts.   * The playground structure will be closed. * Sand play is closed. * Children must wash/sanitize hands before and after physical education time/ outdoor play. * Students will be provided with activities that allow for physical distancing. * Assigned cohort classroom equipment to be used for physical education. * Equipment from home cannot be used. * Face coverings can be left on desks before heading outside for recess/DPA/PE. Physical distancing must be in place in the hallways while exiting the building for recess/DPA/PE. * Plans are being made to flip recess times to allow for social distancing during recess. |
| **Lunch Procedures:**  Each student will eat in their own classroom at their desk, with students in their class. Students are not allowed to leave school property for lunch/nutrition breaks. All students must stay on school grounds. Staff will continue to assist students with lunch containers during eating times.  Wash hands/sanitize before and after eating.  Use water bottles and filling stations and not water directly from drinking fountains.   * Students eat at their individual station in their own classrooms. * No sharing of food. * Physical distancing must be maintained during eating. * Students will be asked to take home their recyclables/compost/garbage, litterless lunches. |
| **End of Day Procedures:**   * Students must be physically distanced and wearing a face covering at the school and sanitize hands before leaving the classroom. Students will be dismissed by class in order to maintain social distancing guidelines. * No unstructured play in the school yard after school. * No parents in the building to pick up students. * Parents should be physically distanced on school property: no congregating. * Students must leave school at the bell. We are staying with regular dismissal routines. * Students in the Y program (after school care) will leave at the bell and meet the after-school program on the west wall of the gym (close to the servery).   **Bus students** will line up to get on the bus with their masks on, social distancing, waiting the bus supervisor/patrol to give the signal for embarkment.  Bus patrollers will walk the kindergarten students to the designated area and then continue to the bus line while social distancing and wearing their masks ready to go on the bus.  Parents of bus students who are not taking the bus at the end of the day, please call the school by 2:30 pm so we can make sure all our students are accurately accounted for on each bus.  **Early Pick up only if absolutely necessary**  No parents can come into the building.   * The parent will inform the office by phone in the morning about early pickups. * The student will come to the office for the OC/AOA to document early departing students. * Parents will call when they are in front of the school. Front door locked. * The OC/AOA will release the child to the parent. * Transfer of student from staff to parent/guardian must be designed keeping the developmental age of the child in consideration. Accompany students grade K-2 and others as needed.   Students must sanitize/wash hands prior to leaving the building. |

**Communication with the School**

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| Please call the school with any questions.  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. |

**Access to the School**

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| 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. |