



Ecole John McCrae Public School
The World awaits us! Le monde nous attend!

Welcome to the 2021-2022 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 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](#)

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's name:

- Knapsack or tote bag for personal belongings (lockers will remain closed to maintain distancing)
- 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

Note: Lockers 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 (Grades 1 to 8)?

At 8:20 when students and buses start to arrive, teachers will be standing near a pylon with a sign (e.g., 3B). Students will approach the teachers who have their grade indicated on the pylon (e.g., students in grade 3 will approach the teacher with 3B on the pylon). Teachers will have their class list and will be able to direct the students. Additional staff wearing bright vests will also be in the school yard to help direct students.

First Day Procedures

Morning Drop Off:

Walkers will meet (physically distanced) at their classes' designated location indicated by pylons with signs (e.g., 3B). Please note: Dogs are not allowed on school property (students areas) during school hours. Please keep your pets on a leash at the front of the school.

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 meet (physically distanced) at their classes' designated location indicated by pylons with signs (e.g., 3B). 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 meet (physically distanced) at their classes' designated location indicated by pylons with signs (e.g., 3B). The parking lot is for staff only. 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.

*When the bell rings at 8:35, the students will line up with their teacher, keeping a safe distance. Before entering the building, students will be asked to put on their mask. 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 hand.

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.

School Year Procedures

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
Kindergarten	Kindergarten	7- 8	3 - 6	1 - 2

School Greeters:

Greeters will meet students at their assigned point of entry first thing in the morning during the first week of school. 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.

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:

- Students do not need to stay within their cohort during outdoor recess or breaks, but distancing is encouraged between cohorts.
- Shared materials are permitted outdoors, with appropriate hand hygiene.
- The playground structures will be opened during school hours. The playground 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:

- Students eat with their cohort, in assigned seats.
- Students wash/sanitize their hands before and after eating.
- Students use water bottles and filling stations and not water directly from drinking fountains.
- No sharing of food.

- Physical distancing must be maintained during eating.
- Students will be asked to take home their recyclables/compost/garbage. Litterless lunches are encouraged.
- 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.

End of Day Procedures:

- Dismissal is at 3:05.
- Students must be physically distanced and wearing a mask until they are outside.
- Students will be dismissed by class in order to maintain social distancing guidelines.
- Students are encouraged to go home right after school.
- Parents must wait for the students outside of the building to pick them up.
- Parents should be physically distanced on school property: no congregating.
- 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).
- Walkers need to exit through the same doors that they enter the school. Please remind your students that no students enter or exit through the front doors.

Bus students will line up to get on the bus with their masks on or ready to put on, social distancing, waiting for the bus supervisor/patrol to give the signal for embarkment.

Teachers will walk the kindergarten and grade one students to the designated bus area inside of the building.

Bus patrollers will take attendance and then continue to the bus line outside 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

- Parents will inform the office by phone in the morning about early pickups.
- Students 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. The front door is locked.
- The OC/AOA will release the child to the parent.

Communication with the School

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.

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).

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.