



# Ottawa Crescent Public School

Principal: Sean Cameron

Office Coordinator: Heather Pollard

Phone: 519-822-6880

Fax: 519-822-5133

---

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

We are looking forward to welcoming all of our new and returning students back to Ottawa Crescent 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](#)

## **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?**

Staff will be on the yard on the first day of school at 8:50 with class lists and will direct students to a class line and teacher.

### **First Day Procedures**

#### **Morning Drop Off:**

To avoid unnecessary congestion in the morning and after school, **the parking lot will be closed this year for student drop off and pick up.** Pylons will be set up to block cars from entering. Parents may park to drop off their children further up Ottawa Crescent or on Calgary Ave. Please do not drop off students directly in front of the school as this is a bus loading/drop off zone. When students arrive at school they can proceed to their class line up, but will not be allowed 'free play' this year due to Covid procedures. For this reason, we encourage students to be dropped off as close to the bell (8:55 AM) as possible. Busses will be dropping students off in the morning and a staff member will guide students to their appropriate class lines.

Initially the breakfast program will not be open to students. We will be getting some 'grab and go' packaged snacks to supplement this in the interim.

#### **Important note about Visitors in the building**

Until Covid is under control, we will not be allowing any visitors in the building. For this reason, parents are not able to come into the school unless it is an emergency. If you need to meet with staff, communicate something or drop something off, please call the office (the number is posted on the front doors). We apologize for this inconvenience, but our front entrance and office is simply not big

enough to safely have visitors enter. Parents can wait on the tarmac before and after school while physically distancing. Parents are not allowed within the Kinder-area.

**Dropping off a late child**

If you are dropping your child off late, please call the office when you arrive at the school. We will make a visual confirmation of this, and greet the child at the front doors.

**Picking up a child early**

If you need to pick up your child early, please call the office when you arrive and we will make visual contact with you and send your child outside.

**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. Teachers will let students know what line/door they are when they arrive on the first day. Distanced line markers will be on the ground to help with this.

**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:**

Staff will direct students to their appropriate line and door on the first day. Students will exit out of this same door at the end of the day.

**Late Arrival:**

If you are dropping your child off late, please call the office when you arrive at the school. We will make a visual confirmation of this, and greet the child at the front doors.

**Entering the Building:**

Students will be guided into the building one class at a time and will go directly into their classroom to reduce hallway congestion. Once settled in the classroom, students will wash their hands and begin their instructional day. As a result of the staggered nature of going into classrooms, entering the building may take slightly longer than usual.

### Masks

In the morning, students will be asked to put on their masks before entering the building and keep these on throughout the day. Before they go out for recess, students will put their masks at their desks and walk outside (no other class will be in the hallway during transit). Classes will enter the building one class at a time from recess as well. Students will be asked to wear masks while taking trips to the washroom as well.

### **Recess Information:**

Students will remain with their class at recess, and be allowed to remove their mask (while still maintaining distance). Each class will have a recess area to play in that will rotate daily so that students are not in the same area every day. Students cannot play with students from another class at recess (even if a sibling), as this will cause students to be crossing class cohort lines and quickly exceed our 50 student contact max.

For the first 20 mins of a break, half of the school will be outside, whilst the other half is eating - then they will rotate. Movement in the halls and in/out will be controlled.

### **Lunch Procedures:**

**Pease note: We will be doing boomerang lunches due to Covid - meaning all garbage and recycling in lunches will go back home each day with students.**

Students will remain in their classrooms to eat. Food must not be shared between students. Please ensure that your child can open/close the lids on their lunch containers independently. Any recycling will be sent back home with the students, as schools are not doing recycling programs right now. Please send a water bottle with your child, as drinking fountains will be closed to students (but they can refill water bottles).

### **End of Day Procedures:**

Parents can wait outside of the door that their child entered through. Please allow a 10 metre area around the door for students to exit.

## **Communication with the School**

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**

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.