



Welcome to the 2021-2022 school year!

We are looking forward to welcoming all of our new and returning students back to Primrose 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 Student & Family Guide, for more detailed information about the changes for this school year. This is also a link to the Board Website.

[Family Guide for Return to School 2021 - 2022](#)

[Board Website: Additional COVID Information](#)

Please note that there is no staggered entry for grades 1-8 this year. All students start school on September 7, 2021 at 8:50am.

Before Coming to School

COVID-19 Screening:

- All parents/guardians 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 (please include indoor shoes)
- Only those items that are necessary for the day (i.e 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.

Arrival on the First Day

The first official day of school for all students in grades SK-8 is Tuesday September 7th!

SCHOOL HOURS	
8:50 - 10:50	Instructional Time
10:50 - 11:10	Primary Recess / Junior & Intermediate Lunch
11:10 - 11:35	Junior & Intermediate Recess / Primary Lunch
11:35 - 1:15	Instructional Time

1:15 - 1:35	Junior & Intermediate Recess / Primary Lunch
1:35 - 2:00	Primary Recess / Junior & Intermediate Lunch
2:00 - 3:20	Instructional Time

Morning Drop Off For Students Not Riding a Bus

Returning students please use the Kiss and Ride as you did last year.

New students and remote learners last year please park and bring your child to the front of the school. A staff member will greet you at the entrance.

Morning Drop Off For Students Riding the Bus:

A staff member will greet each bus and direct students.

Returning students will be directed to their grade area on the yard to meet their teacher and classmates.

New students and remote learners will be taken to the Library (Kindergarten to Grade 3) or to the Gym (Grade 4 to Grade 8).

How to Find My Bus Number and Pick Up/Drop Off Times?

1. Go to <https://www.findmyschool.ca>
2. Click on Parent Portal
3. If you have an account put in your email and password
4. If you do not have an account click on Create Account
While you are there, sign up to receive email notifications of late and cancelled busses
 - Your child may not be assigned a bus yet if you registered in the last few weeks.
 - Please contact 1-519-824-4119 OR 1-888-292-2224

How Will I know What Class My Child Is In?

Students will find out who their teacher is once at their designated meeting spot. Returning Students will be in the yard with their grade teacher. Teachers will ensure that students know which class they are in. New and Returning Remote Students will find out their teacher when waiting in the Library (Kindergarten to Grade 3) and the Gym (Grade 4 to Grade 8). Teachers supervising will ensure that students get to their new classroom.

JK students will follow the staggered entry schedule that was mailed to their home during the summer.

Dropping Off Meds:

- A table will be placed outside the front doors to drop off meds
- Please ring the bell or call the office to let the OC (Leslie Prevost) know
- Make sure to leave updated plan of care forms and that all meds are labelled
- You may also need to sign a consent form to administer meds for this school year

Late Arrivals:

If you arrive after class has begun, parents/guardians will phone the office when they have arrived to let us know their children are here. Students will wait at the front door, with their parent/guardian, until an office staff lets them in. The classroom teacher will be notified that the child has arrived. The student will walk directly to their classroom, drop off their things, and join the class.

School Greeters:

A "Greeter" will also be on the yard to help greet students and direct them to their

assigned entrance. Students will be reminded to put on a mask and to socially distance themselves as they enter the building and they may assist with hand sanitizer.

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.

While on the Bus:

- Students need to wear a mask on the bus
- There are seating plans for the safety of your child
- Please follow the bus guidelines attached below (click on the links below)

[BUS GUIDELINES FOR STUDENTS](#)

[BUS GUIDELINES FOR PARENTS](#)

Entering the Building:

Students will be reminded to put on a mask and to socially distance themselves as they enter the building. They will wash/sanitize their hands when coming into the building.

Note: Hooks outside the classroom will be used for the 21/22 school year with social distancing.

Information During the Day

Handwashing:

Throughout the day the children will wash their hands before and after eating, before and after recess, after using the washroom and as needed.

Ventilation:

Our school is mechanically ventilated, but we also have portable Hepa air filters placed in each classroom.

Recess Information:

- Recess will be flipped to allow for social distancing parameter. Half of the school will eat while the other half are having recess. Then the school will flip and the students who had recess first will have lunch and those that ate first will get some fresh air.
- There will be designated zones for each class to play .
- Each class will rotate throughout zones on the yard each week. This will allow students to not have to wear masks outside and have the opportunity to play in each zone.
- Playground structure will be open after the first week. Children are reminded to socially distance themselves from one another.
- Masks will need to be worn while leaving the building and entering the building. Children will use hand sanitizer when entering the building.

Breakfast Program:

We will start the year with “Grab and Go” breakfasts/ snacks as needed.

- Staff will help distribute and gather the food for students
- All food is individually packaged
- Please keep this in mind when you are planning your morning routines and packing lunches for the day.

Lunch Procedures:

- Wash / sanitize hands before and after eating
- Recycling and compost have resumed
- Students are to remain seated and facing forward
- Intermediate students will stay at school for lunch
- Only personal water bottles are to be used at filling stations. Water fountains will be closed.

Classroom Instruction

While significant portions of instruction will continue to happen in the classroom, outdoor learning will continue to be encouraged where possible as it gives students a mask break. This year I am pleased to say that the gym will be open.

End of Day Procedures:

For Students Taking the Bus:

- Students will exit through their designated doors with their teacher.
- There will be markers indicating bus locations.
- Students on the First Wave will socially distance while waiting behind their bus number at the fence until their bus is called by a teacher.
- Students on Second Zone will wait with a teacher behind pylons on the tarmac while socially distancing. They will load their bus once the first zone has left.
- Seating plans will continue this year in order to support contact tracing
- Students who live in the same household or are in the same classroom cohort should be seated together where possible

For Students Being Picked Up:

- If your child is normally a bus student and getting picked up, you will need to let the office know, no later than 2:30 PM.
- Students in grades **5 to 8** can wait at the Kiss and Ride to be picked up
- Students in **grades 1 to 4** being picked up will go to the gym to wait.
- Students in Kindergarten will be brought to the gym by an ECE
- Parents/Guardians will need to park in designated spots
- Parents/Guardians will be asked to line up in a socially distant way as indicated by markers at the front of the school on the south sidewalk towards the Kiss and Ride
- There will be a staff member in the gym who will dismiss students from the gym to the staff member at the front door. The child will then be dismissed to their parent/guardian.
- Please be aware this procedure will take longer than in the past.
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Note: No parents/guardians in the building - meet at the front doors / Kiss and Ride

Communication with the School

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- We will be sending home our regular package of information on the first week of school. Please complete the forms and return them to your child's teacher as soon as you can.
- Agendas will not be used. Teachers will communicate preferred form of communication
- Teachers will use Google classroom and will be set up for each student
- We encourage parents to sign up for school messenger (available on the app store for free)
- Each teacher will have access to voicemail
- The school will be using Twitter to communicate to the community as well
- We ask parents to please call the office if picking their child up early
- Parents/Guardians cannot enter the school unless by appointment only
- Attached is the link to our school website [Primrose Elementary School](#)

Access to the School

Access to the School

Only essential visitors are permitted inside the school (e.g., maintenance personnel). All parents/guardians 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 physically distancing protocols. If you are picking your child up or dropping something off during the day please call into the main office.