



## Princess Elizabeth Public School Welcome to the 2021-2022 school year!

We are looking forward to welcoming all of our new and returning students back to Princess Elizabeth Public School 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 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, which includes important health and safety measures in schools.

[2021-22 School Operations: Student and Family Guide](#)

[Link to Board Website - Health and Safety Measures for Families](#)

### **Staggered Entry**

**Unlike last year, all students from SK-Grade 8 will begin on the first day of school - Tuesday, September 7, 2021.**

Entry Bell - 8:30

Nutrition Break 1 - 10:10-10:50

Nutrition Break 2 - 12:30-1:10

Dismissal - 2:50

**All JK students will have staggered entry.** You will have received a letter from the school indicating your child's start date in late June. New JK registrations were given staggered entry dates/times when registering at the office. If you are unsure of your child's start date for JK, please call the office (519.941.0220).

## **Before Coming to School**

### COVID-19 Screening:

- All parents must screen their children every day before leaving home for symptoms of COVID-19. If your child fails the screen then they must stay home from school. If COVID-19 is suspected, testing is recommended.
- Link to the [School COVID Self-Screening Tool](#)

## **What to Bring to School**

Note: Cubbies and coat racks **will** be used for the 2021-2022 school year with distancing and masking in place.

### **Suggested School Supply List 2021-22**

As you are working to get your child(ren) ready to return to school, you may be thinking of what students should bring to school to help with their safe return to school this fall. Here is a list of items that you may want to consider getting for your child(ren). ***These items are suggestions only.*** We will provide all necessary tools that students will require for school.

#### **Primary:**

- pencils
- glue stick
- pencil crayons
- scissors
- 2 face masks (in case one gets soiled or lost - can be provided by the school upon request)
- a baggie/container to store mask when not being worn
- earbuds/headphones (kept in their backpack)
- reusable water bottle that your child can open independently
- eraser
- pencil case
- box of crayons 24 (gr. 1-2)

#### **Junior:**

- pencils
- glue stick
- pencil crayons
- clear plastic 30cm ruler
- scissors
- earbuds/headphones (kept in their backpack)
- a baggie/container to store mask when not being worn
- 2 face masks (in case one gets soiled or lost - can be provided by the school upon request)
- reusable water bottle that your child can open independently
- eraser
- pencil case
- pencil sharpener
- calculator

### Intermediate:

- 1 large binder
- dividers (10)
- lined paper (punched)
- pencil case
- pencils
- eraser
- 2 face masks (in case one gets soiled or lost - can be provided by the school upon request)
- a baggie/container to store mask when not being worn
- earbuds/headphones (kept in their backpack)
- reusable water bottle
- calculator
- glue stick
- markers (thin)
- pencil sharpener
- pens

### First Day Procedures and How Will I Know What Class My Child is In?

Please note the following due to COVID 19 protocols:

- While on school property, you are reminded that all physical distancing requirements are in place. Parents will not be permitted into the school and are asked to leave school property after you have dropped your child(ren) off with their teacher.
- **Although masking is not required outdoors to start the year, we are asking all families and students to come to school wearing a mask for the first day as physical distancing will be difficult with the extra family members in attendance when staff are informing students of their teachers.**
- While our playground structures will be available for students during recess, they are closed on arrival each morning. This is due to potentially slippery surfaces from moisture, and supervision considerations.

On the first day of school, **senior kindergarten students will meet in the kindergarten yard at the front of the school.** Educators will be wearing orange vests, have signs with teacher names displayed, and have class lists to direct students to their correct lines.

**Grades 1, 2, 6, 7, and 8 students will meet on the primary/intermediate yard (west end).**

Educators will be wearing orange vests, have signs with teacher names, grade levels displayed, and indicate English or French. All staff will have class lists to direct students to their correct class lines.

**Grades 3, 4, and 5 students will meet on the junior yard (east end).** Educators will be wearing orange vests, have signs with teacher names, grade levels displayed, and indicate English or French. All staff will have class lists to direct students to their correct class lines.

- If your child requires medication at school, please call the office to arrange for drop-off and appropriate forms to be completed. 519-941-0220

- Bus students will be met and greeted by a staff member and directed to the appropriate yard. Staff members in that area will direct your child to their teacher's line.
- **This is just a reminder there is NO PARKING in the Kiss 'N Ride area.** Students should be dropped off and then proceed to their designated yard to meet their teacher.

### **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.

### **School Greeter/Late Arrival:**

Our morning "Greeter," Ms. Patti Fife, will meet students who arrive after 8:30am, at the front doors of the school to support with hand sanitizing, masking, signing students in and directing them to their classrooms.

### **Entering the Building:**

When the bell rings, teachers will direct students to line up while maintaining as much physical distancing as possible and will be brought into their classroom, single file, with the furthest class from the door entering the building first. Teachers will ensure that masks are on before students come into the building. Hand sanitizer will be in the classroom for hand hygiene upon entry.

### **Recess Information:**

A supervision schedule has been created to allow for alternating eating and outdoor play times. Some classes will be outdoors during the first 20 minutes while the other half are eating inside. The opposite scenario applies for the second half of recess. Students will not be in the same designated yards as they have been in the past so we are able to maintain physical distancing protocols throughout the recess time. Masks do **not** need to be worn outside during recess or during the eating time of nutrition break, at this time.

Classes do not need to remain in their class cohorts during outdoor play but physical distancing between all students will continue to be encouraged.

### **Lunch Procedures:**

Students will eat in their classrooms at their assigned seats. Teachers will review lunchroom expectations with classes the first weeks of school. **The sharing of food is not permitted.** Students are asked to bring containers/bottles they can open independently and to take their garbage/recycling home. **Please also ensure that all food sent to school is NUT FREE to keep all of our students safe.**

**Grade 7 and 8 students are permitted to leave school property during the second break only - with parent permission.** Forms will come home from Intermediate teachers during the first week of school.

If you are picking your child up for lunch, please call the school. Your child will be sent out once eye contact has been made with the parent/guardian. We will sign your child out. Students will have to sign back in upon entry.

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

- Students must be physically distanced and wearing a face covering at the school and sanitize hands before leaving the classroom.
  - 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 and are asked to designate a meeting spot with their child(ren) for after school.
  - Students must leave school property at the bell.
- A. Walking students will be dismissed at the end of the day (mask must be worn until they are outside) maintaining physical distancing protocols. Students cannot congregate on the yard and will be asked to leave school property immediately at the end of the day. Staff will make eye contact with caregivers/parents before releasing students.
- B. Bus students will be dismissed to the gym (1-8) to their bus lines and wait in physically distanced lines with face covering on as they will need them for the bus.
- C. Students who are driven will leave the school with the walkers and exit the gate to the meeting spot for pick up. Face coverings may come off once outside. Teachers need to make eye contact with the caregivers/parents before releasing the student.
- D. Child care students will leave with the walking students and meet the after school program at the agreed upon location on the hardtop. Face coverings may come off once outside the school.

Classes will be dismissed in the opposite order that they entered. (ie. closest to the door out first)

## Communication with the School

Inquiries can be sent to [PrincessElizabeth.ps@ugdsb.on.ca](mailto:PrincessElizabeth.ps@ugdsb.on.ca) or by calling the school (519 941 0220 x 100). Our staff will do our very best to respond in a timely manner, and we ask for your patience and understanding. Please visit our website [here](#) for staff extensions and emails. This will be updated with new staff shortly.

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.

- 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 for 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.
- If you know your child will be away or has an appointment please call the school (519-941-0220 x100).

**\*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!

Also note that we are welcoming three new staff to our office this year! A warm welcome to our new principal, Ms. Tara Regota, our new Office Coordinator, Ms. Tricia Boynton, and our new Administrative Office Assistant, Ms. Cheryl Ramirez.

## Access to the School

Only essential visitors are permitted inside the school (e.g., maintenance personnel and board staff.).

**Parents and visitors will not be permitted inside the school, except in cases of emergency.** All perimeter doors, including the front doors, will remain locked throughout the day. To gain entry, please call the school office (519-941-0220). At entry and dismissal times, parents are to remain outside the school and adhere to physical distancing protocols.

## Hand Hygiene

**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/use of shared materials in the classroom

- Hand sanitizer will be provided in every classroom as well as numerous other areas around the school

### **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 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 rather than in circles or groupings to promote physical distancing
- Tables may be used, with fewer students seated, allowing for physical distancing

#### **Washrooms**

- Limit students to maintain physical distancing, capacity signage to be posted

#### **Doors**

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

#### **Windows**

- When possible, windows will be left open during the day to to increase ventilation

#### **Library and Gymnasium**

- At this point, public health is allowing both to be open

**Please keep in mind the COVID situation is constantly evolving and we will always follow the direction of public health. The information above may be adjusted at any time, based on direction from public health and the school board in order to keep students and staff safe.**