

# Salem PS - Parent Communication



September 2021

# Message from the Board

The Upper Grand District School Board looks forward to welcoming and welcoming back students, staff and families this September.

On August 3, 2021, the provincial government and Ministry of Education released a guidance document for 2021-22 school operations. The links below contain information from the provincial guidance document as well as specifics to the UGDSB. Please note: All schools will continue to follow all Public Health health and safety protocols.

[2020-2021 Operations Guide for Students and Families](#)

[Link to Board Website Student and Family Information](#)

# Welcome back to September 2021!

Hello everyone!

Welcome back to school! We are so excited to see everyone and look forward to starting off the year with success! The following information will hopefully help to answer any questions that you may have about the process and procedures for the beginning of the year.

In an effort to prepare your child(ren) for September, please feel free to share this information with them so they also understand what to expect (classroom teachers will also be going over new protocols and changes to protocols during the first week of the school).

I want to thank each of you for your ongoing patience, flexibility, grace and understanding. I hope everyone had an excellent summer. We are so excited to see all of the students who are returning. We hope this communication will help to answer many of your questions.

~ Sincerely Ms. Skerritt

# Salem School Times

|               |                    |
|---------------|--------------------|
| 9:00          | School Starts      |
| 9:00 - 10:40  | Instructional Time |
| 10:40 - 11:20 | First Break        |
| 11:20 - 1:00  | Instructional Time |
| 1:00 - 1:40   | Second Break       |
| 1:40 - 3:20   | Instructional Time |
| 3:20          | Dismissal          |



# Health & Safety Protocols

- Responsibility of all staff, students, parents/guardians and visitors to complete the Online Tool for Screening [Self-Assessment tool for COVID-19](#)
- Parents are required to screen their own child each morning before sending them to school.
- All staff and students who are experiencing symptoms consistent with COVID-19 as identified in the screening tool, must not attend school and should follow the guidance provided in the screening tool, which may include seeking appropriate medical attention as required, and/or getting tested for COVID-19.
- Daily records will be kept of anyone entering school premises in case we need to conduct contact tracing.

# Suspected of Having COVID-19

- Principal and Wellington Dufferin Guelph Public Health must be notified immediately of all suspected and confirmed cases of COVID-19
- Areas will be identified that need cleaning.

## **Isolation Room:**

- For individuals presenting symptoms awaiting pickup
- Supervision will be provided while student is awaiting pickup
- Attending Staff will use PPE (gloves, gown, face shield, medical mask)
- Thermometer available to verify temperature with parental/guardian consent
- Parents must immediately come to school to pick up their child.
- Custodian will conduct cleaning and disinfecting of isolation space when student/staff has been picked up

## Confirmed Cases of COVID-19

- The school and board will follow directions from WDGPublic Health
- They may require one or multiple classes to move to distance learning model or school to be closed for a period of time

# Hand Hygiene

- Washing hands with soap and water is the preferred method of hand hygiene
- Hand sanitizer will be provided at locations without a sink (e.g. classrooms without sinks, portables)

## **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



# Physical Distancing



- Schools are to promote as much distancing as possible between students, between students and staff, and between staff members. Physical distancing measures will be layered with other public health measures such as masking, screening, hand hygiene, bus and classroom cohorting, and enhanced cleaning.

# Suggested School Supplies

**Lunch:** Students need to be able to open their containers independently, their prepackaged food independently, this will limit multiple contact points with your child's personal items. A personal water bottle will also be needed as water fountains will not be in use. Water refill stations are available throughout the school.

## Everyone:

- Indoor Running Shoes
- pencils
- eraser
- glue stick
- pencil case
- pencil crayons
- scissors
- Pencil Sharpener
- Box of Tissue
- at least 2 face masks (in case one gets soiled or lost)
- a baggie/container to store mask when not being worn
- earbuds/headphones (kept in their backpack)
- Individual water bottle

## Primary:

- box of crayons 24 (gr. 1-2)

## Junior:

- clear plastic 30cm ruler
- calculator

# How Will I Know Which Class My Child is in?

Teachers will meet children on the yard in the morning and ensure that all students find their way to the correct class. Students will meet their teacher and classmates at their Meeting Tree spots.

Please ensure your child knows what the routine is for the end of the day. (Pick Up, Walker, Bus etc.)

Teachers will contact parents, likely via email, to introduce themselves and let you know how they prefer you to contact them.

On the first day of school, staff members and greeters will be available in the morning to direct your child to their class meeting tree.

# Nutrition Break/Recess

- Masks may be removed when outside or eating (kept in pocket/pouch or break-away lanyard around neck)
- Masks must be worn for entry and exit to and from the school.
- Students are encouraged to maintain physical distancing
- Wash hands with soap and water or use hand sanitizer upon re-entry to school
- Please do not send any personal items/toys for recess time/play
- Outdoor play structures and sandboxes are open. Students will be encouraged to physically distance as much as possible when in these areas.

# Nutrition Break/Recess

## Eating Time:

- Wash/sanitize hands before and after eating
- Not permitted to share food
- Water bottles only (fountains used as filling stations only)
- Physical distancing maintained during eating time
- Boomerang lunches: students will be asked to take home recyclables and waste
- Students will need to be able to open their own lunch or packaging containers. For example, if opening a granola bar is tricky you may wish to snip off the top in the morning and then the child can get the granola bar out on their own.

# General Important Reminders



- Parents/non-essential visitors are not permitted in the school building unless an emergency until further notice (please wait in your car and phone the school upon arrival should the need arise to come to school to drop something off or pick-up your child, etc.) (tap on office window if you do not have access to a phone)
- JK to Grade 12+ must wear masks when in the school building and on busses, at all times with frequent outdoor “mask breaks”
- Buses are operating at regular capacity and masks are required (seating plan in effect)

# First Day Procedures

- Students will find out which class they are in on the first day of school. Many staff will be available to help them out.
- Students will be directed to class meeting trees upon arrival at school. They are to meet their classmates and teacher at meeting tree areas.
- Walkers are asked to arrive at school as close to 9:00 am as possible.
- Classes will enter the building at the direction of their teachers/supervisors after bell rings. When bell rings they will be directed into the school, at the direction of an adult, from their meeting trees to avoid cohorts mixing and congestion in the school hallways.
- I am hopeful it will not rain on day one, however, if it does rain students will be directed to their classrooms instead of their meeting trees.

# Arrival Plans

## Parent Drop-Off (Car/Walking)

- Parent directs student to back of school via front or side gate
- Staff directs/leads students to meeting trees
- Reminder: no parents to enter school unless by appointment or permitted to remain on school property
- Parking lots will be closed during pick up and drop off. Please park on the side streets and walk to the school to meet your child.

## Walkers

- arrive as close to bell time as possible
- Staff will direct students to meeting trees
- staff on duty to ensure students remain physically distanced
- Teacher will meet student when bell goes

## Bus Students

- Teacher on duty directs bus students to meeting trees
- Staff to Monitor physical distancing

## Late Students

- Call the office to inform of arrival in parking lot
- Office staff will greet child for arrival
- If student comes alone, remind them to knock on office window or front door to let Mrs. Shantz/Ms Skerritt know of arrival



# Morning Greeters

A “Greeter” will meet younger students and bus students at their assigned point of entry first thing in the morning. Greeters will welcome students to school, and remind them to put on a mask and to socially distance as they enter the building. Greeters may also assist with hand sanitizer prior to students entering the school.

# Designated Entry and Exit Doors

To facilitate a speedy, safe 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, accessing outdoor activities (and recess). Bus students will use the front door at the end of the day to access their bus.

- Kindergarten Students will use doors at East end of School.
- Students in the east wing of the school will use the door across from swings.
- Students in the west wing school will use the back door that enters to the foyer with the exception of the  $\frac{3}{4}$  class.
- Grade  $\frac{3}{4}$  students will use the door on the West end of School.
- Students in portables will go directly to portables and will use the West entrance for washroom access.

# Dismissal Plans

## Walkers

- Exit school, maintaining physical distancing
- Younger students being met to walk will be dismissed from physically distanced lines to meet their guardian. See below.
- Walk straight home, students must leave school grounds at bell time.

## Bus Students

- Teachers on duty direct bus students to busses when called.
- Students will stay in their classroom at desk until called. Portable students to line up outside, weather permitting.

## Parent Pick-off (Car/Walking)

- Walkers in Kindergarten meet parent/guardian by east gate.
- Walkers in Grade 1-6 meet parent/guardian by side parking lot. Walkers will be dismissed from fenced school area.
- Please leave school premises, no gathering
- Reminder: no parents to enter school unless by appointment or permitted to remain on school property

## Early Pick-up

- Inform office by phone in the morning of early pick-ups
- Call the office to inform of arrival in parking lot
- Office staff will send child out to meet parent/guardian outside

# Physical & Outdoor Education

- Children must wash/sanitize hands before and after Physical Education
- Students will be provided with activities that allow for physical distancing as much as possible.
- Teachers can continue to take classes outside for Daily Physical Activity

# Communicating with Classroom Teachers



- All communication is to be electronic whenever possible - teachers will share how to contact them (e.g. via Google Classroom, Board email)
- No in-person meetings at this time (please contact teacher via email to arrange phone call or virtual meeting when necessary)
- Special Education needs (e.g., Individual Education Plans) will continue to be reviewed and monitored as per usual. Communication will be electronic, phone calls, and/or virtual meetings until further notice.

# Office Communication

- Safe Arrival ~ Your child's safety is of utmost importance to us. Please call the school if your child is going to be absent or late to 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. The school phone number is 519 846-5363 extension 100.

**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!

# Information for Families who chose Remote Learning

The UGDSB offered a fully remote learning option to elementary and secondary students for the 2021-22 school year. Registration for the remote learning option is now closed.

As movement between learning modes can cause disruptions for many students and classrooms, students who enrolled in the elementary remote learning option are required to remain in remote learning for the entire school year. Students who enrolled in the secondary remote learning option are required to remain in remote learning for the entire semester.

Students who registered for remote learning will be provided with 300 minutes of learning opportunities daily, through a combination of synchronous and asynchronous learning activities. Attendance will be taken daily. Classes will be taught by dedicated remote learning teachers at scheduled times during the school day.

# It is going to be a great year!

If you still have questions or concerns please contact the school by phone or email.

I will do my best to respond to questions as I gather answers to them.  
Thank you again for your patience, flexibility and understanding.

If changes occur we will do our best to communicate this information as quickly as possible.

519-846-5363  
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