



Willow Road Public School

125 Willow Road Guelph, Ontario
519-821-1760

Principal: Mrs. Lindsey Tremblay Vice Principal: Mrs. Theresa Darroch Office Coordinator: Mrs. Jeanene Graetz

Welcome to the 2021-2022 school year!

Hello, Willow Road Families!

My name is Lindsey Tremblay, and I'm the new principal here at Willow Road. I am thrilled to be joining this exceptional team! This is my 17th year with the Upper Grand District School Board. Previously, I was the Principal at Ross R. MacKay PS in Hillsburgh, and was a VP at John Galt Public School and King George Public School here in Guelph. I know I speak for all of our staff when I say that we are really looking forward to welcoming our students back to in-person learning in just a few short days. We are so excited to see everyone!

The Upper Grand District School board has once again put extensive plans in place for this school year in response to the ongoing COVID-19 Pandemic. The Board has published a student and family guide that outlines the steps we will be taking this fall, which can be found [here](#), on the board website.

Below, please find some additional information that will help you to understand the plans that are in place for our school this year. If you have any questions, please feel free to contact me by phone at (519) 821-1760 ext. 223 or by email at lindsey.tremblay@ugdsb.on.ca.

Thank you,

Lindsey Tremblay

Before Coming to School

COVID-19 Screening:

- All parents and caregivers **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 and follow the [guidelines set out by Public Health](#).
- Link to [self-screening tool](#)

How Will I Know What Class My Child is In?

In June, students were provided with the name of their new class and classroom teacher. There may be some small revisions to those class lists. Every effort will be made to share these changes with students prior to the first day of school.. The school admin team and support staff will also have copies of the class lists to help students and families locate their class.

First Day Procedures

Morning Drop Off:

When students arrive on the first day of school, they will look for their classroom teacher in the schoolyard. Teachers will be out on the yard at 8:40 and will spread themselves out to promote social distancing. Support staff will circulate to help families navigate through this process. When you have located your class, please make an effort to say your goodbyes and reduce the number of people on the yard.

Students arriving on a bus are to make their way to the back of the school to follow the above steps.

If you are driving your child/ren to school, it is very important that children exit vehicles onto the school sidewalk and that parents not remain parked and occupy bus lanes and spots for others to safely drop off their children.

Kindergarten students will be dropped off at the kindergarten yard.

On the first few days of school, we will have staff situated outside of the front doors of the school. This is to accomplish the following:

1. Any students that need to register or complete the registration process
2. Families who need to drop off medications
3. Address any other questions about a successful start for your child

Designated Entry Doors:

To facilitate a 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. All doors will be labeled.

KDN Doors: Kindergarten Students

Door A- Gr.1-3

Door B- Gr.3/4 and 4/5

Door C- 6/7 and 8A

Door D- 7B

Door E- 7/8D and 7A

Door F- 8B and 8C

Upon entering the school:

A staff member 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 will apply hand sanitizer.

Late Arrival:

It is critically important that students arrive on time. The front doors to the school will be locked and this will make it difficult for students to access the building if they arrive late. In the early stages, we will position a staff member at the front doors with a sign in sheet. Parents will need to drop their child off at the front door. If a student arrives after the doors are locked and the staff member has left, they should ring the doorbell for assistance.

Entering the Building:

Entering into the building will be staggered, we will have one class enter at each of the doors at a time. Students will move directly into their classrooms upon entry.

Recess Information:

Students will not be required to remain in their classes at recess. There are designated play areas for each division where students are encouraged to play. Students must wear their masks until they are out of the building, so families are encouraged to help their children make a plan for how to keep their masks with them during recess. Some suggestions are to have masks on a lanyard (please ensure lanyards are "break-away" style), a belt pouch ("fanny pack"), or clothing with pockets. Masks will need to be put back on before students come back inside the building.

Lunch Procedures:

Students will be eating in their classrooms. We are strongly discouraging students from going home for lunch, however, if you would like your child to go home for lunch, they must go home alone and not be accompanied by classmates. Please inquire with the office if you would like your child to go home. Support will be provided to students who may struggle with items in their lunch, however, please ensure that items in student lunches are easy for them to open and independently access. We will no longer be permitting student lunches to be dropped off after arrival. Parents are not permitted into the school and this would create challenges at the office to accommodate lunch delivery. On occasion we will accommodate this request when lunches may have been forgotten or other circumstances led to a student not having lunch.

End of Day Procedures:

Our exit locations will be the same as arrival. Parents should safely distance themselves when coming to the school to pick up their children. Please arrive 5 minutes prior to dismissal to ensure we can have students safely exit the building into your care. Again, classroom teachers may provide more specific details pertinent to their class departure process. If you are driving to the school, please do so in a safe manner and be mindful of students and other vehicles.

Communication with the School

Please call the front office, 519-821-1760, if you have questions or concerns.

Mrs. Graetz (office coordinator)::x221

Mrs. Tremblay (principal): x223

Mrs. Darroch (vice principal): x224

We will be sending home our regular package of information in the first week of school. Please complete the forms, and return them to your child's teacher as soon as you can.

Classroom teachers will be using Google Classroom to support home and school communication. Teachers will be providing specific details on this with you.

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.

School Day Schedule

8:45	School day begins
10:25 - 10:45	First nutrition break
10:45-11:10	First outdoor recess
12:50-1:10	Second nutrition break
1:10-1:35	Second outdoor recess
3:15	School day ends

School Supplies

Your child's teacher will provide an update of any specific supplies that are required during the first week of school. For the first day, we ask that all students bring a reusable water bottle (our water fountains remain closed this year, however we do have water bottle filling stations), and indoor shoes if possible.

We have had a number of backpacks, including school supplies, donated to the school. If your family could use these, please reach out to Mrs. Tremblay lindsey.tremblay@ugdsb.on.ca to arrange pickup.