

Welcome back! Thank you for your patience and understanding through this unique start up for 2020-2021. The staff at Duclos have been planning diligently to ensure a smooth and safe transition back to school.

Here is some important information for our start up. Your child's classroom teacher will follow up with a personal phone call on Monday August 31 to welcome you and your child and to go through some important information with you. Please note that there will be a high volume of calls being made throughout the day on Monday.

Staggered entry start for grades 1-4:

September 1st - Students with last names A - K will attend and not attend on September 2.

September 2nd - Students with last names L - Z will attend and not attend on September 1.

September 3rd - All students grades 1-4 start

Staggered entry start for Kindergarten:

Staggered entry will happen over 4 days with an additional two days for parent teacher meetings

Parent/Teacher meetings for Kindergarten:

- September 1- 2 - Parent teacher meetings. Your child's teacher will call you on Monday August 31 to book an appointment with you. You will only attend for your scheduled appointment time. Students do not stay at school.
- You and your child will be able to enter the school and go into your child's kindergarten room to meet the teacher. We believe this in person transition is very important for our kinders. You will be restricted to the East entrance which will be marked. Parents will enter in one door and exit out another. Sanitizing stations will be set up at each entrance.
- Parents will be required to do the self assessment posted on the entrance for themselves and their child. If you answer yes to any of the questions for yourself or your child you will not be able to enter the building and alternate arrangements can be made such as a virtual meeting and tour of the room through zoom or google hangout. Parents will need to wear a mask while in the building all visitors will be required to sanitize their hands before going into the classrooms. Parents can choose to have their child wear a mask or not.
- Parents not wishing to enter the building just yet can make alternate arrangements with their child's teacher.
- Details on daily routines, protocols and procedures will be discussed. You will also be informed of the specific start date for your child. Because there are four Kindergarten classes there will be four possible start dates for your child.

Grades K - 4

Morning Drop Off

- Buses will start to arrive at 8:15 with the last bus arriving at 8:30. Students in Kindergarten and grade 1 will enter the building through the South facing entrance on the East end of the building and grades 2-4 will be using the main entrance.
- Buses will unload one at a time on each end (East/West). Buses arrive in a staggered pattern so please stay clear of the bus zone.
- We will have supervisors on each end to meet students at the bus. They will take the students to the correct entrance where more supervisors will be waiting for them to give further direction.
- Parents are required to use the [Daily Screening Questionnaire](#) with their children every morning before school. If you answer yes to any of the questions your child will not be able to attend school and you must follow the recommendations at the bottom of the questionnaire.
- Students will have to sanitize their hands when they enter the building. A staff member will be sitting at the sanitizing table to assist students with this. After sanitizing their hands someone will show students where their classroom is. Their teacher will be waiting for them.
- Students in grade four are required to wear a mask. Please ensure your grade 4 child arrives wearing their mask. Masks are mandatory for grade four students on the bus as well. Extra masks are available at the school and on the bus for students who need them.
- To minimize crowding and to ensure the bus zone is free and open for buses, we are strongly encouraging parents to wait until 8:30 to drop their children off. There is NO supervision before 8:15. If you need to drop your child off earlier than 8:15, we encourage you to sign your child up for our Out of School Care program.
- For the safety of your children and the staff, parents will not be permitted to enter the building unless it is absolutely necessary and by appointment only. Please contact your child's teacher if this is the case. Supervisors will be outside to ensure children are brought safely into the building.
- Some students may require a specific transition plan for the start of the school year. These families will work with their child's teacher and our student services coordinator to make individualized arrangements to accommodate student needs.

We realize that this will be very difficult for parents who would like to walk their children to class and for children who are feeling anxious about their first day. We encourage you to talk to your child's teacher to discuss any extenuating circumstances that we may not be aware of. We are well prepared to assist your child and ensure they have a great start to their year.

Lunch and Recess

- Our concession will be closed for at least the first month of school.
- There are no microwaves in classrooms. Please pack food that does not require heating.

- Recess times will be staggered. Grades 2, 4 and Kindergarten will share common recess times and Grades 3 and 1 will share common recess times. Each grade will be restricted to a specific zone on our playground to keep our kids cohorted. Each of these grades uses a different boot room to access the playground.
- At the end of each recess students will be required to line up by homeroom and then let into the building one class at a time.
- Ample time has been scheduled between the staggered recesses so students are not crossing paths.
- Each grade will be supervised by teachers of the same grade as much as possible. We will have to utilize some educational assistants to help supervise.
- Doors will be kept locked during recess. We have a designated entrance for students needing to use the washroom. A supervisor will be assigned to take children to the washroom. An additional supervisor is scheduled for indoor supervision to ensure our kids needs are being met.
- All students will eat lunch at the same time in their homeroom with their teacher
- Lunch recess will be staggered so that some students play before eating and some play after eating. Grades 2, 4 and Kindergarten play at the same time and grades 3 and 1 play at the same time. Each grade has a specific zone to play in.

Music and Physical Education

- These programs will continue and measures are in place to minimize use of shared equipment/materials.
- Any shared materials/equipment will be sanitized after each use
- Students are required to sanitize their hands and follow proper hand washing before entering class and after each class.
- Activities for phys ed will look different than usual. Emphasis will be placed on activities that can be done outside and that minimize the use of shared equipment.
- Music lessons will emphasize music appreciation, rhythm and beat. Some instruments will be hand made so each child has their own instrument that doesn't get shared. Wind instruments will not be used.

Common Areas

- The carpet has been removed from our hallways. The new floor looks great!
- Foot traffic will stay to the right. arrows have been placed down on the floor to direct traffic. Measurement is still very abstract at this age so the arrows are spaced apart to show physical distancing.
- Specific entrances have been designated for incoming and outgoing traffic

Custodial Services

- We have an on site custodian that works from 8:00 - 4:30. Our washrooms will be cleaned each hour and high touch areas will be wiped routinely throughout the day.
- In addition, classrooms have been supplied with sanitizer and wipes.

- There is an evening custodial team that will be cleaning the school each night to ensure all areas are sanitized and cleaned.

User Groups/visitors/volunteers

- There will be no user groups.
- Parents/guardians/visitors/volunteers can attend the school, if required, provided they follow the procedures and protocols established at our school.

Dismissal

- Student dismissal will be staggered to minimize crowding and traffic.
- Students being picked up will be dismissed at 3:05p.m. Please arrive to pick your child up between 3:05 - 3:15.
- Kindergarten and grade one students will be dismissed on the South East side of the building. They will be lined up outside with supervisors.
- Students being picked up in Grades 2-4 will be lined up outside on the South West side of our building with supervisors.
- Siblings will be lined up together with the youngest sibling. So if you have a child in Kindergarten and one in grade four, your grade four child will be waiting with your kindergarten child. This will make for easy and quick pick up. Supervisors will be outside with the kids to facilitate this process.
- Students taking the bus will be taken to their bus lines as usual to await pick up. Students taking the bus will stay in line. They will not be permitted to mix with students in other bus lines.

Preschool/Out of School Care: Parents will be contacted the week of September 8. Preschool starts on September 14th.

Thank you for your patience as we work to give our students a great return to school experience. We miss our students and are thrilled to have them back. Their safety and wellbeing are our number one priority.

Any necessary adjustments to this plan will be communicated to you through messenger, facebook and our school website. Teachers will be making a great deal of phone calls on Monday so we do ask for your patience as you await their call.