

# **Duclos Elementary School FAQ Re-entry Plan**

## **August 29, 2020**

As we begin the 2020-21 school year we realize that in-person schooling is going to look very different. Many parents have questions about what school will look like and how it will operate. The following FAQ (Frequently Asked Questions) document is designed to help communicate information to you and hopefully give you a picture of what Duclos will look like as we enter these very different times. Please note that this Re-Entry Plan will be updated if required based on changes we need to make at Duclos due to updates from Alberta Education.

The staff of Duclos Elementary School are doing everything possible to ensure the safety of your child. If, after reading this document, you have some questions or concerns please call Duclos at 780-826-3992 and Mrs. Centazzo, Mrs. Conrad, or our office Admin Assistants would be more than happy to talk with you!

### **How is the school kept clean right now?**

- Northern Lights Public Schools has hired additional staff to ensure that there are custodial staff at the school all day long.
- Custodial staff will be cleaning all high touch surfaces more frequently. This includes but is not limited to: door handles, water fountains, toilets and sinks.
- Our school ventilation system will be running continuously to enhance air circulation.
- Difficult to clean items such as classroom rugs and soft furnishings and certain toys (i.e. stuffed animals) have been removed.

### **How do I find out which teacher my child has this year?**

- On Aug. 28, teachers sent out a school messenger to parents letting them know they will be their child's teacher. Teachers will be making personal calls to parents on August 31st to discuss the "First Day of School" routine, answer questions, and most importantly explain the COVID Safety procedures we will be following to keep child/ren and our staff safe. Thank you for your patience as we work hard to contact all our families!!
- Kindergarten teachers are also calling parents ahead of school start-up, to discuss interviews, explain staggered entry dates, etc.

- If you are unable to speak to your child's teacher, bring your child to their first day of school at 8:30 to our front entrance outside, and we will help direct your child to their designated outdoor entrance around the school.

### **Where does my child go when arriving at school?**

- Staff will be outside the front of the school, assisting and directing students to their designated entrances located on each end of the building.
- After bus drop off, between 8:15-8:30, bus students will be escorted to their correct entrance door where staff will be waiting outside for them.
- Students will be greeted in the entrance where they will sanitize their hands and then be escorted to their classroom. Students will carry their shoes to their classroom. Teachers will take turns taking students to the boot room to show them where to keep their shoes.
- All students have access to a locker.
- 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.

### **Before leaving for school in the morning, what should I do?**

- Before students leave for school, families are reminded to complete the [Daily Screening Questionnaire](#) to ensure each family member is healthy. If you are not well please do not come to school. Students that exhibit COVID symptoms will be sent home.

### **Can I enter the building when dropping off my child for school, especially on the first day?**

- Due to COVID safety procedures and precautions we are asking parents to stay outside the school unless special arrangements or appointments have been made between parents and the teacher ahead of time. This helps us keep the students and staff safe, which is our number one priority.
- 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.

### **What is the protocol for parents coming into Duclos?**

- If wishing to speak to a staff member in person, we encourage parents to arrange an appointment with us beforehand by calling the office or speaking to the teacher.
- We ask that all parents and visitors to the school please use the front entrance. Upon entering the school, all parents will be required to hand sanitize, wear a face mask and complete the AHS COVID assessment document and sign in/out.
- Parents will only be allowed in the office area of the school to drop items off for their child and we will ensure that they are given to them. If you need to talk to your child we will call the child to the office so you can talk to them.
- For safety reasons at this time, we recommend that younger siblings not enter the building with parents. \*If picking up a child for an appointment or dropping off an item, and it's impossible NOT to bring a younger sibling along, please let us know about this ahead of time by calling the school or teacher, and we can walk your child outside the front entrance to meet you. (780-826-3992)
- At this time, no outside groups will be allowed to use the school after hours. This is to ensure that our custodial staff can work to clean and sanitize the school and have it ready for the next school day.

### **When does my child start school?**

- Grade 1-4 Staggered Entry dates:  
Sept 1 - A-K Last names  
Sept 2 - L-Z Last names  
Sept. 3 - ALL students attend
- Kindergarten Interviews:  
Sept 1 & 2 - teachers will call parents to set up a time and day to meet  
Sept 3, 4, 8, 9 - are our staggered entry dates. Your child's teacher will contact you to let you know which day your child will attend.  
Sept 10 - Kindergarten starts for every student
- We realize our Kindergarten start dates differ from the NLPS information sent out, but due to our new kindergarten structure we will require more days.

### **What time does school start and end?**

- 8:30 is when Duclos school starts; our day ends at 3:20.

**Will my child be in a homeroom all day?**

- Students will remain as a homeroom group with the teacher for most instruction, except for gym when they will join another class, thus becoming a cohort with this class.
- Our Music teacher and Librarian, along with the Gym teacher and certain support staff EAs may also become part of your child's cohort. For safety reasons, your child's cohort will help limit the amount of students mixing together during learning and recess times.
- If children receive any small group intervention from a staff member, groups of students working together will be from the same cohort joined by the same intervention staff member.

**Will my child need to bring all supplies on the first day of school?**

- We recognize that students may not be able to carry all their supplies in at one time. We encourage students to only bring essential materials identified by their teacher along with a water bottle and indoor shoes.

**What does snack and lunch time look like?**

- There is NO sharing between students of food or drink.
- Students need to bring their own water bottle to use. These can be refilled at the water filling station at the school.
- Students will eat snacks and lunch in their classrooms. There are NO student microwaves available.

**How will students physically distance at Duclos?**

- Students and staff will physically distance as much as possible.
- Teachers will set up their classrooms to facilitate as much social distancing as possible.
- There will be NO large, whole school assemblies or gatherings in common areas at this time.
- Posters have been posted throughout the school to remind students and staff to physically distance, to not share food or items, and to hand wash and sanitize regularly. We also have directional floor arrows and physical distancing floor stickers throughout the school.
- Recesses and lunch times will be staggered to avoid congestion.

### **How will recess and gym look? Is there music class?**

- Due to our large student population, we will need to stagger lunch and recess times to avoid congestion in our hallways and playground. This means different cohorts of students will play outside at different times.
- Students will receive 30 mins of lunch time, and 30 mins of lunch recess, not necessarily in that order, between 11:23-12:45. Your child's teacher will let you know the schedule soon.
- All staff will wear masks during recess supervision. During gym, a teacher may remove their mask if 2 meters of social distancing can be maintained with students during instruction.
- For gym, Grade 4 students may remove their masks.
- 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 and there will be no singing by students or staff.

### **What does hometime look like?**

- Our school day ends at 3:20. For the first week we are staggering dismissal times. Students not taking the bus can be picked up between 3:05 and 3:15 in the designated pick up spots.
- K and 1 students will be picked up on the south East end of the building. They will be lined up in cohorts. Grades 2-4 will line up on the South west side of the building in front of the portables
- Bus students will line up at their bus pylons as we have in the past and will be physically distanced as much as possible.
- ALL non-bus or non-out of school care students will be required to leave the school premises immediately.
- As always, for safety precautions, students cannot walk independently to your parked vehicle. We ask that parents please pick up students by 3:30, at the parent pick up areas and walk your child/ren to your vehicle, maintaining physical distance with other families. For COVID safety precautions, parents cannot come into the school at hometime to pick up a student.
- We understand that due to inclement weather, this plan may change. For instance, if pouring rain, we would have to keep students inside classroom cohorts, and your child would be called down to the pick-up door one at a time to meet you there.
- Bus students are encouraged to wear masks, and will physically distance as much as possible in the line up, while waiting for their bus.

- If a child misses the bus, they will wait in the office and a parent will be called; please note that when picking up your child who missed the bus, you will need to enter the front entrance, go through the screening process, wear a mask, hand sanitize, and sign in/out unless we can arrange for you to meet your student outside the school front entrance.
- Teachers will want to know how your child is getting home (i.e. bus, pick up, out of school care, walking). If you have not spoken to the teacher before the first day of school to let them know, you can call the office on the first day of school (780-826-3992) or write a note

### **What do I need to know ahead of time regarding COVID and sending my child to school safely?**

- Before students leave for school families are reminded to complete the daily self assessment to ensure you are healthy.
- Staff members, parents, and children/students are not allowed to enter the school if they have symptoms of COVID-19.
- The symptoms for COVID-19 are outlined on the Alberta Health Services website. They are subject to change. Currently the symptoms are; ○ fever ○ cough (new cough or worsening chronic cough) ○ shortness of breath or difficulty breathing (new or worsening) ○ runny nose ○ sore throat ○ chills ○ stuffy nose ○ painful swallowing ○ headache ○ muscle or joint aches ○ feeling unwell, fatigue or severe exhaustion ○ gastrointestinal symptoms (nausea, vomiting, diarrhea, or unexplained loss of appetite) ○ loss of sense of smell or taste ○ Conjunctivitis (commonly known as pink eye)

### **What if my child has pre-existing conditions?**

- If your child has a pre-existing condition (e.g. allergies), your child should be tested for COVID-19 at least once to confirm that it is not the source of their symptoms before entering or returning to the school.
- Please inform your child's teacher or the school of this pre-existing condition, as we are to keep records of this information.
- If your child is immune-compromised or has underlying health conditions, please consult with your child's doctor and consider your child's personal risk. We can discuss with you your child's best options for learning

### **What if my child develops symptoms while at school?**

- If a child/student develops symptoms while at the school, the child/student will be asked to wear a non-medical mask if they are able to, and be isolated in a separate room. School staff may utilize non-touch thermometers when a student is exhibiting symptoms.
- The parent/guardian will be notified to come and pick up the student immediately. If a separate room is not available, the child/student will be kept at least 2 metres away from other children/students. The student will be encouraged to access COVID-19 testing by accessing the AHS Online Testing tool.

### **What is the protocol for masks at Duclos?**

- Students in Grade 4 will be required to wear a mask at all times when they are riding the bus, walking in hallways, in their classrooms and when they are unable to physically distance. Grade 4 students can take off their mask during gym class and recess.
- Removal of Grade 4 student masks is at the teacher's discretion if maintaining physical distancing. If physical distancing is not possible students will be facing away from each other.
- The use of masks is optional for students in Kindergarten to Grade 3. However, students in these grades will be encouraged to wear them at Duclos if they are able to and where possible, including on the bus.
- All staff will be wearing a mask. If students are all seated and the teacher is in a designated area at the front of the class with at least 2 metres of physical distance from the closest student, teachers may remove their mask to teach.

### **How will students maintain proper hand hygiene at Duclos?**

- Most classrooms at Duclos have a sink, hand soap and individual paper towel/napkins.
- The rooms in our Grade 4 wing do not have a sink but they do have hand sanitizer. Washrooms are available to practice proper hand hygiene. Teachers will have routines to stagger handwashing so kids are physically distanced in the washroom.
- Students will be expected to wash their hands continually throughout the day using class and bathroom sinks.
- There will be hand sanitizer at each exit/entrance and at each classroom entrance. Students MUST use the hand sanitizer every time they enter or exit the classroom or another place in the school i.e. Gym & Learning Commons. The teachers will do the same.

- Hand sanitizer is located at the entrances to the Learning Commons, Gym and Main Office.

### **What if my Grade 4 child cannot wear a mask?**

- Exemptions for masks will be made for students and staff who are unable to wear masks due to medical or other, such as:
  - Persons who are unable to place, use or remove a non-medical face mask without assistance;
  - Persons unable to wear a non-medical face mask due to a mental or physical concern or limitation;
  - Persons consuming food or drink in designated areas;
  - Persons engaged in physical exercise;
  - Persons providing care or assistance to a person with a disability where a non-medical face mask would hinder that caregiving or assistance;
  - Persons engaging in services that require the temporary removal of the non-medical face mask...

### **Is there Out of School Care available?**

- Yes, there is OSC in the ½ day preschool room.
- If you have registered your child for OSC, you will be contacted with more information.
- After school, OSC students will meet in the learning commons. Kindergarten students will be picked up by OSC staff. Parents will message OSC when picking up their child at the end of the day, students will meet parents outside the school.
- For more information, contact our office (780-826-3992) or visit our website.

### **When does preschool begin at Duclos?**

- Preschool begins on Monday, Sept. 14. You will be contacted the week of September 8th.
- If you have any questions about preschool, you can call our school office (780-826-3992).

### **What if I have questions about my child participating in online learning or homeschooling this year, instead of attending class at Duclos?**

- You can access information about the NLPS learning options by visiting the NLPS website and accessing the “2020-21 Learning Pathways Guide”, or the “Learning Together Anywhere” or “Homeschooling” information provided there.



- If you have any questions about this, you can call our school office, or contact Jimmi Lou Irvine, the NLPS Associate Superintendent of Teaching and Learning (780-826-3145).

Please stay tuned to our regular media posts on School Messenger, Duclos Facebook, and our website. You are always welcome to contact us from 8:15-4:00 on school days if you have any questions (780-826-3992). We can't wait to see our precious students and we thank you for helping us create a safe and smooth "Back To School" transition for this new, and very different school year!

Sincerely,

Mrs. Jody Centazzo and Mrs. JoDee Conrad  
Principal & Assistant Principal  
780-826-3992

