

Glen Allan Elementary School Re-Entry Plan

2020 - 2021

Visit www.eips.ca for the EIPS Division Re-entry plan

Principal: Judy Anderson
Assistant Principal: Dustine Vicić
Counsellor: Marnie Ferguson
Finance Secretary: Shauna Delainey
Attendance Secretary: Cheri Peichel
2020 – 2021 Homeroom Teachers

Classes	Teachers
KA	Mrs. Woodman
KB	Mrs. Shannon
1-1	Mrs. Lastiwka & Mrs. Delainey
1-2 Combined	Ms. Kelly
2-2	Mrs. Moncrieff
2-3	Mrs. Curran & Ms. Ferguson
3-1	Mrs. Foley
3-2	Mrs. Westergaard & Mrs. Kemsley
4-1	Mrs. Miles da Silva
4-2	Ms. Halcrow
5-1	Mrs. Robinson
5-2	Ms. Botterill teaching for Mrs. Ganemtare who is on temporary leave
6-1	Ms. Barry
6-2	Ms. Budney

September Staggered Entry Days

EIPS schools reopen to students on Sept. 1, 2020. Unlike previous years, students are returning using a staggered entry—meaning only certain grades start back on September 1. The next day, another grade group comes to the school, and so on. The staggered entry allows students and families to ease into the new experience of attending school. It also helps schools explain to students the new routine and health and safety measures before a full restart takes place. **The first bell rings at 8:30 for students enter and the dismissal bell is 3:08.**

Tuesday, Sept. 1, 2020	Full day - Grades 5 and 6 only
Wednesday, Sept. 2, 2020	Full day - Grades 3 and 4 only
Thursday, Sept. 3, 2020	Full day - Grades 1 and 2 only
Friday, Sept. 4, 2020	Full day - All students Grades 1-6

Kindergarten

- Between September 1-9, children attend school in small groups - 10 children or less.
- Students will attend school on their designated stagger day from 9 a.m. until 2:45 p.m.
- All families will receive a separate email including more specific information from your child's teacher today.

Arriving at School

Every student and staff member will complete the daily [COVID-19 Screening Questionnaire](#) before entering the school.

- Staff will be outside on supervision starting at 8:20 each morning.
- Staff will direct students to an identified waiting area for each class, located near their entry & exit doors.
- **Parents cannot enter the school without an appointment.**
- Parents are asked to wait in their vehicles or remain with their children at a physical distance from other students who are waiting to enter the building.
- The playground will be closed prior to the start and end of school each day.
- All students must have masks ready to put on as they reach their designated door prior to entering the school.
- When a student is late for school, they will be required to use the main front entrance and sign in at the office.
- Please consider the need for all weather outdoor gear for students as wait times outside will be extended beyond normal circumstances.
- We will continue to follow Elk Island Public Schools inclement weather policies.

Masks

The Government of Alberta is providing two reusable masks for each student. These can be taken home and washed nightly, and then returned with the student the following school day. If you prefer that your child wears a mask you provide, please ensure you are using a type

[recommended by Alberta Health](#). Masks should be labelled or marked with your child's initials to prevent loss.

Our intent is to distribute these masks on your child's first day of school, provided we have received them from the Government of Alberta. **Please ensure that your child is wearing a labelled mask from home as they arrive at school on their first day.**

Masks should be fitted, without gaps at the side or bottom; for that reason, bandanas and scarves are not appropriate.

As outlined in the EIPS Re-Entry plan, masks are mandatory for all students K - 12. If your child is unable to wear a mask due to a medical condition, you will be required to provide documentation from a medical practitioner. In these cases, it is recommended students wear a face shield in order to provide some protection.

Assigned Entrance and Exit Doors

- Every student will be assigned to a class cohort. Every class cohort will have an assigned exterior door for school entry every morning, and dismissal every afternoon.
- Entry times may be varied by a few minutes before and after the bell to support distancing and traffic flow. The morning (8:30) and dismissal (3:08) bell times remain the same.
- Class cohort doors are assigned as follows: [Entrance and Exit Door Map](#)

Hand Hygiene Protocols

- Hand sanitizer will be available in classrooms and throughout the school.
- We would ask that students refrain from bringing their own sanitizer as we have no way to confirm whether it's effective or safe.
- Class cohort staff will teach routines for hand sanitization upon entering the school.

Posters and Signage

- There will be many visual cues around exterior entry doors, in hallways, and in classrooms to support students with physical distancing.
- Entry and exit doors will be assigned to class cohorts and the integrity of the cohort will be maintained throughout the day.
- Class cohorts will remain in their assigned classroom for the majority of their learning activities.
- Signs will be used throughout the school to minimize traffic congestion and respect physical distancing.
- The office and other work spaces will have maximum occupancy signs posted.
- Visitors, including parents, must make an appointment if they wish to enter the school or meet with school staff.

Assigned Seating in Classrooms

Students will follow assigned seating plans throughout the day in the classroom, including for eating lunch. Assigned seating is a strategy to mitigate the potential spread of COVID-19 throughout a cohort of students. It will also support health contact tracing should that be required.

Student Supplies and Learning Materials

Students will have their own personal supplies to use that are stored separately. Teachers will plan learning activities to reduce or minimize the need to share equipment, textbooks or materials. Students will wash or sanitize their hands both before and after using the shared items.

Washroom Protocols

- Every class cohort will have a designated washroom.
- Staff will coordinate washroom use to support physical distancing.
- Students need to be prepared for more structured/scheduled washroom usage.
- Parents/guardians are asked to make administration aware of any extenuating circumstances around washroom use and their child.

Water Fountains

It is strongly recommended that students bring a full labelled, refillable water bottle to school, as regular water fountains will not be in use. **We have one touchless fill station for students to refill as needed.**

Dismissal

- Although the dismissal bell is at 3:08, students exiting may be staggered prior to and immediately following the bell to lessen congestion in the hallways.
- Students will only use their designated hallway and assigned exterior door for exiting in order to minimize the number of students in the hallway.
- Staff will incorporate routines for traffic flow at the end of the day.
- All students in grades K-6 must wear masks and apply hand sanitizer as they exit the school.
- **The playground will be closed at the end of school each day.**
- It is very important that students and families do not gather outside after school and vacate school premises as quickly as possible.
- With this in mind, we will not be assigning staff to supervise playground equipment before and after school.

Parent Pick Up

- **Parents cannot enter the school without an appointment.**
 - Parents are asked to wait in their vehicles or remain at a physical distance from students who are waiting to enter the building.
 - Parents **must arrange a meeting place with students, away from the building.**

Sibling Pick Up

- If families are arranging for siblings to meet to go home together this **must happen outside** of the school in a **prearranged location.**

Recess

- All classes will receive a 15 minute recess break in the morning and a 13 minute recess break in the afternoon.
- To accommodate physical distancing, class cohorts will be assigned a time for recess and a specific area in the school yard, and students may only play with children that are in their cohort.
- A schedule will be created that staggers the number of class cohorts in the school yard at any given time.
- Please consider the need for all weather gear for students. Our outside times may be extended beyond normal circumstances.
- We will continue to follow Elk Island Public Schools inclement weather policies.

Playground Equipment

Students will be permitted to use the playground equipment as a class cohort.

- Physical distancing will be encouraged.
 - Where numbers do not promote physical distancing, the class cohort will rotate use of the equipment to reduce congestion.
- Hand hygiene will be practiced.
 - Students will wash or sanitize their hands before and after using the equipment.
 - Students should refrain from touching their face.
- Respiratory Etiquette will be practiced.
 - Coughs and sneezes should be covered.
- Each class cohort will have a supply of outdoor play equipment (skipping ropes, soccer balls, etc) that can only be used by students from that cohort.

Lunch

It is important for students who stay at school for lunch to remember to bring their lunch each day—schools will not be able to accommodate family members who want to drop off lunches. **If a student forgets their lunch, families should phone the school at 780 467-5519 to work out a solution.**

- All classes will receive a 20 minute lunch recess break in the morning and a 13 minute recess break in the afternoon.

If a family wishes for their child(ren) to be permitted to leave the school for lunch, **written permission** from the parent/guardian will be required. Students leaving for lunch will be required to use their assigned doors.

Other Considerations

- Students will remain in their cohort to eat lunch in their classroom.
- All classes will receive a 20 minute lunch recess break and 20 minutes to eat with 5 minutes of transition time in between.
- In order to stagger the recess portion of lunch breaks, half the student cohorts will eat first while the other half are outside for lunch recess.
- We will not be able to support any food being brought into the school through a food delivery service (such as pizza or Skip the Dishes).
- Lunch will be staggered to accommodate traffic flow and promote physical distancing.
- Utensils will not be available to students.

- Lunches cannot be dropped off by families or delivered to the school.
- If a student has no lunch, arrangements will be made by the school office and the parent.
- Students are not permitted to share food under provincial health guidelines.

Food in Schools

There are clear provincial guidelines around food in schools during COVID-19. As a result, treats cannot be sent from home for birthdays or other special days, and teachers will not hand out food or treats in the classroom. Treat sales, our milk program and hot lunch days are postponed at this time.

Volunteers and Visitors

Currently, parent volunteers and visitors are not permitted in the school building.

Family and School Communication

Families can stay in contact with their schools through email and over the phone. Families who need to go into the school **must call the school in advance**. Family members with a scheduled appointment will need to use the Government of Alberta's [COVID-19 Screening Questionnaire](#) before going to the school to determine if it is safe for them to attend. Anyone answering "yes" to the questions cannot enter the building.

Families who are contacted to pick up a sick child can attend immediately. The person picking up the student must be safe to enter the school based on the COVID-19 Screening Questionnaire.

- Please direct all appointment requests by phone: **780-467-5519**.
- Essential visitors will be required to sanitize their hands, sign the visitor log, practice social distancing and wear a mask. Items being dropped off can be left in the office. If you are picking up your child prior to regular dismissal, you will be asked to wait in a designated area until your child arrives.

School Fees

If your child is not attending in-class learning, fees for lunch hour supervision and any of the supplementary fees associated with school activities and events will not be assessed. Should your child return for in-class learning after one of the school reporting periods, fees would be charged accordingly.

Regular fees for student transportation apply if your child attends school. Families can withdraw from Student Transportation Services and receive a prorated refund if they choose out-of-school learning. The deadline to withdraw is September 30, 2020.

Learning Commons/Library

For the time being, students cannot congregate in the library or learning commons. Although students cannot visit the library, they will have access to books and materials. After requesting use, the item will be delivered to the classroom or put on hold for pick up at a designated spot. Materials will be left for 72-hours before recirculating.

Set Entry Dates (between in-school and out-of-school learning)

Families who choose the out-of-school learning option can also decide to switch to in-school learning at certain points throughout the year. **It is important to note, the decision to change learning preferences is made in consultation with school administration two weeks prior to the set entry date.**

Students who choose the out-of-school option are guaranteed a spot at their designated school if they decide to return to in-school classes on the set entry date.

For Glen Allan Elementary, these dates are:

- November 16, 2020
- January 6, 2021
- April 6, 2021

Elementary Music

Music instruction will continue, but it will look different. In-person singing, cheering or shouting, and playing wind instruments is postponed at this time.

- Music instruction will take place in cohort classrooms with the Mrs. Delainey, the music teacher coming to the classroom.

Physical Education

We will continue to provide physical education instruction. Equipment that is used must be cleaned and disinfected before and after each use. Students must wash or sanitize their hands before and after using equipment.

- As much as possible, physical education instruction will take place outside as Alberta Education has highly recommended outdoor activities. Students should be prepared for gym class outside and should wear clothes (including layers) and shoes that are suitable for outdoor physical activity.

Field Trips

For the 2020-21 school year, class and school field trips are changing. Field trips are limited to activities that students can walk to and remain outside for the duration—fields, wetlands, river valley. Field trips requiring indoor space or the use of vehicle transportation are prohibited, until further notice.

Assemblies and Special Events

Gatherings that bring multiple cohorts of students together are not permitted at this time. This includes such things as performances, book fairs, guest speakers, school dances, in-person meet-the-teacher events and Christmas concerts.

School Council

School council meetings for the 2020–2021 school year will go ahead, and we will be continuing to use Google Meet as our platform.

- The first meeting of the year will be held on Thursday 17, September, 2020 at 6:30 p.m. Further information will be posted to our website at <https://www.glenallanelementary.ca> closer to the date.

If you have any questions or require clarification, please contact the school office, 780-467-5519 or visit our website.