



# CLEARPOINT ELEMENTARY IB WORLD SCHOOL

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August 25, 2020

Dear Clearpoint Parents and Guardians:

We are truly looking forward to the start of the school year and to welcoming you and your children back to Clearpoint Elementary. As mentioned in an earlier memo, we are providing you with detailed information about revisions to our school procedures and practices that are important for you to review.

We want to reassure parents that school staff will work to ensure that we follow all prescribed safety measures and protocols designed to minimize the risk of transmission of COVID – 19. We are also asking your help and cooperation. We ask that you please review this guide, and please respect any guidelines that apply to parents. Your collaboration and cooperation will help immensely in keeping our school safe for all.

Please do not hesitate to contact us should you have any questions or require clarification about any of the information outlined in this guide.

Sincerely,

D. Estok,  
Principal

# GUIDEBOOK FOR PARENTS: CLEARPOINT RETURNS TO SCHOOL!!!

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Please note that the procedures outlined in this guidebook have been developed with the information we have been provided by the Ministry of Education, Santé Publique, Workplace Health and Safety, as well as guidelines from the Lester B Pearson School Board. It is important to understand that these protocols may change as new guidelines are given to schools as the situation related to COVID – 19 evolves, and as we establish what best practices suit our local circumstances. We will be sure to keep parents informed of any changes, new procedures or return to previous policies as circumstances dictate.

## First Day of School

- In order to:
  - minimize the number of students, staff and parents gathered together
  - allow students to learn new routines more effectively and with a greater measure of staff supervision
  - have a school entry that is more controlled, safe, effective and less stressful for students, staff and parents we have adjusted our school entry plan as follows:
    - August 31 – Grades 5 & 6 only – regular school day 8:00 a.m. – 2:30 p.m.
    - September 1 – Grades 3 & 4 only - regular school day 8:00 a.m. – 2:30 p.m.
    - September 2 – Grades 1 & 2 only - regular school day 8:00 a.m. – 2:30 p.m.
    - September 3 – Grades K-5 – 6 – regular school day 8:00 a.m. – 2:30 p.m.
    - September 4 – All students at all grade levels – regular school day 8:00 a.m. – 2:30 p.m.
    - K – 4 and K – 5 students will start school using the gradual entry plans that have already been mailed out to parents
  
- Instructions for each grade level’s first day are as follows:
  - Class lists will be sent out to parents the evening prior to the first day for each grade. This will minimize the time needed to find each child’s teacher on the first day.
  - At 7:50 on your child’s first day, please proceed to the back of the school yard.
  - We ask that students please be accompanied by one parent only.
  - Each home room will have a designated place for students to line up identified by a cone and a sign with the homeroom number and the teacher’s name.
  - Students will be asked to line up at the spot for their class.
  - As soon as students have lined up, classes will be led 1 at a time into the building by their homeroom teachers.
  - We ask that all adults (staff and parents) wear masks while on school grounds and socially distance from one another.
  - In the event of rain, we will try to bring students into the school as quickly as possible. **Parents will not be permitted to enter the building.** If rain is forecast, we will encourage parents and students to bring umbrellas.

## Student Arrival / Dismissal

### Arrival

a) Daycare (see daycare section p. 10).

b) Buses.

- Bus arrival has been scheduled for 7:45; staff will begin supervising buses unloading at that time.

-Students will be escorted to the back of the school yard and asked to line up at their designated homeroom spots.

-Student entry into the building will begin at 7:50.

c) Kiss and drop (parent drop off).

-we will **have three kiss and drop** locations supervised by staff starting at 7:45

i) On Cedar Ave. in front of the daycare entrance as in the past.

- parents are asked to approach the school heading North along Cedar from Lakeshore Blvd.

ii) On Lakeview Ave. at the end of the path through the Cedar Park United Church parking lot.

- parents are asked to approach the church heading heading East along Lakeview Ave.

iii) In the bus drop-off zone starting **only once buses leave**.

### -Please:

-advance to the front of the line and stop.

-remain in your car.

-have children ready to exit on the passenger side of the vehicle.

-staff will open passenger side doors to help students exit.

-please pull away carefully, but promptly.

-please do not park and leave your car in line as it prevents parents waiting in line to pull ahead.

-the drop off zones will be supervised by staff until 8:10.

-For parents who may park and walk with their children to the school building:

**-After the first day, only parents of K-4, K, and grade 1 students will be permitted on the school grounds in the morning (PM pick up is ok for parents of all grade levels).**

**-Parents must socially distance and wear masks on school grounds.**

-One parent only please (not both).

-Please leave as promptly as possible.

d). General

- students will line up at pre-determined spots in the playground. They will use this same spot for morning entry, after recess and lunch.
- cones and markers on the ground will help establish guidelines and appropriate spacing for students regarding line ups.
- students will be reminded to keep distance from other students, not hug, touch, high-five etc.
- **morning entry will be extended to 8:10 (exterior doors closed at 8:10).**
- we will start a staggered entry process at 7:50 allowing each class enough time to enter the building before the next class starts.

**Dismissal**

a) Daycare

- all daycare students will be kept in their homerooms at 2:30.
- Daycare students will be regrouped once bus students and walkers have been dismissed.

b) Buses

- Bus students will be dismissed class by class in a staggered order to prevent any congestion in the hallways.
- Multiple exits will be used.
- Students will be supervised to ensure masks are worn, students distance appropriately and that in potential congestion areas (such as stairwells) one group clears the area before the next one enters.

c) Walkers

- Once bus students have cleared the hallways, walkers can be dismissed in the same order as the bus students (note exit doors are different than for bus students).
- Students will be supervised to ensure masks are worn, students distance appropriately and that in potential congestion areas (such as stairwells) one group clears the area before the next one enters.
- students will be brought to the spots outside where they line up during morning entry; parents please pick up children at those points.
- parents must socially distance, wear masks while on school grounds, and leave promptly after collecting their children.

## Daily Schedule

- The daily schedule will remain the same (8:00 – 2:30) with the exception of morning recess:
  - o K-4: 9:25-9:40
  - o Block A: 9:40 – 10:00 - K-5; Grades 1, 3, 5
  - o Block B: 10:00 – 10:20 – Grades 2, 4, 6
  
- Lunch hour will be as follows:
  - o 11:20 – 11:45 – Outside: K-5; Grades 1, 3, 5; Inside: K-4 Grades 2, 4, 6
  - o 11:45 – 12:10 - Outside: K-4 Grades 2, 4, 6; Inside: K-5; Grades 1, 3, 5
  
- PM Recess will follow a 6-day schedule that will allow half of the classes in the school to be outside **every other day**, and inside on the “off days”:
  
- Note that the same groups of students will be outside together during A.M. recess, Lunch hour, and P.M. recess.
  
- For classes that have “off day P.M. recess” homeroom teachers are free to take their classes outside to the school yard at a time that is convenient.

## Social Distancing and Student Movements Inside the School

- According to the guidelines from MEES announced on August 10:
  - students within the same cohort or class do not have to maintain a minimum distance.
  - students from different classes or cohorts must maintain a minimum distance from each other of 1m.
  - staff should remain a minimum distance of 2m from students and each other.
  
- physical contact (hugging, holding hands, high-fives, hand-shaking) between students / adults is to be avoided at all times.
  
- Staff who may be required to intervene with students in a way which requires a distance of less than 2m or involves physical contact should wear PPE (such as a shield) and a mask.
  
- Hallways have been marked out to provide prompts regarding distancing.
  
- When students are moving in the hallways, the class closest to their designated exit should proceed first; the next closest class once the class ahead of them has gone ahead at least 4m.

-Students will be supervised to ensure masks are worn, students distance appropriately and that in potential congestion areas (such as stairwells) one group clears the area before the next one enters.

### **Mask use for students, staff and parents**

-All adults in the school/center must wear a face covering in common areas and in the classroom unless they can maintain a social distance of 2 m. To promote safety, set an appropriate tone, and give a consistent message to students, we should wear masks or other PPE as much as possible when in the school building and on school grounds.

-As a school and school community, we **strongly recommend that students from K-4 to Grade 4** wear masks in all common areas, in hallways, on the school bus, and outside (unless with their own cohort for Phys. Ed.).

-Students in grades 5 & 6 **must** wear masks in all common areas, in hallways, on the school bus and outside (unless with their own cohort – class for phys. Ed.).

-**We strongly recommend that all students** keep their masks on in class unless they can be sure to remain at a safe distance from others.

-We absolutely support the choice of any parent to have their child(ren) wear masks in the school at any and all times.

-If students have been instructed by their parents to wear masks in class, periodic “mask breaks” will be given, especially to younger children.

-Parents are asked to provide a supply of 2-3 reusable masks for their children to wear and change as needed throughout the school day.

-Parents are asked to provide small sandwich – sized ziplock bags for students to store their masks when they may have to remove them temporarily (ex. eating, drinking, for physical education, for mask breaks).

-The school has a supply of washable youth sized masks that can be provided to students if needed.

-Parents are asked to wear masks at all times when present on school grounds.

-Appropriate PPE (masks, face shields, gloves) has been made available for staff either by the school or the school board.

### **Hand Hygiene & Bathroom Breaks**

-Regular hand-washing and / or use of hand-sanitizer must become a well-established part of daily routines.

-Students should wash hands / clean hands with hand-sanitizer at the following times:

- At morning entry
- Before & after eating (snack & lunch)
- Before & after going to the bathroom

- After recess, Phys. Ed. Or any time a student is outside
- After handling a frequently touched object or shared item
- After coughing or sneezing

-Use of hand-sanitizer will be supervised by an adult.

-Hand-sanitizer will be kept in a place in the class that children cannot access by themselves.

- Respiratory hygiene should be practiced at all times – coughing into your elbow, or into a tissue; tissues to be thrown into the garbage immediately; washing your hands immediately after coughing or sneezing.

-Group bathroom breaks will be discouraged; 1 or 2 students at any one time to the bathroom assigned to each class. Sinks in the classrooms will ensure that students need not leave the classrooms to wash their hands.

### Sharing of Equipment

-school materials must not be shared between individual students.

-in any instance where this cannot be avoided:

- equipment or materials will be sanitized with approved disinfectant between use by different students.

OR

- students should wash/sanitize their hands after using any materials / equipment that others have touched.

-Until further notice:

- Students are asked to minimize the personal items they bring between home and school.

- Students should bring: lunch box, water bottle (drinking fountains should be used to refill water bottles only; no drinking directly from the fountains), school bag with minimal items, coats, indoor shoes which stay at school.

- Students should bring all items with them into their classroom and keep them at their places, in their desks, or on the backs of their chairs.



## Protocol to Follow if a Student Has Symptoms of COVID-19

-We are relying on your help to make sure students do not come to school with any symptoms of COVID-19:

- Please check your child(ren) at home for any signs or symptoms of COVID-19
- DO NOT to send your child(ren) to school if they show signs or symptoms of COVID-19

-If a student develops symptoms of COVID-19 at school the procedure is as follows:

- The student is supervised in a separate location away from other students until pick up their child.
- once a child with symptoms has been picked up, parents are advised to contact public health using the COVID line.
- In the event of a positive test, public health will advise of next steps to follow.

Links and telephone numbers:

Procedure to follow when symptoms are shown in school (MEES document):

[CLICK FOR LINK PROCEDURES](#)

COVID-19 public health line for parents to contact: 1-877-644-4545 / 514-644-4545

Public Health Montreal COVID-19 info site:

<https://santemontreal.qc.ca/en/public/coronavirus-covid-19/>

## Pedagogy and Daily Activities

-Pedagogical model:

-The bilingual program will follow one of two models –

- week – on / week-off (students may switch classes on consecutive weeks); French and English teachers switch 2-3 times / week to allow more frequent follow up for math.

- day-on / day off (teachers switch classrooms and students stay in the same room)

-Music will take place in homeroom classes.

-Phys Ed. Will take place outside as much as possible.

-Phys. Ed. In the gym will be one class alone (one class on each side of the gym – no combined classes)

-Dance will take place as much as possible outside. When weather does not permit dance to take place outside, dance will be done in homeroom classes.

Until further notice:

-Resource support is to be done in class (no pull-out groups).

-No extracurricular activities.

-No volunteer activities.

-The library is closed to circulation of books.

## Daycare

-morning daycare hours will remain the same (7:00 a.m. start).

-parents will drop off their children at the daycare entrance and socially distance (2m).

-parents will not be allowed into the building but will have to wait for daycare staff at the door and keep proper social distance (2m).

-children will be strongly encouraged (K-4 – gr. 4) and required (gr. 5 & 6) to wear masks while anywhere in the hallways.

-students will be required to sanitize their hands upon entry.

-students will be escorted outside with their schoolbags, coats, etc. and remain outside until 7:50 (they will bring their school bags to their designated line-up spot).

-at 7:50 students will begin lining up and preparing for entry.

-daycare staff will assist with outside supervision until 8:00 a.m.

-on days when it is impossible to go outside (heavy rain/extreme cold) – morning daycare students will go to the library. At 7:50 a.m. they will be dismissed from the library and walk socially distancing to their classrooms (by grade level).

-Note that at the end of lunch hour students will line up at the same specific spots on the playground that they use for morning entry and AM / PM recess.

-For PM Daycare:

-p.m. daycare students will remain in their homerooms until after bus students and walkers have been dismissed.

-where possible, students will be assigned to their homeroom class, or another class within the same grade level.

-students' snacks must be brought from home.

-students will remain outside as much as possible; they will be kept in the same areas of the playground that they use for AM/PM recess and lunch hour.

-for PM pick up, parents will not be permitted into the building; parents will have to wait outside for their children to be brought to them by daycare staff. Daycare staff will sign children out at the door.

-indoor shoes must be left in students' homeroom classes according to whatever system each teacher has established (on their desks, at their places once chairs have been put up, in their personal bins).

-Grade 5 & 6 students must wear masks at all times in the hallways; all other students are strongly encouraged to wear masks in the hallways.

-Daycare staff must follow the same rules for wearing masks, PPE, social distancing as all other staff members.

## Important Links

-Updates and documents from the Ministry of Education and Santé Publique as well as other important information from the Lester B. Pearson School Board are all available in two locations:

On the Lester B Pearson School Board website:

<https://boardsite.lbpsb.qc.ca/back-to-school-2020>

On the Clearpoint School website:

<http://clearpoint.lbpsb.qc.ca/covid19.htm>

Other helpful links:

Here are a few links with some helpful suggestions about how to have your child ready to return to school:

[Talking points to help kids transition back to school](#)

[Preparing to return to school](#)