

## Ecole Henry Kelsey School Communication Plan

We hope this communication serves as a source of information and offers a clear picture of how school will look and feel as we enter this school year. We want to offer our most sincere welcome and work alongside all our families, community members and staff to create the most calm, inviting and supportive learning environment for our kids; this will support feelings of calm and security for us all.

## Parent and Caregiver Reopening Handbook

Much of this school plan is based upon the same provincial directives as were used to create the [Parent and Caregiver Reopening Handbook](#). Continue to use this parent handbook which provides detailed information on many important topics including:

- Safety Precautions
- Curriculum and Assessment
- Support Services
- Food and nutrition programs
- Facilities
- Students

The guidelines of the Parent Handbook will be adhered to by our school along with elements specific to our school.

The following information represents our school specific plan for a safe return to school at Ecole Henry Kelsey. It serves to highlight areas we have identified to maintain the safest ways to learn together. Please note that the plan is subject to change at any time based on direction from Saskatchewan's Chief Medical Health Officer. Changes will be communicated as they occur.

## Safety precautions

If your child is ill or exhibits symptoms of being unwell (including the signs and symptoms of the common cold), please keep your child home. Families and caregivers can call the office at 306-683-7240 to inform us of the absence or use the Safe Arrival/School messenger app (instructions for downloading and using the app will be sent out later). If a child becomes ill during the school day, their caregiver will be called to come and get the child right away. The child will be removed from the classroom environment and placed in an isolation space where they will be calmly supervised by a teacher or administrator until they are picked up. Parents/caregivers are asked to come to the front door of the school and/or call to let the front office know you have arrived to pick up the student exhibiting

symptoms of illness. That student and their belongings will be brought to meet the parent/caregiver at the front doors so that they do not have to enter the building. Please know that we recognize this can be an upsetting experience for students and we will do everything possible to minimize the impact that may be felt.

### School day schedule

The school day schedule and bell times remain the same as the previous year.

8:50 a.m Warning Bell  
8:55 a.m. Classes begin  
10:40 a.m. - 10:55 a.m. Recess  
11:45 a.m. - 12:35 p.m. Lunch  
2:15 p.m. - 2:30 p.m. Recess  
3:20 p.m. Dismissal  
3:30 p.m. Buses depart

### Recess

Students will continue to have two recess breaks each day; one in the morning from 10:40-10:55 and one in the afternoon from 2:15-2:30. All students will move through the school with a supervising teacher. They will exit and enter through one of five designated doors each time they exit or enter the building. Because our outdoor space is large, students will take part in recess at the same time as all other students. They will play in zones to support consistent groupings. Students will sanitize before exiting and upon entering the building. Doorstops will be used so that students will not be required to touch the doors upon exit or entrance. Limited access to bathrooms will occur during recess break. Recess equipment will be limited to individual student access. Staff and students, together, will generate a list of safe activities to play outside. Masks are not required outside. Students will be encouraged to wear their masks when transitioning from the classroom, through the hallways, to play outside.

### Lunch/Snack

Students will have one lunch break each day from 11:45-12:35. Students will be encouraged to go home for lunch whenever possible. Most students will eat in their classroom, at their designated spot. Where possible, students will be spaced to accommodate for the absence of a mask while eating. Sanitation of the eating space will occur before students return from playing outside. Students will sanitize before exiting and upon entering the building. Please send snack and lunch items that will keep finger licking/spills/crumbs to a minimum and that students can open

independently. Please refrain from sending treats to share with others (i.e. birthday cupcakes).

### Changes to nutrition programs

Eating utensils will not be provided at the school. Please ensure your child has what is necessary to safely and sanitarly eat their lunch. CHEP lunches will be available for students who require lunch and delivered to individual classrooms by a staff member. If your family requires the CHEP lunch program, please let us know at any point, including during a contact phone call with a staff member. The milk program will be suspended until further notice. Students who have previously purchased milk will have access once the program is re-established.

### Entering and Exiting the school

Students will enter and exit the school each day through one of five designated doors. This will be their entry and exit point for the year. Each classroom grouping will have a muster point on the schoolground. When the bell rings to enter the building, the students will gather at the muster point and wait for a supervisor to escort them to their exit/entrance door. Students will be required to sanitize upon entry into the building.

### Bussing

Upon arrival in the morning, students will make their way to the back of the school until the bell rings, at which point they will gather at their muster points to enter the building with a supervisor. All students will be required to sanitize their hands before entering and exiting the school at the beginning and end of the day. Before leaving for the day, they will be required to gather and line up, at a distance, by their bus until the bus driver gives instruction. Buses will load back to front and unload front to back. Students will enter the bus in this order. Hertz will be contact families with more information regarding bussing.

### Parking and student drop-off/pick-up

All families will be required to drop off and pick up their child(ren) outside the school building, unless significant extenuating circumstances require you to enter the building. If this is the case, wearing a mask, and sanitization will be required before entry.

At the beginning of the school day, your child will be supervised beginning at 8:40 am. After dropping your child off at the designated pick-up and drop-off zone at Eby Street and Valens Drive, your child will be required to go to the back of the

school to meet at their muster point. They will enter the school using their designated entrance/exit with their class grouping. Students will be required to sanitize their hands upon entry.

At the end of the school day, if students are being picked up by a parent/caregiver, they will exit through their designated door and make their way, with a staff supervisor, to the designated pick-up and drop-off zone at Eby Street and Valens Drive. Students will be encouraged to sanitize their hands upon exiting the building. Families are encouraged, as able, to drive students to and from school – the flow of traffic for drop off and pick up of students will be detailed in a subsequent email before school start up.

### What's new, what's old

We know families are wondering what the inside of the school is looking like. We will be shooting a first “Welcome Back to Ecole Henry Kelsey” video that will take you on a sneak peek of our hallways. Through this video, families will be invited to tour the school, see changes in our hallways and some of the familiar things that make EHK so special. Expect a link to this video before students come back into the building on the first day back. (Sept 8 or 9). We know that when classes get up and rolling, teachers will continue to communicate more regarding the protocols and routines established for both inside and outside the classroom.

### Kindergarten specific information

Kindergarten families will be contacted separately, by the school or classroom teacher, to confirm your child's staggered start date and to answer any questions you might have at that time.

### Staggered start Grades 1-8

Families with children whose last names begin with A-K will attend full days on September 8<sup>th</sup> and 10<sup>th</sup>, those with last names L-Z will attend full days September 9<sup>th</sup> and 11<sup>th</sup> to provide a soft landing, time for students to learn new procedures and connect with teachers and each other in a smaller group dynamic. Buses will run all four days of our soft landing. All students will come to school starting on Monday, September 14<sup>th</sup> to begin our programming. Those families with children with different last names from each other have been contacted by the school to confirm when their children will attend.

We ask that no supplies beyond a pencil and possibly some colouring markers be sent in on the first of the staggered start days, Sept 8 and 9. Additional detail will come from classroom teachers as to what supplies they wish to have sent in to school.

### Storage of student materials

In some classrooms, lockers will be used. In others, bins will be used to store student items. In all cases, teachers, with the support of the administrators, will decide the safety protocols for storage of items in their classrooms depending on the age of the students, the number of students in the classroom, the season and layout of the classroom.

### Flow of traffic through the school

When families return to the hallways of Ecole Henry Kelsey, you will notice direction arrow patterns and physical distancing spots on the floors. These will indicate the appropriate flow of traffic to maximize safety and mitigate congestion. Classroom groupings will share one of four stairwells and one of five exit and entry point with one to two other classroom groupings. Washroom access will occur throughout the day at guided break points for younger students. Older students will be encouraged to use the washroom at specific times of the day, adhering to all physical distancing procedures.

### Parent/Caregiver access to school

Parents/caregivers are encouraged to contact the main office at 306-683-7240 to make an appointment if they need to come to the school. At this point, we request that this occur only if necessary. Parents can enter the school through the front doors where they will find the QR code and paper copies of the Covid-19 questionnaire to be filled out before or upon entry. Parents/caregivers will be required to use the front door to enter and exit the school. You must wear a mask and use hand sanitizer, both available upon front door entry. We encourage you to bring your own mask but will have disposable masks available if you do not have your own.

### Boys and Girls club (Before and after school program)

The Before and After School program will be running this year. The program will be run out of the bottom floor of the school in the boot room space and the available classroom space nearby. Parents are encouraged to drop their child near the back of the school in the south parking lot or in front of the school where their child can walk around to the back to access the program through the boot room doors.

Parents may park in the south parking lot and meet their child at the entrance/exit door to retrieve their child without entering the building.

Please watch for a detailed information message directly from the Boys and Girls club in the coming days.

### Mask usage

Grade 4-8 students are required to wear masks when appropriate physical distancing cannot be maintained. Masks are recommended for our kindergarten to Grade 3 students. Staff are required to wear masks when appropriate distancing cannot be maintained. When physical distancing is achievable, mask breaks may occur (i.e. outdoor learning). All students are required to wear masks while riding the bus. All visitors must wear masks. Saskatoon Public Schools will provide one reusable mask for each student. Additional disposable masks will be made available to students when needed and required. Students are welcome to bring their own masks. In some situations, wearing a mask may not be possible for a student. In these instances, school staff members will work with parents/caregivers to consider accommodations. More information can be found on the [CDC website](#). Staff members will be provided with a reusable mask and face shield for use as needed. Staff members may also choose to use their own mask. More information about the proper usage of masks or face coverings is available from the [Public Health Agency of Canada](#).

### Mental Health and Social-Emotional Supports

Well-being is one of our four student goals in our school division strategic plan. Opportunities to learn about and practice well-being exist across multiple curricular areas and are embedded in all academic planning. Students who need additional support for their well-being may receive support from the school counsellor. Parents/caregivers who believe this support may be necessary can reach out to their child's teacher or the administrator to discuss how the family can be supported moving forward. The school counsellor will work with the school team to determine appropriate supports, which may include direct support and/or assisting students and families to access other services in the community.