

August 26, 2020

Dear Parents and Caregivers,

We look forward to seeing our students back in the school this fall. This school year will be one like none of us has ever experienced before. We all look forward to seeing smiling faces and hearing laughter in our hallways once again.

There will obviously be some changes to the way many things will be done at the school. This letter will outline the many changes and new protocols that will be in place. Student and staff safety will always be paramount to the changes that will take place this school year. We look forward to sharing these changes with you but do ask for your understanding as it is possible that our plan may need to change or be adjusted in the future. If there are changes, we will communicate them with you as soon as possible.

If after reading the school plan you still have some questions, please don't hesitate to contact me at 306.683.7150.

D. Sinnott

Principal

Caroline Robins Community School

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SASKATOON PUBLIC SCHOOLS

CAROLINE ROBINS COMMUNITY SCHOOL PARENT and CAREGIVER REOPENING PLANS

The following information represents our school specific plan for a safe return to Caroline Robins Community School. This plan is subject to change at any time based on direction from Saskatchewan's Chief Medical Health Officer and as our response to the COVID-19 Pandemic. Changes will be communicated as they occur.

SPS Parent and Caregiver Reopening Handbook

Please refer to the [Parent and Caregiver Reopening Handbook](#) for general information on Saskatoon Public Schools reopening plan. This parent handbook 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.

Safety precautions

IF YOUR CHILD IS SICK BEFORE COMING TO SCHOOL:

If a student is experiencing cold or flu-like symptoms (fever, cough, headaches, aches and pains, sore throat, chills, runny nose, loss of taste or smell, shortness of breath, difficulty breathing, diarrhea, conjunctivitis, or nausea/vomiting) they must not attend school. Parents/caregivers should contact HealthLine 811 for direction. If the student is referred for testing, they must remain home and self-isolate until they have received their results and direction from the health authority.

School specific procedures for if your student will be absent that day:

- Call the school office at 306-683-7150 OR email CarolineRobinsSchool@spsd.sk.ca

IF YOUR CHILD BECOMES SICK AT SCHOOL:

Your child's health is our priority. Therefore, if a student becomes ill at school with any of the above symptoms, parents and caregivers will receive a call from the school and parents or caregiver's must pick up your child immediately. Please ensure you have a plan ready in the event your child needs to be picked up. Please ensure your contact information is up to date with the school. The following procedures will be in place if a student becomes ill at school:

- We have 3 designated isolation spaces for anyone with COVID-19 symptoms who cannot leave the school immediately.
- If a student is showing symptoms, they will stay in the isolation space and provided a mask until they can be picked up.
- Students will be supervised in this area.
- Supervising staff members will wear a mask and face shield during all interactions with the ill student.
- Staff are not allowed to transport students home.
- The isolation space will be cleaned and disinfected after the student has left.
- We will contact public health officials to provide notification of the student being removed from the school due to illness.
- Public health officials will then conduct an initial assessment and provide direction to the school.
- The student's classroom will be cleaned and disinfected, with particular attention to the student's desk and surrounding desks as well as any other common-touch items in the classroom and/or other school facilities the student had access to that school day, such as washrooms.
- Please refer to the division Parent/Caregiver handbook [Parent and Caregiver Reopening Handbook](#) for information about if there is a COVID-19 case at school.

UPON ARRIVAL AT THE SCHOOL IF YOU HAVE BEEN CALLED TO PICK UP YOUR CHILD:

- Call the office upon your arrival. Remain outside the front door as your child will be brought to you to pick up and bring home.
- If you must enter the school, parents will have to follow the school entry guidelines in regard to filling out the health survey via the QR code and wear a mask.
- Remain at the front entrance until your child is brought to you.

School day schedule

The school day will look a little different than last year. Supervision will begin at 8:50 and if your child needs to be at the school before this time they need to be registered in the Before and After school program. Registration can be done online at office@bgcsaskatoon.com or you can call 306.244.7820 for more information.

9:05 – 9:20 – morning recess

9:25 – 10:15 – period 1

10:15 – 11:05 – period 2

11:05 – 11:55 – period 3

11:55 – 12:40 – lunch

12:40 – 1:30 – period 4

1:30 – 2:20 – period 5

2:20 – 3:10 – period 6

3:10 – 3:25 – afternoon recess

3:25 - dismissal

Recess

Recess will look different this year. Morning recess will now take place from 9:05 – 9:20a.m. Afternoon recess will take place from 3:10 -3:25p.m. This change offers a soft landing to the beginning and end of our school day, lessens the number of transitions, and helps reduce movement of the entire school population throughout the day. Of equal importance, this adjusted schedule allows teachers to provide expanded opportunities for outdoor place-based learning with their own class during the school day. This year, we are committed to deepening and enhancing our knowledge and skills in critical place-based learning. Place-based learning extends learning to the outdoors, reconnects our students to the land while learning about the colonial history of the space, and supports the physical and mental health of our students. More information about keeping our children healthy during the COVID-19 outbreak can be found on the CDC website <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/children.html>.

During recesses students will have a designated play area that they must use. When recess ends in the morning, all students will go to their muster point and meet their teacher. Staggered entrance into the school will take place. There will be a bell at the end of the day at 3:25 p.m. to signal the end of recess and students are dismissed to go home.

We ask all students, except those in the Before and After School program, to leave at 3:25 to go home. There are currently no after school extra-curricular activities in the school or on school grounds. This change to recess times will take place from September 8th – October 9th and we will re-visit the success and impact of this change at this time.

Lunch

We ask for students to go home wherever possible. For students who require a lunch, they will be delivered to the classroom for students to take and eat at home. They can return to the school at 12:40p.m. and line up at their muster point. Students will always use their designated exit and entrance doors during the day. Therefore, parents picking up their student at lunch hour will be required to meet their child outside at their designated door.

Changes to nutrition programs

We are going to suspend our morning snack program at this time. This situation will be revisited in the future. However, for now we are asking that our students bring their own snacks for September. Food preparation will be done following the guidelines that restaurants use.

Entering the school

All students will line up outside in locations specific to their grade and teacher. These will be called muster points. There will be supervisors outside who will direct classes to enter one at a time. We will be using three different doors to enter and exit the school. There will be inside supervision to let the outside supervisor know when the next class can enter the building as well as to ensure hand sanitizing takes place upon entry.

Exiting the school

Students will be required to sanitize their hands when they exit the school. Staggered exits will take place to minimize contact with other classes.

Parking and student drop-off/pick-up

These locations have not changed. We ask the drop off in the morning be done as close to 9am as possible.

Early Registration

Early registration will take place on August 26th for new families to our division. This will take place from 9:30 - 11:30 a.m. Once class lists have been created a teacher will contact the home to let you know what class your child will be in. These calls will be made by September 4th.

Staggered start grades 1-8

Students are our number one priority. We want our students to be safe, healthy and excited to return to school and we want parents and caregivers to feel an equivalent amount of comfort with the reopening. In this current environment we need to practice new ways of being safe and happy at school. To this end our school has set up a **STAGGERED START** so that we all have an opportunity to practice and refine our new routines and procedures with the students. Staggered starts will happen between September 8 - 11. Families will receive a phone call from teachers with specific information regarding their students' staggered start times and dates.

Staggered start days will allow us to:

- reacquaint students with school again and to support safe return to school
- provide greater ability to respond to students who may be feeling overwhelmed or anxious
- practice the school plans in small manageable groups
- solidify routines and procedures with students
- reassure parents that students are getting the teaching and tools they need to be at school safely
- not overwhelm our school by having all students at school at the same time for the first few days of school

Staggered starts will begin on September 8th. Half of our families will begin on the 8th. Those families with last names starting with A - K will come on Tuesday, Sept. 8th all day and Thursday, Sept. 10th all day.

Families with last names beginning with L – Z will come Wednesday, Sept. 9th all day and Friday, Sept. 11th all day.

PreK and Kindergarten specific information

- Staggered starts will be the week of **September 8 to September 11**.
- All Pre-Kindergarten & Kindergarten students will attend ONE half day staggered start day.
- Pre-Kindergarten regular programming begins **September 14**.
- Kindergarten Monday/Wednesday/alt Friday full day programs will start **September 14**.
- Half day Kindergarten programs will start **September 14**.
- Kindergarten Tuesday/Thursday/ alt Friday full day programs will start on **September 15**
- **Our Kindergarten teacher will call parents and caregivers by Sept. 1st to confirm students' Kindergarten days.**

Storage of student materials

Lockers will not be used this year. School supplies should be minimal this fall with many supplies being stored at home. We expect that backpacks will be going home daily.

Flow of traffic through the school

Traffic decals will be placed throughout the school and students will learn and practice moving through the building. There will be signage above doorways to assist with traffic flow as well. Teachers will establish washroom routines and procedures for use during the day.

Parent/Caregiver access to school

We know that you understand that we need to minimize extra contact with other people to make sure that we can keep our students as safe as possible. All schools are attempting to minimize contact with outside visitors. Parents/caregivers must contact the main office to make an appointment if they need to come to the school. At this point, we request that this occur only if necessary. To schedule an appointment, please call 306.683.7150. The only entrance that visitors would use would be the front doors. Parents must scan the QR code and answer a health survey which will go to the school division office. **Masks must be worn by anyone entering the building.**

Extended day program (Before and After School Program)

Students will be dismissed from the program in the morning for their recess and will join their class muster point when recess ends at 9:20 a.m. At the end of the day, students will be escorted to the Before and After school program from the playground.

Hygiene

Students will be taught and expected to follow proper hygiene. This includes washing hands with soap and water for at least 20 seconds and the frequent use of hand sanitizer. Visual instructions for proper hand washing will be displayed beside every sink. Hand sanitizer will be available in all schools at all entrances and in every classroom. Students are encouraged to bring their own bottle of hand sanitizer. There will be numerous prompts to wash hands or use hand sanitizer throughout the day, such as when first entering the building, entering the classroom, or immediately before and after recess.

To support the safety of all staff and students, staff will teach and periodically reinforce the following safety precautions:

- Proper handwashing practices and routines throughout the day
- Proper mask usage and storage
- Location of sanitation stations and proper usage
- Washroom usage and safe practices
- Other hygiene practices in accordance with SPS School Reopening handbook and the [CDC website](#)

Mask usage

Grade 4-8 students are required to wear masks when appropriate physical distancing cannot be maintained.

Physical distancing will not be possible in all areas of the school despite our best efforts. Therefore, students in grades 4-8 are expected to bring a mask to school and be prepared to wear it when required.

- **Masks are recommended for prekindergarten to Grade 3 students.**
- Staff are always required to wear masks when appropriate distancing cannot be maintained.
- When physical distancing is achievable, mask breaks may occur (i.e. outdoor learning). 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](#).
- 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

We want all parents and caregivers to know that we have support available for the well-being of our students who might be struggling with the new changes that they will be experiencing in school this fall.

Our school counsellor is available to assist and support our students if needed. The counsellor will determine appropriate supports, which may include direct support and/or assisting students and families to access other services in the community.