

Lord Aylmer School



Re: Back to School – Guidelines and Procedures

August 27, 2021

Dear Parents/Guardians

We look forward to welcoming students back for the 2021-2022 school year. Like last year, staff have been working hard to welcome our children back to school and have prepared to implement safety standards and protocols with our students upon their return. Some of the procedures have been adjusted and others will still be in place from last year. All procedures meet the latest Public Health directives announced by Minister Roberge. Lord Aylmer was very successful in ensuring a zero transmission rate last year with **none of our positive cases resulting in transmissions at a school** of over 700 people. (ie: Positive cases originated outside the school and did not spread to a second person at school according to Public Health.) We were successful because of the collaboration between staff, students and parents to adhere to the safety measures we had put in place. The Lord Aylmer staff team remains committed to working hard for a safe return-to-school while also ensuring it is supportive, fun, and maintains high standards of excellence for teaching and learning in 2021-2022.

Throughout last year, staff received training and began working on strategies to help students catch up on learning that was missed due to the in-person school disruptions. We will continue to use and refine these strategies to support our students toward success.

Please read this document carefully prior to your child returning to school. It contains information you will need in the first week to ensure a smooth transition back to school. This is meant as a Lord Aylmer school-specific support to accompany the Ministry and WQSB documents that are of a more general nature. While this document does not contain every detail regarding the experiences your child will have during the school day, we have tried to include key information for you and your child.

While some of what your child will experience at school this year will be similar to last, many aspects of the school day will look, for the most part, similar to those in a regular school year. New procedures will be explained to your child on the first day and reviewed regularly. The approach by staff in the first week of last year very well. This, partnered with the preparation

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parents did with their children before the first day resulted in students adapting very quickly to any of the changes we were implementing.

Restrictions – Parents/Guardians on School Grounds

At this time, parents and guardians cannot come onto school grounds unless for daycare drop off / pick up, for special appointments with staff or for late arrival in the morning or early pick up (eg. dentist appointment) during the day. If you are coming onto school premises (for these reasons), we ask that you wear a mask or face covering while outside. If you need to enter the building to meet with someone, we will provide you with a procedural mask.

We will again ask that parents who walk their children to school please follow public health's social distancing and mask protocols, especially as they get closer to the school drop off or daycare drop off/pick up areas. While we cannot mandate it as it is off grounds, this request came from some of our parents last year and we agreed to communicate this to everyone as a reminder.

Staggered Start – First Week of School

As was the case last year, in order to ensure our students have a clear understanding of safety protocols, Lord Aylmer will have a staggered start to the 2021-2022 school year. This will enable staff to introduce and practice the procedures with smaller numbers. As always, students in Kindergarten have a specific schedule they will follow for the first days of school. Kindergarten students have a 15-minute meeting with the classroom teacher on Aug. 30th. They will then be split into 2 groups (A and B) and attend school **only** on the designated days below. On the September 2nd, all Kindergarten groups will be at school at the same time. You have already been contacted with your individual meeting time and staggered start schedule.

For students in grades 1-6, the first two days will also be staggered. Grades 1, 3 and 5 will attend on Aug. 30th. Grades 2, 4 and 6 will attend on Aug. 31st. All students (grades 1-6) will attend school on September 1st. Below is a schedule outlining the days your child is attending school during the first week.

August 30th Kindergarten 15-minute meetings
 Grade 1 Students
 Grade 3 Students
 Grade 5 Students

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Aug. 31 st	Kindergarten Group A only Grade 2 Students Grade 4 Students Grade 6 Students
Sept. 1 st	Kindergarten Group B only All Grades 1-6
Sept. 2 nd	All students (Kindergarten to Grade 6)

Bussing

You will be able to access your child's transportation information August 27th-August 29th through the parent portal (Mosaik). Please gather this information on these dates, through the PORTAL, in order to avoid delays caused by contacting the school for this information.

**The school board's transportation department has reported difficulties with some aspects of the school board's PORTAL and organization of bussing and daycare information this week. Staff at the school board are working on resolving the issue as quickly as possible. We have been advised that some of the issues may take up to 5 days to rectify.*

Bussing – COVID Measures

The busses will be back to normal capacity in terms of numbers. However, there will be assigned seating on the bus. Children from grades 1-6 will be required to wear a procedural mask while on the bus. The school will provide students with 5 masks on their first day that they can use for the week. Please do not remove these masks from the school bag as we would like to ensure they have them in the mornings. Failure to respect protocols or already established behaviour expectations will result in a suspension of bus services.

Junior Campus Drop- off Procedures (7:50 am)

Drop-off will follow the same procedures as last year. Parents will drop students off using the entrance at **Rue Barsac ONLY at the bus lanes** (not the regular parking lots). Rue Barsac is located between the Junior campus and Senior campus. There will be staff to assist the children upon arrival as **parents are not permitted in the school yard** as per Public Health directives. Students who walk to school must follow the same procedures and arrive at the bus lane location. Priority must be given to the buses and therefore, Junior campus will begin receiving students at 7:50am. **You must remain with your child until received by staff as there will be no**

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supervision available prior to 7:50am, unless enrolled in daycare. Student will play in the yard prior to the beginning of the school day. On the first days, your child's teacher will be in the school yard, ready to greet him/her. Other staff will also be available to help students find their teacher.

Masks are required for adults at drop-off and pick-up.

Though they may inconvenience or delay your morning routines, especially for the first 2 weeks until routines are developed, we appreciate your understanding of these safety measures. Student safety is our number one priority.

Senior Campus Drop-off Procedures (7:55 am)

Drop-off will follow the same procedures as last year. Parents will drop students off using the **bus lane only**. Please note that the Senior Campus bus lane is only accessible from Elizabeth Street, behind the school. Parents are to remain in their vehicles. Please ensure your child leaves the car through the passenger side of the vehicle. Please make sure your child's bag and belongings are with him/her in the car and not in a separate location in the vehicle to help with a smooth, fluent drop off. Several cars will be unloaded at a time and all vehicles will leave when the signal is given by staff. Please expect some delays in this process, especially at the start of the year. It will become more fluid with practice. There will be staff to assist the children upon arrival as **parents are not permitted in the school yard**. Students who walk to school can go directly into the school yard at the Sr. campus. Priority must be given to the buses and therefore, the Senior campus will begin unloading at 7:55am. If you arrive prior to the buses and park in the bus lane, you will be asked to move your vehicle and therefore, forfeit your place in line. Students will play in the yard prior to the beginning of the school day.

Masks are required for adults at drop-off and pick-up.

Though they may inconvenience or delay your morning routines (especially for the first 2 weeks), we appreciate your understanding of these additional safety measures. Student safety is our number one priority. **Please note, children cannot be dropped off outside of the above times as there will be no supervision available, unless you are enrolled in daycare.**

Late Arrivals

Senior Campus

Junior Campus

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It is very important that your child be on-time. If you are late, please use the parent parking area located beside the large field at the Junior Campus or front entrance at the Senior Campus. At the Junior Campus, it is important that you walk your child to the front door of the building and ring the bell. We will arrange for a staff member to meet you and ensure proper entry procedures are followed (sanitization of hands, masks, etc.). Please note, you may encounter wait times while we free up staff to meet you for drop off.

Pick-Up Procedures

Student pick-up will take place in the same area as drop off: Rue Barsac (Barsac street) at the Junior and the bus lane at the Senior. Please wait along the street and a staff member will tell you when to move forward into the bus lane, once the buses depart. Buses must be given priority in the bus lanes to facilitate a smoother departure. If any vehicle is stopped / parked in front of the busses at the Senior campus, the driver will be asked to move and therefore, forfeit the place in line. No students will be loaded into vehicles before the buses depart.

Children will remain in line and parents will follow the same procedures as morning drop off to pick up students. A staff member will welcome arriving parents at the bus lane and relay the student's name to the supervisor who will send the child.

Masks are required for adults at pick-up and drop-off.

Daycare Morning Drop-Off and Afternoon Pick-Up

Daycare morning drop-off and pick-up will take place as it always has. Parents will park in the parent parking area located beside the large field at the Junior Campus and the front entrance at the Senior Campus. Please come to the front door and ring the bell. A member of the Daycare team will greet you and your child while dropping off or radio for your child to meet you while picking. **Masks are required for adults at pick-up and drop-off.**

Daycare Information

It is extremely important that students be registered for daycare prior to Sept, 30th. After this date, parents can place their child's name on a waitlist but a place in daycare cannot be guaranteed as daycare is staffed through government funding that is dependent on Sept. 30th enrollment. Please be prepared to make external child care arrangements if you are not planning to send your child to daycare before Sept. 30th. Daycare groups will be comprised of

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students from different classrooms and those students will remain in the same daycare group throughout the year.

First Day – Welcome and Greeting by Homeroom Teachers

Your child's homeroom teacher will have contacted you (using the email provided during registration), to introduce himself/herself, prior to the first day of school. Messages may have informed you how your child can locate or identify him/her upon arrival at school (sign, colour, symbol, etc.) to ease concerns **since parents will not be allowed in the school yard**. Please pass this information on to your child. There will be many extra staff members in the yard to assist arriving students who may have forgotten the teacher's name or who had not received the initial message.

Screening for Symptoms - Before School

You will be asked to monitor your child for symptoms prior to sending him/her to school. Please refer to the document **"WQSB Symptom and Health Protocol: COVID 19 – Parent Information"** for the list of symptoms and steps to take for parents. Another good tool for parents is the document: **"Parent Follow-up Reminders - What should I do when my child has COVID-19 symptoms?"** (See Lord Aylmer website.) These have clearly outlined the symptoms to watch for and have also provided instructions to follow if your child experiences a specific symptom or combinations of COVID-19 symptoms. Children exhibiting these symptoms must remain home and can only return to school with permission from public health according to specific conditions outlined in the documents. They will also need to be symptom-free, **without symptom-reducing medication**, for 24hrs or 48hrs in the case of fever. Please note, if **anyone within your household** is experiencing a symptom, your child should not come to school. On occasion last year, parents believed the cause of the symptom(s) was not related to COVID-19 and sent their child to school only to receive a call to pick up the child, usually upon his or her arrival to school. Schools have been instructed to follow Public Health measures very strictly to ensure they reduce the chance of an outbreak at school. By working together, we can help to mitigate risk to other children and keep Lord Aylmer safe again this school year.

Symptom Screening – Staff

Before your child arrives at school, staff members will also self-screen for any symptoms of illness and overall health. If any symptom is present, they will not report to work. When they arrive at school, they will enter through designated entrances and sanitize their hands, using the sanitization stations located at every entrance.

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Other Illnesses

It should be noted that your child should not be at school if experiencing symptoms of any other contagious illnesses even if unrelated to COVID.

Symptoms: Allergies and Other Conditions

The staff must follow public health procedures and cannot make exceptions for individual cases without the accompanying medical documentation. If your child has a pre-existing condition (eg. allergies) that causes the same symptoms as COVID-19, please provide the school with a medical note explaining the symptoms that accompany the pre-existing condition. Those who have already provided a medical note last year will not be required to do so.

Child Exhibiting Symptoms While at School

A child exhibiting any symptoms of COVID-19, will immediately be accompanied from the class to the isolation room. The staff member will put on additional PPE and follow the public health instructions for isolation at school. Parents/guardians will be contacted immediately to pick up the child. Siblings and adults living in the same home will need to immediately isolate at home as well. Parents will be required to call public health to advise of the situation. If the weather permits, the isolation may take place outside while awaiting parents/guardians.

We ask that parents/guardians be available to pick up their child within 30 minutes or pre-arrange for emergency contacts to be available to do so. We must pull staff from support positions to stay with children who are in isolation. While we understand making unexpected changes to a parents' day will be disruptive and highly inconvenient, any delay in arriving to pick up a child with symptoms increases the exposure time and possibility of infecting staff or other children. It also removes staff from their regular assigned duties. Your cooperation is greatly appreciated.

Teacher/Class Groupings

Specialists (FSL, Drama, Music, Art) will go to your child's homeroom to teach their subjects, rather than having the children travel to their classes. Students at the Senior campus who are in the French immersion program will rotate between their English and French teachers on alternating days.

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Recess

Your child will continue to have the same number and length of recess periods during the day. There will be a morning, lunch and afternoon recess. During these times, students will be assigned a play area based on their grade. Students will be permitted to socialize and play together within their grade levels, without social distance restrictions, while outdoors. The play structure area is requiring some repairs and therefore will not be used until the repairs can be made. We will rotate the play zones so children can play in different areas of the yard.

For recess, students will sanitize their hands before leaving the classroom and proceed to their designated exit. Masks can be removed after students exit and are 2m from the door. Upon re-entry, students will re-apply their mask and sanitize their hands as they enter.

Social Distancing

Students are not required to social distance from one another while at school.

Masks

Students from grades 1-6 will be required to wear masks while in class and in all common areas (hallways, washrooms, entrance ways, etc.) within the school. The same apply to daycare and busses. While in physical education classes, or engaged in physical activity, students may remove their masks while in the gym. Kindergarten students are not required to wear a mask. Students will be provided the masks while at school. Please send your child to school with a bag or container to safely store the mask while not in use.

Common Areas

As mentioned above, Teacher Specialists (Drama, Music, French, Art, PE) will move from class to class. Children in cycle 2 and 3 in our French Immersion program will rotate classrooms on alternating days as usual. Physical education will be help outdoors as much as possible. The Junior Campus gymnasium is under construction right now so all classes will be help outdoors. Please ensure your child has proper footwear for Physical Education.

Teaching your Child about Social Distancing and the Prevention of Contagion

It will be very important for you as parents/guardians to start teaching your child now about the importance of various preventative measures such as proper hand washing, coughing or sneezing into one's elbow and not sharing items with others, etc. Please see the parent resources in the appendices section to assist you in this training.

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Personal Protective Equipment (PPE)

Adults may be wearing safety goggles, masks, (gowns) and gloves so children should be made aware of this prior to arriving.

Items That Can Be Brought to School

In order to limit the potential for contagion, there are restrictions on items that can be brought to school. A school bag is permitted as are school supplies (eg. pens, pencils, erasers, sharpeners, colouring pencils/crayons, a glue stick, ruler, etc.). These items will remain at the school and will not be shared. Please ensure your child also has a filled reusable water bottle and a packed lunch. Your child will need a change of clothing to be kept at school. Indoor shoes should be brought on the first day and will remain at school. Please ensure a raincoat is packed into the school bag for afternoon pickup in case of inclement weather (students may be waiting outside in the rain). Students will not be permitted to bring toys, cards or devices from home but will be allowed to bring a book or other reading material. Please clearly label items as our Lost and Found items will be cleared and donated to local agencies (or those in need) on a regular basis.

Lunch and Lunch Recess

Please send your child with a filled water bottle (refillable), a lunch and enough snacks for the day, in containers he/she can independently open. The refillable water bottle is important as there will be no use of the water fountains. Water jugs will be available in class for your child to refill his/her bottle. If your child is in daycare, please send an extra after-school snack.

There will be food delivery services from Mazzola for this school year and our amazing Home and School will be offering Subway and Pizza lunches on Fridays. As usual, food sharing is not allowed outside of the above-mentioned services for safety reasons (COVID and allergies).

Subjects That Will Be Taught

All subjects will be taught and normal subject-time allocation will be followed. Lessons will consist of review and the teaching of new material. As always, our dedicated staff will work to fill in gaps in learning that may have occurred due to the school closures and increased absences last year and the previous one. Assessment and evaluation procedures at school will continue as they have prior to COVID-19 restrictions. End-of-year examinations will take place but the year will consist of two terms instead of three and the end-of-year exam weighting has been adjusted as well.

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Behaviour Expectations

At Lord Aylmer, we have very high expectations for behaviour, especially where safety is concerned. As various safety measures are in place to ensure greater levels of safety for staff and students, they need to be followed by everyone in the building on school property and on the busses. Students choosing not to comply with COVID protocol or existing behavior expectations from the Code of Conduct, will be subject to the consequences outlined in that document, which may include being sent home. There will be no tolerance for behaviour that endangers the safety of others. The administration team, teachers and all staff will be very clear about the expectations as well as the consequences for not adhering to the rules in place. Please note, forgetting wear your mask or going out the wrong exit by accident, is not what is being described here. We are asking that parents/guardians also help to clarify the seriousness of the procedures and expectations we have outlined as well as the consequences if students do not abide by them. Ensuring everyone remains safe and healthy is the responsibility of the entire school community. Safety must be our priority.

Response to a Positive Case of COVID-19

If a positive case is reported for a student or member of staff, an extensive contact tracing investigation will take place, led by Public Health officials. Afterwards, we will follow their directives regarding isolation of the infected person, contacts, family members, and communication about the case to our parent community. As we receive updated information from Public Health, we will share with you throughout the year.

Cleaning

Lord Aylmer School usually has a full-time caretaker during the day who serves both campuses. At night, we have caretaker for each campus. The WQSB has provided additional cleaning support for this upcoming year due to the COVID-19 situation and we are happy to share that each campus will have its own caretaker during the day and at night. A focus of the cleaning will be on high contact points such as doorknobs, desks, chairs, handles, toilet handles, phone receivers, faucets and counter tops. A rigorous cleaning schedule has been developed by the WQSB in accordance with provincial guidelines for disinfecting, specifically for COVID-19.

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General Information

- If you need to speak with someone in the office/school, please email or call. There will be limited face-to-face communication.
- Bus transportation information will be provided on August 26th and 27th through the parent portal (Mosaik).

While this document does not include every procedure we have put in place for the 2021-2022 school year, we hope it answers your questions regarding the first days of school as well as the preparations in place to reduce the risk of infection for our students and staff.

As previously stated, some of our procedures will change throughout the year. Any major changes will be communicated to you through REMIND notifications. If you have any questions, concerns or suggestions, please do not hesitate to contact us. Thank you for your attention to these matters.

Respectfully,

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