

Win Ferguson School Re-Entry Plan

2020 - 2021

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

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.

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

The staggered entry allows children and families to ease into school, which is particularly important this year. It also allows teachers to explain the new routine and health and safety measures before a full restart takes place.

- Between September 1-4, children attend school in small groups - 10 children or less.
- All families will receive a staggered-entry schedule

Arriving at School

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

NOTE: The COVID-19 Screening Questionnaire is constantly evolving as more research about COVID-19 becomes available. Regularly refer to the online questionnaire to ensure the most up-to-date version.

Adults bringing students to school will be asked to stay in their vehicle or outside the school, and to maintain a safe physical distance between themselves and others. Those who need to enter the school **must call in advance to book an appointment with the school office.**

Parents and guardians of children who have complex needs and require support to enter the building should contact their school office before the first day of classes. We will work with you to develop a plan that is safe for both students and staff.

- Staff will be outside on supervision starting at 8:15 each morning.
- Staff will direct students to an identified waiting area for each class, located near their entry & exit doors.
- 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.

- **For both before and after school, playground use will not be permitted, even with parent supervision.**
- All students must wear masks while waiting in their line if proper social distancing is not possible.
- All students must have masks ready to put on upon entry into the school.
- When a student is late for school, they will be required to use the main front entrance.
- 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.

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

Our intent at WIn Ferguson is to distribute 2 masks per student 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.**

As per 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’s recommended students wear a face shield in order to provide some protection.

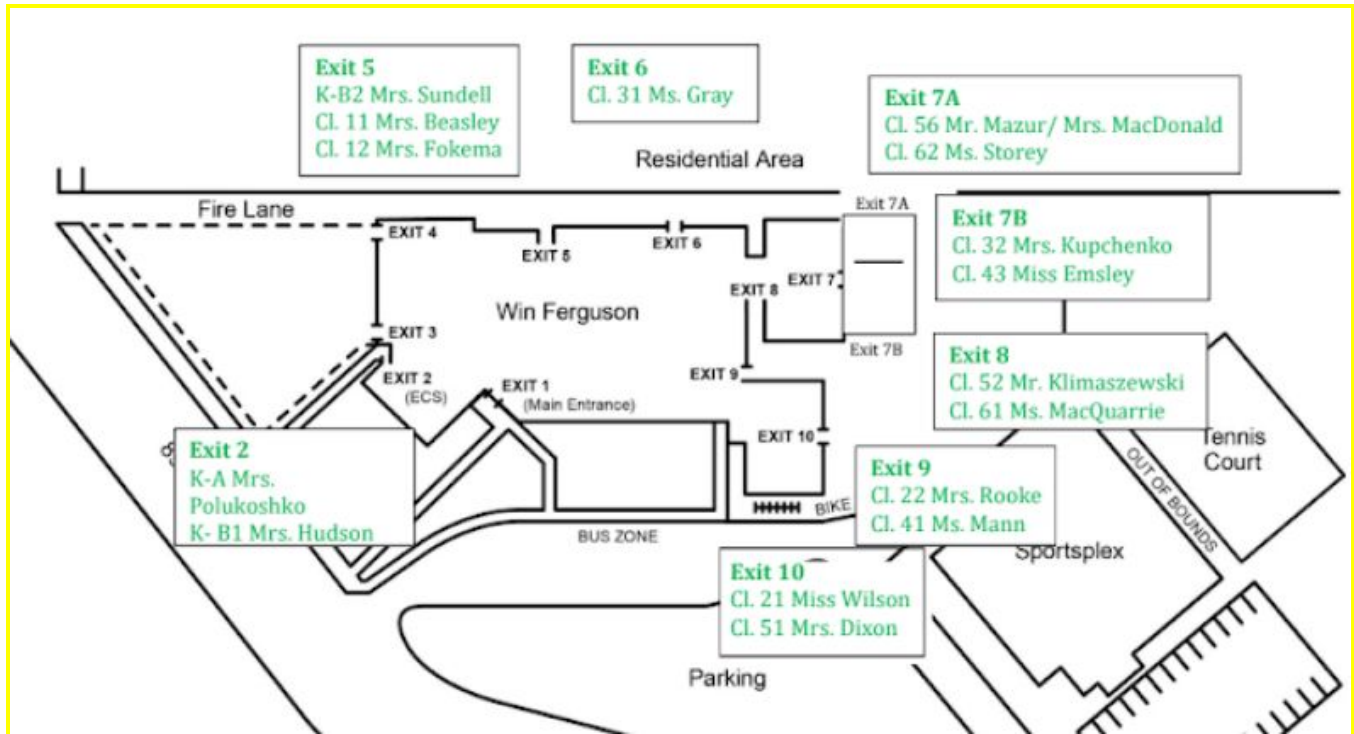
Assigned Entrance and Exit Doors

- 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 bell (8:25 a.m.) and dismissal bell (3:12 p.m.) times remain the same.

Class cohort doors are assigned as follows:

Exit 2	Kindergarten A Kindergarten B1	Mrs. Polukoshko Mrs. Hudson
Exit 5	Kindergarten B2 Class 11 Class 12	Mrs. Sundell Mrs. Beasley Mrs. Fokema
Exit 6	Class 31	Ms. Gray
Exit 7A	Class 56 Class 62	Mrs. MacDonald / Mr. Mazur Ms. Storey

Exit 7B	Class 32 Class 42	Mrs. Kupchenko Miss. Emsley
Exit 8	Class 52 Class 61	Mr. Klimaszewski Ms. MacQuarrie
Exit 9	Class 22 Class 41	Mrs. Rooke Ms. Mann
Exit 10	Class 21 Class 51	Ms. Wilson Mrs. Dixon



Hand Hygiene Protocols

- Hand sanitizer will be available near 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.

- 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.

School Supplies

Our school Supply Lists can be found on our [school website](#) when you click on Parent Info. Please also consider sending the recommended school supplies from the [EIPS School Re-Entry Plan \(page 13\)](#), specifically tissues, masks and a labeled water bottle.

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

As Win Ferguson has no touch water bottle fillers, it is strongly recommended that students bring a labelled, refillable water bottle to school, as **regular water fountains will not be in use**.

Dismissal

- Dismissal times 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 at dismissal time in order to minimize the number of students in the hallway.
- Staff will incorporate routines for traffic flow at the end of the day.
- Students in grades K-6 must wear masks and apply hand sanitizer as they exit the school.
- **For both before and after school, playground use will not be permitted, even with parent supervision.**
- It is very important that students and families do not gather outside after school and vacate school premises as quickly as possible.

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 children, 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 15 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.

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 780-998-1441 to work out a solution.**

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.
- 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.
- Please send lunch items that students can open easily by themselves to minimize the need for close contact between students and staff.
- There will be **no recycling program**, so students will be directed to take any recyclable containers home with them.

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 non-essential visits 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 to book an appointment**. 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 any of the questions cannot enter the building.

Families who are contacted to pick up a sick child can come to the school 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: **780-998-1441**.
- **Essential visitors will be required to sanitize their hands, sign the visitor log, practice social distancing and wear a mask.** 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 isn't 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

Library/Learning Commons

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/Exit Dates (between in-school and out-of-school learning)

Students enrolled in in-school classes have the ability to change to out-of-school learning at any time during the school year. Please contact school administration at 780-998-1441 if you would like to make this change.

However, students enrolled in out-of-school learning can only change to in-school classes at key points during the school year, as listed below. If you would like to make this change, please contact Win Ferguson **at least two weeks before the indicated dates** to make the necessary arrangements.

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 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/PTA Meetings

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 Monday, September 21, 2020 at 6:45 p.m. Further information will be posted to our website at www.winferguson.ca closer to the date.