



Holy Spirit Catholic Elementary School

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Dear Parent(s)/Guardian(s),

Welcome to the 2020-2021 school year. I would like to begin by thanking our parent community for their patience as we navigate the start-up of a very unique year. Below are details of our back to school re-entry plan that is consistent with the directives set out by the York Region Public Health Department, while respecting social norms. Risk mitigation will involve a three-tiered approach that includes **physical distancing, hand and respiratory hygiene, and, non-medical mask-wearing**. This plan will change throughout the year but will help us to transition smoothly to both face to face and remote learning. The smooth transition to a new academic year is only made possible thanks to the collaborative efforts of students, parents, and staff.

Please continue to check your email for school updates and visit our school website. You can also visit this link for the [YCDSB Re-Entry Plan](#).

Yours in Catholic Education,

Mr. A. Modica

Principal

Holy Spirit CES Re-Entry Plan 2020-2021

Elementary Start Dates

Thurs. September 10	Fri. September 11	Mon. September 14	Tues. September 15
Grades 1 to 3	All FDK Students	Grades 7 and 8 Including Grade 6/7	Grades 4 to 6 Including Grade 3/4

Each grade will start on their day and continue every day thereafter

First Day of School

To avoid large gatherings and crowds, we have staggered the entrance of all of our students. Further communication regarding class placement will be sent out next week the evening before the staggered entry date of each student.

Due to the number of returning students, our school has had to create many split grades. If your child is in a 3/4 class they will begin with Junior students on September 15th. If your child is in a 6/7 class, they will begin with the Intermediate classes on September 14th. The office will notify the parents of these students early next week.

Before Arriving at School

Parents with young children are encouraged to review the following video on returning to school during Covid-19: <https://vimeo.com/449324526?ref=em-share>

Parents/guardians/students are responsible to review and adhere to the [checklist](#) from York Region Public Health which is also posted on our entrances and exits.

Any student experiencing Covid-19 symptoms **must** remain home. The use of a mask is not an acceptable alternative.

Kiss and Ride



Our brand new Kiss and Ride and Bus Loop have been completed. Please remember that the Kiss and Ride is not a parking lot. Should you wish to park and drop off your students, there are a limited number of parking spaces available at the front of the school.

If you have a low profile car, please stop a safe distance away from the curb to ensure your door opens safely. Please do not block the bus loop (indicated with a white x), as buses will need to exit as part of their scheduled day.

How Does The Kiss and Ride Work?

We have installed a Kiss and Ride to avoid the number of students walking in-between/behind parked and moving cars. Simply wait for your turn to drive up without blocking the bus loop exit. When pulling up to the Kiss and Ride area simply stop at the available spot and have the student exit the car with their belongings on the right-hand side of your vehicle. Once the student is a safe distance away, ensure it is safe and pull out of the Kiss and Ride to exit the area.

If you do not feel comfortable at this time using the Kiss and Ride, please park in a parking spot. If there are no parking spots available, please park on the street (by-law permitting) and safely walk your child to school.

Kindergarten Entry

- Kindergarten students will begin school on Friday, September 11th.
- Students can be dropped off at the gate of the kindergarten pen and their teacher, ECE and support staff will welcome them and bring them into their classroom.
- Once parents and caregivers drop off their children, we ask kindly that you immediately leave the area.
- All parents/caregivers coming to the school are asked to wear masks on school property.
- This will be the morning drop off routine each day
- School begins at 8:25 am and supervision begins at 8:10 am

Grades 1 to 8 Entry

- Our Grade 1-8 students will use a *free entry* system on their staggered entry date.
- Please arrive as close to 8:25 am (bell time) as possible.
- Parents will walk their children to the school yard where staff will be there to greet students in through their assigned doors to their classes
- We kindly ask that parents and caregivers immediately leave the area after dropping off their child/children.
- All parents/caregivers coming to the school are asked to wear masks on school property; parents are not to congregate at the doors, yard, or gate.
- Teachers will not come outside in the morning, they will be meeting students in their classes.
- On the first day of school, teachers will show their students where and how to line up in the morning and for recesses, and provide instruction on physical distancing measures.
- Following their staggered entry date, the students will then line-up for recess in their designated lines to enter the building.

Visitors

Parents should avoid entering the school yard on the first day of school. Please walk your child (one adult per family) to their yard if needed.

No visitors are permitted to enter the building without authorization from the Principal or Secretary based on a pre-arranged date and time.

Furthermore, should students be late to school, please have them wait in the foyer, and remind them to maintain physical distancing before entering. Parents should still not be entering the school. Appropriate arrangements will be made to ensure they safely arrive to class.

Any visitors to our school must complete a Covid-19 self-assessment before entering. They must sanitize their hands upon entry, wear a mask at all times, maintain physical distance, and wait in the main foyer to be called into the office. All permitted visitors must sign-in and sign-out for contact tracing purposes.

Programs and Volunteers

Currently, we will not be running any Hot Lunch or volunteer programs. This includes our milk program. If this changes in the future, we will communicate that through email.

Our healthy snack program is also currently on hold as we re-evaluate how to continue the program in a safe manner for our staff and students.

Indoor Shoes

Kindergarten students are permitted to bring indoor shoes and a change of clothes in a bag (labeled with your child's name). These personal items will be stored in a dedicated space for use by that student only and accessed by the Kindergarten Teacher and/or ECE after following proper hand washing procedures.

All other grades will not be required to wear indoor shoes at this time as we continue to work on a plan to safely store and access the materials. This may change in the near future.

Medical Forms

If your child/children have medical needs such as an anaphylactic allergy or require the use of prescription or non-prescription medication, please visit our school website to download and fill out the forms prior to the start of school: <https://hst.ycdsb.ca/>

Safe Arrival

Please continue to use our Safe Arrival System to report absences and lates. Before bell time for the current day please call **1-855-865-7862** or online at <https://go.schoolmessenger.com>

Secondly, please ensure that you have a pick-up plan in place in the event that your child is not feeling well and needs to be picked up.

Exit and Entry

Students will continue to exit from their usual entrance doors. Our hallways now have directional arrows and signs to ensure minimal face to face contact and to guide all individuals in a unidirectional path.

Where possible stairways will be designated for directionality: up or down. All of our staff and students are to maintain physical distance as they enter, move through, and exit the building. Staff will accompany their class in and out of the building as well as stagger their entry and exit.

Recess

Students will **not** be wearing their masks while outdoors as directed by YRPH. Recess will continue to occur under teacher supervision. Students will be encouraged to stay in their cohorts whenever possible and must stay in their designated divisional area.

Upon returning to the classroom, students will wash/sanitize their hands and put their mask back on. Teachers will be reviewing yard areas as well as proper mask etiquette with all students upon their return to school.

Recess will also be staggered. The entire school population will be divided into two cohorts. Cohort A will be going outside for recess in the morning, while Cohort B will have indoor procedures. In the afternoon, the two cohorts will switch. Teachers are also encouraged to have DPA outside when possible.

All Kindergarten recesses will also be staggered.

Lunch

Students will eat their lunch at their own desk and all food/drinks/snacks must be brought from home, respecting our safe school allergy policy as we are an allergy-safe school. Students are not to share food, utensils, or drinks and must sanitize their hands before eating.

Parents are **not** to drop off lunches for their children as per the YCDSB re-entry plan policy. Any parents/guardians who pick up their child for lunch are asked to keep their student home for the rest of the day. **Students that go home for lunch will be asked not to return in the afternoon.**

Lunch Recess will also be staggered:

	Cohort A	Cohort B
11:20 am - 11:40 am	Indoor Recess To Eat Lunch	Outdoor Recess
11:40 am - 12:00 pm	Indoor Recess	Indoor Recess To Eat Lunch
12:00 pm - 12:20 pm	Outdoor Recess	Indoor Recess

All proper hand washing/sanitizing will take place before eating as well as entering and exiting the building.

Staggered Dismissal

- FDK and Grades 1, 2, 3 will begin their dismissal 15 minutes early at 2:40 pm.
- Grades 4, 5, 6 – will begin their dismissal at 2:50 p.m.
- Grades 7 and 8 – will be dismissed at bell time - 2:55 p.m.

Suggested September Materials

- A refillable water bottle to be used at our water filling stations (fountains are closed)
- Students are asked to bring a lunch and 2 snacks from home with them in the morning.
- Personal school supplies such as pencils, pens, markers, erasers, scissors, pencil sharpener, glue, pencil case, pencil crayons, ruler, etc...
- **1-2 non-medical grade masks (mandatory grades 4-8)** together with a paper or cloth bag to store it in. It can also be stored in a fanny pack. Extra masks are available at school should the mask become damaged or soiled.
- Teachers will communicate to their classes should there be other items needed in a class letter

Water Bottles

This summer with the support of our Catholic School Council, we were able to purchase and install 2 water bottle filling stations for students. One is located across from Room 109 and the other is located across from Room 205. Students must bring a refillable water bottle to school. The filling stations can be used to refill their bottles throughout the day.

Washrooms

A maximum occupancy has been determined for the washrooms located throughout the building. The capacity will be indicated by a large sign.

Students will be given a small, coloured tag by their classroom teacher that they will identify with their name and grade that they hang on a hook before entering. If no hook is available, the student will wait outside of the washroom at a predetermined spot, identified with tape on the wall. The student enters when a hook becomes available and a student exits. Some stalls and urinals will be closed off to ensure physical distancing.

All hand dryers are turned off and students will be using newly installed paper towel dispensers. This tag can then be conveniently hung on a hook located in front of the entrance to the washroom. Once the hooks are full, students are asked to wait in line, until a student exits.

Teachers have been encouraged to set schedules for their classes to use the washrooms, but we realize that these times may not always be convenient for students.

Classroom Set-Up

Teachers have worked diligently to set up classroom desks to maximize physical distancing in their classrooms. Each student will sit at an assigned desk. There are no mats or rugs in the classroom.

Music Classes

Our music classes will meet the overall expectations without the use of instruments at this time. All choir practices and performances are cancelled until further notice.

Physical Education Classes

Our Physical Education classes will continue if physical distance can be attained. Outdoor classes are also encouraged. All close contact sports will be cancelled until further notice. Any shared equipment will be disinfected regularly and students will be encouraged to follow proper hand hygiene both before and after class. Change room spaces are off-limits at this time.

Provincial Standardized Testing

There will not be an EQAO assessment for Grade 3 or Grade 6 this year.

Students with IEP's

Students with Individual Education Plans will continue to receive support. All students integrated into a regular classroom and will receive instruction/support virtually and if needed in-person. Educational Assistants and Educational Intervenors will also be working with students on alternative programming.

Transportation

Students who are receiving transportation will have a seating plan to follow when riding the bus. Where possible, students of the same households will share a seat. Students in grades 4 to 8 are asked to wear their mask at all times while on the bus or they will not be allowed to enter onto the bus. Our younger students will be encouraged to wear a mask. Lastly, buses will be sanitized by the operator after every run for high touch-points.

Managing Symptoms

If a student develops symptoms of COVID-19, the school will follow the protocol provided by York Region Public Health. We will contact the student's parent or caregiver to pick up the child immediately and recommend that they take the student to the nearest COVID-19 Assessment Centre or to their medical practitioner.

In these cases, students will be isolated in a prearranged sick room until a parent/ guardian can pick them up. If a student is ordered to quarantine by York Region Public Health, the student **would not** switch to remote learning, they would be provided with work by their classroom teacher.

For more information, please read the Province of Ontario's [COVID-19 Guidance: School Outbreak Management](#) document.

Technology

Any devices will be cleaned between uses using a board-approved cleaning solution.

For students who have borrowed school technology and are returning to Face to Face learning, we kindly ask that you return your Chromebook in the bag it was loaned out to you in. These can be returned on your child's first day of school. If you are working remotely and still require your device, please continue to use it, as the Chromebook information will be maintained in our database.

Students can also bring their own device to school. Please review our digital discipleship policy: [Digital Discipleship Student Use of Technology](#). The school will not be responsible for any damaged or lost items, they will be the responsibility of the student.

Remote Learning

For our families who have selected remote learning as their method of instruction, information will be shared with you shortly. As class lists for online learning are finalized and staffing completed, the Board and online school administrators will be reaching out to families with instructions for the start of school.

For those learning remotely, please remember that you can always access support at <http://help.ycdsb.ca/vle>.

**Thank you for your cooperation and support as we work together
to keep our children safe.**