



Holy Spirit Catholic Elementary School

315 Stone Road, Aurora, ON L4G 6Y7
Telephone: (905) 713-6813 • Fax: (905) 713-6744

Dear Parent(s)/Guardian(s),

As our staggered entry dates continue, it is great to see all of our returning students. I am also excited for our remote learners who will be continuing their educational journey virtually beginning this week. I have attached our re-entry plan below in case you would like to review it. Our plan involves a three-tiered approach that includes **physical distancing, hand and respiratory hygiene, and non-medical mask-wearing**. We continue to look forward to successfully welcoming our students back to Holy Spirit both in-person and online.

Kiss and Ride Reminder

A friendly reminder that our Kiss and Ride area is not for parking. It is for stopping to let students out of the car to make their way to the main entrance or playground. Only with your cooperation can our Kiss and Ride run smoothly to ensure that everyone has an opportunity to safely drop-off our students at school in the morning.

Bus Seating Plan Update

Each school bus will have a seating plan. Our staff currently reviews the seating plan every evening before the bus departs from school. As the seating plan is solidified (as updates continue to be uploaded to our system), we will send parents an email indicating their child's seat.

Visitors

As outlined in our re-entry plan below, there are no visitors allowed in the school as per the policies set out by York Region Public Health. For the safety of our students, we ask that there be no visitors in the school unless a pre-arranged appointment is made. When ringing the buzzer at our main entrance, please wait in the foyer and someone will be with you as soon as possible.

Health Monitor Update

Holy Spirit CES will have a health monitor to supervise our isolation room. As you know from our re-entry plan, students who are exhibiting symptoms of Covid-19 or are feeling ill will be met by our health monitor in the hallway. The health monitor will be wearing PPE and will escort and stay with them in our isolation room (Conference Room).

Before and After Care Information

If you are dropping off or picking up students from the Among Friends Before and After School Care Program, please use the buzzer system located next to the staff parking lot and not the main entrance. A reminder that parents/guardians must remain outside to pick up their child.

There are times when the students are playing outside and a sign will be placed on the door indicating that parents can pick them up from the Primary Yard. Thank you for your cooperation.

Agendas

This year we have purchased agendas through a new company. They have arrived and will be distributed to students in their classrooms by the end of the week. We kindly ask that parents please submit a cheque for \$7.00 payable to Holy Spirit CES in a sealed ziplock bag, labelled with your child's name and teacher. If your child is working remotely and you would like an agenda to help keep them organized please contact the school through email at hst@ycdsb.ca

Emergency Forms & Technology Forms

Emergency forms will go home with students on their first day of school. Please review the forms and update any information that will be needed by the school. We have also sent home Technology forms. Should your child wish to bring their own device to school, there is a form that needs to be signed and returned before they will be able to do so. Please know that if a student is choosing the "Bring Your Own Device" option, then they are responsible for the device should it be lost and/or damaged

Staggered Dismissal

A friendly reminder of our staggered dismissal times.

- FDK and Grades 1, 2, 3 will begin their dismissal 15 minutes early at 2:40 pm.
 - FDK will exit from the Kindergarten Yard
 - Primary students can be picked up from the Primary Yard, we ask that you stay along the edge of the field so that students and teachers can see you more clearly
- Grades 4, 5, 6 – will begin their dismissal at 2:50 p.m.
 - Juniors students will exit from the Intermediate Doors
- Grades 7 and 8 – will be dismissed at bell time at 2:55 p.m. from the Intermediate doors

Elementary Start Dates Continue

| Mon. September 14 | Tues. September 15 |
|---------------------------------------|--------------------------------------|
| 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

Remote Students Technology Survey

Previously, a communication was sent regarding a survey on the needs of students who will be working remotely as part of a virtual learning environment. The last date to complete the survey is Monday, September 14th. As Chromebooks are returned to the school, they will be catalogued and disinfected so that they can be redistributed. If you did not have an opportunity

to complete the survey, please click on this link to complete it by the deadline: [Holy Spirit Re-Entry Survey For Remote Learners](#)

Revised Remote Elementary Start Dates

Please note the following revised start dates now in place for our online learners,

| Mon. September 14 | Tues. September 15 | Wed. September 16 |
|-------------------|----------------------------|-------------------|
| All FDK Students | Grades 1-3 & Grades 4 to 6 | Grades 7 and 8 |

YCDSB Re-Entry Dates

As per the YCDSB Re-entry plan, if at any time, those choosing to return to school find themselves in particular circumstances necessitating a switch to distance/remote learning, **a wait time to be accommodated should be expected.** The re-entry plan dates for elementary schools are:

- November 16th, 2020 (After Progress Reports) - parents must notify the school administrator by November 1, 2020 of their request to have their child(ren) return to school
- February 2, 2021 (After First Term) - parents must notify the school administrator by January 25, 2021 of their decision to have their child(ren) return to school
- March 22, 2021 (After March Break)- parents must notify the school administrator by March 5, 2021 of their decision to have their child(ren) return to school

Please indicate your desire or need to switch for the first entry date before November 1st in an email to: anthony.modica@ycdsb.ca

Yours in Catholic Education,

Mr. A. Modica

Principal

Holy Spirit CES Re-Entry Plan

2020-2021

Elementary Start Dates

Thursday, September 10th: Grades 1, 2 and 3 start and continue everyday thereafter

Friday, September 11th: FDK start and continue everyday thereafter

Monday, September 14th: Grade 7 and 8 start and continue everyday thereafter

Tuesday, September 15th: Grades 4, 5 and 6 start and continue everyday thereafter.

First Day of School

Further communication regarding class placement, classroom numbers as well more details on the drop-off location for the first day of school will be sent out next week. In order to avoid large gatherings and crowds, we have staggered the entrance of all of our students. Due to the number of returning students, our school has been asked 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.

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 It Work?

Answer: 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.

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. 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

Medical forms will be available on our website. If you child/children have medical needs (anaphylactic allergy, diabetes, use of non-prescription medication), those forms can be found on the main page of our school website at

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 and it 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.

Lunch

Students will eat their lunch at their own desk and all food/drinks/snack must be brought from home, respecting our safe schools allergy policy as we are an allergy safe school. Student 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 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 | 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, markers, eraser, pencil case, pencil crayons, ruler, etc...
- A non-medical grade mask (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

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.

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 located across from Room 109 and the other 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.

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, but outdoor classes have been encouraged. All close contact sports will be cancelled until further notice. Any shared equipment will be disinfected regularly and student 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 Grade3 or Grade 6 this year.

Students with IEP's

Students with Individual Education Plan's 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

Parents of students who are receiving transportation will be e-mailed a seating plan which is to be followed in the morning and afternoon. Please discuss the seating plan with your child/children to avoid any confusion when entering the bus. Where possible, students of the same households will share a seat. Students in grade 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 contact the student's parent or caregiver to pick up the child immediately and ask them to bring the child to the nearest COVID-19 Assessment Centre.

In these cases, students will be isolated in a prearranged sick room until a parent/ guardian can pick them up.

Technology

Any devices will be cleaned between use 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 on your 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 records.

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

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.

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