

# École College Park School

## Reopening Plan

### Fall 2020



Dear École College Park School Families:

We hope that this letter finds you and your family safe and well! We also hope that you were able to enjoy our sunny Saskatoon summer and that you are ready to return to learning in September. This is a very unusual start to the school year and we know you may have questions and concerns about what school will look like at École College Park School. We hope the information contained in this plan will provide you with clarity and the assurance that we will do the best we can to keep students, staff and our community as safe as possible.

The school will be contacting each family over the next few days to welcome you back, ease your concerns and inquire about your plans for returning to school. You can expect these calls to occur between August 25th - August 28th.

Follow-up calls providing your child's staggered start date, class muster point, school supplies to bring for the first week and other details will be happening during the week of September 1st - 4th.

#### **Parent and Caregiver Reopening Handbook**

Please refer to the [Parent & Caregiver Reopening Handbook](#) for general information on the 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 & Caregiver Handbook will be adhered to by our school. The following information represents our school specific plan for a safe return to school at École College Park School. Please note that the plan is subject to change at any time based on direction from Saskatchewan's Chief Medical Health Officer. Changes will be communicated as they occur.

## Safety Precautions

It is important to do a health check with your child each time you are sending him/her to school. It is vital to keep sick children home if they present any of the symptoms outlined in the Parent & Caregiver Handbook. If your child is sick, please contact the front office to inform us of the absence.

Anyone needing to visit the school must complete the visitor health check questionnaire. This can be found using a QR code survey which is posted on our school's front door. If you require a paper copy, you can call the front office and one will be brought to you. Upon entering the school, visitors must sanitize their hands and use a mask. If a visitor requires a mask, one will be provided at the front office.

École College Park School has a designated isolation room located next to the gym. This area is a safe place for a child showing any symptoms to remain until parents can pick them up. This area will be kept closed and school staff will not enter unless necessary. Anyone entering the room will wear a mask and practice safe physical distancing. Gloves and masks will be worn when staff are dealing with a sick student in the isolation room and are not able to maintain distancing.



## School Day Schedule

8:45	Supervision Starts
9:00 9:05	Student Entry #1 (assigned by cohort) - Students wait at class muster point to enter Student Entry #2 (Assigned by cohort) - Students wait at class muster point to enter
Times TBA based on play zones	Staggered Recesses (Assigned by cohort)
11:55-12:20 12:25-12:45	½ student population eats; ½ student population plays* ½ student population eats; ½ student population plays*
Times TBA based on play zones	Staggered Recesses (Assigned by cohort)
3:30 3:35	Student Exit #1 (Assigned by cohort) - Students will exit from assigned door and proceed to family pick-up location Student Exit #2 (Assigned by cohort) - Students will exit from assigned door and proceed to family pick-up location

\*Cohorts will be assigned in such a way to have half of all students eating while the second half plays. Then the second half of students will eat while the first half plays. This will be assigned based on cohorts and play zones.

## Recess

Our recess schedule will be created to limit the number of student contacts. Classrooms will be paired up into cohorts. A cohort (consisting of two classes) will go out for recess with one of the two classroom teachers assigned to that group. Cohorts will sign up for a recess time to ensure cohorts remain in separate play zones. Students will always remain with their assigned cohort for recesses. Each cohort will have a designated doorway for entry and exit at recess: this is the same door used at the beginning and end of the day and at lunch. Each cohort will also be assigned a play zone. These include:



**Kindergarten to Grade 5/6 - Small play structure, east field, junior tarmac**

**Grades 6-8 - Large play structure, west field, senior tarmac**

Before and after each recess, students will be directed to sanitize their hands. Teachers will have predetermined routines to guide this process. Sanitization will occur prior to resuming any in-class learning activities.

## Lunch

We ask that students go home for lunch whenever possible. Having fewer students at school during lunch decreases traffic and improves student safety. Further, this allows for better physical distancing while students eat.

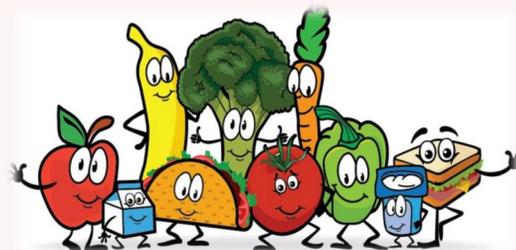
Students leaving for lunch must exit from their typical cohort-assigned door. Students being picked up for lunch should proceed to a designated family meeting place for pick-up. Kindergarten and primary grade pick-ups at lunch time should occur in front of the school. Older students should be picked up further away from the school to prevent traffic congestion on Harrington Street.

Our lunch schedule has been designed to limit the number of student contacts. Students will eat in their classrooms and eat and play according to a school-wide safety schedule. Cohorts will be assigned to either “eat first” or “play first”, and then do the opposite for the second half of the lunch period. Just like recess, each cohort will enter and exit from their cohort-assigned doorway. Students going outside for lunch recess will play on the same designated play zones as recess. These are:

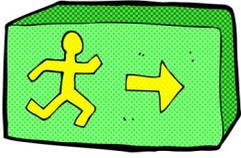
**Kindergarten to Grade 5/6 - Small play structure, east field, junior tarmac**

**Grades 6-8 - Large play structure, west field, senior tarmac**

Before and after lunch, students will be directed to clean and sanitize their eating space. They will also be directed to sanitize their hands. Teachers will have predetermined classroom routines to guide this process. Sanitization will occur prior to resuming any in-class learning activities.



## Entering the School



At the beginning of the day, students will wait outside the school before entering the building. Students will meet at their class muster point designated by the classroom teacher. The class will meet at this same place every day when the bell rings to keep entry into the school organized and distanced. Classes will enter by their cohort-assigned doorway.

Families will learn about the teacher meeting students and the class muster point for entering the school during the second round of family calling the week of September 1st - 4th.

## Exiting the School



Students will exit the school from their cohort-assigned doorway. Exiting the school will be staggered to ensure doorways remain clear and physical distancing is maintained. Students being picked up after school should proceed to a designated family meeting place for pick-up. Kindergarten and primary grade pick-ups should occur in front of the school, but not in the bus lane. Older students should be picked up further away from the school to prevent traffic congestion on Harrington Street.

## Bussing

When students arrive by bus to school, they should proceed to the back of the school to meet their teacher at their class muster point. As usual, there will be staff supervision while students exit the bus.



When students load the bus after school, they will exit through their cohort-assigned doorway and proceed to the bus loading zone. Most students will use the tarmac behind the school, but some will use the sidewalk in front of the school to access the bus loading zone.

## Parking and Student Pick-up/Drop-off



As mentioned previously, families are encouraged to choose an alternative family meeting place for pick-up. This is to increase the safety in front of our school by decreasing traffic congestion on Harrington Street. Younger students may be picked up in front of the school, but away from the bus lane. Families with older students are encouraged to perform pick-ups and drop-offs on Balfour Street or Mount Allison Crescent.

At École College Park School every student is **Known • Valued • Believed In**



## Staggered Registration

In lieu of registration, families will receive a call from a staff member between August 25th - August 28th. This call is to gain some insight into how many students will be returning to face-to-face instruction at École College Park School. The staff member calling you will also review some of the key features of this school plan and answer any questions you may have. This call will not include your staggered start date.

Once we have collected our registration numbers, we will be able to begin making class lists. Once class lists are established, you will receive another call from your child's classroom teacher to inform you of your staggered start date, class muster point and school supplies to bring for the staggered start week.

École College Park School staff will post pictures and/or videos in the near future to provide a virtual tour of the school. This will allow families to see the new look of the school which includes all of our safety precautions.

## Staggered Start Grades 1-8

École College Park School will have a staggered start for all students in Grades 1-8. This allows students to see the space and learn the new routines of the school in smaller groups. This plan is essential for students and staff to gradually re-enter and become familiar with new norms.

Families will receive a call from the classroom teachers prior to students' return to school indicating which days their student will attend. Each class will be divided in half. One half of each class will attend full days September 8th and 10th. The other half of each class will attend full days September 9th and 11th. Busses will be running every day during the staggered start week. Regular, full-day classes will begin September 14th.

## Kindergarten Specific Information

Kindergarten will also have a staggered start the week of September 8th - 11th. Start dates will be communicated to families the week of September 1st - 4th. Each student will attend one half day during that week. Staggered start dates will be hosted in small groups of students with one family member accompanying each child.

For staggered start, we ask that only one adult accompany each student. Three to four students and their accompanying adult will come at one time. Teachers will meet students and their accompanying adult at a designated muster point and at that time, teachers will discuss the programming with accompanying adults while students have outdoor play. Students and accompanying adults will then be invited into the building to see the classroom space. After a brief visit in the classroom, adults will leave and students will stay until pick-up time.

Please note that staggered start visits require each accompanying adult to wear a mask. It is recommended students wear masks as well.

Regular Kindergarten programming will begin September 14th.

## Washroom Use

Students will only use washrooms closest to their classrooms. Students in classes located on the lower level will use the washrooms next to the junior boot room. The same is the case for classes located on the upper level. Students in Grades 6-8 will use washrooms located near the gym and in the Fine Arts corridor. Signs and protocols will be in place to ensure washrooms do not become overcrowded. Teachers will release students individually from class to use washrooms to limit crowding. Some classrooms will have scheduled washroom breaks to help younger students in this process.

Teachers will guide students in washroom etiquette, such as using it quickly and leaving immediately after so it is available for the next user.



## Storage of Student Materials

Students in classrooms located in the upper and lower wings of the school will store their materials in their classrooms. Teachers will have in-class procedures for this and will communicate these plans to you during the classroom teacher call the week of September 1st - 4th.

Students located in the middle years wing will have access to lockers. Each student will be assigned an upper and lower locker to promote distancing. Lockers have been sectioned off by classroom to reduce student contacts.



## School Traffic Flow

Each entry and exit has signs indicating which side of the doorway a person is to enter or exit by.



Arrow decals have been affixed all throughout the school to direct student traffic. Hallways that foster physical distancing are designated as two-way thoroughfare using arrows that show on which side of the hallway students should walk.

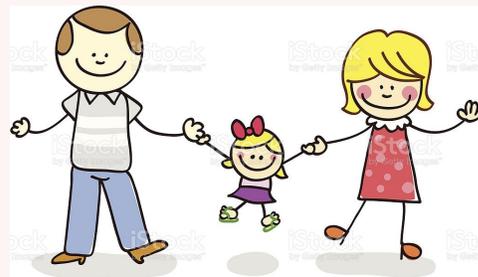


Some areas of the school are tighter and do not allow for physical distancing. These areas have been designated as "one way" and have stop signs at their intersections. These stop signs have directions on what to do: "Stop - One Way. If nobody is coming, you can go."

Doorways deemed too tight, unsafe or unnecessary will be locked and students and staff will not use these doorways.

## Parent/Caregiver Access to School

Parents/caregivers are encouraged to 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. The best way to reach the office is by calling 306-683-7170 or by e-mailing our secretary at: [janzenbe@spsd.sk.ca](mailto:janzenbe@spsd.sk.ca).



Parents, caregivers and visitors are asked to only enter through the front door. The QR code questionnaire poster is located on the front door. Sanitizer is located on a wall-mounted dispenser next to the office and masks are available at the office if you do not have one. Masks are mandatory for all adults entering the school.

To minimize exposure and prioritize safety, it is best to communicate with administrators, teachers and school staff via telephone and e-mail. Every teacher will be communicating their contact information with you. For e-mail, the generic format for SPSD addresses is: [lastnamefirstnameinitial@spsd.sk.ca](mailto:lastnamefirstnameinitial@spsd.sk.ca); i.e. [smithp@spsd.sk.ca](mailto:smithp@spsd.sk.ca)

Staff e-mail addresses are also listed on our school website. Administrators will also be available outside of the school at drop-off and pick-up times.

## Boys & Girls Club - Before and After School Programming

Below are some important points related to our before and after school programming:

- Staff and participants will be required to wear masks at all times, regardless of age.
- Programs will mix age groups (school cohorts) except when there are enough kids from one school cohort to place one leader with that cohort.
- Efforts will be made to limit groups to 15 wherever possible. Larger programs may see increased group sizes to a maximum of 25 if the space allows for social distancing (minimum 6 ft).
- All programs will allow for social distancing and programming will be modified (such as pool noodle tag). Physical activity will be part of our programming.
- Parents will not be allowed into the programs; we have emergency cell phones at each site and there will be a detailed procedure for pick-up/drop-off to follow.
- No shared materials. Supplies will be provided individually based on program plans. Equipment will be assigned to individual participants and sanitized prior to sharing with another participant.
- Participants are required to bring their own snack. Participants will eat while being physically distanced.
- Program staff will ensure that the site (tables, chairs, high touch surfaces, washroom taps, dispensers) are sanitized before program start, after snack, before and after each activity or every half hour, whichever comes first.
- All the protocols as set out by school divisions, including first aid procedures, participants who have symptoms, staff who have symptoms etc.

## Hygiene

Teachers will be promoting good personal hygiene as part of their daily in-class routines. Handwashing and hand sanitizing will be regularly included into the school day. Students will also be instructed in the proper use and maintenance of their masks. For example, teachers will demonstrate and have protocols for putting on, removing and storing masks during meals and mask breaks. Students will be reminded to keep their masks on, to not touch their masks or their faces and to prioritize the cleanliness and proper safekeeping of their masks. We believe these are essential skills for health, safety and citizenship.



Before and after transitions during the day (recesses, lunch periods, gym time, etc.), students will wash and/or sanitize their hands. Time will be spent each day performing regular cleaning of classroom spaces and surfaces. Teachers will instruct students in the shared responsibility of keeping our school clean and safe.

Washrooms will be cleaned and sanitized regularly by maintenance staff. For more information on washroom protocol, please see page 6.

## Mask Usage

The following is our SPS Mask Policy which will be fully enforced at École College Park School:

**Grades 4 - 12 students are required to wear masks when appropriate physical distancing cannot be maintained.**

**Masks are recommended for prekindergarten to Grade 3 students.**

**Staff are required to wear masks at all times when appropriate distancing cannot be maintained.**

**When physical distancing is achievable, mask breaks may occur (i.e. outdoor learning).**

**All students are required to wear masks while riding the bus.**

**All visitors must wear masks.**



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](#).

Staff members will be provided with a reusable mask and face shield for use as needed. Staff members may also choose to use their own masks.

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

In addition to the section in the Parent/Caregiver Reopening Handbook on supporting students, we want to ensure families know that, as always, students needing additional support for their well-being may receive support from the school counsellor. Parents who believe this support may be necessary are encouraged to contact the classroom teacher or a school administrator to discuss. The counsellor and school team will work together to identify appropriate supports. This may include providing direct in-school support or aiding families in accessing other community support services.

Well-being is one of the four student goals in the SPS Strategic Plan. At École College Park School, we aim to provide multiple opportunities to learn about and practice well-being. This is accomplished through a variety of learning activities across multiple curricular areas. We believe that caring for ourselves and those around us is essential to ensuring our community remains healthy, happy and strong.

Link to: [Fair Notice Letter and Building Healthy and Respectful Relationships document](#)

