



August 21, 2020

Dear Parents/Guardians,

I hope this finds you and your family safe and healthy, and that you have enjoyed the summer break. We are hard at work here at Maple Grove planning for our long-awaited reopening after so many months without students.

I imagine that many of you are apprehensive about your child returning to school amid an ongoing pandemic. I hope that this message will reassure you that we are doing everything we can to minimize risk and to keep students and staff as safe as possible.

As a school community, we need to make sure that Maple Grove can **operate safely and stay open**. We want to avoid having to close down due to a COVID-19 outbreak. Your children need to benefit from the education and socialization that school provides. Simply put, they need to be in school. While it is impossible to eliminate all risk of infection, we need to work together as a school community to protect one another.

This letter provides you with an overview of our plans for the first days and weeks of the school year. We are still awaiting clarification on certain details. I'm sorry for the length of this message, but I'm sure you understand that there is plenty to cover.

Throughout this situation, information has often changed. If directives from Public Health (Santé Publique), from the Ministry of Education or from our school board require us to change any of the plans described below, you will be informed promptly.

Wishing you and your family the best for the back-to-school season. Thank you for putting your continued trust in us.

Dean Graddon

Principal

Maple Grove Elementary School



### **Staggered Entry: Week of August 31 – September 4**

As a school, we will be implementing a variety of new procedures and routines in the classroom, in common areas and outside. To help us to accustom the students to these new procedures and routines, we will be starting the year with a staggered entry for all students.

#### **Kindergarten and K4**

- Families of students in kindergarten and K4 will be receiving an information letter outlining the specific schedule for the staggered entry for their child. The schedule described below does not apply to Kindergarten or K4.

#### **Grade 1 to Grade 6**

- **Monday August 31**
  - o Students whose last name begins with the letter **A through J\*\*** will be at school for the full day. All other students will remain at home.
- **Tuesday September 1**
  - o Students whose last name begins with the letter **K through Z\*\*** will be at school for the full day. All other students will remain at home.

**\*\*If you have children with different last names, please contact the school. We will arrange to have students in the same family at school on the same day.**

- **Wednesday September 2**
  - o Students in Grades 1, 3 and 5 will be at school for the full day. Students in other grades will remain at home.
- **Thursday September 3**
  - o Students in Grades 2, 4 and 6 will be at school for the full day. Students in other grades will remain at home.
- **Friday September 4**
  - o Full day of school for all students in Grades 1 through 6.

#### **Daycare service during Staggered Entry Week**

- Daycare service will only be available to students on the days they will be in school according to the schedule above



### **Preparing your Child for Back-to-School**

- It is normal for children and parents to feel anxious about the return to school. The best thing you can do for your children is to begin talking to them now about how school will be the same and how it will be different, as outlined below.
- This link provides excellent ideas for how to prepare your child for the return to school:  
[https://www.canva.com/design/DAEELiTDO7M/nJ5f3SdmrDMODZEV9qNMMQ/view?utm\\_content=DAEELiTDO7M&utm\\_campaign=designshare&utm\\_medium=link&utm\\_source=viewer#7](https://www.canva.com/design/DAEELiTDO7M/nJ5f3SdmrDMODZEV9qNMMQ/view?utm_content=DAEELiTDO7M&utm_campaign=designshare&utm_medium=link&utm_source=viewer#7)

### **COVID-19 Procedures**

#### **Masks**

- As you have likely heard, the Ministry has made masks mandatory for all students in Grade 5, 6 and high school in common areas of the school (hallways, bathrooms, entrances...). Masks are recommended in those areas for all students.
- To keep students and staff as safe as we can, we would like all of our students, at all levels from K4 to Grade 6, to wear a mask in all common areas of the school
- Families are encouraged to provide their children with two masks (reusable or disposable) every day.
- Students will be reminded to change their masks after lunch, or if their masks become soiled.
- Students and staff are encouraged to wear masks at all times in the school, including in the classroom.

#### **Entering and exiting the building**

- To enter the building (in the morning, at the end of recess and at the end of lunch), students will line up along the footprint symbols outside their designated entrance and wait to be permitted to enter.
- Every time students enter or leave the building, they will be required to sanitize their hands using the dispensers closest to the entry door.

#### **Travelling through the hallways**

- Students will be required to stay to the right side of the corridor, at least one metre from other students. Markings on the floor will help with this.



### **During class time**

- Students will remain in the same classroom (during class time) for the entire school day, except for certain specialist classes.
- Students must remain at least 2 metres from all adults.
- Classroom set up will be at the discretion of the teacher. To the extent possible, students will be seated at least one metre apart, facing the same direction.
- When partner or group work is required for an activity, students will be encouraged to wear their mask. It would be a good idea to wear a mask at all times in class.
- Students may not share any materials.
- Class materials or toys that cannot be sanitized between uses will not be used.
- **Handwashing:**
  - Students will be instructed to wash their hands before and after eating, before and after using the washroom, and before and after touching items that do not belong to them.
  - Every classroom in the building is equipped with a sink, soap dispenser and paper towel dispenser.

### **Water Fountains**

- Students will ***not*** have access to water fountains. A reusable water bottle is strongly recommended.

### **During recess**

- Dismissal for recess will be done one class at a time.
- The class nearest the exit door exits first, followed by the next closest and so on.
- Students must sanitize their hands before they exit the building at the dispenser nearest the exit door.
- While outside, students will be required to remain in the space assigned to their class.
- Students will be encouraged to remain at least 1 m from all other students while outside.
- Students may not bring toys or other items from home to use outside.



### **During Lunch break**

- Students must wash their hands before and after eating.
- Students will eat in their regular classrooms.
- Dismissal to go outside at lunch will be done one class at a time.
- The class nearest the exit door exits first, followed by the next closest and so on.
- Students must sanitize their hands before they exit the building at the dispenser nearest the exit door.
- While outside, students will be required to remain in the space assigned to their class.
- Students will be encouraged to remain at least 1 m from all other students while outside.
- Students may not bring items from home to use outside.

### **Dismissal**

- Dismissal at the end of the day will be done one class at a time.
- The class nearest the exit door exits first, followed by the next closest and so on.
- Students must sanitize their hands before they exit the building at the dispenser nearest the exit door.

### **Parent/Guardian Access**

- Until further notice, we are not permitted to welcome parents, guardians or volunteers in the building.
- Drop off or pick up during the day will be done through the main entrance on Sherbrooke. Please ring the bell in between the sets of doors and someone will come to meet you.

### **Daycare**

- Drop off and pick up of students will be done through the same entrance as previous years (kindergarten door nearest large play structure).
- **One parent at a time will be allowed between the double doors.**
- A daycare staff member will be stationed near the door to collect your child in the morning or to have your child report to the door at the end of the day.