

ÉCOLE WESTHAVEN SCHOOL



2020-2021 SCHOOL RE-ENTRY PLAN

August 24, 2020

Welcome to a new school year and, if you are new to this school (like I am), welcome to Westhaven!

We are excited to be back in class and to start off a fresh new school year with all the possibilities that September brings for our students. This year will be like no other year that we have experienced so, although we are delighted to be starting in-class teaching and learning, we recognize that the safety of our students and staff are our number one priority.

This re-entry plan was developed to give you more school specific information and details about how things might look in September as your child(ren) enters school. It is based on the comprehensive 2020-2021 School Re-Entry Plan that was developed by Grande Yellowhead Public School Division [GYPSD School Re-Entry Plan](#). Excerpts taken from the GYPSD document are highlighted in blue. Be sure to review the full GYPSD document as we will be following it closely. We will also be implementing the Guidance for School Re-entry - Scenario 1 plan created by Alberta Education and Dr. Hinshaw, the Chief Medical Officer of Alberta. The following document is an excellent quick guide for parents: [PARENTS' GUIDE 2020-21 SCHOOL YEAR](#)

This plan was based on current knowledge of our school's physical layout and our current student population. We have tried to include as many details as possible so that parents, students and staff can safely navigate the beginning of the school year. Please note that the plan may change as we move forward. We will do our best to keep you informed of any changes.

This is a time of uncertainty for all of us. We are fortunate to have a fantastic, caring staff who I know will look after your children as if they were their own. I am confident that, if we all work together to prevent the spread of COVID-19, our students will blossom - academically, emotionally and socially. Please reach out to me at any time if you have any questions or concerns.

Debra Boos, Principal

Dream It, Believe It, Achieve It

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In School Classes

<p>Kindergarten Students Parent-Teacher Meetings</p>	<p>The first few weeks of school are important and often emotional times for families of our youngest students. We were unable to hold face-to-face meetings with parents of Junior Kindergarten and Kindergarten students last spring. As such, we will be starting this year with individual meetings so you and your child can visit the classroom and you can connect with your child’s teacher before your child enters school.</p> <p>Kindergarten students will not attend school on September 8 and 9. Instead, your child’s teacher will schedule an individual meeting with you and your child for either September 8 or 9. Junior Kindergarten meetings will be booked for September 8-14.</p>
<p>Grade 1-5 Students Parent-Teacher Meetings</p>	<p>We would like to make your child’s first few days back at school as comfortable as possible. If you would like to arrange an appointment to meet with your child’s teacher before your child returns to school, please call the office at 780-723-3397 between September 1-3 to book an appointment.</p> <p>Teachers will be connecting with parents/guardians by phone during the first two weeks of school to answer any questions you may have.</p>
<p>Kindergarten Students - Staggered Entry</p>	<p>Kindergarten students will be starting the school year with a staggered entry. This will allow our teachers to instruct a smaller group in proper hygiene and safety procedures.</p> <p>Your child will be assigned to either Group 1 or Group 2. Group 1 attends: Thur., Sept 10 and Mon., Sept. 14 Group 2 attends: Fri., Sept. 11 and Tues., Sept. 15 Starting Weds., Sept. 16 and continuing for the rest of the school year, all K students will attend 5 days a week. Kindergarten parents/guardians will receive information September 1-3 to inform them of whether their child will be in Group 1 or Group 2.</p>
<p>Junior Kindergarten Students - Staggered Entry</p>	<p>Junior Kindergarten students will be starting the school year with a staggered entry. This will allow our teachers to instruct a smaller group in proper hygiene and safety procedures. Your child will be assigned to one of five student groups.</p> <p>The schedule for the first two weeks of JK will be: Group 1 JK3 attends: Tues., Sept. 15 - morning Group 2 JK4 attends: Weds., Sept. 16 - morning Group 3 JK4 attends: Weds., Sept. 16 - afternoon Group 4 JK4 attends: Mon., Sept. 21 - morning Group 5 JK4 attends - Mon., Sept. 21 - afternoon</p> <p>Our regular Junior Kindergarten program hours begin on Tuesday, September 22. Junior Kindergarten parents/guardians will receive information September 1-3 to inform them of their child’s group.</p> <p>Junior Kindergarten fees will be reduced in September to reflect the change in schedule. The two day program fee will be \$100 and the three day program fee will be \$140.</p>

<p>Junior Kindergarten Program Hours</p>	<p>To ensure that there are less students in the front hallway at one time, JK program start and end times have been adjusted slightly. JK3 and JK4 program start and end times will be the following: JK4 M/W a.m. - drop off 8:40-8:50 am , end 11:25 am JK4 M/W p.m. - drop off 12:25-12:35 pm, end 3:10 pm JK4 Th p.m. - drop off 12:25-12:35 pm, end 3:10 pm JK3 T/Th a.m. - drop off 8:40-8:50 am, end 11:25 am</p>
<p>Daily Health Check</p>	<p>Before leaving home, staff, children/students, visitors, and volunteers who will access the school for work or education, must self-screen for symptoms each day before they leave for school using the Alberta Health Daily Checklist.</p>
<p>Transportation</p>	
<p>Buses</p>	<p>Refer to GYPSD’s re-entry plan for protocols to follow while riding the bus.</p>
<p>Bus students - mornings</p>	<p>When bus students arrive at school, they will go to their designated play area outside. The morning bell will ring at 8:30 a.m. This will signal for bus students to enter the school through their designated door. Adults will meet the students at the outside doors and bring them into the school. Students will come in slowly, take off their footwear and carry it to their designated locker. To help ease congestion in the boot rooms and hallways, bus students will be in the classrooms before students who are dropped-off or who walk enter the school.</p>
<p>Bus students - after school</p>	<p>Bus students will be dismissed at 3:13 p.m. Bus students will exit the school through their designated door and go to their bus line-up. While waiting for their bus to arrive, students will be required to social distance. We will be adding extra bus supervisors to ensure that students are remaining in their designated bus line while waiting for the bus. Busses will be loaded as quickly and safely as possible.</p>
<p>Students Who Are Dropped Off/Walk to School - mornings</p>	<p>Students who are being dropped off at the school, or who walk to school, will arrive in the morning at 8:40 a.m. We ask that students who are being driven to school or who are walking to school to not arrive before 8:40 a.m. This will allow us to have our bus students in the classrooms already and will avoid having a large group of students in the boot rooms and hallways at the same time in the morning.</p> <p>If your child is able to walk unsupervised from the parking lot to their designated outside door, parents/guardians bringing students to school will be asked to stay in their vehicle.</p> <p>If you would like to walk your child to their designated outside door, wait outside the school with your child and maintain 2 metres between others.</p> <p>Students who are driven to school or who walk to school will go immediately to their designated outside door and line up. Students will be required to maintain physical distance between each other as they wait. Students who are waiting will be supervised and let into the school by an adult when the second bell rings at 8:40. Students will enter the building slowly, remove their footwear and carry it to their designated locker.</p>

	For the first week of school, school personnel will be standing outside the school near all five entrances to assist you with finding the designated entrance for your child. Look for the friendly people in the bright orange vests.
Students Who are Dropped Off/Walk to School - after school	Students who are driven to school, or who walk to school, will be dismissed at 3:03 p.m. These students will exit through their designated doors and will immediately make their way home. If you are picking up your child, we prefer that you wait in your vehicle. If you would like to meet your child outside their designated door, remember to maintain a 2 metre distance between yourself and others while waiting.
Pick Up and Drop Off Junior Kindergarten	JK3 and JK4 parents - remain outside with your child in the grassy area to the left of the front entrance. Maintain 2 metres from other families while you wait. Our JK teachers will meet you outside and bring the children into the school. We ask that you try to arrive right on time - please do not arrive early. At the end of your child's class, teachers will walk them back out to the drop-off area to meet you.
Entering the school if you are not a student	Those who need to enter the school must book an appointment with the school office. Individuals without an appointment will not be able to enter the school. Appointments can be booked by calling the school office at 780-723-3397.

Entry Protocols

Stay at Home when Sick	<p>Stay at home if exhibiting symptoms of COVID-19 that are not related to a pre-existing illness/health condition.</p> <p>Phone or email the school office as soon as possible if your child will not be attending school for any reason.</p> <p>If your child has a preexisting condition with symptoms that may present like COVID-19, inform the school office so that a confidential record can be kept.</p>
Hand Hygiene and Safe Practices	<p>Teachers will spend a lot of time in the first weeks of school instructing students in the procedures for washing hands and using hand sanitizer. Frequent and thorough hand washing/sanitizing practices will become the norm as we move forward, so routines will be reviewed and reinforced frequently.</p> <p>Students and staff will clean their hands:</p> <ul style="list-style-type: none"> - when entering the school - after using the toilet - after gym class - before eating - when entering the classroom - before leaving the school - after coughing or sneezing - after using the toilet <p>In addition to the bathroom sinks, some classes have classroom sinks for handwashing. Handsanitizer will be available at all outside entrances and at the entrance to each classroom.</p> <p>Students and staff will wipe their own workspace such as desks, Chromebooks, etc. before and after using.</p> <p>A non toxic cleaner and cleaning wipes will be in every room to facilitate ongoing cleaning. In addition, our custodian will be cleaning the school throughout the day.</p>

Physical Distancing	<p>Everyone in the school shall maintain 2 metres physical distancing whenever possible. The school will use a variety of visual cues (posters and arrow/standing-dot floor markers) to help students maintain physical distancing within the school.</p> <p>When walking in the hallway, everyone will stay to the right side and maintain distance from others. Floors will be marked with direction arrows. In order to maximize the hallway space, tables and chairs will be removed from the hallways.</p> <p>Entrance and exit doors - one side of the door will be used to enter and the other side to exit. Doors will be clearly marked with which door is to enter and which is to exit.</p>
Cohorts	<p>Each class will be considered a cohort and efforts to maintain physical distancing even within a cohort will minimize the risk for disease transmission. When interacting with people outside the cohort, we will maintain physical distancing of 2 metres.</p> <p>Library and music will be delivered within each classroom with the instructor traveling to the classroom. Staff who travel between classes will wear a mask and/or maintain a physical distance of 2 metres.</p> <p>Students will remain with their classroom cohort when they go to the gym for Phys. Ed. classes. Weather permitting, Phys. Ed. classes will be held outdoors.</p>
Staggered Recess and Lunch Times	<p>Recess and lunch times will be staggered to reduce the number of students in the hallways, at lockers and in boot rooms at any one time.</p> <p>The school will be divided into 2 groups as follows: Group A - KR, 3-4M, 1F, 3B, 4S, 2M - approx 135 students Group B - 4-5M, 2M, 2-3F, KB, 5MS, 1S - approx 135 students</p> <p>A schedule will be followed so that only one of these groups is out on the playground at a time. When playing outside, students will be encouraged to maintain a safe distance between each other and to play with their own classmates. Classes will only use their designated doors to exit and enter the school for recesses.</p>
Signage	<p>The school will have posters promoting hand hygiene, respiratory etiquette, physical distancing etc., posted in visible locations.</p> <p>All school doors will have COVID-19 signs posted to indicate that anyone with symptoms cannot enter the school.</p>
Engineered and Administrative Controls in Schools	<p>The school office will be equipped with a Plexiglas divider to protect visitors and staff from potential exposures. Directional arrows will be posted to support physical distancing.</p> <p>Except in an “emergency”, students will only use their designated bathroom. Teachers will provide students with hall passes when they need to leave the classroom for any purpose. If there are more than three people in the bathroom, students will wait for their turn outside the bathroom - physically distancing by standing on designated floor decals.</p>

	<p>All rugs/soft surfaces that cannot be cleaned and sanitized have been removed from classrooms.</p> <p>Unnecessary furniture has been removed from classrooms.</p>
High Touch Areas	<p>There will be increased frequency of cleaning and disinfecting of high-touch areas in schools</p> <p>High-touch areas such as washrooms, door handles and railings will be cleaned by our custodian throughout the day.</p> <p>Our custodian will be cleaning the Junior Kindergarten room between the morning and afternoon classes.</p>
School Snack and Hot Lunch Program	<p>All food sales, including cafeterias, hot lunch programs, bake sales are cancelled. School Nutrition Programs are limited to pre-packaged food.</p> <p>We will be discussing School Snacks and Hot Lunch Options with our School Council in September and October with the goal of developing a plan that follows both AHS and GYPSD guidelines. There will be no snacks or hot lunches offered to students at the beginning of the school year.</p> <p>Parents, be sure your child has enough of their own healthy lunch, snacks and water for a busy school day.</p>
Visitors to School	<p>No one should enter the school if they are ill. (Complete the self-assessment tool)</p> <p>Visitors to the school, including parents, will phone to make arrangements with the office prior to entering the school. Visitors will be required to complete the self-assessment tool and use hand sanitizer before entering the building. Adults entering the school will be required to wear a face mask. Visitors will sign-in and out in the log book kept at the office.</p>
Masks	<p>As directed by the Chief Medical Office, GYPSD will implement mandatory masks for students from Grade 4 - 12 and for all staff in settings where physical distancing cannot be maintained. Teachers may use their discretion to allow students to remove their masks when seated in the classroom.</p> <p>As outlined in provincial guidelines, K-3 students who are physically, psychologically, or developmentally able to wear a mask will be encouraged to do so.</p> <p>Westhaven students in grades 4 and 5 and staff will be required to wear masks in common areas such as hallways and wherever social distancing is not possible. All students in our grade 3-4 combined FRIM class will also wear masks.</p> <p>Individuals who are physically, psychologically, or developmentally unable to wear a mask, or protected under the Alberta Human Rights Act, may be excused from this protocol.</p> <p>If you feel that your child is unable to wear a mask, and will need an exemption from this guideline, please talk to their teacher and/or our Learning Support Teacher.</p>

	<p>Care should be taken to ensure guidance on non-medical mask use is followed and masks are used correctly and safely.</p> <p>Students will be taught how to safely put on and remove their mask. Parents, you can help by showing your child correct mask usage before school starts in September. The AB government is providing each student with two masks. Please ensure your child is wearing a clean mask everyday.</p>
<p>Expectations for Shared use of Items/Materials</p>	<p>Absolutely no sharing of personal items will be permitted (pencils, crayons, erasers, toys, water bottles, books).</p> <p>Students will bring their own materials to school. Please refer to the School Supply List for each grade that is on our website. Individual supplies for kindergarten students will be supplied by the school. Teachers will ensure that supplies are stored in such a way that students only touch their own personal items and supplies.</p> <p>When school items/materials must be shared (Chromebooks, manipulatives, gym equipment, etc.) it will be cleaned and disinfected after each use.</p> <p>Library classes will be held in classrooms; students will not go into the library area. Our librarian will bring with her a selection of grade appropriate books for students to choose from. Returned books will be left to sit for three days before they are returned to the shelves.</p> <p>During Phys. Ed. class - individual pieces of equipment such as balls, racquets, etc. may be used. The equipment will be cleaned by students at the end of their Phys. Ed. class. Our Phys. Ed. Specialist will instruct students on how to properly clean their equipment before it is returned to storage.</p>
<p>Personal Belongings</p>	<p>All students and staff are encouraged to use a backpack for all personal belongings.</p> <p>Lunches will be stored with personal belongings (in a backpack). Please consider wide mouth thermos containers for hot food as microwaves are not available.</p> <p>Backpacks, coats, boots and other personal items will be stored in individual designated lockers. Where possible, lockers will be spaced to leave an empty locker in between each student. Where lockers cannot be spaced, teachers will dismiss students in small groups to reduce congestion in locker areas.</p> <p>Students will bring their own water bottle clearly labelled with their name. Please ensure that water bottles are cleaned regularly.</p>
<p>Electronic Devices</p>	<p>If cell phones are required for after school contact with parents, etc, they will be stored in a student's locker or with their teacher during the school day.</p>
<p>Responding to Illness</p>	<p>If a child presents with COVID-19 symptoms while at the school, the child will be sent to a room in the office area. He/she will be supervised, made comfortable and be given a mask to wear while parents are notified. Parents must have their child picked up from school within the hour. Please ensure that the school is provided with current parent/guardian and emergency contact names and phone numbers. Parents will be required to have their child(ren) tested for COVID-19.</p>

Refer to GYPSD's re-entry plan for further information about Responding to Illness.

Classes and Programming

Instruction

In September, the initial focus for students, who return to physical classrooms, will be on their social/emotional needs and administering screening tools to identify gaps in learning.

At the beginning of the school year, we will also be focusing on the teaching of health and safety routines so that we can keep ourselves and others as safe as possible.

Class Composition

Class sizes will be similar to previous years as there is no additional funding to hire more teachers.

Where 2 metres is not possible between desks, they will be separated by the greatest possible spacing in each classroom.

Teachers will have and follow seating plans for all classes

In situations where physical distancing is not possible, extra emphasis on hand hygiene, respiratory etiquette, not participating when sick and cleaning and disinfecting on a regular basis before and after activities will occur.

Each class will be considered a cohort and interaction between cohorts will be minimized.

Student Movement

Where possible, teachers will move between classrooms and students will remain at their desks

Music and library classes will continue with teachers moving between classes to deliver instruction. Physical Education classes will take place outside as much as possible or in the gym when the weather is inclement.

Cleaning Workspaces

Materials for staff and students to clean/sanitize their own workspace (desks, shared devices, etc.) will be available in the classroom.

Students and staff will wipe their own workspace before and after using. If students remain at the same desk all day, this would be done at the beginning and end of the day.

Our custodial staff will also be cleaning student desks everyday after lunch.

Breaks

Snack, lunch, recess, and class change breaks will be staggered in to maintain physical distancing among children/students.

All classes will only use their designated bathrooms. Teachers whose classrooms use the same bathroom will stagger morning and afternoon snack time so that there is only one class at a time requiring the washrooms for handwashing. Extra time will be given for students to wash hands, eat snacks, and clean-up afterwards.

	Lunch and recess breaks will be staggered as described above under ‘Staggered Recess and Lunch Breaks’.
Using Playground Equipment	Playgrounds will not be open during school time until further notice. Our Physical Education specialist will be working with students and staff to teach outside games to students that promote fitness and fun while maintaining social distance.
Music Instruction	No singing or playing wind instruments in elementary and middle school. Our Music Specialist will plan lessons that use string and percussion instruments, as well as other musical appreciation activities that do not involve singing.
Extracurricular Activities and Field Trips	Extracurricular activities, field trips requiring busing, and all overnight student excursions are postponed. This will be reviewed as the year progresses.

Alternate Education Programming Options

Please refer to GYPSD’s School Re-entry plan for details on Virtual Education Options for your child.

At Home - Virtual Learning	Register your child with Westhaven and contact the school principal if you would like to arrange for At-Home Virtual Learning options for your child. You can call the school at 780-723-3397 or email: debrboos@gypsd.ca .
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Support for Students and Staff

Please refer to GYPSD’s School Re-entry plan for more details on Mental Health Support and Supporting Students with Special Needs.

	Our school will have a number of staff members on site who can support you and your child including our Family School Liaison Worker and our Learning Support Teacher.
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We are here to support you as we move through this time of transitioning back to in-school classes.



Here’s a little poem that was recently shared with me:

Create
Other

**Voices,
Ideas, and
Dreams**

Please reach out to us with any questions or concerns.

Let's do this...together!

A glance at what September 8 will look like for students in Grades 1 - 5:

Morning:	
8:05 - 8:30	Bus students begin to arrive and come into the classrooms. Adults will be outside to assist students and show them their designated door. Teachers will be at the classrooms to greet students.
8:40	<p>Drop-off and walking students arrive at school.</p> <p>IF YOU ARE BRINGING YOUR CHILD TO SCHOOL - WE NEED FROM 8:30-8:40 TO GET OUR BUS STUDENTS SETTLED INSIDE FIRST. PLEASE DO NOT ARRIVE BEFORE 8:40 a.m.</p> <p>Lists of classes/students will be posted outside on the north, south, and west walls of the schools. Adults will be on-hand to help you find your child's name and to direct you to his/her designated entry/exit door. Please maintain social distancing while you are waiting. We suggest wearing a mask as well.</p> <p>Adults will be outside to assist students and bring them into classrooms.</p>
Afternoon:	
3:03	Students who are being picked up or who are walking are dismissed from classrooms. Parents/guardians who are picking children up can meet them in the parking lot or can meet their child outside at their designated entry/exit door
3:13	Bus students will be dismissed from classes. Adults will assist students with finding their bus line and waiting for their bus. Parents - please attach a large tag on the outside of your child's

	backpack with his/her bus number clearly written on it.
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