

Canalta Elementary School

Principal - Mrs. Jennifer Sutherland



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<https://www.sd59.bc.ca/schools/canalta-elementary>

Canalta Elementary Procedures for Families Spring 2021

These are subject to change and will be updated as needed.

Reminder: Canalta is Peanut, Nut and Scent Aware.

Please refer to <https://www.sd59.bc.ca/covid19> for all updated resources.



Arrival and Departure:

- *As per district protocols, Parents must drop off and pick up their students at their designated times. Please drop off your child between 8:45 and 8:50 to limit contact between students. Students should not be arriving before 8:45.
- *The playground is closed before and after school. It is open for public use after 3:00 p.m.
- *Students go immediately to their cohort/learning group entrance upon arrival and wait there until the bell rings at 8:55.
- *Bus students will remain in the bus loading zone where they will be met by a supervisor.
- *Playgrounds are closed before and after school to all students and families.
- *At the end of school, most students are dismissed from the front of the school and will go immediately to meet their parent or walk home. Mrs. McKeen and Miss Harman will dismiss their students from their entry doors on the playground side of the school. Mr. Elson, Mrs. Chmelyk/Miss McKay and Mrs. Theede will dismiss their classes from the dots at their entry door.
- *At the end of the day, bus students will go to the bus zone and wait in their co-hort/learning groups until directed to load by the supervisor. **For safety reasons, please do not park in the designated bus loading zone as we have students waiting and walking in this area.**
- *On Inside mornings before 8:45 bus students will wait in their co-hort/learning groups in the gym with their supervisor until the 8:45 arrival time when they join their class at their designated door.



Communication:

- *At this time, it is extremely important that you update the school if your contact information (cell/home phone number and/or e-mail) has changed since June or changes during the school year.
- *Remember to check the school and district website regularly for updates.
- *The office is open from 8:30 a.m. to 3:00 p.m. daily. If we are unable to answer the phone, please leave a message and we will get back to you as soon as possible



Daily Health Check:

*Please ensure your child is in good health and you have completed the daily health check with them before bringing them to school. If they are not feeling well, have any cold or flu-like or COVID 19 symptoms, they **must** stay home.

*Health checks are posted on the school and district websites. You can also access the Health Check App at <https://bc.thrive.health/>

*If students arrive or develop symptoms at school, you will be contacted to pick them up.

*Please be sure to have an arrangement that allows you to retrieve your child as soon as possible after being notified, if your child is exhibiting COVID-like symptoms at school.

*If your child has pre-existing symptoms such as allergies, please notify your child's teacher or Mrs. Sutherland so we are aware of these symptoms.

* We have attached the checklist. Please complete the daily health check each morning. You do not need to submit this.

*If your child goes home during the day, please follow the instructions on the Health Check letter.

*Staff will continue to promote good hygiene and respiratory etiquette with students as listed in the district protocols.



Entry and Exit Doors: Classes will enter and leave from the following doors. It is important that students are reminded not to cross or mingle with other co-hort/learning groups while at school

East Doors closest to the Gym:

Mrs. Hiebert - purple dots

Mrs Stefanyk – blue dots

West Doors closest to the Swings:

Mrs. McKeen-green dots

Miss. Harman – purple dots

West Doors closest to the park Bench:

Mrs. Chmelyk & Miss McKay - green dots

Mr. Elson - purple dots

Mrs. Thede & Mrs. Neumann - blue dots

South Doors at the Basketball Court:

Mrs. Lockhart – blue dots

East Main Doors closet to the Office:

Mrs. Van Tassel - red dots

Miss Courtnage - dots

Entry:

*Upon entry each student will proceed to their classroom, wash their hands thoroughly and proceed to their desk and follow class procedures.

*Students will wash/sanitize their hands throughout the day and before they leave at the end of the day.



Forms and Money:

*If you need to return forms or send in money to the school, please make sure they are easily identified and have your child's name on them. Please put money in a zip lock bag or sealed envelope with your child's name, what the money is for and how much you have included.

*School fees for basic supplies are \$40.00 for all students and can be e-transferred to rjohnsen@sd59.bc.ca Teachers may have specific requests for their classroom for items that are not included in the basic supplies.



If a Child Becomes Sick at School:

*If your child becomes ill with cold or flu symptoms at school, they will be removed to a **quiet area under the care of an adult**, away from other students to while they await pick-up.

*The parent(s) or guardian(s) will be called and asked to come and get the child quickly. The child will go home with their parent(s)/guardian(s).

*Please follow the instructions on the letter that will accompany your child should you need to pick them up.



Late Arrivals and Pre-Booked Appointments:

*Please call the school office at 250-782-8403 so someone can let you in at the main doors.

*Students who arrive late will be met at the front doors and taken to their class.

*If you have forgotten your phone, please knock loudly on the main doors or Robin's office window.

*If your child needs to leave for an appointment, please contact the office so they can collect them and help them sign out.



Learning Groups/Cohorts:

*Classes have been organized into co-hort/learning groups. There can be no more than 60 members in a group including adults.

*Routines are also set up to minimize sharing of items. Please remind your child that they are unable to share food and personal items or mix with other learning groups.

The following classes are learning cohorts/groups for start-up.

Cohort A: Mrs.Chmelyk/Miss McKay & Mr. Elson

Cohort B: Mrs. Thede/Mrs. Neumann & Miss Harman

Cohort C: Mrs. Hiebert and Mrs. Stefanyk

Cohort D: Mrs. McKeen and Miss Courtnage

Cohort E: Mrs. Van Tassel

Cohort F: Mrs. Lockhart



Preventative Measures:

- *Hand washing and cleaning of surfaces such as desks will be structured into the day.
- *Students will not share food or belongings.
- *Students are in cohorts/learning groups of less than sixty, including teachers and support staff.
- *All K-12 staff are required to wear a mask or face shield (in which case a mask should be worn in addition to the face shield) in schools - both within and outside of their learning group, except when:
 - Sitting in (or standing at) their seat or desk/workstation, or while maintaining physical distance (2M), in a classroom or learning space
 - There is a barrier in place
 - Eating or drinking
 - Outdoors
- *Unless staff members belong to the same learning group, they should maintain physical distance (2m) from one another at all times. Masks are not a replacement for physical distancing between staff from different learning groups.
- *Learning spaces are arranged to maximize the space available and to minimize people directly facing one another (where possible).
- *Teachers and other personnel will encourage social distancing when outside of the classroom and will take students outside for lessons as possible.
- *Should your child be unable to follow the expectations after reminders, you may be contacted to pick them up.
- *Regular cleaning of workspaces will take place and extra janitorial hours have been allotted for the school.
- *PE and music equipment will be assigned to designated groups or cleaned between groups if it is shared.
- *PE activities will be planned to reduce pro-longed physical contact and teachers are encouraged to take their classes outside when possible.
- *Hallways will be marked with arrows for traffic flow and traffic will be limited.
- *Bathrooms will be limited in the number of students who can access them at one time.
- *Teachers will include new safety procedures in their day plans for teachers on call.
- *Fire and other drills will be completed in a manner that follows the protocols.
- *Students cannot share food. After food is eaten at their desk, surface areas will be cleaned.
- *School gatherings may occur in learning groups, however they should happen minimally. School assemblies and gatherings will occur over zoom.



Protocol in the Event of a Confirmed Covid-19 Case in a School

If a student or staff member is confirmed to have COVID-19, and were potentially infectious while they were at school:

- Public health will perform an investigation to determine if there were any potential close contacts within the school. (To learn more about contact tracing, visit the BCCDC website.)
 - Students and staff who have interacted with the confirmed case may be asked to stay home by public health while public health completes their investigation.

- If it is determined that there are close contacts within the school, public health will notify the school administrators to request class and bus lists to assist with contact tracing and provide guidance on what steps should be taken.
- Public health may then:
 - Recommend 14-day isolation if necessary (for confirmed close contacts).
 - Recommend monitoring for symptoms if necessary.
 - Provide follow-up recommendations if necessary.
- Schools will continue to provide learning support to students required to self-isolate.
- Together, schools/school districts and public health officials will determine if any other actions are necessary.
- The school follows the direction of public health.



Public Access:

- *Part of the protocols requires us to limit outside visitors in the building. This means that our outside doors will remain locked during the day.
- *Parents are allowed in the school by appointment only.
- *Exterior doors are locked at all times.
- *Visitors must complete the daily health check and wear a mask.
- *Should an emergency arise, please contact the office to let us know you need to pick up your child.
- *Pick up and drop off of students will occur outside the building.
- *Volunteers for outdoor activities will follow district and school protocols as discussed before volunteering for an activity.



Recess and Lunch:

- *In order to accommodate the Cohort Protocol, we have two recesses and two lunches. The playground will be divided into sections for cohorts to use. Cohort/learning group students are not allowed to mix with other cohorts or learning groups at recess or lunch.
- *Please be sure to send your child with a nutritious lunch. Please send your child with a filled water bottle with their name on it, which can be refilled. (Unless the teacher has asked otherwise.) These water bottles will be filled up at the sink during the day as the water fountains will not be available.
- *Teachers will not be able to help open containers and food will not be heated up. Lunch is to be consumed at the students' desks. No food is taken outside.



Thank you to all our families for your patience and understanding as protocols and procedures are updated throughout the year! Please review the procedures with your child(ren). Please continue to watch the school and district website for updates. If you have questions, please do not hesitate to contact us!