

Canalta Elementary School

Principal - Mrs. Jennifer Sutherland



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

Canalta Elementary Procedures for September 2021

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

Complete Communicable Disease Protocols are posted on the School and School District Websites.



Reminder: Due to Severe allergies, Canalta is Peanut, Nut and Scent Aware.



Arrival and Departure:

- *Complete the daily health check before coming to school. Keep children home when they are sick.
- *Please drop off your child between 8:30 and 8:55 to limit contact between students.
- *Morning supervision does not start until 8:30 a.m. Please do not drop students before 8:30
- *Students may go to the playground when they arrive. Students needing extra supervision may be asked to arrive at a later time.
- *Bus students will remain with their supervisor until playground supervision starts.
- *Students will go to their classroom line up when the first bell goes, and teachers will meet their classes at the doors. (Remember the first day starts late and ends early. Please do not arrive before 10:30 a.m.).
- *At the end of school, teachers will dismiss their students from their lineup area.
- *Bus students will go to the bus area and wait with their classroom group.
- *The playground is open for public use after 3:00 p.m.
- *Following current protocols parents and visitors will need to make an appointment to visit the school.
- *Please follow the communicable disease health check/sign in process. All adults need to wear a mask to enter the school.
- *Parents are asked to respect others' personal space while in the building and outside on school property.
- *The first day Kindergarten to Grade 7 students attend for a shorter orientation day – we will start 2 hours later (11:00 a.m.) and end one hour early (1:40 p.m.).
- *At this time, we are not taking requests for student placements.



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 website regularly for updates and our weekly Friday Notes.
- *Class lists will be posted outside the morning of the 8th. Students will line up in with their class and teachers will meet them outside. (Class lists are subject to change due to final enrollment). We will have an information table set up at the front of the school on the morning of the first day.
- *The office is open from 9:00 a.m. to 2:40 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. The office is closed for lunch.



Daily Health Check:

- *Please ensure your child is in good health (see checklist) 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.
- *If they arrive or become sick 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.
- *Students are to avoid close greetings, physical contact and limit their face to face time.
- *Staff will promote on-going good hygiene and respiratory etiquette with students and remind them to minimize physical contact.



Masks

- *Students in Grades 4-7 are required to wear a mask.
- *Students in Grades K-3 are encouraged to wear a mask. This remains a personal family/caregiver choice.
- *Staff and visitors are required to wear a mask in schools and on school busses.



Physical Education

- *Students are required to wear a mask for low intensity activities such as Yoga, walking, etc. when they are in-doors and a barrier is not present. They are not required to wear them during high intensity activities.



Entry and Exit Doors: Classes will enter and leave from the following doors. Class lists will be posted on the first day of school. Please note that classes lists may change depending on enrollment and we are not taking requests at this time. Staff will be available to help students find their line ups.

East Doors closet to the Gym:

Mrs. Hiebert - purple dots
Ms. Robson – blue dots

West Doors closest to the Swings:

Mrs. McKeen-green dots
Miss. Schwartz – purple dots

West Doors closest to the park Bench:

Mrs. Chmelyk & Ms. Robb - green dots
Mr. Elson - purple dots
Mrs. Thede & Mrs. Cork - blue dots

East Main Doors closet to the Office:

Mrs. Van Tassel - red dots
Miss Courtnage - green dots

Portable

Ms. Harman

South Doors at the Basketball Court:

Mrs. Lockhart – blue 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 health check page.



Late Arrivals and Pre-Booked Appointments:

- *If you are late, please enter through the main doors and sign in.
- *All parents and guests to the school will need to book an appointment, sign in, wear a mask and follow the protocols.
- *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:

At this time, we do not have learning groups/cohorts.



Preventative Measures:

- *Hand washing will be structured into the day and students will not share food or belongings.
- *Students in grades 4-7 will need to wear masks.
- *Hallways will be marked with arrows for traffic flow and traffic will be limited.
- *Bathrooms will be limited in the number of students.



Public Access:

- *Part of the protocols requires us to limit outside visitors in the building. This means parents will need to contact the school to book an appointment prior to accessing it.
- *While the main doors will be unlocked – all other exterior doors will be locked.
- *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 from the main entrance during instructional time.



Recess and Lunch:

*This year older students will go outside to first and then come in to eat. The primary students will eat first and then go outside. Please remember to have your child dress for the weather as we go out as often as possible.

*Please be sure to send your child with a nutritious lunch. Please send your child with a water bottle with their name on it, which can be refilled.

*Just a reminder do not send food that needs to be heated or cooked as we do not have microwaves for student use.

*Due to allergies do not send food with peanuts or nuts. We are also a scent aware school.



Thank you to all our families for your patience and understanding as we start our new school year! Please review the procedures with your child(ren) before they return to school. Please continue to watch the school website for updates. If you have questions, please do not hesitate to contact us!