

# Canalta Elementary School

Principal - Mrs. Jennifer Sutherland



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1901 – 110<sup>th</sup> Avenue • Dawson Creek, B.C. • V1G 2W6

• Phone (250) 782-8403 • Fax (250) 782-3204 • Website:

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

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## **Canalta Elementary Procedures for September 2020**



**Reminder: Canalta is Peanut, Nut and Scent Aware.**



### **Arrival and Departure:**

- \*Please drop off your child between 8:45 and 8:50 to limit contact between students.
- \*Students go immediately to their cohort 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, 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.
- \*Bus students will go to the bus line and wait in a socially distanced fashion with the supervisor.
- \*Inside day procedures will be posted at a later date.
- \*The first day Grade 1-7 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.).
- \*Kindergarten teachers have contacted their classes with their gradual entry scheduled times.



### **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.
- \*The school will be contacting each family to let them know which class their child(ren) will be attending. If you did not receive a phone call or message by Tuesday September 8<sup>th</sup>, please contact the office. (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 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 (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.



**Entry and Exit Doors:** Classes will enter and leave from the following doors. Families have been contacted to let them know who's class they tentatively in. Please note that classes lists may change depending on enrollment. If you have not been contacted, please phone the school at 250-782-8403.

### **East Doors closet 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:**

Miss Courtnage & Mrs. Cork - green dots  
Mrs. Lockhart – blue dots

### **East Main Doors closet to the Office:**

Mrs. Van Tassel - red 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](mailto: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).

\*The child **must** remain home until they have been **assessed** by their health care provider to assure they do not have CoVid-19 and/or their symptoms have **completely** resolved. Alternately, the parent may call the *BC Health Link CoVid-19 Hotline* 811.



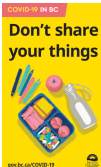
### Late Arrivals and Pre-Booked Appointments:

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

\*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 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:**

- \*Students are in cohorts of less than sixty, including teachers and support staff.
- \*Any other personnel not in their cohort may wear masks and/or socially distance when working with students.
- \*Hand washing will be structured into the day, students will not share food or belongings.
- \*Masks are not mandatory, but students may wear them.
- \*There can be no physical contact.
- \*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 work spaces will take place and extra janitorial hours have been allotted for the school.
- \*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.



### **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.
- \*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.



### **Recess and Lunch:**

- \*This year 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 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 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.
- \*Students are not able to leave for lunch and then return to the school during the day.



*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! We are looking forward to seeing everyone next week!*