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September 10th, 2020

Dear Nelson Elementary Parents and Guardians:

The staff is very excited to start our school year and we have been working hard to finalize our classes, create schedules, and determine our Learning Groups. In our Zoom Parent Information Session last week, we covered a lot of school-wide measures that are in place to enhance safety for staff and students. I would like to take this time to review some key elements of our Nelson Plan and provide some updates.

**When will students be learning the safety guidelines?** We will start teaching/practicing our systems, guidelines, and schedules to our students on the **student orientations (today and tomorrow)**.

**What Learning Group/Class is/are my child(ren) in?**

Students will be placed in their **classes and Learning Groups** as soon as they arrive at their orientations. A reminder -orientations are for student and families who are attending **on site at the start of year. If you have selected the Transition/Immunocompromised/Online Distributed Learning options, please do not come to orientation. You will be received information shortly.**

**Overview of the Daily Plan (Starting Sept. 14th)**

**General School Structure with Learning Groups and Cohorts**

All of our attending students are divided into 7 learning groups (1-7 and Cohort A or B). You will see that we have a lot of “staggered” times which means that different groups within the whole school population do things at different times. This creates time separations between different portions within the school.

We have divided our school population into 7 Learning Groups and 2 Cohorts.

|  |  |  |
| --- | --- | --- |
| Divisions | Learning Group | Cohort |
| 1 and 2 (Mr. Morrison and Mr. Feng) | 1 | A |
| 3 and 4 (Ms. Wilson and Mr. Tesan) | 2 | B |
| 5 and 6 (Mrs. Heighton and Mr. Gurniak) | 3 | A |
| 7 and 8 (Ms. Tsumori and Ms. Lee | 4 | B |
| 9 (Ms. Edwards) | 5 | B |
| 10 and 11(Ms. Mann and Ms. Sam)  | 6 | A |
| 12, 13, 14 Ms. Tsakalos, Ms. Gatenby, and Ms. Marino + (TBA staff) | 7 | A |

**Rationale**: The cohorts will be used to create staggered start times, recesses, lunches and by having the cohorts made up of age ranges- we can better utilize common spaces such as the playground, attendance areas, etc.

**Staggered Schedule**

**Cohort A**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start Time** | **Recess Time** | **Lunch Time (Eating)** | **Outside Break****(Playing)** | **Dismissal** |
| **8:37 (line-up)****Classes start at 8:43** | **10:10 – 10-:30** | **12:00- 12:25** | **12:25 – 12:50** | **2:50** |

**Cohort B**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start Time** | **Recess Time** | **Lunch Time (Eating)** | **Outside Break****(Playing)** | **Dismissal** |
| **8:53 Line-up****Classes start at 8:58** | **10:30 – 10-:50** | **12:25- 12:50** | **12:00 – 12:25** | **3:05** |

**What to expect starting September 14th…**

This schedule will start for the whole school except the Kindergartens who will be on our “Gradual Entry” schedule. When you arrive at school at your cohort time, please go to your teacher’s arrival area (see map). This is the same location/teacher you were directed to at the orientation. There will be cones, tape, stickers, hearts, etc. to guide the students. Please use them when waiting for your teacher. We are fortunate at Nelson to have many classrooms that have outside entrances- which naturally reduces crowding. Upon arrival every day, your teacher will perform the **daily health check**:

* Does the child have a cough?
* Does the child have congestion?
* Does the child have nasal drip?
* Is the child experiencing nausea, vomiting and/or diarrhea?
* Is anyone in your household ill?

If your child is experiencing any of these symptoms, you will be asked to stay home and consult your health care provider or phone 8-1-1. It is very important that parents also perform the check **before** your child comes to school. We are all members of the same community and need to work together to enhance the safety of our school.

**For Recess:**

To follow guidelines, we will do a **“flipped recess**” (see above schedule). Just before Recess, staff will direct students for handwashing and snacks. To reduce “hand to face” contact we will ask the students eat their snack and lunch inside. When recess ends, students will line up again in their morning locations and have **staggered entry** into the building, followed by **handwashing**.

**Lunches:** We will do a **“flipped lunch”.** **Cohort A** will wash hands and eat lunch from 12:00- 12:25. Those students will be outside from 12:25 -12:50. **Cohort B** will go outside from 12:00 -12:25 and then go inside to wash hands and eat lunch from 12:25 – 12:50. At 12:50 classroom teachers verbally perform the afternoon **Daily Health Check**.

**Dismissal:** Students will be dismissed from their arrival spots and follow the times indicated in the above chart. For younger students, staff will dismiss directly to parents. For older students, they will be dismissed from their arrival spots. **After dismissal, please have your children make their way home as soon as possible and avoid playing in crowded areas (i.e. the playground).** We have put so much effort into creating systems which reduce crowding and separate groups within our population. Let’s work together to maintain this this.

NELSON ENTRY/ARRIVAL POINTS



Division 1, 2, and 3 enter through their outside doors. Students lined up in spaced manner.

E

E

E

**Portable 2**

Wilson

**Portable 1**

Morrison

**Portable 3**

Feng

Classes with outside doors, meet outside your class along your markers.

Divisions 5 and 9 meet and lineup here. Use this entryway and stairs.

(Heighton and Edwards)

Divisions 7 ,8 and 13 meet and lineup here. Use this entryway and stairs. (Lee, Tsumori, Gatenby)

Divisions 10 and 11 meet and lineup here. Use this entryway and stairs.

(Mann/Sam)

E

**COMPUTER LAB**

**Room 208**

**Room 207**

**Room 209**

E

**Room 206**

OFFICE

**Room 101**

***Room 105***

**Room 104**

**Room 103**

**Room 102**

E

E

E

E

E

E

Div. 6

Gurniak

Div. 12

Marino/TBA

Div. 4

Tesan

Div. 14

Tsakalos

**Key Topics for Parents and Students**

**Managing Personal Materials**

Students will be as “self-contained” as possible. This means they bring everything they need in a backpack and at this point, personal items will be stored on the back of the student’s chair or under their desk area. Teachers of primaries may use cloakroom in controlled way to store personal items (e.g. “inside shoes). Personal items such as toys should stay at home – unless approved by the school. There will be no microwave use and students eat sitting down. Personal items/food **can not** be shared.

**Handwashing Protocols**

Handwashing is a big part of reducing risk. Teachers will build handwashing into their **arrival** procedure and daily routine (after every **transition)**. If you are out of soap or other materials, please let **Shay** or the office know. We will use hand-sanitizer as a supplement to a handwashing routine. Staff will teach hand-washing and follow this guideline:

* Kids wash their hands whenever they come into the classroom.
* At the beginning of the day
* After using the washroom
* Before and after recess
* Before and after lunch
* After gym
* After coming in from outside
* Kids wash their hands whenever they sneeze or cough
* Kids wash their hands before eating, before touching face and whenever hands are visibly dirty.
* **Before and after putting on and taking off as mask.**
* Before the kids go home

**Hallway Walking:** We have marked off our main hallways with a blue “centerline”. Staff will work with our students to “keep to the right” and avoid physical contact when walking.

**Washrooms**

Staff will teach the **“Washroom Ticket**” process we have developed and used in June. If there are two tickets hanging, the student waits on the spacing stickers until a student comes out and takes the ticket. We will mainly use the bathrooms **during instructional time** to reduce building traffic during recess and lunch. For younger students, we will schedule supervised “bathrooms times”.

**Play Equipment**

The playground is open for use while following some guidelines. This means specific learning groups will have access to it at specific times. For example, Monday at lunch the playground might open for Learning Group 6. Teachers will also be able to book the space for regular “Body Breaks” throughout the day. Play activities that use “feet versus hands” will be encouraged (e.g. passing a soccer ball) Similar equipment can be used as long as it is “foot to foot”. Items that go “hand to hand” will be limited.

**Access Inside the School**

One of safety guidelines is to control the flow of people in the school. This means that entry into the school is by appointment only. Try to connect with your child’s teacher via phone, email, or video conference (e.g. Zoom). For all non-staff members, please **phone the office first, sign-in at the office, and wear a mask.**

We realize that this is a lot of information for our families and students and is not how we normally operate in our schools. Our staff will endeavor to keep Nelson’s learning community fun and supportive while keeping to risk-reducing guidelines. We are very excited to be teaching your children again!

Guy Hamilton

Principal

Nelson Elementary