



# Timberlea School Re-entry Plan

August 26, 2020

## Principal's Message to Staff and Parents, Guardians, and Caregivers

Welcome back! Timberlea School staff looks forward to seeing students back in the building for another exciting year of learning. Timberlea School has been, and will continue to be “a great place to grow and learn”. The health, safety, and well-being of all students and staff will be of special importance this year. We ask that all members of our school family practice patience, cooperation and understanding as we open our school up again to in-person teaching and learning. It is more important than ever that we respect each other's efforts to do what's best for kids, and to work together in maximizing physical and emotional safety for everyone. There continues to be great potential for all of us to enjoy the many blessings of being back together again, without putting anyone at risk of anxiety, stress or illness.

This school year will be unlike any other and will require that we rethink much of what we have done in the past to serve our students and their families. We sincerely thank you for entrusting us with the care and education of your child. Please do not hesitate to contact us with any questions, comments, or concerns.

Waleed Najmeddine  
Principal

## Parent Visits to School

As per FMPSD re-entry guidelines, only visitors wearing facemasks will be allowed to enter the building. A hand sanitizing station is in place inside the entrance. To facilitate contact tracing, all visitors must report directly to the school office and sign in and out. If you would like to meet with a staff member, booking a time in advance will be required. To reduce the risk of cross-contamination, any items being dropped off will require students being called down to the main office. Items must be handed directly to students by their parent/guardian. Please be aware that recess breaks are scheduled for 9:45-10:00 a.m. and 12:26-12:48 p.m. so students will most likely be outside the building at those times.

## Daily Screening for Illness, Protocols if a Student Becomes Ill

Parents/guardians are advised to perform a self-screening each morning to determine their child's readiness to attend school. A quick self-assessment tool is available online at <https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx>

Students displaying symptoms of illness while at school will be brought to the main office and have their parent/guardian contacted. Parents/guardians must make arrangements for the immediate pickup of their child. Students will be supervised in an isolation room until picked up.

Please note: Failure of a parent/guardian to make arrangements for their child to be picked up in a timely manner may require the school to contact Child and Family Services for assistance.

### Drop off and Pick up

All students will have an assigned door to use every time they enter and exit the school. All classes will enter and exit at staggered times to avoid crowding the boot rooms and hallways. When students arrive at school they will stay at least 2 metres apart while lining up to enter at their designated door. Students must wait outside for a staff member to open the door. On cold weather days (below -24C, windhill included) students will not line up as the doors will be unlocked at 7:45 a.m. Parents are required to remain outside the building while students enter at their designated doors:

#### Morning Arrival - 8:00 a.m.

<u>Class</u>	<u>Designated Entrance</u>	<u>Entrance time</u>
Kindergarten (Mrs. Fisher)	Main entrance (near office)	8:00 a.m.
Grade 1 (Mrs. MacKinnon)	Main entrance	8:05 a.m.
Grade 1&2 (Ms. Hiebert)	Div 1 entrance (front, right side)	8:00 a.m.
Grade 2 (Ms. Skinner)	Div 1 entrance	8:05 a.m.
Grade 3 (Ms. Adams)	Div 2 entrance (rear of building)	8:05 a.m.
Grade 4 (Ms. Harris)	Div 2 entrance	8:00 a.m.
Grade 5 (Ms. Dunkley)	YMCA entrance (facing field)	8:00 a.m.
Grade 6 (Ms. de Ruiter)	YMCA entrance	8:05 a.m.
ECDP (Mrs. Fisher)	Main entrance	11:54 a.m.

#### Dismissal - 2:40 p.m.

Students will be dressed for hometime and lined up in their classrooms by 2:40 p.m., then proceed to the boot room one class at a time. Adults picking up students from school will be asked to wait outside the building while maintaining a safe physical distance between themselves and others:

#### Front entrance (near office)

Grade 1 dismissed first, followed by ECDP

### Div 1 entrance

Grade 2 dismissed first, followed by Grade 1&2 class

### Div 2 entrance

Grade 3 dismissed first, followed by Grade 4

### YMCA entrance

Grade 6 dismissed first, followed by Grade 5

## **Transportation & Bussing**

Students in Grades 4-12 are required to wear a face mask while boarding and riding the school bus. K-3 students are strongly encouraged to wear face masks. Students will be assigned a regular seat by the bus driver; where there are 2 or 3 students to a seat the seating plan will first seat family members together, and then school cohorts and finally by bus cohorts. Students will respect physical distancing when getting on and off the bus.

Guarding the safety of all riders on the school bus is a responsibility of the school principal. Student refusal to wear a face mask, maintain physical distance, or poor behaviour puts the safety of all riders at risk, and may result in disciplinary measures taken by the school principal.

## **Traffic Flow within the School**

Timberlea School has applied visual cues (i.e. posters, floor decals, blue tape) throughout the school to help students and staff maintain physical distancing while moving about. Staff will emphasize establishment of routines with students to learn safe traffic flow, physical distancing, and to avoid crowding. These measures are in place to allow staff and students to minimize the incidence of people in different grade divisions occupying the same spaces.

## **Handwashing and Hand Sanitizing Stations**

Hand sanitizing stations are in place throughout the school at each room door. Staff will help students learn proper hand washing methods and use of designated washrooms. A day custodian will be on duty for the entire day to ensure that washrooms and high use areas are cleaned and disinfected several times throughout the school day.

## **Student Belongings**

Student backpacks and outdoor clothing will be kept in their lockers or on coat hooks, however, access to these areas will be limited to small numbers of students at a time, and allow for physical distancing between them. School supplies will be kept in the classroom in individual bags or

containers and for individual student use only. Sharing of supplies, materials, food, etc. will not be allowed.

### **Recess, Lunch, Transitions**

As detailed above, students will be dismissed for recess breaks in the same staggered manner as dismissal at the end of the school day. Timberlea School recess break times do not coincide with those of Fort McMurray Christian School so there is very low risk of students from either school coming into close proximity with each other. Grade 1 and 2 students are limited to play on the equipment and tarmac area adjacent to the back of the school. Grade 3-6 students will be limited to the playground equipment near the field and the field area itself. Three staff members are on duty during outside recess breaks. With fewer than 100 students attending in each group, we will be in compliance with [Alberta Government gathering restrictions](#).

### **Student Spaces for In Class and Learning Activities**

All in-class learning activities will be planned building on the assumption that all students in attendance are healthy (i.e. showing no signs or symptoms of illness) and practicing frequent hand washing/sanitizing. Any students displaying signs or symptoms of illness will be asked to report to the office and parents contacted. All staff members will wear facemasks where physical distancing is not possible, and all students grade 4-6 will be required to wear face masks as well.

Students sitting at tables will be in chairs facing the same direction. Students in stand alone desks will be distanced as much as possible. Non-essential furniture, learning materials and items not easily wiped down for sanitizing will be removed from classrooms to allow for maximizing the distance between student desks, and to facilitate quick/frequent cleaning of high contact areas. Manipulatives and school supplies will not be shared among students.

### **Contact and Information:**

Timberlea Public School  
107 Brett Drive

Office hours: 7:30 a.m. - 3:30 p.m. Monday to Friday

Phone: 780-743-5771  
Fax: 780-791-5771

Email: [timberlea.info@fmpsds.ab.ca](mailto:timberlea.info@fmpsds.ab.ca)

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