



School Specific Re-entry Plan

Fort McMurray Christian School - Revised
August 28, 2020

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

[August 25 Message to Staff](#)

Parents, Guardians and Caregivers of Fort McMurray Christian School students,

Welcome back to our returning families. We are very excited to see you. A big welcome to our new families. We look forward to getting to know you. Amid the uncertainty, we are confident that we will have a wonderful year together. After the long absence from school we will work to build relationships and connections in the coming days and weeks alongside bridging gaps in learning, a new curriculum, academics and Christian education.

Outlined below is our safety plan for the staff and students at FMCS. Staff and administration have derived using the [FMPSD 2020-2021 School Re-Entry Information](#) and guided by the Government of Alberta [COVID 19 Implementing School Re-Entry Guidance](#) document. Our school will be following the division's staggered entry during the first week of school. Staggered entry dates for Early Learning classes can be found [here](#). Staggered entry dates for Grades 1-6 classes can be found [here](#). Also considered is the physical environment of our building and how best to keep our staff and students safe. To protect our staff and students, we ask all families to self-screen children daily. The [AHS self-screening tool](#) is linked and contained in the plan below.

We know it is a big ask but we are asking that parents, guardians and caregivers say goodbye to their children on the first day of school and onward at the sidewalk drop off point for students being dropped off whether it is by car or walking. For the first week of school we are making an exception for ECDP students. For ECDP, we are asking that parents remain in their vehicles until all other students have entered the building after the bell and will be dismissed 5 minutes before Kindergarten students. Please reference the details in the plan. Again, we understand that this is a big ask, and a challenge, particularly for children who have been with their families, almost exclusively, since mid-March. We will have many staff available in the first week, to support and welcome your children. We will do our very best to make sure they feel comfortable, safe and cared for. We are asking parents to adhere to this protocol for the safety of all our students and our staff. Should parents require a meeting with school staff, we encourage you to make an appointment so that we can plan accordingly.

We ask for your understanding as we all work through this process together. We will re-evaluate our plan mid-month and at the end of each month. Should you have any questions or concerns, or feel that an area of the plan needs further clarification, please do not hesitate to reach out to a member of our administration team. We know that these are uncertain times, but we also understand that together we can make this work and do what is best for your children and our staff.

We are looking forward to welcoming everyone back to school. Please reach out to us with your questions and concerns. We are here to help.

Sincerely,

Bobbi Compton, Principal

Parent Visits to School

- An open house will be hosted on August 27th from 5-7pm. Parents are invited to sign up for 15 minute appointments during this time. ATA staff will be available in classrooms to meet with parents, take a first day of school picture, etc. Information will be sent out and posted on social media reminding parents of the safety protocols and adhering to the 15 minutes. Admin will direct traffic and support where needed.
- We have been hosting in-person visits and conversations by appointment since admin. (Principal and Vice Principal) returned August 19. These will continue until September 4th for families who may require in-person tours. LAC and teachers will connect with those families requiring extra support for re-entry.
- Parents will be advised to remain in their vehicles for drop off and pick up for grades K-9. ECDP students can be dropped off at the door to start as this is their first experience with school. They will be advised to remain in their vehicles until all other students are inside before coming to their entrance.
- Safety protocols will be posted at each entrance to the building for students and to remind parents/visitors to enter through the main entrance if needing to visit the office. Parents will be advised to book an appointment if possible for any business inside the building whether it be the office or a meeting.
- The office is limited to one family at a time. Distancing decals have been placed on the floor as a reminder.
- Parents and visitors will be required to sanitize before and after entering the office. A hand sanitizing station has been set up outside the office area.

Daily Screening for Illness and Protocols if a Student Becomes Ill

- Social media and School Messenger will be used regularly to remind parents to complete the AHS daily screening tool and to follow the guidelines included in the tool. Copies will be kept at the front of the school at the sanitizing station (inside the desk). Everyone entering the including staff, students, parents, and visitors will self-screen using the AHS Daily Screening Tool.
 - [AHS Self Screening Tool](#) - To be completed daily but all students, staff and visitors.
 - [Resource Guide for COVID 19 in School](#)
- If a student presents as ill, they will isolate in a designated area of the office with vinyl seating and a foldable screen to separate student/students from office staff. Once the student leaves, the area will be cleaned/disinfected by custodial or office staff. In the event that more than one student presents symptoms and is waiting for parent pick up, students will be socially distanced in the office and/or isolation area.
- Staff will monitor students for symptoms. If a student is identified as having symptoms:
 - The student will be required to put on a mask if not already wearing one. Disposable masks will be provided for students that do not have one. The teacher will also be required to put on a mask
 - Each classroom will be given two masks and gloves to use when needed. For example, when a student is presenting with symptoms (ECDP-3) and doesn't have a mask
 - While waiting to transfer to the office area, students will remain in their classroom in an area that is socially distanced from other students
 - The teacher or Educational Assistant will call the office and update admin. accordingly
 - Parent, guardian and/or emergency contact will be called and asked to pick up the student

- Office staff or admin. will wear the required PPE and one member will go to the classroom to escort the student to the isolation area in the office where they will wait until a parent, guardian or emergency contact arrives for pick up
- Custodial staff will be alerted to clean high touch surfaces in the classroom, washroom, lockers, office, etc. according to COVID protocols
- Once the student is picked up, the isolation area will be cleaned/disinfected along with any high touch areas in the office.

Drop off and Pick up

All Students (Please see the memo on page ---)

- Students will enter and exit through their designated doors. Supervisors will put out pylons to indicate line up areas:
 - ECDP/K North using playground doors
 - 1, 2, 3 East playground doors
 - 4, 5, 6 North portable doors
 - 7, 8, 9 South bus loop doors/bike racks
 - Teachers will develop a staggered entry plan and communicate the plan to parents
- Parents will be advised to remain in their vehicle
- Staff will be present at the designated doors to welcome and dismiss students. Doors will be unlocked at 7:45 and students will proceed to their indicated line up areas upon arrival. Supervisors will use students to their line up areas as there will be no supervision on playgrounds or fields
- Once students have entered the building according to the plan in Appendix A, homeroom teachers will be available to greet students and assist them with social distancing as they stow their belongings, remove their outdoor shoes and jackets. All staff will be actively guiding and monitoring students in hallways, at coat hooks and in classrooms for social distancing, sanitizing and symptoms
- Entrance doors will be locked at 8:00. Outdoor supervisors and admin will do a sweep of the school perimeter and any students remaining outside will be ushered to the main entrance and front office
- Students who arrive late will report to the front office to be entered into attendance as being late
- Classes will begin with a time for students to settle in before beginning class work
- ECDP parents will be advised to wait until all other students are inside before bringing their child to their designated door. At the dismissal, ECDP will dismiss 5 minutes earlier than Kindergarten students
- Students and staff will sanitize before entering classrooms
- Students who may require extra support with feeling comfortable entering the school, staff will be wearing masks in order to provide a caring approach with the child that is less than the two metre distancing requirements. Staff will sanitize before and after taking students by the hand as well as adhering to all other safety guidelines

Bus and Walking to School Students

- Students will social distance when exiting the bus in an orderly fashion
- Supervisors will encourage and support students to socially distance themselves when walking to their assigned door or playground and teachers will be inside after the bell to supervise students entering and exiting the school

- When the bell rings, students will line up in a socially distanced fashion and enter the school only when directed to by their teacher and follow the directional floor decals
- Bus students in grades 3 and up can go to the bus on their own, maintaining a safe physical distance. This may need to be rehearsed throughout the first weeks of school
- Students in Kindergarten to grade 2 will be walked to the bus by a teacher and/or supervisor

Parent Drop off/Pick up

- Parents will be encouraged to stay in their vehicle or outside of the school, and to maintain a safe physical distance between themselves and others. The exception is ECDP as indicated above
- When the bell rings, students will line up in a socially distanced fashion and enter the school only when directed to by their teacher while maintaining a safe physical distance. Parents will be advised to remain in their vehicles. If parents accompany their children, they will be asked to leave at this point. Parents are not allowed to enter the school for the purpose of dropping off and picking up their child.
- Upon dismissal, teachers will walk students to their assigned door and have them line up outside, weather permitting, to wait for parent pick up. Eye contact/visual cue will be provided to release a child to the parent/guardian who is waiting socially distanced outside.

Bethel Happy Daycare and Children of FMCS Staff

- At 8:00 daycare staff will have students ready to go to class and accompany them to their classroom door. A safe physical distance should be maintained at all times
- Students attending ECDP and Kindergarten will be picked up by Bethel Happy Daycare staff at their classroom at 10:55 and accompany students to the Bethel Happy Daycare room
- Find a space in your classroom where your child will stay - not an assigned space for one of your students. Your child should remain within your space in the classroom. You will need to wipe down after they leave. They also need to be masked for grades 4-6. Staff children must go outside when supervision begins. They cannot remain inside or be moving throughout the hall. They cannot visit their own classroom to retrieve their shoes or belongings. They must stay with you and go outside like everyone else.

Transportation & Bussing

- Students in grades 4-9 who are physically, psychologically and developmentally able to wear a mask will be required to do so
- K-3 students are strongly encouraged to wear a mask while riding the bus
- Students will be assigned a regular seat; where there are 2-3 students to a seat, the seating plan will first seat family members together, and then school cohorts and finally by bus cohort
- Students will respect physical distancing when getting on and off the bus
- Supervisors and administration will support bus drivers in enforcing these protocols

Traffic Flow within the School

- Hallways are divided with blue floor tape and social distancing reminders with directional footprint stickers placed on floors. Social distancing stickers are also placed in the entrance and office area as well as other high traffic areas such as water fountains, washrooms and exterior doors
- Posters reminding staff and students of social distancing, wearing a mask and handwashing will be placed around the school
- Teachers will use the staggered entry time to review the traffic flow procedures with students
- The gross motor/sensory room is closed until further notice or until a plan for use and sanitation is developed. Once opened, it will be available only to students who are accompanied by and Educational Assistant and who have a program assigned for using the room. The EA will be responsible for sanitizing the room after each use.

Handwashing and Hand Sanitizing Stations

- Hand sanitizing stations have been set up outside each classroom, staffroom, resource rooms, office and main entrance
- Soap is available at all sinks for handwashing
- Kindergarten and ECDP classroom have their own washrooms which are located inside the classroom
- Handwashing and sanitizing reminders/procedures will be placed in washrooms and hand sanitizer stations. It will be implemented as part of classroom procedures and routines. This includes when entering and exiting the classroom, before and after meals, before and after centres and sharing materials.

Student Belongings/Lockers (cubbies, hooks, bootracks, etc.)

- Upon entry, students will place their outdoor shoes on the assigned rack, in an assigned position, while maintaining a safe physical distance. Students in grades 4-6 are required to wear a mask at this time, and it is also recommended for students in K-3. Teachers will be required to supervise this
- Coat hooks are ONLY to be used for jackets and winter apparel. The hooks are to be labelled for each student and should be as distanced as possible. Where distancing is not possible, students can put their jackets on the back of their chair.
- Teachers will devise a system for retrieving belongings from coat hooks and boot racks that maintains physical distancing
- Backpacks are to be stored under a child's seat or desk, or on the back of their chair.
- Lockers will be spaced where possible and teachers will devise a system for organizing use. Lockers will only be accessible at the beginning and end of the day. Students will be expected to take all they will need with them at the beginning of the day into their classroom. (Refer to Appendix A)
- Where needed, personal belongings can also be stowed in a desk or cubby designated to the specific student. Classroom teachers will communicate this with parents in advance and specifying whether or not they prefer to receive all the school supplies at once or staggered throughout the year

- All belongings should be clearly labeled and separated from other student supplies. Each student is to use only supplies labeled as theirs

Recess, Lunch, Transitions

- Students will be assigned an entrance and exit door for recesses that will be supervised by staff
- Students will eat in their classrooms (cohort) and will be expected to bring food from home that does not need to be reheated. Students will be expected to bring their own cutlery and be able to open their own containers. This may require some practice at home
- Students will not be permitted to share food/snacks. This includes food for celebrations such as birthdays
- Schools will NOT be able to support any food delivery being brought to the school through a delivery service such as pizza or Skip the Dishes as well as parent drop off. This applies to all students and staff.

Student Spaces for In Class and Learning Activities

- Teachers are to avoid shared materials if possible. If not possible, students are to follow handwashing or hand sanitizing protocols such as hand washing or sanitizing before using manipulatives/centres and after using. Where possible, specific groupings of materials will be assigned to students or cohorts
- In order to maintain safe physical distancing, it may be necessary to remove larger items from classrooms. Teachers will be provided with support from school staff to move these items
- Soft surfaces such as carpets/rugs, chairs and cushions will be removed from classrooms and stored.

Other

Staff Room

- Staff will be advised to social distance when using the staffroom and to wear a mask if social distancing is not possible
- Staff will wash their hands/sanitize before and after using appliances, stove, fridge, etc
- If the room occupancy has been reached, staff will have to find alternative areas to eat lunch, host meetings, etc.

Appendix A - Entry/Exit

ECDP and Kindergarten will enter and exit through the North playground doors. Their entrance and exit will be staggered as indicated in the above plan

Grade 1-3 will enter and exit through the east playground doors. Grade groups will enter and exit in a staggered format with a few minutes between each group to minimize traffic in the hallways.

Order of entry:

Grade 3
Grade 2
Grade 1

Order of exit:

Grade 1
Grade 2
Grade 3

Grade 4-6 will enter and exit through the north portable doors. Grade groups will enter and exit in a staggered format with a few minutes between each group to minimize traffic in the hallways.

Order of entry and exit:

Grade 4
Grade 5
Grade 6

Grades 7-9 will enter and exit through the South/bike rack doors. Grade groups will enter and exit in a staggered format with a break between each to minimize traffic in the hallways.

Order of entry and exit:

Grade 7
Grade 8
Grade 9

Music

The music teachers will come to get each grade group at the start of class and will bring them back to their homeroom at the end of music class.

Phys. Ed

Teachers will bring their own classes to the gym for drop off and will pick up the class that had phys. Ed previously and drop them to their homeroom. For classes scheduled before recess and lunch the phys. Ed teacher will return them to their classroom.