



# Return to School Plan - 2021-22



# Return to School Plan 2021-22

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# Return to School Plan 2021-22

## Introduction

Following recent announcements by the Ontario Ministry of Education, and in collaboration with our local Public Health authority, Edvance, and many other credible sources, Calvin Christian School is able to provide parents with the following Return to School Plan. CCS plans to provide full time, in class learning, while adhering to recommended safety procedures from our local government. We believe our plan provides the opportunity to best serve our students' and families' educational needs while ensuring the physical and emotional health of our community remains top focus.

As Christ followers, we are called to love one another in the same way Christ loved us first. To love each other right now means considering the safety of others when putting on a mask, staying home when we are sick, and giving grace to those whose opinions or actions are different from ours. We ask for your support and understanding as we seek to fulfill our mission in equipping our students to shine.

### CCS Vision Statement

All God's children are "thoroughly equipped for every good work." 2 Timothy 3:17.

### CCS Mission Statement

Is to assist parents by providing for each student a Bible based elementary education in a supportive Christian classroom community that nurtures growth in knowledge, maturity and commitment to God for sharing in the life and work of His people in the world.

### Guiding Principles:

- Staying true to our vision and mission statements (see above).
- Prioritize the health and safety of all students and staff and their learning environment.
- Ministry of Education guidelines and Public Health recommendations will be followed.
- Students will learn with predictable and regularly scheduled learning opportunities which allow for connection to staff and other supports to promote their well-being.
- Nurture trust with open communication and clarity of purpose.
- Involve stakeholders and community partners, gathering feedback as needed considering overall needs of staff, school community and families.
- Demonstrate optimism and resilience.

Note: All information contained in this document applies to both the West 5th campus and the Unity campus. Site specific information will be noted separately.

### Resources used in creating this document:

- SickKids Hospital, Updated: COVID-19 Guidance for School Reopening
- Ontario Ministry of Education, Guide to Reopening Schools
- Edvance Christian Schools Association
- Hamilton Public Health Services, School Reopening Checklist
- Hamilton Public Health - Infection Prevention and Control department
  - Review of "Return to School" document Version 1.1 - 1 Sept 2020.
- Review/consultation of back to school plans of other Ontario schools
- **HWDSB COVID-19 Updates (August 2021)**

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## Health and Safety

### Classroom and Site Specifics

#### Access to School Buildings

- Access to both of Calvin Christian School's campuses will be limited to staff, students, and pre-authorized visitors and volunteers only.
- The following changes to our current visitor policy are in force to minimize the number of visitors that enter the school to essential visitors only:
  - Parents and visitors will be permitted by appointment/pre-authorization from CCS office staff only. All non-staff are required to wear masks indoors during school hours (Appendix A). Visitors outside of school hours will adhere to COVID screening and distancing (2m) requirements.
  - Wherever possible, meetings between parents/guardians and teachers will take place via phone or video.
  - Mandatory screening is required prior to visit. A self-screen questionnaire will need to be completed by visitors to the school if they will be passing the main office.
  - All authorized visitors must check in at the main office at either location to sign in and out. This includes supply teachers.
- Signs will be posted at entrances to the school to remind of screening requirements.

#### Classroom Setup

- Classrooms have been emptied of unnecessary furniture. Available physical space within classrooms has also been increased through overall decluttering.
- Desks will be rearranged to maximize distancing between pupils.
- Where possible, items that cannot be cleaned by the custodial staff, including soft surfaces, will be removed from the classroom. Increased frequency of cleaning of permanent carpets will be a part of the enhanced cleaning protocols.
- Students are asked to leave any unnecessary personal items at home and keep their desks clean and uncluttered to ensure proper cleaning and disinfecting.
- Staff will be required to keep their desk area clear of any clutter to ensure daily cleaning and disinfecting.
- Recycling and waste bins will still be available with no touch waste baskets.

#### Cohorts

- Cohorting refers to the practice of keeping students together as a group throughout their school day, with limited exposure to teachers or other cohorts of students. Cohorting will help facilitate contact tracing should that be necessary. Cohorts stay together throughout the day and will remain consistent on a day-to-day basis.
- Student numbers within cohorts at CCS were created to maximize health and safety for students and staff while keeping in mind other physical and mental health needs, as well as practical logistical concerns.

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- Even within a cohort, students will be reminded not to share desks, food, books, school supplies, etc.
- The school has adopted a Personal Play Space, which means students are not to enter each other's personal space, as well as each child keeping their hands to themselves.
- Cohorts will remain in their home room as much as possible. In upper grades, when rotary may take place, teachers will come to the cohort's classroom and remain physically distant.
  - Exceptions will be made for students to leave the room when participating in phys ed, recess, receiving additional withdrawal support for special education, or library.

## Occupancy Guidelines

- Individuals will need to consider if a room can safely meet the 2m distancing requirements before entering a room with other staff, volunteers etc.
- Staff meetings, Board/Committee meetings, parent/staff conferences will all need to comply with our occupancy/distancing guidelines and/or visitor restrictions.

## Main Office, Staff Room, Supply Room, and Individual Offices

- Main Office
  - The main office will continue to be both a source of information and a safe place for the CCS community. Plexiglass screens will be a part of the counter area to provide protection for guests and for the office staff. The office will be divided into two areas: a waiting space and connection portal for CCS visitors with direct access to/from the school front doors (after necessary screening has been done), with the second area being the side office space accessible through the door from the primary hallway for staff and students. With this a safe distance is kept from any visitors to our school.
  - The West 5th office will be the central administrative centre for both sites. All communication **MUST** be relayed via the West 5th office, until further notice.
- Staff Room
  - Teachers have been encouraged not to congregate or meet in person. Therefore, much of the furniture has been removed or reconfigured to allow for physical distancing when it must be accessed.
  - **Staff meetings will take place remotely or staff will follow health and safety protocols when meeting in person (distancing, masking, etc.).**
- Supply Room
  - Staff use of a photocopy/work room will be limited in such a way that 2m distancing is maintained.
  - The supply room will not be used as a pass through to offices or staff room.
  - Staff must wash their hands before and after using shared equipment. Equipment must also be wiped down by the user with an approved disinfectant.
- Individual Offices
  - While remaining at personal workstation (ie. office, desk), where students and other staff are not present, masks are optional. When moving around the school or while interacting with any other persons, masking is mandatory.

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## Drop Off & Pickup

The following drop off and pick up routines have been made to ensure student safety and will be evaluated on an ongoing basis.

Given the importance of ensuring student safety and the need to follow physical distancing, the regular drop off and pick up procedures that we have used in the past have been altered. Drop off and pick up will still take place at the Immanuel Church, however, because of procedural changes, it will be necessary for you to set aside more time to ensure that health and safety protocols are followed. At no time should parents use the bus loop for drop off and pick up during the bus hours. The bus loop is reserved for the buses. Please read the following carefully.

### Health Protocols

1. Please ensure that you are always physically distant from someone outside your “bubble”.
2. Parents and children should wear a mask when not in your vehicle.
3. Follow signage on the school property.

### Safety Protocols

1. Back into the parking spot.
2. Supervise your children carefully while walking through the parking lot.
3. Avoid socializing when picking up your child. It is important to keep things moving.
4. Respect the signs and arrows in the church parking lot regarding entrance and exit lanes.

### Morning Drop Off at Immanuel Church:

1. If you are dropping off your children at CCS, we ask that you do so in the Immanuel Church parking lot.
2. The CCS gate to Immanuel will be opened at 8:30 a.m. and supervision on the playground will begin at that time.
3. Escort your children to the CCS gate and have your children proceed to their designated grade cohort space on the playground (teachers will direct students on day one).
4. Avoid gathering in groups while waiting for the gate to open.
5. Parents/guardians should not enter the school grounds unless absolutely necessary.
6. A supervisor will be waiting at the gate entrance for students in JK and SK. This supervisor will escort the children to the school at approximately 8:45 a.m.

### Afternoon Pickup at Immanuel Church:

1. Enter the Immanuel Church parking lot.
2. Back into a parking spot.
3. Exit your vehicle and proceed to the CCS gate. The gate will be opened at approximately 3:10 p.m.
4. Once through the gate, move to an open space on the school soccer field (we will not be setting up the hoops).
5. Children will be dismissed from their class one grade at a time and be required to find you on the field.

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6. Kindergarten children will wait with their teacher on the bench near the Kindergarten playground. Parents will be required to pick their children up in this location.
7. Keeping physical distancing in mind at all times and obey signage on the sidewalk leading to the gate.
8. Once all your children are with you, leave the school yard property promptly via the gate.
9. Students in grade 7 and 8 are permitted to go directly to their parents' car. However, if there is a younger sibling in the family, parents must pick up that child.
10. Proceed to your vehicle.
11. Exit the parking lot.

## Other

1. Inform the office well ahead of dismissal time if you are making alternate pick up arrangements.
2. For parents who might be late, do your best to let us know by calling the school office. Your child will need to wait in the classroom until you arrive.
3. Should you notice that the parking area is congested, please be aware that there is plenty of public parking in the neighbourhood. A short walk from a street or two away from CCS might be worth your time.

## Cycling and Walking

1. Children who bike or walk to school will be dismissed at 3:10, before the buses and cars leave.
2. **All cyclists and walkers should access/exit the school property via the gate behind the Hungarian church.**
3. **Parents who wish to accompany their children must also access/exit the school property through the Hungarian church parking lot.**

## Early Pickup

- Unless it is an emergency situation, all early student pickups should be processed through the office at least 24 hours before pick up time, with a good practice being to email/cc the office and the teacher. The teacher will be reminded of the pick up, and the student will remain in the classroom until the parent arrives. It is preferable that the parent notify the office staff of their presence at the school with the front door intercom system. Once this occurs, the child will be called to meet their parents or designate at the front doors of the school or in the main office.

## Movement Throughout the Building

- Congregating in the hallways is discouraged
  - Directional markings will also be used on the floor.
  - Students and staff are encouraged to stay to the right when walking through the school.
- Distance stickers will be deployed throughout the hallways at one meter intervals for areas and times when students frequently have to wait.
- If possible, staff/students should use stairs while in the building.
  - If elevator use is necessary, staff and students should ride alone. Where physical distancing is not possible, individuals must wear appropriate PPE.

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## Washroom Guidelines

- To maintain physical distancing appropriate measures will be put in place (e.g., closing middle urinal).
- Access to washrooms will be restricted depending on the washroom being used. Signage at each washroom will indicate the number of students allowed in a washroom.
  - Teachers will monitor their cohorts' washroom time based on a coordinated washroom schedule. Students may still request a washroom break when necessary and the teacher will determine if that is possible at that time.

## Signage

- Signs throughout the building will include reminders regarding:
  - Physical distancing reminders and floor markers
  - PPE reminders
  - Hand washing / Hand Hygiene
  - Respiratory etiquette
  - Cleaning reminders
  - Occupancy guidelines

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## Personal Protective Equipment (PPE)

### Students

- Students in Grades 1 to 8 will be required to wear non-medical or cloth masks indoors in school, including in hallways and during classes as well as on school buses. Students in Junior and Senior Kindergarten will be strongly encouraged to wear masks indoors, but are not required to at this time (**this policy is subject to change**). Students are invited to provide their own face shield, but this is not in place of a mask.
- **Masks are not required to be worn while outdoors, however, distancing will be encouraged between cohorts as much as possible.**
- **Masks may be temporarily removed indoors to consume food or drink, with a minimum distance of 2 metres maintained between cohorts and as much distancing as possible within a cohort.**
- Non-medical masks or face coverings should:
  - Fit securely to the head with ties or ear loops
  - Maintain their shape after washing and drying
  - Be made of at least two layers of tightly woven material (such as cotton or linen)
  - Be large enough to completely and comfortably cover the nose and mouth without gaping.
- All students taking the school bus must wear a mask before boarding the bus. Since we are unable to ensure physical distancing, wearing masks while riding the bus is mandatory.
- All students will be expected to bring 3 spare masks to school everyday and rotate at set intervals or when soiled.
- Students who need PPE exceptions or other specific medical accommodations are required to submit a written request to the principal. These requests will be assessed on a case by case basis. **If necessary, the school reserves the right to consider a note from a medical or health practitioner which confirms that the student has a disability or medical condition which requires exemption from wearing a mask.**
- Additional masks will be available at the office as needed.
- Small hooks will be installed at every student's desk to hang/store masks if needed (ex: while eating).
- The use of lanyards for holding masks are not recommended as there is a risk of cross contamination as it may come into contact with other surfaces, other people, or dirty hands. Lanyards can also be a choking hazard. The child's pocket, a fanny pack or clearly marked brown bag with name are preferred for storage for when the child is outdoors.
- Please review this article from the government of Canada entitled: [Non-medical masks and face coverings: How to put on, remove and clean.](#)
- Families are encouraged to work with their child(ren) before the beginning of school to help them become comfortable with masks.

### Staff

- All staff must wear medical grade masks when in the school. PPE will be worn according to individual roles within the school and level of contact with students and/or other staff (see Appendix A).

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- An adult who is in contact with students who do not wear masks and where distancing cannot be regularly maintained, must wear a face shield along with a medical mask. Masks and shields will be provided to staff.
- Staff will be expected to care for and maintain PPE provided which is only to be used for school purposes.
- Masks should be worn at all times in common areas such as hallways, foyer and project rooms. Exceptions:
  - Staff with sensory or breathing difficulties may be exempted. They must notify the principal if this is the case.

## Supplies

- All necessary sourced supplies have been on the approved list by the Government of Canada or/or Public Health for the effective use against COVID 19.
- A fully stocked emergency PPE kit will be available at each site

## Prevention, Sick, and Outbreak Protocols

### Daily COVID Screening and Sick Procedures

- Keeping sick students and staff home is the first line of defense and is essential to keeping our community healthy.
- Signs will be posted at entrances to the school to remind students, staff, parents/caregivers, and essential visitors of screening requirements.
- All staff and students must screen daily for signs and symptoms associated with COVID-19 every day before attending CCS. In doing so staff and parents are stating they are following Public Health direction when it comes to school attendance.
- **CCS will be using a Google form screening tool based on the Ontario government COVID screening tool. We ask that you screen each of your children for the virus on a daily basis. The school will once again be responsible for validating that the screening has taken place and the Google form will help us achieve that goal. Here is the link for the screener Google form for students: <https://forms.gle/qdBxADcAHUT9YFuJ7>.**
- Screening must be completed by 7:30 a.m. if riding the bus or by 8:00 a.m. for everyone else.
- CCS administration must be notified if the screening test fails.
- **CCS will follow the Ontario government guidelines in the Management of COVID-19 in Schools. Details can be found here: [Management of COVID-19 in Schools](#)**
- Any questions on the above process can be directed to Hamilton Public Health hotline (905 974 9848 ext 7) to discuss. If you live outside of Hamilton you must call your local Public Health Unit.
- If any member of a household tests positive for COVID-19, the school must be informed immediately. You need to then connect with your local Public Health Unit for any further necessary steps for the household.
- The self-screen questionnaire and sick procedure will be reviewed and may change from time to time according to Public Health recommendations.
- A paper self-screen questionnaire will need to be completed by visitors to the school if they will be passing the main office. Visitors will still be expected to sign in/out of the school.
- **Parents will be expected to read and sign the Parent/Guardian Agreement and Declaration document can be found on p. 21. Hard copies of the form can be obtained in the office and the form is due the first day of school (Sept. 7).**

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## Sick Procedure (While in School) - Staff

- Any staff member who develops COVID-19 symptoms while in school will be required to isolate in a separate room until they are able to go home. Preferred is direct withdrawal from the school with immediate coverage from the office by way of intercom.
- Procedure reminders (in below section) apply to staff as well.

## Sick Procedure (While in School) - Students

- Students will be made aware, in age-appropriate and non-stigmatizing language, how to identify symptoms of COVID-19 and should be instructed to speak to a staff member immediately if they feel ill.
- CCS has and will maintain a personal protective equipment (PPE) kit specifically for managing students or others who become ill during school hours.
- If a student is showing symptoms of COVID-19, they will be sent to the Sick Room for further assessment and questioning.
- As required, the parent/guardian may be notified of the need for immediate pick-up. Staff will assist (wearing appropriate PPE) if required. Parents are to call the office upon arrival.
- The ill individual and/or their parent or guardian are to seek medical advice on their own accord.
- CCS will prepare a list of students and staff in the school who were in contact with/in the same cohort as the ill individual. Those who are identified as potential close contacts should remain cohorted. The local PHU will provide any further direction on testing and isolation of these contacts, if necessary. In most instances testing and isolation would only be recommended for contacts of a confirmed COVID-19 diagnosis.

### Procedure Reminders:

- anyone providing care to the ill individual should maintain as much physical distance as possible
- the staff person caring for the individual should wear a surgical/procedural mask and eye protection
- if tolerated, the ill individual should also wear a surgical/procedural mask
- hand hygiene and respiratory etiquette should be practiced while the ill individual is waiting to be picked up
- cleaning of the isolation room area and other areas of the school where the ill individual was will be conducted as soon as reasonably possible after the ill individual leaves
- regular school functions can continue unless directed otherwise by the local public health unit
- Students who develop symptoms will not take student (or public) transportation.

## Handwashing

- Everyone is expected to wash or sanitize their hands upon entry or re-entry into the school. Students and staff will also sanitize or wash their hands before lunch and/or nutrition breaks. In addition, there will be scheduled hand hygiene breaks throughout the day.
- Protocols will also be in place for those utilizing the buses.
- Age-appropriate signage will be placed throughout the school to remind children to perform hand hygiene and on proper technique.
- Students are welcome to bring personal hand sanitizer however the bottle must be 60 ml or less (in keeping with the Fire Code regulations) and scent free.
- Hand sanitizer will be provided in each classroom, main office, staff room, supply room, and gym.

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## Contact Tracing Policy

- CCS will ensure records of classes, including seating charts, bus cohorts, and daily records of any approved visitors to the school, including supply/occasional teachers.
- Daily records will be maintained and readily available for public health should contact tracing be necessary. A 30 day record will be kept (Name, date, time in/time out, contact #, screening completed).
- CCS will work directly with Public Health requirements in the event of any suspected cases and/or positive test results.
- CCS will immediately report (and on a daily basis otherwise) any suspected or confirmed cases of COVID-19 within the school to the local public health unit and provide any materials (e.g., daily attendance and transportation records) to public health officials to support case management and contact tracing.
- Public Health will provide guidance on the range of contacts who should be advised to seek testing
- Public Health will guide CCS in regards to any declarations of an outbreak.
- A list of local COVID-19 assessment sites will be readily available by administration staff.
- For privacy reasons, the name of the child/family testing positive WILL NOT BE SHARED with non-essential personnel.
- In the event of an outbreak CCS will notify families through our usual channels of communication via email and social media platforms. The CCS COVID-19 advisory section of our website will also have this information posted ([www.ccs-hamilton.ca/RTS](http://www.ccs-hamilton.ca/RTS)).

## Sick Room

- The sick room will be cleared of all non essentials to allow for sanitization between uses. Only items that can be sanitized will remain.
- The sick room door will remain closed in between uses.
- Students will be required to wear a mask (regardless of age) when in the sick room. Consideration for exceptions to this will be taken for students in emotional distress.
- Students will be required to sanitize their hands before entering the sick room.
- 2m physical distance will be maintained between staff and student when in the sick room. When this is not possible, staff will don PPE to be with the student in isolation.
- Enhanced PPE will be outside of the sick room and this will allow staff to don PPE and enter the room should the child require assistance while isolating and awaiting a plan or their return home.

## Ventilation

- Opening windows will be encouraged whenever able and safe to do so.
- Additional attention to details surrounding ventilation will take place on a regular basis.
- West 5th Campus
  - The building is equipped with Energy Recovery Ventilators (ERV) units which provides fresh air from outside and maintains good air flow in the building.
- Unity Rd Campus
  - **Stand alone HEPA filter systems have been purchased for the classrooms.**
  - New rooftop exhaust fan units have been installed that will provide good air circulation.

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## Cleaning and Disinfection

### Protocols

- Custodial staff will clean and sanitize bathrooms regularly as per public health guidelines.
- Custodial staff will clean and sanitize high touch surfaces regularly as per public health guidelines. These areas include (but are not limited to):
  - Handrails
  - Door handles
  - Hard top surfaces
  - Staff and Supply rooms (a supply of wipes will also be provided for staff in this area)
  - etc
- Teachers will be provided with a cleaning agent to be used if needed in between regular cleanings.
- If a student or staff member becomes symptomatic while at school, all spaces within 2 meters of the individual will be cleaned and disinfected..
  - In addition, the contents of this individual's desk/area will be sealed in a container until the student is cleared to return to school.
  - Custodial staff will be responsible for complete disinfecting of the isolation room where the student will be awaiting for pick up.
- Appropriate PPE will be used by the custodial staff.

### Supplies and Training

- Newly purchased electrostatic sprayers will be used for many of the high touch areas and buses. This will allow for effective sanitizing and efficient use of time.
  - These sprayers apply a charge to disinfectant liquid so that they can cling to surfaces through electrostatic forces, covering the maximum amount of surface area.
  - Sprayers will be used with government approved disinfectants that are specifically intended for use in electrostatic sprayers.
- All cleaners, disinfectants, hand sanitizers and wipes have a Drug Identification Number (DIN) and have been approved by the government of Canada for the effective use against COVID-19.
- All cleaners, disinfectants, hand sanitizers and wipes will be used prior to the manufacturer's expiry date.
- Custodial staff have been properly trained in the use of all cleaning and disinfecting agents, as well as specifically trained according to the electrostatic sprayer's manufacturer.
- Bus drivers and staff will be trained in the use of the electrostatic sprayer as required.
- Additional and ongoing training of staff will occur as deemed necessary.

## Student Transportation (Busing)

### General Guidelines

- Where possible private transportation will be encouraged as a means to decrease congestion on school buses.
- **The CCS buses will drop off and pick up students in the bus loop.**

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- Daily screening policies/procedures as per CCS guidelines will be adhered for all transportation services as an extension of the CCS health and safety policy.
- All students will be required to wear non-medical or cloth masks the entire trip, including BEFORE entering the bus. Face coverings/masks will stay on until the rider is off the bus.
- Hand hygiene will be expected by students and drivers prior to and upon completion of bus rides.
- Buses used for transporting students will be cleaned and disinfected after each use/ride.
- Where possible, windows will be opened to allow for effective ventilation.
- Seating
  - Students from the same household will sit together. Where this is not possible (ie, only one child in attendance to CCS), students from the same classroom cohort will be considered as required, or assigned their own seat.
- A record of bus seating plans will be kept to share with Public Health should contact tracing be required.
- Bus drivers' will be required to wear masks only -- so as not to interfere with the driver's ability to access vehicle controls, or hinder or distort the driver's view.
- Each bus will also be outfitted with an emergency PPE kit.
- Cleaning protocols and disposal of cleaning materials will be adhered to as per Public Health of Ontario guidelines for Cleaning and Disinfecting Public Settings.
- A reminder to families that our current policy remains in place that phones/devices are for personal use, and are not to be shared or passed around while on the bus.

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## Learning

### General Guidelines

- Updated schedules have been prepared for this year. Nutrition, physical distancing, hygiene and cleaning protocols were considered in the creation of schedules.
  - Students will now follow the balanced day schedule. This will allow for more time to practice hand hygiene and to have health snacks throughout the day.
  - The balanced day approach will ensure all students have adequate amounts of time to eat and continue to have time outside.
  - Refer to Appendix B for more information.
- Students will remain with their assigned classmates throughout the day and rotating classrooms will be minimized.
- Taking learning outside of the classroom will be encouraged whenever possible.
- Teachers are to incorporate individual activities where possible and adapt group activities to minimize physical contact.
- We will not be having Reading Buddies until cohorting requirements change.
- **Extracurricular activities will return. Each activity will be addressed on a case by case basis according to what we are permitted to do. Library classes, field trips, choirs and band classes will be made available unless public health guidelines change. We will do our best to review the necessary protocols to keep staff and students safe.**
- Emergency procedures including drills will continue (and be introduced at Unity Campus), but will be re-assessed to determine if and how adjustments are required.

### First Day of School

- All information in this document will be implemented on the first day of school.
- Parents will be asked to avoid entering the school building to ensure that health and safety guidelines are being followed.

### Kindergarten

- Play-based learning remains the program philosophy in our kindergarten classrooms.
- In JK and SK, play is an essential part of the day. As children will still play with one another, toys used will be disinfected as needed. Proper hand washing will be emphasized.
- During carpet time, students will sit at physically distanced markings. Children will still eat and work at tables with as much physical distancing as possible.
- More information will be communicated by the kindergarten teachers, as needed, through weekly communications.

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## Special Education

- Some students will need extra support in understanding and remembering new routines and processes. Special Education staff will work with students to communicate these new safety guidelines and procedures.
- CCS has identified rooms that can be used for individual support.
- When providing withdrawal assistance, students will follow safe in-school transit protocols.
- The use of special education rooms will be in accordance with the health and safety section of this document and areas of use will be sanitized after each student's use.
- Some students require assistive devices and other equipment to go back and forth from school each day. Paraeducators will assist students in cleaning/disinfecting wheelchairs, trays, communication devices, medical equipment etc. before entering the classroom each day.
- Specialized PPE is mandatory for staff working directly with students with significant special needs (See Appendix A)

## Shared Classroom Materials, Toys, and Manipulatives

- CCS staff will reduce items coming into the classroom and families are asked to follow this as well.
- Individual bins of touchable items can be considered for each student (provided by school).
- Only items which can be easily disinfected will be selected to be used within a cohort. No plush toys.
- Reading materials that need to be shared within the cohort may be quarantined for a set amount of time before being shared with another student.

## Assemblies

- **In person entire student body assemblies will be permitted where physical distancing is possible (likely only the Unity Campus).**
- **Assemblies may be presented by video format.**

## Recess

- Outdoor times like recess will be used as opportunities to provide students with breaks from wearing masks.
- Students will wear masks in hallways when heading outside as per government regulations. Teachers will work with students to discuss mask storage procedures while outside.
- Students will be reminded as needed to remain distant from others as they play. The school has adopted a Personal Play Space, which means students are not to enter each other's personal space, as well as each child keeping their hands to themselves.
- Specific areas will be designated for play on a rotating basis.
- Students are to be well prepared for going outside in all weather conditions.
- Nutrition breaks and outdoor time will be staggered in order to avoid congestion in the hallways and bathrooms, and to ensure physical distancing can be maintained.
- See Appendix B for more information on the daily schedule.

# Return to School Plan 2021-22

## Physical Education

- Whenever possible, PE will be done outside. Parents will need to send clothing appropriate to the weather conditions.
- The gymnasium will only be used where physical distancing measures can be followed. Focus will shift to individual skills or drill work that ensures physical distancing.
- CCS gym clothing (students in grades 4-8) will be required for students and can be purchased through our website in the fall.
- Any materials/equipment that are being used during Physical Education class will be disinfected as per the guidelines in the health and safety section.
- Students will wash hands prior to, and after gym class.

## Technology

- Chromebooks at West 5th Campus
  - A set of ChromeBooks will be assigned to a cohort for one school day at a time.
  - A UVC disinfection cabinet provides nightly sanitization of ChromeBooks before they're assigned to another cohort.
  - A schedule for use of Chromebooks between classes/divisions has been developed with age and class needs in mind.

## Art and Music

- **Band class (grade 7 and 8), classroom singing and choir singing will be permitted as per public health allowance.**
- Art will continue. Any shared supplies will be disinfected between use.

## Extra-Curricular Activities

- **Extra-curricular activities will resume on a limited basis. These activities include sports, musicals, etc. Each activity will be addressed according to public health recommendations and guidelines.**

## School Communications

- Mail from school to home (and reverse) will be electronic whenever possible.
- All communication between parents and school personnel will be conducted by means of email, phone, or video conferencing.

## Home Learning Program

**CCS will not be providing the Home Learning Program this year.**

# Return to School Plan 2021-22

## Mental Health

In transitioning back to school, we recognize the importance of children being supported socially and emotionally. Their mental well-being is very important to us. The CCS school counsellor, Tricia Schinkel (RP, MC:AT), has provided the following information to help your child transition back to school so that he/she feels safe to do so.

As we plan ahead for the return to school in September, some children may be feeling nervous, anxious, and unsure. As parents, we may also have a mix of feelings. How do we balance our own worries and manage our kids' worries at the same time?

### 5 tips for transitioning back to school:

1. **Get back into a routine** - Create night time routines, morning routines, after school routines, and visual schedules/checklists. These will all help to establish structure, which is so important and may have been a bit lost this summer, because, let's be honest, it was needed!
2. **Prepare the night before** - Get kids involved in packing their own lunches, packing school bags, and picking out clothes the night before. Give a bit more time for kids to unwind before bed: put on some quiet music, read a book, use a prayer journal.
3. **Validate emotions** - Recognize that even uncomfortable emotions, such as worry, fear, and stress are normal emotions that may be heightened given the circumstances. Be understanding and help normalize their feelings. Look at things that will be the **same** about returning to school and what things will be **different**. Prepare your child, as best as you can, for what school may look like.
4. **Utilize coping skills** - When emotions are high, it can be difficult to think clearly, reason, or make sense of things. Each child has things they do that can help them stay calm or return to calm. Come up with some new skills together; including using transitional items - stuffed animals, scented items, stress balls.
5. **Talk to your child about ways to follow new safety rules** - Discuss how to safely engage with friends, how to wear masks, wash hands, etc. Make it fun; model the norm and they can follow your calm and fun approach to these new practices. Feeling prepared can help calm some of these fears.

### Resources:

- [Anxiety Canada - coping with back to school anxiety](#)
- [HWDSB resources for mental wellness](#)
- [Centre for Disease Control - parent checklist for return to school](#)
- [Child Mind Institute: Helping kids back to school routine](#)

## Communication, Education, and Training

- Parents, teachers, staff, supply teachers and volunteers will each be expected to review the guidelines established in this handbook prior to the start of the school year, or before starting their participation in school activities.

# Return to School Plan 2021-22

- Parents are to review general expectations in this handbook with their children so that children are aware that school will “look and feel” different.

## Staff

- Education will be provided to teachers on the following (but not limited to):
  - COVID-19
  - Cohorting vs Distancing
  - Hand hygiene
  - Daily PPE (use, care, cleaning, storage & disposal) as per manufacturer guidelines
  - Enhanced PPE
  - Sick procedure while in school (student and staff), process for removing themselves or students as needed
  - Screener/requirements
  - Mental Health
  - Updates/changes to facility and movement in/out of the school.
- Updates will be regularly provided as required to staff.

## Students

- Teachers will do initial on-site teaching and regular discussion thereafter regarding the following topics (not limited to) with their students:
  - Cohorting, physical distancing expectations within cohorts and outside of cohorts.
  - Drop off/pick up & recess locations for their cohort.
  - Travel in/out and throughout the school.
  - Hand washing education - moments of hand hygiene, proper procedure, hand sanitizer vs hand wash, and training to use paper towels when they turn off the taps if not touchless.
  - Respiratory etiquette - students will be taught to cover their mouth and nose when coughing or sneezing, using an elbow or tissue (dispose tissue immediately in the waste).
  - Students will be taught to avoid spitting and avoid touching their nose, mouth and eyes

## Before and After School Care (BASC)

- The BASC program is only available at the West 5th Campus.
- CCS will provide its regular BASC program in compliance with health and safety protocols.
- Space is limited.
- Please contact the office for more information or check out our website to register.

# Return to School Plan 2021-22

## Unity Road Campus

### Logistics

#### School Day Schedule

- The school day will begin at 8:50 a.m.
- The school day will end at 3:25 p.m.
- For the rest of the daily schedule see Appendix B

#### Drop Off and Pick Up

- Parents who wish to drop their child off at the Unity Campus must park in the parking lot. The child should leave the vehicle and immediately go to the designated place on the playground (to be determined)
- Parents should avoid the bus loop when leaving the Unity Campus parking lot,
- Drop off: anytime after 8:30 a.m.
- Pick up: after 3:25 p.m.

# Return to School Plan 2021-22

## PARENT/GUARDIAN AGREEMENT AND DECLARATION

The health, safety and well-being of students and staff is a top priority as Calvin Christian School (the “School”) operates during the 2021/22 school year.

The School appreciates and requires your cooperation to keep the School community safe. The School is operating based on the assurance that all persons entering School premises have taken proper precautions to prevent the transmission of COVID-19.

As you are aware, COVID-19 can be transmitted by persons who do not exhibit symptoms. There is no guarantee that COVID-19 will not be contracted by persons entering School premises.

As a Parent/Guardian, you must prevent the spread of illness. The Ministry of Health and the Ministry of Education require that you screen your child **daily prior to arrival** at the School using the screening platform link that the school will provide.

In addition to daily active screening, please note that all students will be monitored at School for possible signs or symptoms of illness.

## Declaration

As a Parent/Guardian responsible for my child, I agree to the following:

- I agree to abide by the screening protocol described above, which protocol may be updated from time to time in compliance with guidance issued by the Ministry of Health, the Ministry of Education, and/or the local public health unit.
- I agree to the screening requirements and to accurately carry out the daily screening. Misrepresentation regarding the information provided to the School could result in exclusion of the child from the School.
- I understand and agree that, if one of my children is required to stay home from School pursuant to applicable screening protocol, my other children may also be required to stay home from School pursuant to applicable screening protocol, my other children may also be required to stay home from School, I agree to cooperate with the School policy and local public health guidance in this regard.
- Upon request by the School, I consent to providing copies of my child’s COVID-19 test results to the School.
- I have read and understand the above information.
- I understand the risk of illness associated with placing my child in the School.
- This agreement remains in effect for the duration of the 2021/2022 school year unless altered by the school.

_____	_____	_____	_____
Name of Student (Please Print)	Date of Birth (MM/DD/YY)	Name of Student (Please Print)	Date of Birth (MM/DD/YY)

_____	_____	_____	_____
Name of Student (Please Print)	Date of Birth (MM/DD/YY)	Name of Student (Please Print)	Date of Birth (MM/DD/YY)

_____	_____	_____
Name of Parent/Guardian (Please Print)	Date	Signature of Parent/Guardian

_____	_____	_____
Name of Parent/Guardian (Please Print)	Date	Signature of Parent/Guardian

1 This document was created by Borden Ladner Gervais LLP (“BLG”) for the Conference of Independent Schools of Ontario and shared with Edvance for use in Edvance Affiliate Schools. Parent/Guardian Agreement and Declaration - Last updated August

# Return to School Plan 2021-22

## Appendix A - Personal Protective Equipment

Role	Cloth Mask Or Medical Mask	Medical Mask	Face Shield	Disposable Gloves	Disposable Gowns
Teacher		x	If 2m distancing is not possible with all students not wearing a mask.		
Educational Assistants		x	If 2m distancing is not possible with all students not wearing a mask.		
Principal/Vice Principals		x	If 2m distancing is not possible with all students not wearing a mask.		
Secretaries		x	If 2m distancing is not possible with all students not wearing a mask.		
Office Staff (Other)		x	If 2m distancing is not possible with all students not wearing a mask.		
Volunteers		x	If 2m distancing is not possible with all students not wearing a mask.		
Students		x			
Bus Drivers		x		x (as needed)	x (as needed)
Custodial/Maintenance		x	If 2m distancing is not possible with any student not wearing a mask		
Visitors		x			
Sick Room (Staff Member)		x	x	x	x
Sick Room (Child)		x			

# Return to School Plan 2021-22

## Appendix B - Daily Schedule

With changes to more intentional handwashing, sanitization, body breaks and nutrition there is going to be a shift from our staggered recess schedule which consisted of snack, lunch and an end day snack to two nutritional breaks in the day (also known as a balanced day). This schedule will allow students and teachers to maximize learning time while allowing adequate time for eating and bathroom breaks as well. Please consider sending a variety of healthy, filling choices for both nutrition breaks, knowing that your child will have sufficient time during both of these breaks to eat and wash their hands.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:50	HEALTHY START (SANITIZATION / MORNING TRANSITION / BODY BREAK)				
9:00					
9:30					
10:00					
10:30 - 10:50	SANITATION / NUTRITION BREAK #1 for JK,SK,5,6,7,8 / RECESS for 1,2,3,4				
10:55 - 11:15	RECESS for JK,SK,5,6,7,8 / SANITATION / NUTRITION BREAK #1 for 1,2,3,4)				
11:20					
11:50					
12:20					
12:45 - 1:05	NUTRITION BREAK #2 for JK,SK,5,6,7,8 / RECESS for 1,2,3,4				
1:10 - 1:30	RECESS for JK,SK,5,6,7,8 / NUTRITION BREAK #2 for 1,2,3,4				
1:30	QUIET TIME				
1:45					
2:15					
2:45					
3:00	SANITIZATION / TRANSITION / BODY BREAK				
3:10 - 3:20	STAGGERED DISMISSAL				