



Sunshine Hills

École Élémentaire | Elementary School

Friday, September 4th, 2020

Bonjour Sunshine Hills Families,

Welcome back everyone! Thank you for your patience and kindness as we have been navigating the set up for a safe return to a new school year at Sunshine Hills. Thank you to those families who connected with us to let us know their plans. We are ready and excited to have students back in the school, starting on Sept 10th and 11th for a 75-minute orientation each day. We know how important it is to have connection to the school and to start the year off on the right foot. We understand the decision to come back was a big one and please know we are respectful of all the decisions families moved through.

Our goal is to keep everyone safe at school so we can move forward with learning in an environment that is friendly, caring, safe, and responsive to student learning. We have aligned our School Re-Opening Plan with the [Delta School District's Safety Plan](#) and have applied it to our context. We will continue to review and adjust, as needed, to continually improve the safety of our students, staff, and families.

We had great success with coming back to school last June, and will continue with many of the successful protocols that made the spring return smooth (i.e., staggered entry and dismissal, staggered recess, eat first/play second lunch, hand hygiene, socially distanced 6 ft etc.).

What to Expect for Orientation Week for students in Grades 1 -7:

*****PLEASE NOTE: KINDERGARTEN FAMILIES ARE ON A DIFFERENT SCHEDULE FOR GRADUAL ENTRY AND HAVE BEEN NOTIFIED SEPARATELY*****

September 8th & 9th - Students DO NOT attend:




- Staff return September 8th and 9th to review safety protocols and routines, set up their learning spaces, and help finalize classes.

September 10th & 11th:

- September 10th and 11th, we will welcome grades 1 – 7 students in small, alpha scheduled, grade groups for 75-minutes on both days. The 75-minute times are fixed and organized by last name
- Refer to the schedule below for grades 1 - 7. The schedule indicates the time students arrive based on last name
- On Thursday September 10th, non-enrolling staff (NOT THE CLASSROOM TEACHER) will be assigned **Grade Specific Pylons** for French and English Students to line up behind. **Students line up behind their grade pylon (the grade they are going into this year) and must be distanced 6 ft apart from each other – we will have markers to indicate spacing**
- The non-enrolling staff will bring your child into the school to be placed in their 2020-21 classroom (their learning group cohort for the year)
- Sept 10th Parent/Guardian to drop off and pick up at the areas indicated on the chart below (a map is provided to determine location)
- Parent/Guardian leaves the school grounds once student is dropped off. Parents pick up at the same spot as drop off by the grade group pylon. Once picked up parent and student leave the school property




FRENCH STUDENT ORIENTATIONS – ALPHA ORDER AND GRADE

(NOTE, LOCATION FOR DROP OFF AND PICK UP IS **ONLY FOR THURSDAY**):

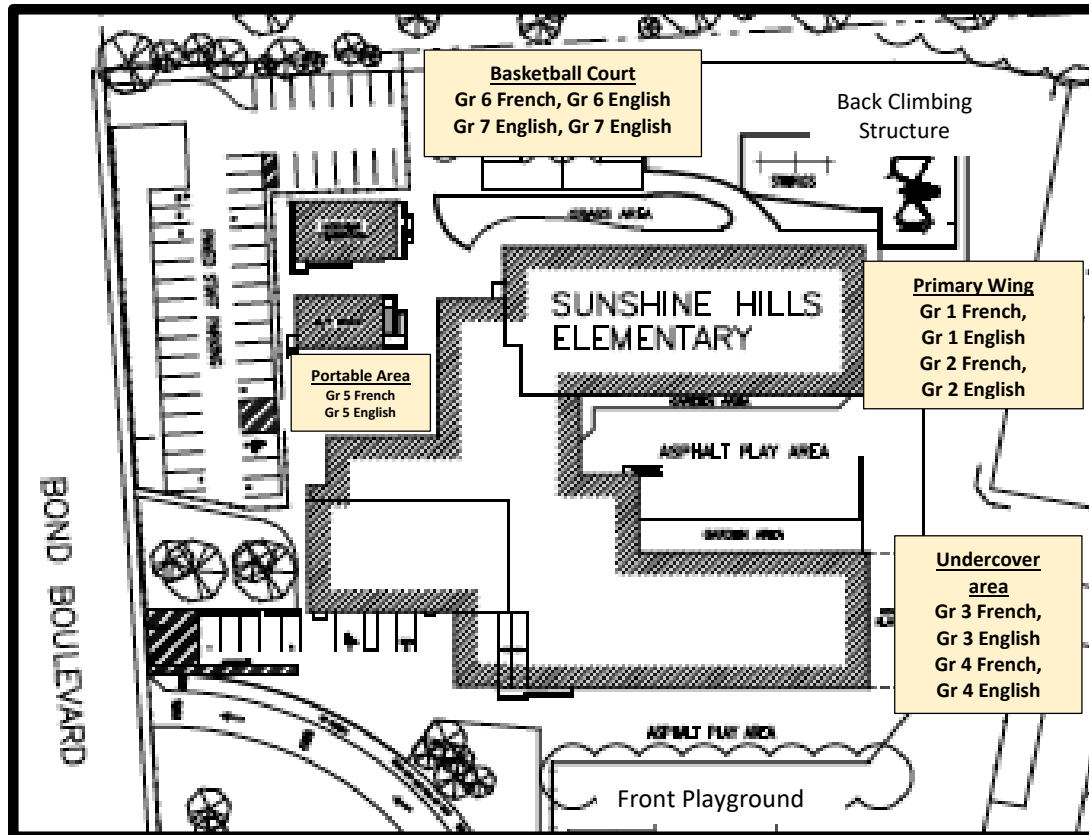
| WAVE 1 – FRENCH | WAVE 2 – FRENCH | WAVE 3 – FRENCH |
|---|--|---|
|  SEPT 10TH Last Names A – H 9:15 – 10:30 (Drop off and pick up in same area – SOCIALLY DISTANCED 6 ft APART) *FAMILIES CANNOT STAY AFTER DROP OFF AND MUST SOCIALLY DISTANCE 6ft* |  SEPT 10TH Last Names I -P 11:00 – 12:15 (Drop off and pick up in same area - SOCIALLY DISTANCED 6ft APART) *FAMILIES CANNOT STAY AFTER DROP OFF AND MUST SOCIALLY DISTANCE 6ft* |  SEPT 10TH Last Names Q - Z 1:15 – 2:30 (Drop off and pick up in same area - SOCIALLY DISTANCED 6ft APART) *FAMILIES CANNOT STAY AFTER DROP OFF AND MUST SOCIALLY DISTANCE 6ft* |
| French Gr 1 - Primary Wing French Gr 2 – Primary Wing French Gr 3 – Undercover Area French Gr 4 – Undercover Area French Gr 5 – Portable Area French Gr 6 – Basketball Court French Gr 7- Basketball Court | French Gr 1 - Primary Wing French Gr 2 – Primary Wing French Gr 3 – Undercover Area French Gr 4 – Undercover Area French Gr 5 – Portable Area French Gr 6 – Basketball Court French Gr 7- Basketball Court | French Gr 1 - Primary Wing French Gr 2 – Primary Wing French Gr 3 – Undercover Area French Gr 4 – Undercover Area French Gr 5 – Portable Area French Gr 6 – Basketball Court French Gr 7- Basketball Court |

ENGLISH STUDENT ORIENTATIONS - ALPHA ORDER AND GRADE

(NOTE, LOCATION FOR DROP OFF AND PICK UP IS **ONLY FOR THURSDAY**):

| WAVE 1 – ENGLISH | WAVE 2 – ENGLISH | WAVE 3 – ENGLISH |
|---|--|---|
|  SEPT 10TH Last Names A – H 9:15 – 10:30 (Drop off and pick up in same area – SOCIALLY DISTANCED 6 ft APART) *FAMILIES CANNOT STAY AFTER DROP OFF AND MUST SOCIALLY DISTANCE 6ft* |  SEPT 10TH Last Names I -P 11:00 – 12:15 (Drop off and pick up in same area - SOCIALLY DISTANCED 6ft APART) *FAMILIES CANNOT STAY AFTER DROP OFF AND MUST SOCIALLY DISTANCE 6ft* |  SEPT 10TH Last Names Q - Z 1:15 – 2:30 (Drop off and pick up in same area – SOCIALLY DISTANCED 6ft APART) *FAMILIES CANNOT STAY AFTER DROP OFF AND MUST SOCIALLY DISTANCE 6ft* |
| English Gr 1 - Primary Wing English Gr 2 – Primary Wing English Gr 3 – Undercover Area English Gr 4 – Undercover Area English Gr 5 – Portable Area English Gr 6 – Basketball Court English Gr 7- Basketball Court | English Gr 1 - Primary Wing English Gr 2 – Primary Wing English Gr 3 – Undercover Area English Gr 4 – Undercover Area English Gr 5 – Portable Area English Gr 6 – Basketball Court English Gr 7- Basketball Court | English Gr 1 - Primary Wing English Gr 2 – Primary Wing English Gr 3 – Undercover Area English Gr 4 – Undercover Area English Gr 5 – Portable Area English Gr 6 – Basketball Court English Gr 7- Basketball Court |

Thursday, September 10th ONLY - Map Indicating Where Grades 1 – 7 Arrive and Dismiss From:



*****On Thursday, a notice indicating the student's new division, teacher, and where to line up for Friday, will be given to your child/children*****

FRIDAY SEPTEMBER 11th – New Division Location for Arrival and Dismissal:

- On Friday, alpha groups (see below) **will line up by their new division entrance behind their new division pylon**. This is where they will be greeted and dismissed by their classroom teacher

ENGLISH & FRENCH STUDENT ORIENTATIONS - ALPHA ORDER AND GRADE:

| WAVE 1 | WAVE 2 | WAVE 3 |
|---|---|--|
| <p>↓</p> <p>SEPT 11TH</p> <p>Last Names A – H</p> <p>9:15 – 10:30</p> <p>(Drop off and pick up in same area – WITH SOME DISTANCE)</p> <p>*FAMILIES CANNOT STAY AFTER DROP OFF AND MUST SOCIALLY DISTANCE 6ft*</p> <p>English and French Students will arrive, distanced, at their new division pylon close to their new entrance. Their new teacher will meet them at arrival and dismiss them from this location.</p> | <p>↓</p> <p>SEPT 11TH</p> <p>Last Names I -P</p> <p>11:00 – 12:15</p> <p>(Drop off and pick up in same area – WITH SOME DISTANCE)</p> <p>*FAMILIES CANNOT STAY AFTER DROP OFF AND MUST SOCIALLY DISTANCE 6ft*</p> <p>English and French Students will arrive, distanced, at their new division pylon close to their new entrance. Their new teacher will meet them at arrival and dismiss them from this location.</p> | <p>↓</p> <p>SEPT 11TH</p> <p>Last Names Q - Z</p> <p>1:15 – 2:30</p> <p>(Drop off and pick up in same area – WITH SOME DISTANCE)</p> <p>*FAMILIES CANNOT STAY AFTER DROP OFF AND MUST SOCIALLY DISTANCE 6ft*</p> <p>English and French Students will arrive, distanced, at their new division pylon close to their new entrance. Their new teacher will meet them at arrival and dismiss them from this location.</p> |

*****PLEASE NOTE: We CANNOT make changes to learning group cohorts*****

What is a Learning Group Cohort?

- Essentially, your child's main learning group cohort will be their classroom
- A learning group, or learning group cohort, is a group of students and teachers who remain together for the term – this can be up to 60 people in elementary schools.
- Students within their learning group do not need to adhere to distancing 6ft, although physical contact is not permitted
- Outside a learning group, students, must socially distance 6ft, unless in their play cohort outside
- Learning groups may go up to 60 people in certain instances (i.e., Band and outside playgroups)
- Playgroups will be the same for recess and lunch and playgroups will be assigned areas on the playground on a rotating basis
- If moving together in the hall as a class, the learning group can be closer to each other, but does need to distance 6ft from other classes, students, and staff
- Any staff not part of a learning group, but supporting different classrooms, will wear a mask and distance themselves.
- Classrooms will be reconfigured as much as possible to maintain some distance between students and adults

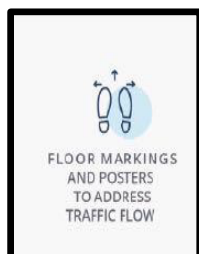
Return to School Protocols & Routines :



- Extra custodial cleaning
- Disinfectant Spray for every classroom
- Desks and chairs cleaned daily
- Touchpoints cleaned twice per day
- Washrooms cleaned twice per day



- Washing hands for 20 seconds with soap and water:
 - Parent/guardians to help child/children wash hands at home before coming to school
 - Students wash hands at arrival and before exiting at dismissal
 - Students wash hands before exiting and after entering building (i.e., recess and lunch)
 - Washing hands before and after eating
 - Washing hands after using the washroom
 - Washing hands after sneezing into tissue, coughing into elbow
- Hand sanitizer is within the classroom and students are invited to bring their own hand sanitizer (60% or more alcohol content)
- Each classroom has a sink for handwashing and soap is provided



- We have distanced floor markers (X's) in our hallway for safe hallway traffic flow.
- We will continue with one person in the washroom at a time. There are distanced wait spots for this – a pylon will indicate if the washroom is in use
- Like driving, students will walk on the right-hand side of the hallway using the X mark the spot routine
- Students will remain in their cohort's wing as much as possible to reduce movement in the school
- Classrooms will be set up as much as possible to maintain some distance between students and adults within learning groups

What about masks?

- Masks are not mandatory for students, but will be provided, if requested. If students wish to wear their own personal masks, they may do so
- Staff will wear masks in high traffic areas (i.e., the hallways, the library) and when social distancing is not possible
- Masks for classroom teachers are optional within the learning cohort
- Masks for specialist teachers will be worn when supporting in a classroom and when distancing is not possible
- Support staff who need to work across classrooms will wear a mask when distancing is not possible
- Staff may wish to wear Personal Protective Equipment (PPE) – this is their choice
- Where appropriate, clear barriers will be installed to allow for music, library, learning support, and counselling

What about outside?

- Recess times are staggered to limit the number of students outside
- A student's class may interact with one other class at certain times (during recess or lunch) provided it remains within the maximum learning group limit of 60
- Within their play group students will limit physical contact
- Morning and lunch Recesses will be supervised by staff

Before Coming to School on the 10th:

DAILY HEALTH CHECK CONFIRMATION ON PARENT CONNECT:

- ALL FAMILIES in the Delta School District, aligned with the Health Officer's REQUIREMENT, need to go on Parent Connect and select "YES" for the **Daily Health Check Acknowledgment before September 10th – THIS IT IS NOT OPTIONAL**
- The acknowledgement is to indicate that families received, read, and understand the daily health check, and agree they are responsible for doing a health check daily before sending students to school
- You can find the Daily Health Check Form for home use here:
[DAILY HEALTH CHECK FORM](#)
- The online acknowledgement and receipt of the Health Check Form is done Through Parent Connect
- You can access Instructions and the Parent Connect Website here:
<https://sh.deltasd.bc.ca/parent-community/parent-connect/>

A reminder that if you have more than one child in the school, in Parent Connect you must have the same email and password for each – this is recommended so you can see all your children at the same time

Throughout the School Year

Daily Health Checks:

- Staff will do personal assessment before coming to school
- Staff will stay home if there are signs of illness
- Families will conduct the daily health check before sending their child to school. If ill your child is to remain home and you are to contact your health care provider/call 811 to assess further
- As part of the District Safety Plan and the Sunshine Hills Safety Plan, parents must assess their children daily for signs of illness using the Health Check Sheet

- If your child is ill before arriving at school, your child is not to come to school
- If your child is sick at school, they will be separated from their learning cohort, given a mask, and the school will call you to pick up your child immediately

We hope this gives you a clearer picture of what is to happen for Orientation Week and some of the Covid-19 protocols that will be in place.

Starting September 14th:

We will have new bell times to stagger entrance for safety:

8:55 Even Divisions Arrive

2:55 Even Divisions Dismiss

9:05 – Odd Divisions Arrive

3:05 – Odd Divisions Dismiss

We will have staggered recesses and altered Lunches

*****For the week of the 14th, K families will follow the gradual entry schedule sent home*****

Because of the size of our school and our need to be distanced as we dismiss, we cannot make exceptions to when people arrive and dismiss.

House Keeping for School Start Up:

- Please do not bring school supplies on the 10th and 11th
- Please do not bring a snack or water bottles on the 10th and 11th
- Please bring a healthy snack and lunch starting Sept 14th
- Please bring two water bottles starting the 14th – as water fountains are shut off at the school
- There is NO lunch drop offs and we cannot accept any food deliveries (i.e., Skip the Dishes)

Ways to Prepare Your Child for a Smooth and Positive Return:

- **Practice proper hygiene protocols with your child**
 - Coughing into elbow, then washing hands with soap and water for 20 seconds
 - Sneezing into tissue, disposing of it, and then washing hands with soap and water for 20 seconds
 - Keeping hands to self when in learning group cohort
 - Explain the importance of NOT sharing food
 - Explain the importance of NOT sharing supplies
 - Explaining the importance of not touching your face
- Practice what physical distancing looks like
- If your child is going to wear a mask, practice how to put it on and take it off
- Talk about how school will look different, but that we are excited for their return
- Talk about how you may see staff wearing masks

Thank you for keeping a positive attitude when discussing school with your child.

Final Reminders:

- **We have severe allergies within the school**
 - Please do not send your child with food containing ANY nuts
 - For now, please do not bring seafood
 - We are able to have oranges within the building – regardless of peel
 - We are able to have hand sanitizer back in the building

- Please note that parents will not be permitted in the building
- Please be sure your child comes prepared for all weather. Sunscreen is to be applied at home – teachers are not permitted to apply sunscreen

We understand this is a lot to digest, and there will be more to come. Know we are doing everything to ensure a safe return for everyone. Please remember to go on Parent Connect and fill out the Health Check acknowledgment before September 10th.

As we start the year, we'll be focused on reconnecting and safety protocols. It's important that students feel connected to the school and that they are feeling safe. We appreciate everyone's support, patience and kindness. A reminder this is not forever, and this will shift if we ALL work together to ensure protocols are followed. We cannot wait to welcome all students on September 10th and 11th. As always, if you have any questions, please don't hesitate to contact the school. Let's all work together to make our school year smooth and safe.

Sincerely,

Mr. Jody Billingsley and Mrs. Sharon Hoffinger
Principal/Directeur Vice Principal/Directrice Ajointe