

Montreal, Monday, August 23, 2020

**François de Laval Primary School and Its Annex  
Guidelines for a Welcoming and Safe Return to School**

Dear parents,

Our school staff is getting ready to finalize the return to school in a welcoming and safe environment. We are well aware that this 2021-2022 school year will raise a great number of questions, due to its context and its organizational challenges. Taking into account the last directives of the Ministry of Education as well as the public health guidelines, we have outlined the following measures for our school reopening, adapted to our environment. We hope that this document will adequately answer all your concerns.

**Full-time Classes**

All students will be back to school full-time from Monday to Friday.

**Primary school students**

This new school year will start Thursday, August 26 for all students of the primary classes.

Primary welcome classes will start on August 27<sup>th</sup>.

These will be regular days of class (see the schedule further below).

KINDERGARTENS : regular classes and welcome class.

Since we were asked to limit school access to visitors, the information you received in the previous weeks IS NO LONGER ACCURATE. Teachers will be in contact with you shortly. Please be sure to check your email.

**How Will We Welcome Back Primary Students This Year?**

Given the current restrictions on social gatherings in the context of COVID-19, and the following elements:

- The size of our school,
- The number of students,
- The current distancing rules

**Our back-to-school 2021 will not be held as usual.** Even though, rules might not be easy to follow since different from what is actually allowed in society, we are counting on your support and your collaboration in respecting the instructions laid out in this document.

Furthermore, we would need you to explain them to your child and remind them why we must proceed in this manner. *If we all respect the rules, we all contribute to staying healthy.* This will help them follow the new rules that we have established.

Teachers will get in touch with the students' families, between the 23<sup>th</sup> and the 25<sup>th</sup> of August, **so that your child will know where they must show up.**

BY phone call or email the following information will be provided.

- The teacher's name
- The group number
- The classroom number and its floor
- The building

**We will ask you to take note of this information on a piece of paper and ensure that your child will have it handy when they arrive to school.**

**If your child is new to our school**, some school personnel will be available to welcome them and guide them. All they need to do is to come to a table which will be marked with a ? and that will be located between the two buildings, on Bois de Boulogne Street.

### Students in Grade 1 and 2.

August 26 and 27, students should be accompanied **by one adult only (Or an older sibling. For example, a 5<sup>th</sup> grader).**

**Between 7:45 and 8:15 am**, by respecting the distancing measures with other families, 1<sup>st</sup> and 2<sup>nd</sup> graders (and their companions) will meet their respective home room teacher in the school yard.

Teachers will be spread out in the annex's school yard.

Every teacher will hold a big sign showing his or her group number.

As soon as the student finds their teacher and once the teacher checks their name from the group's list, **the child's companion must leave.** Explain these procedures to your child beforehand. That will help them prepare for the events.

### Students in Grade 3, Grade 4, Grade 5 and 6.

Between 7:50 and 8:15 am\* (\*1<sup>st</sup> day only), **by respecting a distance of 2 m**, students will go directly to their new classroom. Teachers will be waiting for them (\*as of August 27, starting time will be between 7:50 and 8:00 am).

**Please note that when students move around in common areas, face coverings are required for all 1<sup>st</sup> grade and over.**

School staff will be available at the various entry doors and within the school to guide the students, if need be.

For the main building : (group lists will be posted on the doors to the outside)

1C 1D, 1F, 1G, 3C and 6C students will enter the school by the door located at the southern part of the gymnasium.

1B, 1E, 3A, 3E, 5A, 5B 5C and 6E students will enter by the south central door.

3B, 3D, 5F 6A, 6B, 50/60, AC3 students will enter by the north central door.

For the annex building : (groups lists will be posted on the doors to the outside)

4A, 4B, 4C, 4D, 4E, 101 104 will enter by the central door, next to the gymnasium.

30/40, 2A, 2B, 2C, 2D, 2E and 2F students will enter the school by the door located in between both buildings.

**We will remind you that :**

**Only parents whose children are in kindergarten, grade 1 and 2** should accompany students to meet their teachers.

**Parents whose children are in grade 3, 4, 5 and 6** won't be allowed to enter in the school yard.

**General School Structure**

**Groups Organization**

The staff is responsible for the school organization and the groups formation. At the end of each school year, teacher get together in order to form **balanced** groups, taking into consideration certain students criteria. All groups will contain strong, medium or more vulnerable students, calm students, fidgeted ones, boys and girls. Later, groups go into a draw.

*However, it is possible more students than expected show up or on the contrary, that some of those who we are expecting forgot to inform us of their moving. This could force us to open or close groups, to transfer students from one group to another on the 2<sup>nd</sup> day of classes, and even in very rare occasions move students to other schools in the area, if the enrollment ratio and/or the number of groups in our school vary (see the school admission policies of the CSSDM).*

Life in society requires us to meet new people and we must meet new people, adapt to situation and different personalities and this is a fact of life. Brothers and sisters might not be in the same building. *Please note that any group changing requests will be not accepted by the school administration.*

Up until now, we are expecting to have the following groups:

FDL (main building)	FDLA (its annex)
7 regular kindergarten groups	6 groups of grade 1
6 groups of grade 2	1 combined group grade 3 and 4 *
5 groups of grade 4	5 groups of grade 4
4 groups of grade 5	1 kindergarten welcoming groups
5 groups of grade 6	2 elementary welcoming groups
1 combined group 5 and 6	
1 elementary welcoming group	

\*Combined groups are formed when the number of students goes over the group capacity but it's not enough to open a new group of the same level. Students who in these groups have been picked by teachers and are selected according to their temperament among other traits that they know about them. They follow the same curriculum as the others groups of the same grade.

### Elementary schedule

7:50 to 8h00 : **Free entry** by respecting the distancing guidelines (as previously described for August 26<sup>th</sup>)\*

8:00 to 11:35: Teaching periods (recess will take place outside unless there is rain or extreme cold temperatures)

11:35 to 12:52: Lunch (students who eat at school will play unless there is rain or extreme cold temperatures)

12:52 to 12:57: Free entry for students who eat at home.

12:57 to 15:08: Teaching periods (recess will take place outside unless there is rain or extreme cold temperatures).

\* Grade 1 and grade 2 students will also benefit from the free entry as of August 30<sup>st</sup>.

### Preschool Regular schedule

8:55 to 11:28 : Teaching periods

11:28 to 12:50: Lunch (students who eat at school will play unless there is rain or extreme cold temperatures)

12:50 to 15:05: Teaching periods

### Leaving at the End of the Day

Parents are forbidden to go into the school yard. **ONLY ONE parent of a 1<sup>st</sup> grader will allowed for August 27, August 28 and August 31.**

**Students using school transportation** will gather at the school yard, prior to their bus boarding guided by a teacher. (mask is mandatory for passengers 1<sup>st</sup> grade and over)

**Students going home by foot or those whose parents come to get them** must find their parent by the doors of the school yard (please make a routine with your child and agree on particular door where you will meet each other, Bois-de Boulogne or Salaberry, always meet at the same place, when necessary).

**Siblings who must meet** before leaving the school, use the cement benches in the annexe's school yard as a meeting point.

**All the students must leave the yard promptly.** There is a yard supervision until 3:25pm. If there are still students left in the yard, they will be escorted to the secretary's office.

### Welcoming of Preschool New Students and Welcoming Classes Groups

Starting in kindergarten and in welcoming group is a stepping stone for all children. Due to the current pandemic of COVID-19, many of you didn't even have the chance to visit our school before your child embarks on this great adventure in a school setting. Be advised that all our students will be welcome with kindness. We will do our best to offer them a safe and stimulating environment. If you haven't done it already, please visit our website <https://francois-de-laval.csdm.ca/> which will paint a pretty good picture of our dynamic educational community.

### Sanitary Measures to Ensure Both the Safety and Health of Students

Very strict hygiene and safety protocols have been established in our school buildings:

- Help us keep our school healthy: If your child presents any symptoms similar to those of COVID. Keep him at home. Let us know how your situation evolves (either use the school email or call the school's secretary, info at the bottom),
- Our school does not have enough washrooms **next to** the entry points of the school buildings. To wash your hands in a limited time, students will use alcohol-based gel. This procedure will be supervised by a staff member who will squirt a small quantity of gel into the child's hand.
- It is mandatory to wash hands when entering the school, before and after every recess, before and after eating, after blowing your nose, and when leaving to go home. To do so, alcohol-based solutions, and

sinks, soap and disposable paper will be available for both students and the staff members in order to frequently wash their hands during the day.

- **It is expected that each child use a personal reusable water bottle (full upon arrival). Water fountain can be used to refill but not to drink directly from.**
- Tissues are also available for students and staff members to respect good respiratory hygiene practices.
- All classrooms and rooms will be frequently cleaned.
- Toilets and surfaces that are often touched, such as door knobs, light switches, desks, computer equipment, water fountains and faucets will be regularly sanitized.
- Students should limit bringing personal belongings between the school and home.
- Objects shared by several students will be disinfected as frequently as possible.
- Traffic patterns in common areas will be limited, adapted and guided. It is recommended to avoid contact. Floor markings will help us visualize the distance that should be respected during individual trips.
- Greetings requiring any physical contacts among people, like handshakes among others, are banned.
- Employees will strictly follow all CNESST rules.

### Face Covering for Students

At this moment, mask is mandatory for all students from grade 1 and over, when being outside their stable group, when moving around the school's common areas, when students from other classrooms are present, and when using the school transportation. It can be removed when in class.

### Safety of Handling Objects

Public health and sanitary measures issued by the government require us to be extremely vigilant with any germ spread through surface contact. Door knobs, stair railings and any other frequently touched surface by students and staff members will be regularly disinfected. However, objects handled in the classroom must be kept to a minimum.

### School Transportation

Mask is mandatory for children 1<sup>st</sup> grade and over

Each child will be assigned a place must respect it (no place changing). Please sur your child knows that rule.

### Lunch at School (Available as of August 26)

Lunch hours will follow public health protocols.

When possible, students from their stable group will be kept within the same group during daycare service hours.

The catering service (*to begin later, more information will follow shortly*) will be available and very strict sanitary measures will be followed.

It will be permitted for children to eat home, but protocols will should be respected in terms of their handwash before they leave and after they come back.

### Moving Around in the School

Social distancing is wished for and strongly recommended. It is an easy way to be safer. Mask is required( 1<sup>st</sup> grade and up) when in the hall ways.

## Daycare Service Structure

School daycare services will resume normal activities (current fee structures, usual ratios) by respecting any guidelines issued by the public health authorities. Any sanitary measures issued for a school setting will be applicable by the school daycare services. When possible, students from their closed group will be kept within the same group during daycare service hours.

Before 7h50, day care will be **open only in the main school**. (If your child attend school in the annex, and educator will make sure your child moves the annex on time for class)

At the end of the day car at the annex will remain open until 17h15. At that time, remaining children will be transferred back to main school, where parents can get them after 17:30.

Day care in closing at 18h00. Extra fees are charged after that.

In short: Before 7:50 and after 17:15 day car is open only at the main school. All children will be there.

**When students arrive in the school daycare services (SDG) in the morning**, a SDG employee will welcome them and immediately after that, they should say goodbye to their parent and come in by themselves. We kindly ask parents to not go over the hallway and always respect the distancing measures.

**When students leave the SDG**, an employee will welcome parents at the door. Parents will give their child's name and they should then wait for their child to come **outside the school**, distancing themselves from other parents, if need be.

## Distance Education for Students Whose Medical Conditions Can Make Them Vulnerable to COVID-19

The Ministry of Education has requested the CSSDM (centre de services scolaires) to set up a distance education service for all students who cannot attend school in person due to a specific medical condition that makes them vulnerable to COVID-19. Distance education will also be available for students residing at the same address as a relative with such medical condition. **If you wish for your child to have a medical exemption from returning school and having a compulsory attendance, let us know as soon as possible. A NEW and recent DOCTOR'S NOTE IS REQUIRED JUSTIFYING YOUR CHILD'S EXEMPTION AND EXPLAINING THAT THEIR HEALTH IS AT SERIOUS RISK IF THEY CONTRACT COVID-19.**

## Clear Guidelines in Case of an Outbreak

The Department de santé publique (DSP) will guide school authorities in regards of the measures to take if there were to be positive cases in our school.

**In all cases, parents will be contacted in case of an outbreak and they also will be notified of the measures taken by the CSSDM in a timely manner.** Please note that the school administration is your first point of contact for any questions related to COVID-19.

The government website [Québec.ca/coronavirus](https://quebec.ca/coronavirus) is regularly reviewed. Please visit it for more information. This guide will mainly outline the symptoms of COVID-19, what basic actions to take in order to treat children, and to know when to call the 1 877 644-4545 coronavirus hotline to seek help.

### A New Service for Payments

We are announcing as well the follow up of deployment of internet payment services across all institutions of the CSSDM.

You shall receive 2 types of account statement.

The one from school regarding activity books and school activities.

The one from day care and lunch service informing you of fees to pay for keeping your child (before school lunch time or after school)

Caution: reference numbers and accounts to use are different if you wish to pay for school or day care. Please look carefully at the document to select the right account.

Day care send account statement monthly.

School will send one shortly. Another could be sent if needed later during the school year. They will contain a reference number that will enable you to pay online via a transactional site from all the participating financial institutions. Detailed instructions as well as a list of the participating financial institutions will be indicated on the new account statements. If you did not pay the fees last year, new fees will be added to previous ones. Please be sure to pay in full your account this year.

### Being safe around school.

For the past few years, we have been working with the ville de Montréal and the Ahuntsic-Cartierville borough to increase safety around the school. Our efforts have finally been productive. Some construction work involving adding sidewalk extension was done last year near our school.

Access to schoolyard is possible by the ends of our schools. (Beside the parking lots)

**Please DO NOT USE the access between the 2 buildings as we use it for the children from the school buses.**

If you take your child to school, we ask that you either walk to school or park a bit further from the school, making sure that you are not blocking anybody's driveway, or then walk for a few blocks.

Shortly, our "school brigade" will be reinstated (with adult supervision). They are in place to make sure that your child access schoolyard safely, where adults are in place. You do not need to take your child to the door. We are there.

## More information

School is important for our children and the benefits of going back to it are real. Students will be able to grow and thrive. I would like to take this opportunity to thank you for your patience and would like to remind you that our staff members will do their best, as usual, to contribute to your child's learning and well-being.

If you have any questions, do not hesitate to contact us.

In close collaboration,

Lucie Charette,  
FDL School principal.