



Lexington P.S.

Welcome to the 2021-2022 school year!

We are looking forward to welcoming all of our new and returning students back to Lexington P.S. this September!

As you are aware, the Waterloo Region District School Board has put extensive plans in place for the school year. Our school continues to update plans that include both operational changes (how we manage the people and resources within the school) and health and safety changes (our response to the COVID pandemic). We hope this document will help answer your questions in regards to the specifics about the opening day and first week of school.

Please consult our school website for Reopening Schools and Health and Safety Information in the yellow banner.

Before Coming to School

COVID-19 Screening:

- All parents must screen their children every day before leaving home for symptoms of COVID-19. If there are symptoms, children need to stay home from school. If COVID-19 is suspected, testing is recommended.
- **For the first two weeks, teachers will need to verify** that students completed and passed their screening. Please verify using the Student Verification Form for each week. This will need to be brought back and forth to school each day. For the first day, please print out the **Student Verification Form**, complete it and hand to the teacher **or** email your teacher **before** 8:30 am to verify that your child has completed and passed their screening. Student verification will need to be completed for at least the first two weeks of school and we will have to call if the process above is not submitted for these two weeks.
- Link to **School Screening Tool**

What to Bring to School

Please keep your child's personal items to a minimum! To support a safe and comfortable environment, students are asked to bring the following items clearly labelled with the student's name:

- Knapsack or tote bag for personal belongings
- Face masks - 3-5 clean masks per day if possible (just in case)
- Personal water bottle
- Indoor shoes
- Seasonal outdoor wear-dress for the weather
- Only those items that are necessary for the day (e.g., pencil case, calculator, pens, pencils)
- Students may bring their own devices
- No personal items such as toys, balls, etc.

How Will I Know What Class My Child is In?

Log on to your school day account on Sept. 4 to find out your child(ren)'s teacher. Refer to the map below to see where your child(ren) will meet their teacher on Sept. 7. For more information on how to use School Day

Class Organization 2021-22

K1- M. Juche/A. Heilbron

K2- M. Mukhtarian/S. Schneider

K3- K. Good/L. Snook/J. Balesdent

1A- L. Heideman

1B- M. McLean

1/2A- R. Martinez

2A- K. Gregory

2B-A. Filsinger

2/3A- C. Jetter

3A- J. Myers

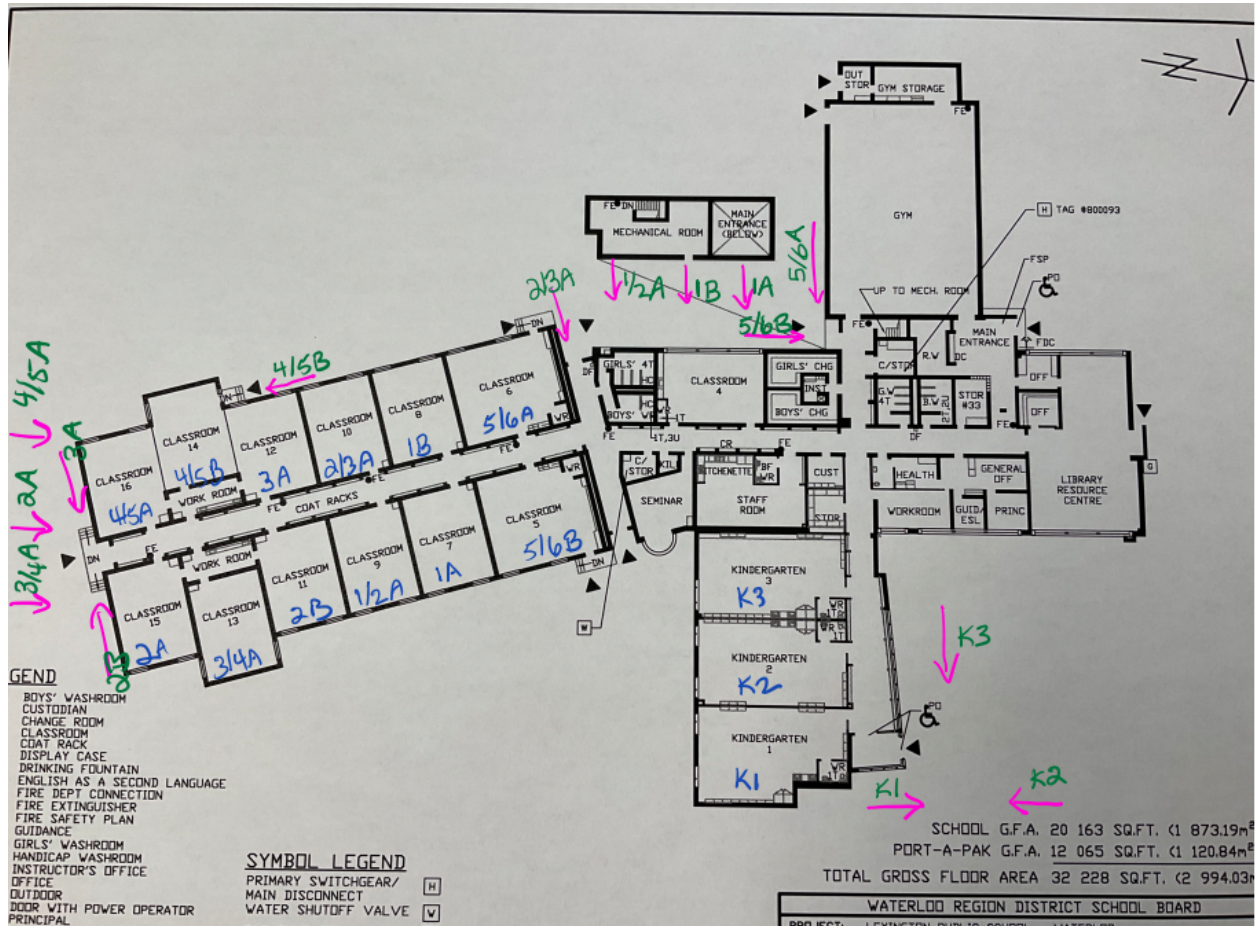
3/4A- R. Sonnenberg

4/5A- L. Cassidy

4/5B- L. Hill

5/6A- C. Shea

5/6B- J. Brooks



First Day Procedures

FIRST DAY Entry Procedures (Tuesday)

- All students, parents, and staff will be expected to wear face masks while outside during student drop off.
- All students, parents must complete the daily screening at School Screening and provide the teacher with verification through email or the Student Screening Verification Form
- Plan to arrive on property between 9:00 and 9:15 am (no supervision before 9:00 am)
- Walk to school if possible (vehicle traffic instructions below)
- Students in Grades 1 - 6 will line up with their cohort on the tarmac.
- **NO parents are allowed on the tarmac**
- Parents are asked to wear masks, stay well back from the tarmac and maintain 2 metres from one another; if your child is old enough and confident enough, we ask you to 'Kiss and Drop' at the edge of the tarmac.
- Use this Lexington Entry & Dismissal Class Lines Map to help your child get familiar with their line up location.
- All staff members will be wearing brightly coloured vests and standing near their sign and pylon.
- Students who are unable to find their class, may ask for directions from one of the staff

members who will be wearing a brightly coloured vest and standing off to one side of the tarmac, sidewalk or pathway.

- *Educators will welcome students in their line ups.*
- *Parents with a child in kindergarten must wait in the designated kindergarten area on the far side of the school. Older siblings may wait with their parents in this space until they feel comfortable waiting with their peers in their own designated location.*
- *If your child is having a hard time separating from you, keep them with you on the grass area and one of our staff members will assist you at bell time. No child will be left behind!*
- *If you wish to speak to your child's educator, send them an email or phone the school, line 2 to set up a time.*
- *Kindergarten students who arrive by bus will wait with the supervising teacher and be taken to their designated locations at bell time. Primary aged bus students will be assisted to their designated locations if needed, by designated staff members wearing brightly coloured vests.*
- *At 9:15 a.m. Educators and students will wave goodbye to parents/guardians who may still be waiting on the grassy areas. Parents who were waiting in the kindergarten area, can then drop off older siblings to their designated locations if applicable.*
- *Be prepared for weather conditions. We will be outside even if it is cold and wet.*

Designated Entry Doors:

To facilitate speedy entry in the morning and to limit unnecessary travel through the building, each grade/class will be assigned an entry/exit door. This will be the only door that students will use for entering the building, for accessing outdoor activities (and recess) and departing at the end of the school day.

On the first day, teachers will inform students of their entry/exit door.

Inclement Weather Plan (only if severe weather):

For extreme weather such as heavy rainfall or thunder and lightning, we will use the following modified Inclement Weather plan:

- Staff members will be stationed at all entry doors. Parents and/or students will line up at the door of their choice, maintaining 2 meters of space from the person in front of them.
- One student will be allowed to enter the building at a time after confirming that they do not have any of the symptoms on the Daily Student Screening Tool, nor been in contact with anyone who has symptoms. (Students who have symptoms or exposure will be sent home with a caregiver or accompanied to the office for parent pick up)
- Staff members will direct older students to the correct classroom. Additional staff members will be available to assist younger students to find their classroom.
- All students will enter their classrooms directly where they will be greeted by one of their classroom educators. Staff will begin making connections and setting up routines.
- No parents will be allowed to enter the school under any circumstances.

Regular DAILY Entry Procedures (Beginning Wednesday, September 8th):

Beginning Wednesday, September 8th, all parents of students in grades 1 - 6 will be expected to 'Kiss and Drop' students at the property edge and allow their children to go to their designated tarmac line ups on their own. This Kiss and Drop off area will also be where parents will wait at the end of the day. Make sure it is in a location that does not necessitate your child having to cross through the parking lot and/or the street. Waiting at the perimeter of the property will allow classes to make full use of the school tarmac, fields and yard during instructional time. It is also an added layer of protection to prevent COVID-19. Outdoor social gatherings are not permitted. Please respect this expectation.

Parents/caregivers will NOT be allowed to congregate on the fields or tarmac area before or after school.

Late Arrival/Absences:

Late arrivals must be scheduled in advance with the Main Office. Please follow this procedure:

- Contact the Main Office attendance line at 519-747-3314, press 1 and indicate the exact time of the student's late arrival.
- At the pre-arranged late arrival time, you may pull up on the ring road to the main entrance doors and call the office or ring the buzzer to let us know you have arrived. Wait with or in your vehicle.
- Students in grade 1 through 6 will enter the school and be met by office staff to be signed in and taken/sent to class.
- Students in JK and SK will be met at the door by a staff member who will escort them to their class after signing them in. Please inform the office staff that your child is in JK/SK.

Nutrition Break Information:

For the first 20 minutes, half of the student population will be having a lunch/snack while the remaining students are outdoors. For the second 20 minutes, the students who were indoors will go outdoors and students who were outdoors will have their snack/lunch in their classrooms. Students will be allowed to use climbers and swings at recess and outdoor learning times. Students must wear a mask during recess.

Outdoor Learning:

All classes will be provided opportunities to engage in Outdoor Learning within every school day. This may involve learning in any subject such as Math, Language, Science, Dance, etc. Students will not be required to wear a mask during this time. This will be an opportunity for students to have a break from wearing a mask.

****Please review the following with your child(ren) prior to coming to school to prepare them for the safety procedures and rules during recesses and outdoor learning:***

Play Structure Rules:

1. No toys on the climbers.

2. Rocks/stones stay on the ground.
3. Sliding on bottom only.
4. Head needs to be above the waist, no hanging upside down.
5. No jumping off the climber.
6. No pushing.
7. No playing tag/grounders.
8. No rough touch. (e.g. kicking, hitting, etc.)

Swing Rules:

1. Only one person per swing.
2. Sitting on swing only.
3. If you are waiting for a turn, wait at the side of the swing set.
4. Students need to be able to pump themselves, no pushing.
5. No jumping off swings.
6. Share and make sure others who are waiting get a turn

Sand Rules:

1. Sand stays on the ground.
2. Toys need to be picked up immediately after the bell rings.
3. No throwing sand.

Climbing Wall:

1. Stones stay on the ground.
2. Stay back away from those who are climbing wall.
3. No sitting on top of wall or climber.

Lunch Procedures:

- Students will eat lunches in their classrooms
- They will remain at their assigned desks during the eating time
- Food is not to be shared
- Please send your child with one full water bottle each day
- Students will have an opportunity to use filling stations for water bottles and not water fountains
- If a child is to be picked up for lunch, please ensure that the teacher/office is notified in advance and that office is phoned when you arrive at the front door

Buses:

We have three busses at Lexington P.S. We refer to them as colours. At the end of the day, students will line up at the correct Pylon colour while waiting for their bus to arrive. Bus drivers along with the school will develop Bus Seating Plans to ensure their safety. Please make sure your child knows either their bus number or bus colour:

Blue-275

Red-278

White-292

FIRST DAY DISMISSAL Procedures (September 7):

- Each classroom will begin preparing for dismissal in advance of the bell so that the hallways can accommodate transition time and physical distancing.
- Educators will take their students to the area where you dropped them off in the morning to facilitate pick up
- Do not arrive before 3:30 p.m. in order to allow classes to get organized.
- Parents who are picking up their child in grades 1-6, please wait on the grassy area (not on the tarmac) for your child to come to you.
- Kindergarten bus students will be escorted to the bus waiting area where they will wait with their bus cohorts.
- Once kindergarten bus students are on the bus, the remaining students who are waiting with their teachers in the designated areas, will be invited by their bus colour and number to board the bus.
- Face masks must be worn outside during the dismissal process. Staff who are less than 2 meters will wear face shields in addition to masks.
- All students and their parents must leave the property promptly at dismissal time. The school yard and tarmac is reserved for outdoor learning activities for our after care programs: Youth Development Program and WRDSB extended day.

FIRST DAY DISMISSAL Procedures: Inclement Weather Plan (September 7):

- Students will be waiting outside if it is light rain or drizzle; Students in Grade 1 through 6 will remain in their classrooms if it is raining heavily or thunder and lightning.
- Students will begin preparing in advance of the bell and wait in their classroom.
- At bell time, classes will be dismissed one at a time. **Parents must wait in the same location as in the morning as per the map.**
- Once you see your child exit the building you may meet them and leave the property promptly.
- Bus students will wait in the gymnasium with their bus cohorts and be invited to board the bus, one bus at a time.

Regular DAILY Dismissal Procedures (beginning Wednesday, September 8th):

Beginning Wednesday, September 8th, parents/caregivers of students in grades 1 - 6 will be expected to be waiting at 3:35 pm at the perimeter of the tarmac area **where they dropped their child off in the morning.**

- Educators will begin preparing for dismissal in advance of the bell. This includes taking students outside to line up on their designated tarmac lines.
- Parents will not be allowed on the yard, field or tarmac during this time.
- When the bell rings, BUS students will remain in their line and wait for an announcement invitation to board their bus
- When the bell rings, WALKING students will make visual contact with their caregivers, go meet them and head home promptly.

- When the bell rings, classroom teachers of grade 1 and grade 2 students who attend WRDSB EXTENDED DAY, will walk students to their extended day location.
- Students in the YDP will be allowed to go to Rising Oaks on their own from their dismissal location.
- Kindergarten students will be dismissed in similar fashion; always with an adult to adult handover.

Early Pick Up Procedures:

Early departures must be scheduled in advance with the teacher and the Main Office. **Early departures must occur before 3:00 pm.** Please follow this procedure:

- Notify your teacher via email that you will need to pick the student up early.
- Contact the Main Office at 519-747-3314, press 3 to indicate the exact time of your child's departure. Do not leave a voice message.
- Office staff will notify the classroom community to make arrangements for assisting your child to the office.
- At the pre-arranged early departure time, please pull up to the Main entrance door and call / buzz the office to let us know you have arrived. Wait with or in your vehicle.
- Office staff will sign out your child and facilitate connecting them with you at the main entrance. A staff member will assist kindergarten and younger students as needed.

Communication with the School

We will be sending home our regular package of information on the first day of school. Please complete the forms, and return them to your child's teacher as soon as you can. Teachers will be using their Google Classroom to communicate classroom information.

Access to the School

Only **essential visitors** are permitted inside the school (e.g., maintenance personnel).

All parents and visitors will not be permitted inside schools at this time, except in case of emergency. At entry and dismissal times, parents are to remain off school property and adhere to physical distancing protocols unless they are picking up/dropping off during extended day hours.