



**Saint Jude Elementary**

122 St-Jude  
Deux-Montagnes (Québec) J7R 3L6  
T 450 621-7805  
[stjude.schoolqc.ca](http://stjude.schoolqc.ca)

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COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
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August 27, 2020

Dear parents of students in Kindergarten and Pre-Kindergarten,

It is our pleasure to welcome you (back) to St-Jude. You should have all received a letter in July with an invitation to our Progressive Entry for Kindergarten and Pre-Kindergarten with a scheduled appointment on September 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>.

That being said, much has changed since July, and we would like to update you on our **revised procedures** for our progressive entry.

We are sure you have many questions and this letter aims to address those questions and other concerns you may have for the welcome back-to-school. We ask you to please read this entire document carefully and should you have additional questions, please contact the school by phone or e-mail. Please keep in mind that we receive a high volume of calls and e-mails at this time of the year so we will respond as quickly as we can.

To begin, please note that unlike previous years, parents will not be permitted in the school during the progressive entry. We know this is a drastic shift, however, due to COVID-19, we really do not have much of a choice. We thank you for your understanding in this matter.

That being said, one of the crucial aspects to our progressive entry is a “meet and greet” with the parents. In order to preserve this vital portion of our progressive entry. **Our teachers will be recording a short video for you, stating exactly what they would have said to you in person.** A link to this video will be e-mailed to you on Friday August 28, 2020. After which point, should you have any questions, please contact the school by phone or e-mail.

Questions for Kindergarten please contact: [epavelko@swlauriersb.qc.ca](mailto:epavelko@swlauriersb.qc.ca) or [ereiser@swlauriersb.qc.ca](mailto:ereiser@swlauriersb.qc.ca)

Questions for Pre-K please contact: [ldiionno@swlauriersb.qc.ca](mailto:ldiionno@swlauriersb.qc.ca) or [mgroulx@swlauriersb.qc.ca](mailto:mgroulx@swlauriersb.qc.ca)

**VERY IMPORTANT: ALL PROGRESSIVE ENTRY APPOINTMENTS HAVE BEEN REDUCED TO A HALF-DAY.**

All appointments remain the same date that was previously scheduled (example: if you were scheduled for September 2<sup>nd</sup>, you are still scheduled on September 2<sup>nd</sup>). The difference is: All Pre-K appointments will be from: 9:30 am – 12:00 pm. All Kindergarten appointments will be from: 1:00 pm to 3:30 pm.

***We will be communicating with each of you personally in the coming days to confirm your appointment day and time.***

This was done in order for us to physically distance as well as sanitize the toys and materials used for each appointment group.

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**Procedure for students and parents to follow for their progressive entry date (September 1<sup>st</sup>, 2<sup>nd</sup> OR 3<sup>rd</sup>):**

Please familiarize this plan with your child(ren) to ensure everyone's safety and security.

- When you arrive to school on September 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> the staff will be there to greet you outside the main entrance (front door).
- Please say “à bientôt” to your child outside the school, as we must physically distance as much as possible once we are inside. You can reassure your child that you will be back in a little while (2.5 hours) to pick them up.
- A staff member will model handwashing to your child with hand sanitizer and escort them to the classroom to meet the other students.
- Staff members will be available to answer any questions you may have at this time.
- The only thing students need to bring is their own water bottle (with their name on it please), as the water fountains have been shut down due to COVID-19. There are sinks in the class that are routinely disinfected where students can fill their water bottles.
- Students do not need to bring any school supplies with them. The teachers will communicate with the parents on September 4<sup>th</sup> to let them know which supplies are required when.
- Once all the students have arrived, there will be group activities, appropriate hygiene modeling/practicing and individual arts & crafts. After which, the students will wash their hands again, and have a nut-free sack provided by the school (if your child has any specific allergies, please advise the school in advance).
- The children will end their half-day with “free play”.
- We ask that parents arrive 5-10 minutes before the end of their child's appointment (i.e. 11:50 am for Pre-K, 3:20 pm for K).
- Staff members will once again greet parents outside while other staff members escort the children to the foyer, do 1 final hand-sanitizing, and return them to you.
- We ask all parents to either wear a mask/face-covering or remain 2 m apart from all other adults while waiting to pick-up your children.
- The teachers will be reaching out to the parents of their students to introduce themselves on September 4<sup>th</sup>. The reasoning behind this is: when students arrive on their first full day (September 8<sup>th</sup>), they will already know who their teacher is and where to go (procedure is on the following pages).

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## Procedure for students to follow on their first FULL day of school (September 8<sup>th</sup>):

Please familiarize this plan with your child(ren) to ensure everyone's safety and security.

On September 8<sup>th</sup> the teachers will be waiting in the yard identified by their name (Ms. Eileen, Ms. Mandy, Ms. Linda, Ms. Elizabeth). Upon arrival, students will have their hands sanitized by staff members and then they are to proceed directly to the area surrounding their teacher staying 2 m apart from students in other classes at all times.

The teachers will then escort the students into the building and to their classroom, reviewing the proper hygiene and safety procedures with them as they go.

The following is St-Jude Elementary School's safety guidelines for school during the COVID-19 epidemic:

*Please note that due to the ever-evolving COVID-19 situation, these practices may be subject to change. You will be advised if there are any changes made.*

### ARRIVAL:

- We ask that parents take their child(ren)'s temperature in the morning before they come to school. Children who have a fever (100.4 F or 38 C) should not come to school.
- If students are sick and presenting with conditions such as coughing, sneezing, nausea, vomiting, they should not come to school. ***If your child has seasonal allergies, please inform their teacher as soon as possible.***
- The timetable of school will be the same (drop off/arrival time is between 8:55 am to 9:07 am).
- Students must bring water bottles to school as the water fountains are closed. Water bottles may be filled from the sinks in the classroom or the bathrooms. The sinks are cleaned and regularly disinfected.
- Drop off in the morning will be the same format as last year. Staff will be present to greet you, please follow their directions to ensure the process runs smoothly. Students should exit vehicles on the ***passenger side*** for their safety. If you feel the need to accompany your child to the gate, please park your car in the designated spots before exiting your vehicle and remain 2 m from staff members if you are not wearing a face-covering.
- Staff members will provide your child with hand sanitizer as they enter the school yard either from the drop-off area or from the buses. After disinfecting their hands, students are instructed to wait in their designated area (1 area for each homeroom) painted on the ground in the school yard.
- Students in different classrooms must be at least 2 m apart at all times.
- Students in grades 5 and 6 must wear a mask on the bus and must sit in the same seat for the whole year. Siblings must sit together. Failure to comply with these regulations could result in a suspension of transportation privileges.

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- For late or mid-day arrivals, parents are asked to sign their children in using the form in the foyer (the main/front entrance). After which, your child(ren) may enter the building and proceed to the secretary's office to announce their presence (given that we must buzz the students in, it stands to reason that we will be present to assist any student as they come into the building, therefore **parents must remain in the foyer, please**).
- Parents and visitors may enter the foyer and communicate with the school secretary through the intercom at any time. However, **no visitors (including parents) are allowed in the main building unless they have scheduled an appointment in advance.**
- When in the foyer, we ask that parents wear a face-covering or a mask, physically distance from other people (if there are multiple people in the foyer at the same time) and limit themselves to no more than 2 families in the foyer at the same time.

#### During the school day:

- Individual bins have been purchased for each child and will be kept in the classrooms for students' personal belongings. School bags will also be kept in the classrooms. Please make sure to clearly label your child's belongings. **There will be no lost and found for clothing due to COVID-19.** That being said, items that are clearly labeled will be returned to the student they belong to. If you would like assistance locating a lost item, please contact your child's homeroom teacher.
- Students will not be changing classrooms. They will remain in their homeroom class for the entire day, with the exception of Physical Education class which will take place in the gym or outside.
- Each class has a bottle of hand sanitizer and a bottle of disinfectant available at all times. Both will be used regularly.
- Students will be obliged to follow MEES and Public health directives (Physical distancing, washing hands, etc.) and will be required to frequently wash or sanitize their hands.
- Students are not permitted to bring balls/sports equipment, toys or **stuffed animals** to school. Sports equipment or other toys/games that are provided by school will be routinely disinfected.
- Teachers are advised to wear a face-cover at all times and are obliged to wear a procedural mask and eye protection if they are working closely with the students (within 2 m).
- Students in grade 5 and 6 are required to wear a mask in common areas (hallways) but not in classrooms. If your child is not in grades 5 or 6 and you wish to send them to school with a mask, we will not discourage any student from wearing a mask/face-cover.
- Student's recesses will be modified in order to comply with the directives from the MEES, Public Health and CNESST. Recesses will be staggered so that no more than 50% of classes are outside at any given time during recess and lunch.

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- Our caterer, Ms. Helene has returned to provide hot lunches. You will receive an e-mail shortly outlining the ordering process and menu options.
- Students will eat lunch in their homeroom class, meals ordered from Ms. Helene will be brought to the classes by the lunchtime supervisors.
- Hand washing will be mandatory before and after lunch, when coming in from recess and at any other moment deemed necessary.
- Lunch will be staggered. Half the school will be outside playing while the other half are eating and then they will switch. We will have designated areas outside where classes can play so that they can maintain a 2 m physical distance from other classes.
- Students will only be allowed to play with other students from their homeroom class.
- Microwaves are no longer available re-heat students' lunches.

#### End of Day Procedures:

- At the end of the day – buses will be dismissed first, then walkers and finally daycare students.
- Dismissal time is 3:55 pm.
- For those parents planning on picking-up their child at the end of the day.
  - **It is imperative that you communicate with the office to advise us of your intent to pick-up your child(ren) by 2:00 pm at the latest.** There are 292 students at St-Jude. In order to ensure every child's safety, we provide all teachers and daycare staff with a daily list, detailing the departure procedure for each student. As such, the school needs sufficient time to prepare this document to ensure its accuracy.
  - Buses will have priority for departure. There are 9 school buses, which will depart one at a time. After which time, students who are being picked-up will be dismissed. We aim to do this in a timely fashion. For these reasons we advise parents who are picking-up their children to arrive closer to 4:05 pm.
  - We ask all parents in the designated pick-up zone to either wear a mask/face-covering or remain 2 m apart from all other adults while waiting to pick-up your child(ren).

#### General Safety Guidelines/Other important information:

- For any student with a mask/face-covering:
  - We encourage you to provide your child with something to hold their mask while they are playing outside (for example: a fanny pack or something similar).

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- We also encourage you to include a “back-up” mask/face-covering in the event that your child’s mask is lost/ripped, etc. We have a small reserve of masks for students in grades 5-6 should they lose theirs. However, it remains the parents’ responsibility to ensure students in grades 5-6 arrive at school with their mask/face-covering.
- Like any other personal item, please make sure your child’s mask/face-covering is clearly labeled with their **full** name.
- Please note that should a student present with flu-like symptoms during the course of the day, his/her parents will be called to pick them up immediately. ***Please ensure there is an emergency contact in case you cannot be reached and someone is available to pick up your child should the need arise.***
- If a child **refuses** to follow the safety guidelines (physical distancing, washing hands, etc.), parents will be called and asked to pick-up their child.
- Daycare services will be available and the same safety and health measures will be carried out in daycare (Ms. Trisha will contact daycare parents to outline specific daycare procedures).
- IT equipment (computers and iPads) is available to students. They are required to wash their hands before and after its use.
- As we are a BYOD (Bring Your Own Device) school we permit students to bring their personal devices to school for **educational use** only. As you can understand, the use of technology varies greatly from grade to grade, therefore, your child’s homeroom teacher will communicate with you regarding the necessity to bring a device to school or not.
  - As with all personal items, please ensure your child’s device is clearly labeled.
  - Students are not permitted to lend or share devices.
  - The school is not responsible for lost, stolen or damaged devices.

Congratulations! You’ve made it to the end of this document. Thank you for taking the time to review this with your child(ren). We are aware this is an extensive document, however we wanted to be as thorough as possible during these uncertain times.

We thank you in advance for your kindness, patience and understanding. We are all new to this experience and the situation will constantly be evolving. If you have questions or concerns, please do not hesitate to contact the school by phone or e-mail.

We appreciate your support and collaboration in this process and look forward to a successful new school year.

Warm regards,

The St-Jude Staff