Dear Parents/Guardians

Welcome Back! We hope you are all having a healthy, happy and safe summer! We are very excited for the opportunity to welcome back students, parents and staff to Ecole Notre Dame Elementary School for another excellent year of learning. We thank you all for your patience as we work on creating a safe, caring and comprehensive re-entry plan for the 2020/2021 school year. The District recently shared a comprehensive ‘Parent Guidebook for School Re-entry’ for our families. This guide book will answer many of your questions regarding the operation of the school upon our return on August 31, 2020. The Parent Guidebook will be revised as new health measures evolve and further information becomes available from the Ministries and Alberta’s Chief Medical Officer of Health. Please visit our GSACRD website to access the most recent information available.

GSACRD School Re-entry Updates

GSACRD Parent Guidebook for School Re-entry 2020/2021

Health and Safety Protocols

- Before coming to school each day, all staff and students must complete the Alberta government’s COVID-19 Information Screening Questionnaire, which is available in multiple languages, to determine whether they can attend or must stay home. The form does not need to be submitted to the office. If your child has any symptoms, contact your school office to let your child’s school know. Everyone who enters a school will see a sign that reminds them to complete the daily COVID-19 Information Screening Questionnaire before entering the building.

- On August 4, grades 4-12 students and all staff have been asked to wear masks and mask use will be mandatory in common areas and when physical distancing of 2m is not possible. K-3 students are not required to wear masks.
- Students with pre-existing health conditions that cause symptoms of illness should be tested for COVID-19 at least once before returning to school. A negative test will help show that symptoms are related to their pre-existing conditions, and not to COVID-19. This will establish what their baseline for being healthy looks like. Families should notify their school about any pre-existing condition and the symptoms it causes. As long as these symptoms remain the same, the student can attend school.

- Additional hand sanitizer dispensers have been installed in every school and division office and additional hand sanitizer has been provided to schools to enable individuals to practice good hand hygiene.

- It is recommended that individual-sized hand sanitizer bottles be purchased for your children so that they have this with them throughout the day.

- Students are encouraged to bring their own water bottles to school and not to share them. Water fountains will remain open and be cleaned regularly.

- Students are asked to have a mask to wear upon entry for the first day of school and when riding a school bus.

- Approved cleaning protocols have been put in place in all Division buildings. Custodial staff have been trained to identify high touch areas and to know how to clean, sanitize, and disinfect them.

- If your child becomes ill at school, your child will be placed in a safe space until you or your emergency designate picks up your child.

***More guidelines and health and safety protocols may be found in the GSACRD Parent Guidebook for School Re-entry 2020/2021 ***

**Programming Choice**

As described in the Parent Guidebook, parents or guardians may choose whether they would prefer online or face-to-face learning. Students who learn online will be part of an online learning group with an assigned teacher from the Division. Online students will remain enrolled at the school where they registered for 2020-2021. If you did not complete the division survey that was previously shared but you are interested in online learning, please contact Ryan O’Gorman, END Principal, at rogorman@gsacrd.ab.ca Once your child is enrolled, you will have a teacher assigned who will then share information required for school start up.
**Student Drop Off and Pick Up Procedures**

- Adults bringing students to school will be asked to stay in their vehicle or outside the school, and to maintain a safe physical distance between themselves and others. Those who need to enter the school must book an appointment with the school office. Individuals without an appointment will not be able to enter the school.

- Parents/guardians are required to set an appointment in order to enter the school at this time. Communication will happen through email and phone calls. This means that if a lunch is forgotten, this will be resolved by first calling the school and then meeting the student outside or arranging to drop off the item at the office.

- All persons who enter the school will be required to wear a mask.

- All persons who enter schools or division buildings will need to sign in using the regular visitor/student sign in books.

*Please contact the office if you require any assistance or clarification. Thank you.*

**Teacher and Class Configuration**

Thank you to all families for completing the registration process! We are working diligently on finalizing class lists and enrollment numbers, we will be sharing more information about classroom teachers and class configurations in the near future.

**END Office Open - 9:00 am - 3:00 pm beginning Thursday, August 20th**

Our school office will be opening on Thursday, August 20th. Please feel free to call or contact the office. *At this time access to the school is available by appointment only.* Please call 780-939-4020, should you have any questions or would like to set up an appointment with the administration.

**School Supplies**

To help ensure student and staff safety, students will be required to have their own exclusive supplies for the classroom, as we will be working to reduce the number of shared items in classrooms. School supply lists and access to Staples School Tools Program are available on the END website: [END School Supply List](#)
**Kindergarten Program**

As per usual, Kindergarten classes will have a staggered start, on August 31st, September 1st & 2nd respectively. Families will receive a phone call from the school to confirm the exact staggered start date. Providing a small group orientation provides a smoother transition for students to have a fun, engaging, and successful year! Like all classrooms, Kindergarten classes focus on creating cohorts (a group of children and staff members assigned to them who stay together throughout the day). As much as reasonably possible, the classroom teacher will group students into subgroupings or sub-cohorts for play and activities. In addition, extra attention is paid to limiting interactions while waiting for parents at pick-up times and while students are waiting to enter school at drop-off times. These smaller groupings/sub-cohorts also spend time together at mealtimes, playtimes, and outdoor activities. If you are a new family to END and would like further information about the school please contact the office.

**Bring Your Own Device**

School owned technology lent out to students are high touch areas that require extra cleaning and sanitizing protocols. Students are encouraged to bring their own device to school if possible. If a student wishes to bring his/own device to school, here are some recommended devices:
- Laptop (ex. Macbook Pro, Macbook Air, Acer Aspire, HP Laptop, Toshiba Satellite Laptop)
- Chromebooks (ex. Asus Chromebook, Acer Chromebook, HP Chromebook, Samsung Chromebook)

**Cohorts**

Students will be instructed in their classroom cohorts and teachers will move classrooms to teach different classes when required. The timetable established for this year will still be followed with some changes in entry and exit routines in addition to some activities being changed within courses in order to facilitate and support health and safety guidelines.

**Hot Lunch & School Snack Program**

Due to health and safety restrictions, the hot lunch (Healthy Hunger) and school snack program will not be running at this time, we will keep families informed as to if/when this status changes.

**Volunteer Information**

Please note that virtual field trips, in-class/classroom field trips and socially distanced community walking trips that follow COVID-19 health and safety protocols are the only
trips being permitted at this time. We value our volunteers at END and we will let everyone know when the status of volunteers working in the schools changes. Thank you!

![École Notre Dame](image)

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We are eagerly looking forward to welcoming all our END families back to school! God Bless!

Ryan O’Gorman
Principal
rogorman@gzacrd.ab.ca

Jen Wiley
Vice-Principal
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