



ÉCOLE GLENAYRE  
ELEMENTARY SCHOOL

School District #43

École Glenayre

Elementary School

495 Glencoe Drive, Port Moody,  
V3H 1G6

Phone: 604.939.9214

## École Glenayre Elementary September Return to School Plan

### Arriving and Departing The Building

The information in this document around cohort, staggered entry and departure times, and recess and lunch hour times is **effective Monday, September 14<sup>th</sup>, 2020**.

Please note that the schedules for **Thursday, September 10<sup>th</sup>** and **Friday, September 11<sup>th</sup>** will be sent in a separate communication so as not to overwhelm families with information. In light of our mandate to keep students and staff as safe as possible while adhering to ***District Health and Safety Protocols*** and the recommendations of the ***Public Health Office (PHO)***, parents/family members will not be allowed in the building to either drop off or pick up their child, nor deliver something their child has forgotten or needs. Students are picked up outside the building at their child's classroom at an acceptable 6ft from other families. If a parent needs to drop something off for their child, they should phone the school while waiting at the main entrance. A staff member will retrieve the item and deliver it to the student. If a parent wishes to speak with Mr. Lloyd, please phone the school or set up a virtual meeting. If the meeting is more conducive to a face-to-face discussion, please phone the school to make an appointment. Please review Table A for arrival and dismissal times and Table B for drop off and pick locations.



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**Table A: Cohort Arrival and Dismissal Times.**

<u>Cohort A</u>	<u>Cohort B</u>	<u>Cohort C</u>
<b>Student Arrival @ 8:50am</b> <b>Recess: 10:15-10:30</b> <b>Eating Lunch: 11:50-12:05pm</b> <b>Outdoor Education: 12:05-12:40pm</b> <b>Dismissal @ 2:38pm</b>	<b>Student Arrival @ 9:00am</b> <b>Recess: 10:35-10:50</b> <b>Eating Lunch: 12:25-12:40pm</b> <b>Outdoor Education: 12:40-1:15pm</b> <b>Dismissal @ 2:48pm.</b>	<b>Student Arrival @ 9:10am</b> <b>Recess: 10:55-11:10</b> <b>Eating Lunch: 1:00-1:15pm</b> <b>Outdoor Education: 1:15-1:50pm</b> <b>Dismissal @ 2:58pm.</b>
Sylvia Wong	Christina Wilcott	Brandy Allner
Michael Wong	Jennifer Birnbaum	Michelle Sigismund
Kate Rader	Drew Slaght / Kelly Owens	Taryn Coupland
John Colbourne	Nancy Khalil	Ellen Batchelor
Mike Barna	Natasha Brown	Michael Barnes
Roxanne Beaucage	Carmen Chupik	



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**Table B: Student Drop Off and Pick-Up Locations**

Students in Cohorts A, B, and C will enter (for the most part) where they would line up after recess or lunch pre-COVID-19. Again, staggered start times will provide fewer opportunities for physical interactions. The table below outlines where students will line up. Will all siblings be in the same cohorts? Unfortunately, this will not always occur. More information to follow about this process.

Teacher	Div.	Room	Line-Up Location. Small Blue Chair. Teacher Labelled
Mme. Wong	1	16	Right of classroom door
Ms. Allner	3	17	Left of classroom door
Ms. Chupik	7	15	Courtyard. Northside wall.
Mme. Sigismund	4	14	Courtyard. Eastside wall.
Ms. Brown	8	12	Courtyard. Eastside wall.
Mme. Batchelor	5	13	Courtyard. Northside wall.
Mme. Wilcott	2	18	Along the wall of the modular portable. Status quo.
Mr. Wong	9	6	Undercover area. In front of classroom door. Status quo.
Mme. Beaucage	11	5	Undercover area. In front of side door entrance. Status quo.
Mr. Barna	10	9	Undercover area. In front of side door entrance. Status quo.
Mme. Birnbaum	6	10	Undercover area. In front of side door entrance. Status quo.
Mme. Rader	14	2	Southside back stairs off the small gravel field.
Mr. Barnes	13	4	Southside back stairs off the small gravel field.
Mr. Colbourne	17	3	Southside back stairs off the small gravel field.
Mme. Khalil	15	1	Southside back stairs off the small gravel field.
Mr. Slaght/Ms. Owens	16	7	Westside entrance off ramp to side doors.
Ms. Coupland/Mr. Lau	12	8	Westside entrance off ramp to side doors.



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### **Arrival Protocols and Attendance**

When your child arrives at school, they are to line up at the ***appropriate location as identified in Table B***. There will be small blue chairs with laminated yellow signs with teacher name and division. Once again, there is no access to the school for parents or students via the main entrance. The health and safety protocols that we will adhere to at École Glenayre Elementary are paramount to the success of a healthy restart to school. There will be much review and reminding with students of these protocols. Once students enter the building, they will immediately wash their hands with soap and water. If your child is feeling sick or has any signs of an illness, please keep them home. Continue to phone the school or email [glenayre@sd43.bc.ca](mailto:glenayre@sd43.bc.ca) to report absences. What about early dismissals? Let the school know via a phone call or email about the time of the early dismissal. A staff member will get your child from class in time for the early dismissal. I reiterate that considering our mandate to keep students and staff as safe as possible while adhering to District Health and Safety Protocols and the recommendations of the PHO, parents/family members will not be allowed in the building.

### **Once Upon An Entry...And Then What?**

As soon as students enter the building, they are to wash their hands with soap and water. Each enrolling teacher has an assigned washroom (as identified in Table C below) to wash their hands.



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**Table C: Handwashing Locations**

<b>Cohort A</b> Student Arrival @ 8:50am Recess: 10:15-10:30 Eating Lunch: 11:50- 12:05pm Outdoor Education: 12:05-12:40pm Dismissal @ 2:38pm	<b>Handwashing</b>	<b>Cohort B</b> Student Arrival @ 9:00am Recess: 10:35- 10:50 Eating Lunch: 12:25-12:40pm Outdoor Education: 12:40- 1:15pm Dismissal @ 2:48pm.	<b>Handwashing</b>	<b>Cohort C</b> Student Arrival @ 9:10am Recess: 10:55- 11:10 Eating Lunch: 1:00-1:15pm Outdoor Education: 1:15- 1:50pm Dismissal @ 2:58pm.	<b>Handwashing</b>
Sylvia Wong	Classroom	Christina Wilcott	Classroom	Brandy Allner	Classroom
Michael Wong	Sink in Caretaking Room	Jennifer Birnbaum	Classroom	Michelle Sigismund	Classroom
Kate Rader	Classroom	Drew Slaght/Kelly Owens	Washroom in your wing	Taryn Coupland	Classroom
John Colbourne	Washroom closest to the gym	Nancy Khalil	Washroom in your wing	Ellen Batchelor	Classroom
Mike Barna	Washroom in your wing	Natasha Brown	Classroom	Michael Barnes	Washroom in your wing
Roxanne Beaucage	Sink in Caretaking Room	Carmen Chupik	Classroom		



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**Cohort Dismissal Protocols.**

To further address the health and safety of our school community, classes are dismissed at staggered times. Cohort A @ 2:38, Cohort B @ 2:48pm and Cohort C @ 2:58pm. Your child will be waiting for you at the same location at which he or she was dropped off. Once again, parents are to remain outside the building until such time as your child exits the building. What if my child attends the Griffins After School program or another after school program? Sheri Morrow and I have arranged protocols to address the transition from before school care to during school care to after school care and vice-versa. Pick up from Griffins will be done at the side door of the gymnasium as it has been done the last few weeks and before the COVID-19 pandemic. I have been contacted by one or two other programs. I will be reminding them that pick up of students takes place outside the building.

All for now,

Andrew Lloyd