**Arriving and Departing The Building**

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

|  |  |  |
| --- | --- | --- |
| **Cohort A**  **Student Arrival @ 8:50am**  **Recess: 10:15-10:30**  **Outdoor Play: 12:00-12:30pm**  **Eating Lunch: 12:30-12:45**  **Dismissal @ 2:28pm** | **Cohort B**  **Student Arrival @ 9:00am**  **Recess: 10:35-10:50**  **Eating Lunch: 12:15-12:30pm**  **Outdoor Play: 12:30-1:00pm**  **Dismissal @ 2:38pm** | **Cohort C**  **Student Arrival @ 9:10am**  **Recess: 10:55-11:10**  **Eating Lunch: 12:30-12:45pm**  **Outdoor Play: 1:00-1:30pm**  **Dismissal @ 2:48pm** |
|  |  |  |

Please note that the schedules for **Thursday, September 10th and Friday, September 11th** will be sent in a separate communication so as not to overwhelm families with information. Once I get approval from my Assistant Superintendent, I can communicate information about specific class placements, which impacts where your child lines up, when they start and end the school day, and who their teacher is. I anticipate this being available sometime on Friday September 11th.

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 Ms. Lloyd or Anna Buchan the Head Secretary, 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.

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

Using this schedule allows us to split our 18 divisions into 3 groups of 6. That means that only 6 groups of students and families will be entering and exiting the building at once for their time slot. For our recess and lunch times, only 6 classes go outside together, and are divided further into 3 play zones on our front fields and playgrounds. Therefore, only 2 classes will be in a zone playing at any given time. This allows for limited contact outside. Teachers may be flexible with eating times, as students are eating inside their classroom, before or after their outside play, under teacher supervision. Once advised of their cohort group (A,B, or C), families should plan drop off and pick up times adhering to their time slot to keep our school community safe. In specific case of siblings who walk home together and are in different cohorts, please talk to the classroom teacher (once assigned) if necessary, to arrange supervision in the classroom or another location.

**Arrival Protocols and Attendance**

When your child arrives at school, they are to line up at the ***appropriate location as identified in a further email.*** We are fortunate to have many exterior classroom doors, so most classes will line up there. Once again, there is no access to the school for parents or students via the main entrance, unless that is your class entry point. The health and safety protocols that we will adhere to at Rochester 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 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.

**Cohort Dismissal Protocols.**

To further address the health and safety of our school community, classes are dismissed at staggered times. Cohort A @ 2:28, Cohort B @ 2:38pm and Cohort C @ 2:48pm. Your child will be waiting for you at the same location at which (s)he was dropped off. Once again, parents are to remain outside the building until such time as your child exits the building.

Thank you for taking the time to read through Rochester’s back to school plan. We hope you recognize the thought that has been put into this plan to maximize student and staff safety. We all look forward to working with you to welcome your children back to school shortly!