

# John Stubbs Parent Handbook- September 2020

Welcome to École John Stubbs Memorial School!

This handbook is to inform you of the procedures we are following as laid out by the Provincial Public Health Officer.

Our school motto is: Ensemble on peut tout faire, which means “together we can do anything.”

This new school year brings us into a “new” school, one in which there are lots of changes. We need to pull together as a school community to maintain the safety of everyone in our school community. Thank you in advance for your patience and help.

We have a school population of over 800 students, which is fantastic for French Immersion. This great number does, however, pose some challenges that need to be addressed when we are planning systems that follow the Ministry of Health guidelines to keep children, families and staff safe. **Please read this section carefully.**

## **Students Only on School Property:**

- Parents are asked to not enter the school property (except kindergarten to grade 2 parents).
- Please stay outside the gates and fences and remember to keep 2 meters distant from each other.

## **Morning Drop off and After School Pick up.**

- You can park in the areas indicated on the [maps](#) sent with this information.
- For students in grades 3-8, please use the “Kiss and Drop” on Zealous Crescent (see info below).
- If you need to park to drop off your child, you will need to park farther away from the school. Always use the same place, so that your child learns where to find you and try to use the same place for the afternoon pick up.

## **Staff Parking Lot**

- The staff parking lot is for school and district staff use only.
- It is not designed for student drop off and pick up.

'Kiss and Drop' your kids!

Here is the [map](#) to help you understand the directions

- To limit the number of people on school property and sidewalks in the morning, we will be using a 'Kiss and Drop' system for families of students in **grades 3 to 8**.
- We recognize that Kindergarten to Grade 2 children need special consideration. If you walk your child to the school gate, please park farther away from the school. We hope you will be able to use the Kiss and Drop as your primary age child grows in independence.
- Please help us keep the flow of traffic fast and smooth by following these directions.

### **Directions to the Kiss & Drop:**

- Pull into the lane marked by the cones. When stopped, kiss your child(ren) a quick goodbye and have them exit the car from the passenger side, fast!
  - The key to success of this system is for everyone to move on quickly.
  - Staff will be in place to help guide the students to the correct meeting location for their class.
- **\*\***Parking along the kindergarten side of the building will not be available in the mornings.

### **Staggered Departure Times:**

To limit the number of people on our sidewalks and playgrounds, we are developing a plan for the end of day pick up. We will communicate this to you next week.

The departure groups are as follows:

- **Siblings.** Older siblings pick up younger siblings (including KG) at their classroom to go to the bus line up or leave the property to meet their ride home parked in your **pre-arranged place.**
- **KG**
- **Grades 1 & 6**
- **Grades 2 & 4**
- **Grades 3 & 7**
- **Grades 5 & 8**

### **Buses**

- Will be running as of September 14th.
- More details will be sent from the Transportation department.
- Middle School students must wear a mask on the bus
- Our staff will supervise the students before they get on the bus

### **Early/Late Pick Up/Drop off at School**

If you need to pick up or drop off your child during the school day:

- Inform the classroom teachers in advance so that they can help the student get ready to leave early.
- Park near the bus loop on College Road.
- Go to the main entrance door in the middle school lobby.
- Once you are at the doors, call the office: 250-478-5571. Our clerks will call the classroom and have your child come to the office.
- For safety, we need to see your face before we release your child to you.
- Once we see you, we will send your child to you. Please remain at the front doors until your child comes to you.
- Thank you in advance for giving extra time for this procedure to happen safely.

### **School Access**

- Non-district staff are not permitted to access the school without an appointment.
- Once you have arrived at the door, call the school line: 250-478-5571 and someone will come to the door to greet you.
- Go to the main entrance in the middle school lobby.

**Food and Water:**

- Students are not allowed to share food.
- Organics will need to be brought home to be composted.
- There is no access to a microwave, so food should be kept warm/cold as needed.
- We encourage students to bring a full water bottle for the day.

**Meeting Zones (Les zones de rendez-vous)**

- These are the areas that your child's class will meet at in the morning and at the end of the school day.
- Teachers from K-8 will meet their students in these zones at the beginning of the day and bring them to this zone at the end of the day to dismiss them.

**Play Zones (Les zones d'activité)**

- There are 6 different zones around the school campus where cohorts will play at recess and lunch for one week. They will rotate to a new zone each week.

**Health and Safety:**

- **Health Checks:** Must be done daily as outlined in the district letter.
- All students and staff will be washing their hands throughout the day.
- Middle school students are expected to wear masks when they are outside their cohort classroom. (ie: bus, hallway, when they cannot maintain 2 meters distance from another.)

**Consents:**

- Remember to go online and complete the consent for your child(ren):  
<https://consent.sd62.bc.ca/apps/OnlineConsent>

**Learning Groups:**

- A cohort is 60 students and staff.
- Grades 6-8 students stay in their classrooms other than physical education and outdoor exploratories.
- K-5 students stay in their classrooms other than physical education and music classes.
- No changes in classes: parent/guardian requests for changes will not be considered at this time.

**Recess and Lunch:**

Our school will have 3 different recess and lunch times. Details to follow.

**Lockers:**

- No lockers will be used at this time.
- Students are expected to keep their belongings with them in the classroom.

**Agendas:**

- Are free and will be provided for students in grades 2-8. Thank you to our amazing PAC for providing these!

**School Fees:**

- Will not be charged at this time as there will be no extracurricular activities.

Ensemble on peut tout faire!