



WOODLAWN EARLY YEARS SCHOOL

Karen Fraser—Principal
Tara Reimer—Vice Principal

Woodlawn School is an environment where education and culture empowers our students to grow into caring, connected and contributing global citizens.

August 28, 2020

Dear Parents and Guardians,

The staff at Woodlawn School are very happy to welcome all of our students back to school. While we acknowledge that our return to school this year will look different than in years past, we are grateful that we get to welcome our students back to meet their new teachers and classmates. We are excited for all of the learning opportunities that await us.

The Hanover School Division, Plan to Resume In-Class Learning can be found [here](#). The staff at Woodlawn have used the HSD plan to create our own specific plan to meet the needs of our learning community. Since the arrival of COVID -19 last March, we know that plans change often and quickly. We will do our best to update our families on necessary changes as quickly as we are able. Below are the areas we have addressed in our planning to ensure that the return to school is as safe as possible for our students and staff as we work to minimize the risk of spreading COVID-19 in our school. Please take the time to read this important information and share relevant sections with your child(ren). If you have any questions or concerns, please do not hesitate to contact the school principal, Karen Fraser at the school.

School Day Structure/Learning Plans

Welcoming Students and Families

Because we need to limit the number of people entering our building, our Meet the Teacher event for grades 1-4 will be held virtually this year on September 8 between 9:00-12:00 and 1:30-4:30. Appointments will be scheduled using the Parent Portal. If you are unable to schedule an appointment for September 8, please contact your child's classroom teacher to make other arrangements. Our Kindergarten families will be doing small group interviews virtually on September 9 for KM1, KG1, and KCG1 and on September 10 for KM2 and KG2. Appointments will be scheduled using the Parent Portal. Parent Portal appointments for both the Meet the Teacher and Kindergarten Interviews will go live on Tuesday, September 1.

School Calendar

Our [school calendar](#) is available to view on our website.

School Attendance and Participation

Please refer to the HSD Plan to Resume In-Class Learning: School Day section on the HSD website that can be found [here](#).

As always parents are asked to contact the school if their child will be away. Please mark your child's absence on the parent portal, email the office at woodlawn@hsd.ca or call the school at 204-326-6110. If it becomes necessary for a student to be absent for an extended period due to illness or the need to self-isolate, the school will make arrangements for learning packages to be sent home electronically.

Teachers will implement the use of digital platforms such as SeeSaw early in the year so that students and parents are familiar with its use. Should the province implement remote learning, teachers will use the digital platform to teach remotely.

Morning Arrival

Bus students will go straight to their classrooms. A supervisor will walk them to their classrooms from the bus. Our morning duty teachers will supervise classes before the teachers arrive.

Students who walk to school or who are dropped off are asked to arrive at school at 8:53. There will be no supervision on the playground in the mornings. Classroom teachers will meet their students at a designated spot outside of the school and bring the students inside.

Parents are asked to say goodbye to their children outside and not enter the building. The classes will meet in the following areas:

KM1/KM2 - Mrs. Martin's outside fire exit door (the left of the main entrance)

KG1/KG2/KCG1- Grade K/1 playground (outside entrance C)

1F, 1C, 1S - Grade 1 playground- along the fence of the parking lot

1P, 1JC - Grade 1 playground - along the wall of the school

2G, 2PR, 2SF, - In the front of the school near entrance E

3/4S, 3/4D, 3K - In front of the outdoor learning environment (OLE)

3T, 3/4M, 4B - Grade 2-4 playground beside the ramp

4G, 4K - Grade 2-4 playground between 4G hut and 4K hut

2MF, 2KF, 2LR - Grade 2-4 playground - basketball pad (near structure)

3R,3/4B - Grade 2-4 playground -basketball pad (near fenced in area)

Hometime

A supervisor will pick up bus students at their classrooms and walk the students to their bus lines at the end of the day.

After the bus students leave, classroom teachers will walk their students outside to their designated spot (listed above) to meet their parents. Please be sure to communicate any changes of the hometime plan to the classroom teacher and the office (woodlawn@hsd.ca).

Parents who must pick up their child during the school day must report to the outside office window and sign their child out. We are asking that parents not come to pick up their child between 3:30-3:45. This is because we need to limit and keep track of cohorts in the hallways. Parents who arrive after 3:30 will be asked to wait until 3:45 to pick up their child at their designated spot.

Parking

We ask parents to park on Henry Street or in the church parking lot across the street. Please do not park on Barkman Avenue. Parked cars on Barkman Avenue make it very difficult for our bus drivers to get by and block them from seeing students who are crossing the street.

Cohorts

As per provincial instructions we have divided sections of our school into cohorts of no more than 75 students. The cohorts we have created include 2-3 classes (40-70 students). Cohorts will have outdoor activity time in

the same area of the playground. In order to have less students on our playground we will have half the students eat while half play and then switch during both of our nutrition/activity blocks. Students will enter and exit the building as directed by teachers/EAs in order to maintain social distancing. The cohorts have been designed to limit contact between students. Teachers will take the time to teach their students which cohort they are in and why the use of cohorts is necessary. Here is a list of the cohorts:

Cohort	Classes	Teachers	Nutrition/Activity
A	1F 1S 1C	Kaitlin Flinta Chris Schroeder Amanda Cipriano	Nutrition-11:05 Activity- 11:30 Nutrition - 1:10 Activity- 1:35
B	1P 1JC	Heather Penner Jenn Cuppage	Activity-11:05 Nutrition- 11:30 Activity- 1:10 Nutrition-1:35
C	K- 1,3,5 KG1 KCG1 KM1	Kara Grant Candace Georgijevic Angela Martin	10:15-10:40-Snack and Story Activity- 12:10-12:35 Nutrition- 12:35-1:00 Activity- 2:00-2:30
D	K-2,4,6 KG2 KM2	Kara Grant Angela Martin	10:15-10:40-Snack and Story Activity- 12:10-12:35 Nutrition- 12:35-1:00 Activity- 2:00-2:30
E	2G 2PR 2SF	Courtney Gangloff Pat Reimer Sandra Froese	Nutrition-11:05 Activity- 11:30 Nutrition - 1:10 Activity- 1:35
F	3R 3/4B	Kristen Reimer Michael Bourget	Nutrition-11:05 Activity- 11:30 Nutrition - 1:10 Activity- 1:35
G	2MF 2LR 2KF	Marlene Funk Leah Read Kristen Falk	Activity-11:05 Nutrition- 11:30 Activity- 1:10 Nutrition-1:35
H	3K 3/4D 3/4S	Shawn Kehoe Andrea Dick Jordyn Shaw	Activity-11:05 Nutrition- 11:30 Activity- 1:10 Nutrition-1:35
I	4G 4K	Simmy Gandhi Jerilyn Koslowski	Activity-11:05 Nutrition- 11:30 Activity- 1:10

			Nutrition-1:35
J	3T 4B 3/4M	Cathy Toews/Ang Gosselin Wendy Buhler Lisa Martens	Nutrition-11:05 Activity- 11:30 Nutrition - 1:10 Activity- 1:35

Phys-Ed and music classes will continue to take place this year with some restrictions as per Manitoba Education. As weather permits these classes will take place outside. Music classes will take place in the classrooms. Phys-Ed classes will take place in the gym. Classes will be scheduled in blocks according to cohorts and the gym will be cleaned and sanitized after each cohort. Classes will enter the gym from the outside doors and exit through the hallway.

Physical Distancing

Our teachers have set up their classrooms so that every student has a workspace that is one metre apart from each other. Hallway use will be limited and supervised by staff. Floor markings have been put in place to help students social distance.

Staff will work to maintain a two metre distance between themselves and others.

Masks

As per Manitoba Education, all students in Grades 4-12, and all staff and visitors are required to wear non-medical masks in areas where two-metre physical distancing is not possible. Bus drivers and all school bus passengers in Grades 4-12 are required to wear a non-medical mask on the bus. Masks should be put on before getting onto the school bus. Non-medical masks will be provided on school buses and in schools for students or staff who require one. Parents/Guardians will continue to choose whether students in Grades K-3 should wear a mask.

No-Sharing Policy And Personal Items

It is important to reinforce in children the policies of no food sharing and no water-bottle sharing. Generally, these policies are intended to reduce potential exposures to allergens, but the practice of not sharing food or water bottles in schools also helps reduce virus transmission among staff and children.

For the first few weeks of school students will not change from outdoor to indoor runners. All students must wear running shoes so that they can participate in outdoor activities and physical education comfortably and safely.

Hallway cubbies will not be used for the first little while. Students will keep their backpacks and personal items with them at their desk/table spot. Please make sure that all personal items are clearly labelled.

Mental Health and Well-Being of the School Community

Social and emotional well-being will be the primary focus of our staff for the first few weeks of school and will remain a priority throughout the school year. School will look different and we understand that this may cause some students to feel uneasy or anxious. Our teachers have been in the building getting the physical space ready. Next week, we as a staff will be using the work of Kevin Cameron to help us prepare to support our students as we learn to live with COVID-19. Relationships have always been very important to us and teachers will be spending lots of time building a positive culture of learning in their classrooms and helping students build connections with their peers.

Relationships with our parents and families are also very important to us. Because we have to limit the amount of people who enter our building, we are asking parents to only come into the school when it is necessary. We will do our best to find other ways to connect with our families. Please make sure you reach out to the teachers or principals should you have any questions or concerns. Communication will be especially important as we navigate through this new normal.

Our guidance counsellors, Sandy Caners, Rebecca Mackie and Christy Emard are available to work with students who are struggling. Please reach out to your child's classroom teacher if you think he/she would benefit from some time with a guidance counsellor.

Communication

E-mail will be our primary mode of general communication. Please make sure that we have your correct email address in our system. If we need to contact you during the day we will call you first and then the emergency contacts listed for the student. Please make sure that we have the correct contact information. This can be done on the parent portal.

Classroom teachers will communicate with families through SeeSaw, email, or phone calls.

Public Health Orders and Guidance

Screen for Symptoms

It is important that children are screened by their parents every morning. If your child has COVID-19 or flu related symptoms, keep them at home. An up-to-date list of symptoms can be found on the [COVID-19 facts page](#). Use the province's [Self-Assessment Tool](#) to check if your child should be tested for COVID-19. Call Health Links at 204-788-8200 or 1-888-315-9257 if you notice symptoms or if you need more information. If your child develops symptoms at school, they will be isolated and parents/caregivers will be called. Please pick your child up promptly. Make sure the school has your current contact information and a back up to call if you can't be reached.

All staff will self screen every morning and will not attend work if they have any COVID-19 or flu related symptoms.

General Hygiene Measures

Hand Sanitizing stations have been set up throughout the school and in each classroom. Students will be supervised when using hand sanitizer. In addition, teachers will schedule times for students to wash their hands throughout the day. Teachers will take the time to teach the students the importance of practicing good hand hygiene. We would prefer if students did not bring their own hand sanitizer. If your child does need their own hand sanitizer it must be unscented and the classroom teacher should be aware that it is at school.

Cleaning and Sanitizing

Our custodial staff will be working hard to keep our school clean. Washrooms and common area surfaces will be cleaned several times throughout the day. Evening custodial staff will clean and disinfect classrooms.

Restricting Access to Buildings

Access to the building must be limited. Parents are asked to drop off and pick up their child at the designated spot outside and to not enter the building unless it is necessary to do so. As a staff, we struggle with this because we appreciate our partnership with our families. We value the conversations and connection we have at those times and we know that when parents and teachers have positive relationships children benefit. We are committed to finding ways to connect with you virtually and safely as we navigate through this and want you to know that while we cannot welcome you into the building, we will find ways to connect and build positive partnerships with you.

Thank You

Thank you for your continued support. Please contact the school or the school principal -Karen Fraser if you have any further questions. To contact us please call 204 326 6110 or email woodlawn@hsd.ca

We are excited to welcome all of our students back on September 9th!