



Dear Parents and Guardians:

I hope this message finds you well. Our staff is looking forward to seeing you all and working with you in these extraordinary times. While we enter this school year with much uncertainty and with many questions, I know that together we can make this happen for our Windsor community and bring a sense of joy and stability to our students and families.


Burnaby is committed to ensuring the health and safety of all. We take direction from the Fraser Health Authority and are in regular contact with them, as well as the Ministries of Health and Education.

The District also ensures the regulatory requirements of WorksafeBC are complied with during these unprecedented times. The significant objective going forward is to maintain site cleanliness and, in order to achieve this, controlled access and additional safe working procedures will be observed.

- Please join us for a **virtual Windsor Community meeting on: Wed Sept. 3 @ 4 pm.**
 - Watch for an email invitation, soon.
- **The following link shows an overview of school [safety protocols](#):**
- **If you haven't completed the district's ["Declaration of Intent" form click here](#) (DUE: Tuesday Sept 1st @ 11 pm)**

You will notice in the schedule below that students attend two Orientation Sessions – Sept 10 & 11 – for one hour each day. During the ORIENTATION students will learn about safety protocols, new procedures, and participate in *Welcoming activities*.

General schedule for first few weeks (more details to follow)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Sept 7 Labour Day Holiday 	8 Staff attend only School Planning Day	9 Staff attend only School Planning Day <i>Class assignments communicated to families by the end of the day.</i>	10 Student Orientation 9:00 -10:00 = Div 7 to 11 10:15 -11:15 = Div 3 to 6 1:00 – 2:00 = Div 1 & 2 K - students do not attend Virtual Kindergarten Welcoming Conversations	11 Student Orientation 9:00 -10:00 = Div 7 to 11 10:15 -11:15 = Div 3 to 6 1:00 – 2:00 = Div 1 & 2 K - students do not attend Virtual Kindergarten Welcoming Conversations
14 Grades 1-7 attend 9:00 -3:00 K - Gradual Entry & Virtual Conversations	15 Grades 1-7 attend 9:00 -3:00 K - Gradual Entry & Virtual Conversations	16 Grades 1 to 7 attend 9:00 -3:00 K - Gradual Entry & Virtual Conversations	17 Grades 1 to 7 attend 9:00 -3:00 K - Gradual Entry & Virtual Conversations	18 Grades 1 to 7 attend 9:00 -3:00 K - Gradual Entry & Virtual Conversations
21 Grades 1- 7 attend 9:00 -3:00 K - Gradual Entry & Virtual Convo.	22 Grades 1-7 attend 9:00 -3:00 K - Gradual Entry & Virtual Conversations	23 All students attend 9:00 -3:00 (K-7) K - students attend full time	24 All students attend 9:00 -3:00 (K-7)	25 All students attend 9:00 -3:00 (K-7)



Drop off / Pick up

Parents and students must maintain a 2-meter distance during arrival and dismissal times. Please make every effort to ensure that your child arrives at school on time and leaves promptly to go home at the end of the school day. Staff are not able to supervise students outside of these times.

We are asking parents not to enter the school or classroom as we maintain health and safety protocol. From Sept 14 onwards, school will begin at 9 am and end at 3 pm – except K students who have a *gradual entry* plan.

For the most part, students will enter & exit the building through their classroom door. Those classes that enter and exit thru the main doors will **stagger their entry/exit**, to minimize close contact.

Staggered Lunch & Recess Schedule

Classes	Students eat lunch in classroom	Students play outside	Recess
Div 7 to 12	11:30 to 11:45 am	11:45 to 12:30 pm	10:15 to 10:30 am
Div 1 to 6	12:20 to 12:35 pm	12:35 to 1:20 pm	10:35 to 10:50 am

More information regarding drop off & pick up procedures will be communicated next week.

What to bring

We ask that all students bring their own supplies, beginning Sept 14th. Students need a water bottle, a snack for breaks, and a bag lunch – until we can get the hot lunch program up and running.

Family Responsibilities

Parents and caregivers must assess their child daily for symptoms of illness before sending them to school and notify the school if they are remaining home. Please speak to your child about how they play a part in how they physically distance themselves from others and respect the spaces of others.

School Protocols

All the recommendations from the Provincial Health Officer must be followed. Upon arrival, students will be asked if they exhibit symptoms such as cough, fever, breathing difficulties etc. (See *attached checklist- Daily Health Checks for Students*). If a student starts exhibiting symptoms during the day they will be isolated in a designated room and parents will be contacted by school staff to pick up their child. Students identified as unwell during the day are isolated from other students to limit potential exposure to others.

To facilitate physical distancing, only essential staff and students will be allowed to enter the school. Each room will be decluttered to assist in distancing, and furniture will be kept to a



minimum to ensure proper cleaning. Please limit materials brought to the school to those that are essential items. Students are to place all necessary materials for learning in a backpack that they carry with them.

Students will wash or sanitize their hands:

- When they arrive at school and before they go home
- Before and after any transitions within the school setting (e.g. to another classroom indoor-outdoor transitions, moving to on-site childcare, etc.)
- Before eating and drinking
- After using the toilet
- After playing outside

Cleaning

The District will provide cleaning services each day, both during the day and after closing. On a daily basis, high-touch surface cleaning will be the focus and rooms will be disinfected daily. This letter was created in conjunction with the District Health and Safety Manager, Terry Gomez.

For more information, please visit our district website at <https://burnabyschools.ca/blog/2020/08/26/return-to-school-plans/>

Outside Play

Children may use the playing field during recess and lunch. While outside, children are to maintain physical distancing. Children will limit play to groups of 2 or 3 while maintaining physical distancing (ie. Kicking a soccer ball to each other). The adventure playground is open. Students will be assigned to separate outdoor play areas within their learning group.

Please contact us with any questions you may have. We are committed to working together to make our school safe, fun, and engaging for everyone.

Kind Regards,

Dave Heard

Principal

Windsor Elementary
6166 Imperial Street,
Burnaby, V5J 1G5
604.296.9038

burnabyschools.ca | [@burnabyschools](https://twitter.com/burnabyschools)