



K - 7 Back to School Guide

(COVID Edition)

This plan is subject to change and will be updated as required by emerging health risk assessments.

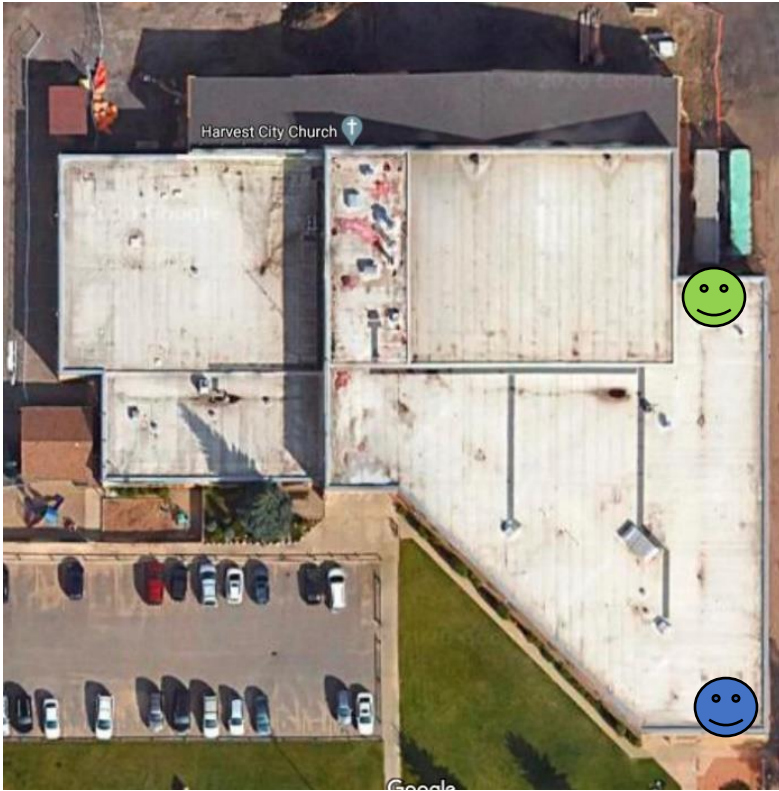
We are so excited to welcome our students back to school! In this document we will share with you what school will look like and everything you need to know before sending your child to school this year. The first day of school will be **Tuesday, September 8th 8:50am – 3:25pm for all students** (Kindergarten Mon/Wed group will start **Wednesday, Sept 9th**.)

A School Day in The Life of an HCCA Student in Kindergarten – Grade 7:


Before leaving home for the day, make sure you have the following items with you ready to go:	Before coming to school, check that you do not have any of the following symptoms:
<ul style="list-style-type: none"> ✓ Backpack ✓ Agenda ✓ Full Water Bottle ✓ Lunch ✓ Clean Facemask 	<ul style="list-style-type: none"> ✓ Fever ✓ Sore Throat ✓ Persistent Cough or Trouble Breathing ✓ Flu-Like Symptoms ✓ COVID-Like Symptoms


8:30am - Students may be dropped off using the drop off lane in the North parking lot any time after 8:30am when a supervisor will be on the playground.






8:45am - Students will line up with their classes. We will have designated spots marked out for each class distanced 2 meters from other classes and will have students enter the building one class at a time.

 **North Entry Way:** Kindergarten, Grade 1, Grade 2/3, and Grade 3/4

 **Southeast Entry Way:** Grade 1/2, Grade 4/5, Grade 6, and Grade 7

 We know that using different entry ways will take some adjustment time, so we will have extra staff available in the mornings and at recesses to guide students while they learn this new procedure. Students will not be marked 'late' while we are all learning this new routine.

8:50am - School Start Time

When entering the classroom, we will be encouraging students to:



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| <ul style="list-style-type: none"> ✓ Keep their backpacks on the backs of their chair (no locker use to begin with) ✓ Wash hands frequently and use hand sanitizer as needed ✓ Stay out of others' personal space | <ul style="list-style-type: none"> ✓ Only use their own school supplies ✓ Avoid physical contact with others ✓ Wear a mask when leaving the classroom, with those outside of their class cohort, or when close to others (i.e.. close to teacher during one on one assessment) |
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Students will start the day with devotions in their classroom. We are very excited to have this connection time in person again and we are looking forward to starting the day connecting with God and with each other.

For the beginning of the year, Phys Ed will take place outside so students can enjoy the fresh air, or in the classroom if the weather does not cooperate. We are working on how to share the gym space safely.

Subjects like French, Health, and Arts Ed will take place directly in each classroom. This is to help us avoid having multiple students going into the Small Group Room and Big Group Room throughout the day. The Library will also be closed at this time.

As guidelines change, we will re-evaluate using the gymnasium, multipurpose room, library and itinerant classrooms.

Recess - We know how important recess is for kids to have a physical and mental break from the classroom, to play, and run off some energy, so in order to maintain recess, we are going to do two separate times to limit the number of kids in the hallway and on the playground at one time. Kids will be encouraged to play with their cohorts at recess. They will not be required to wear their masks at recess on the playground.

10:25-10:45 First Recess - Kindergarten, Grade 1/2, Grade 2/3, and Grade 6

North Entry Way: Kindergarten and Grade 2/3

Southeast Entry Way: Grade 1/2 and Grade 6

10:55-11:15 Second Recess - Grade 1, Grade 3/4, Grade 4/5, Grade 7 and Grade 8

North Entry Way: Grade 1 and Grade 3/4

Southeast Entry Way: Grade 4/5 and Grade 7

After recess, students will line up at their designated class area outside before being let into the building one class at a time. Students will wash their hands or use hand sanitizer upon returning to the classroom.

12:15pm Lunchtime - We will be doing a staggered lunch to limit students in the hallway and on the playground at the same time.

	Recess	Eating
12:15 - 12:45	Kindergarten Grade 1/2 Grade 2/3 Grade 6	Grade 1 Grade 3/4 Grade 4/5 Grade 7
12:45 - 1:15	Grade 1 Grade 3/4 Grade 4/5 Grade 7	Kindergarten Grade 1/2 Grade 2/3 Grade 6

★ 12:45 is a late lunch, so students will be permitted to have a snack as needed throughout the morning at an arranged time with their teacher.

Helpful hints with lunches:

- ✓ Send enough food for lunch and snacks to last the day
- ✓ Make sure your child(ren) can open all their lunch items independently (practice with specific containers and packaging at home before sending to school)
- ✓ We have a limited number of microwaves (1 per classroom), so when possible, please send food that does not need to be heated
- ✓ Remind your child(ren) that they should not share food items with others
- ✓ Ensure all food is nut-free

3:25pm - End of the Day Dismissal

This will be one of the most challenging times of the day for congestion so we may make changes and adjustments, as necessary. Our plan is to have students gather all their belongings while in the classroom and their teacher will escort their whole class to the playground when ready, using their designated exit way while avoiding contact with other classes. Masks should be worn at this time, which will ensure their masks go home to be cleaned and ready for the next day. Students may remove their masks once they are out of the building. We are encouraging students to go directly to their cars at this time, to limit contact with others. Parents, if you are coming onto the playground to collect your child, please wear a mask or physically distance yourself from others. It might be a great idea to try and pick a consistent area in the parking lot to use each day (when possible) to help your child be able to find your vehicle quickly.

3:45pm – Any students in Kindergarten through grade 4 will be taken directly to the After-School Program Room (Big Group Room) with the supervisor. We would ask that you plan to have all students be picked up by 3:45pm. If you have a child in Grade 5-7 and are unable to pick them up by 3:45 please contact the principal at Kathleen.christoffel@hccmail.ca.

After School Program – Because this group of students is not a regular cohort, we will be encouraging students and supervisors to wear masks unless they are able to stay 2 meters away while in the After-School Program Room. Students may bring independent activity/game/toys to play with, as shared toys will not be used at this time. We will continue to re-evaluate what items will be available on an on-going basis. Please contact the school office or your child's teacher if you would like to enroll your child(ren) in the After-School Program and we will send a registration packet home with your child.

End of Day – At the end of each day, our maintenance staff will ensure that the building is thoroughly cleaned and sanitized. They have been working incredibly hard and will continue to do so to ensure the building is ready to welcome students and staff back and will be clean and sanitized to start each day! We are so grateful to have such an incredible maintenance team!




In the next pages of this guide you will find:

- A list of safety precautions and plans that will be in place to keep students and staff healthy and safe
- What to expect if someone is sick with COVID-19 symptoms while at school?
- Some Frequently Asked Questions

We have tried our best to help answer the questions that you have about returning to school but recognize there may be more. After reading through this guide, if you still have questions, please don't hesitate to contact Kathleen Christoffel by email at Kathleen.christoffel@hccmail.ca.

What other precautions are in place to keep students and staff healthy and safe?	
Visitors in the building	<ul style="list-style-type: none"> At this time, only staff and students will be permitted in the building in order to limit physical interactions. We will re-evaluate this as guidelines change and restrictions are lifted.
In the classrooms	<ul style="list-style-type: none"> Students will be cleaning/wiping their desks and workspaces daily before eating lunch and before leaving at the end of the day. Personal school supply items will not be shared between students. We have foaming hand sanitizer dispensers in every classroom and in several common areas throughout the school available for use. This is a unique experience for all of us, but we will be doing our best to teach kids how to navigate the safety procedures that will be in place, including teaching and modelling: <ul style="list-style-type: none"> Proper handwashing techniques Proper use of hand sanitizer How to properly use and store a face mask How to stay a safe distance from others When school is over, our custodial team will use a disinfectant machine that releases a non-toxic formula to disinfect all classroom and workspaces. To start every day, our building will be in a clean/sanitized state to welcome staff and students for the day. This machine will also be used throughout the day as needed.
Handwashing	<ul style="list-style-type: none"> Some of our classrooms are equipped with sinks. We will be encouraging those classes to use their sinks for frequent handwashing (to avoid crowding in washrooms). Other classrooms will provide time for students to properly wash their hands regularly throughout the day.
Washrooms	<ul style="list-style-type: none"> We have designated bathrooms for different grade levels. Because washrooms are a common use space that will be used frequently, they will be disinfected at regular designated times throughout the day (once in the morning and again in the afternoon). They will continue to be thoroughly cleaned every evening.
High-Touch surfaces (i.e. door handles, light switches, handrails, etc.)	<ul style="list-style-type: none"> Common area touchpoints in shared spaces will be wiped frequently throughout the day by maintenance. Classroom teachers will also ensure these touchpoints are wiped throughout the day within their classroom.
Water Bottle Filling Stations	<ul style="list-style-type: none"> We have purchased water bottle filling stations (to be installed asap) to allow students to fill their individual water bottles (brought from home each day) as water fountains will be shut off to start the year.
Signage	<ul style="list-style-type: none"> We have floor decals to assist distancing while waiting in lines for the water bottle filling stations (will be installed asap) Signs in the washrooms and at classroom sinks to remind students of proper handwashing procedures. Traffic flow signs on doors and hallway directional arrows

What happens if someone is sick with COVID-19 symptoms while at school?	
Isolation Area	<p>Following provincial direction, we have designated an area in the multipurpose room as our Isolation Area. This area will be used for any students who may be displaying COVID-like symptoms to reduce contact with others. In the Isolation Area, there is close access to a sink and PPE including gloves, medical masks, and face shields.</p>
Student 	<p>If a student at school is ill, they will go to the Isolation Area. The following procedures have been outlined by the Saskatchewan Government:</p> <ul style="list-style-type: none"> • Physical distancing between the student who is exhibiting symptoms of COVID-19 and the staff member should be maintained as much as feasible at all times. Staff must wear PPE during all interactions with the student to avoid contact. The student will also be provided with a medical mask and requested to wear it if safe to do so. The student will be supervised at all times. • The school will call parents or caregivers immediately to pick up their child from the school. • If needed, Public Health will provide direction to the school. • Once the student has exited the school facility, staff must wash their hands adequately with soap and water and ensure high touch areas are cleaned and disinfected. • The school will arrange for the timely cleaning and disinfection of the student's classroom and, in particular, the student's desk and surrounding desks. Common touch items in the classroom and/or other school facilities to which the student would have had access that school day, such as washrooms will also be disinfected.
Staff	<p>If a staff member at school is ill, the following procedures have been outlined by the Saskatchewan Government:</p> <ul style="list-style-type: none"> • If a staff member develops symptoms consistent with COVID-19 while at school, they must inform their administration to provide alternative arrangements for in-class instruction, as well as to notify their local Public Health contact to conduct an initial assessment and provide direction to the school. • Once the teacher has notified admin, they should immediately leave the school facility, and the school cleaning and disinfection procedures will take place.
Further Info: (Provided by the Government of Saskatchewan)	<ul style="list-style-type: none"> • If a case of COVID-19 is confirmed by the Saskatchewan Health Authority (SHA), the school will be notified by SHA Public Health on the next steps that would be required. These may include self-isolation or self-monitoring, contact tracing, testing and appropriate communication. • Teachers will be keeping up to date records of seating arrangements and attendance to support public health investigation and contact tracing.



Frequently Asked Questions



1. On the first day of school, what if my child needs help bringing in all their school supplies?

Try your best to fit all school supply items into your child's backpack and additional bags that they can carry independently. If it cannot all be brought in one day, you can bring the remaining items the following school day (i.e., extra Kleenex boxes, just ensure they have their writing/colouring items for the first day). Students do NOT need to bring their helmet and skates at the beginning of the year. We will also have extra staff available in the morning on the first couple of days to assist kids that may have extra items that they need help getting into the school. At this time, parents are not allowed in the building, so we ask that you do NOT help your child bring all of their school supply items into the building, but that your child remains on the playground until it is time to come into the school with their class.

2. My child is new to the school and won't know where to go, can I come in with them?

For new Kindergarten students, we will be sending specific instructions regarding first day procedures for drop off to all Kindergarten families. For all other age students, when you arrive on the first day, there will be a supervisor on the playground. Have your child let them know that they are new, and we'll make sure they get all the help they need. Again, we will have lots of staff near by able to support and help kids feel welcome as this can be an overwhelming experience for new students.

3. Will my child(ren) need to wear a mask all day?

We know that this is a new experience for kids and for our staff. We are going to do our best to help everyone follow proper mask use and will provide a location for storage when not in use. Classrooms have been arranged to provide as much distance from others as possible. Because we will be keeping students in their homerooms for classes, we are going to treat the classroom as their "family safe space." So, masks will not need to be worn in the classroom at all times. Students that would like to wear their mask, are welcome to.

Students will be asked to wear a mask when they are going out into the hallways when other students/classes are around, or when they are with students or staff outside of their classroom cohort with less than 2m of distance. We also will have students put their masks on at the end of the day before exiting as this is a high-traffic time and will ensure their masks go home to be washed.

4. Is school still going to be fun with all the restrictions and guidelines?

YES! Our teachers are using all their creative giftings to ensure the classroom will be a safe and engaging environment for students when they return – we've missed them dearly! Teachers will be encouraged to take their individual classes outside for lessons during the day. Things will look a little different, but sometimes we forget how creative and resilient children are. Their imaginations are powerful and will likely help our staff come up with new ways to keep things fun in the classroom during this time. One thing we can say for sure is that we are very excited to see their faces in person!

5. Will you be taking my child's temperature?

We have a touchless thermometer for school use. We will not be taking each child's temperature throughout the day. The thermometer will only be used in the event that a child is showing symptoms and with parent permission. If we need to take their temperature, it will be done in the designated isolation area and not in front of their peers. This information can then be shared with parents if they have a fever.

6. What if my child has an appointment during school hours?

If you need to pick up your child during the school day, notify their teacher/office in advance, so we are aware of it. At the time of pickup, when you arrive at the school, please stay in your vehicle, call the school office 306-569-1935 and we will help your child make their way out to your vehicle. Please be aware that this may take some time, so ensure you have enough time for this and be patient with us.

7. Why aren't parents/guardians/guests allowed in the building?

During this time, we are limiting and restricting public access to our school. We will be doing our absolute best with regularly cleaning and disinfecting; minimizing others in the building will help us manage this difficult task and will limit outside contact with other students and staff to help keep everyone safe.

8. What if my child forgets their water bottle or lunch at home?

We will have a small supply of single use water bottles on hand to ensure no one goes without access to water for the day. We ask that students bring a full water bottle each day. If lunch is forgotten, contact home will be made. When you bring their lunch, stay in your vehicle, call the school office and a staff member wearing a mask will come out to collect the lunch and deliver it to your child.

9. What if my child is late, which door should they use to enter?

For security purposes, student entrances at the Northwest Entry and South Entry will be locked after 9:15am. If your child arrives between 8:50am – 9:15am they can use their designated entry door (See Map on Page 2). If they arrive after 9:15am, please use the front doors and students can go directly to the school office to check in and complete a late slip before proceeding to their classroom.

10. What about extra-curricular activities and field trips?

At this point, extra-curricular activities and field trips will not be happening. If and when this changes we will communicate with you as soon as we have any details.

11. What about assemblies and chapel?

At this point, we are not permitted to meet in large groups. Students will stay with their classroom cohorts as much as possible. We are working with our teachers and staff to develop some creative plans for providing Opening Assemblies and Chapels in a virtual way that will allow us to remain connected as a school. We look forward to sharing those plans with you once they are in place.

12. What can I do to help?

Keep your child home if they are sick or if they have been in contact with a person who has tested positive for COVID-19 and follow direction from Public Health. You can also help prepare your child(ren) for the changes that will be happening at school. You can use this document as a guide. Before each day, help your child(ren) be prepared by double checking they have everything as parents are not allowed in the building at this time (i.e. to drop off forgotten lunches or water bottles.) Ensure all your child's school supplies are clearly labelled. Make sure your contact information with the school office is accurate and up to date so that we can reach you or an emergency contact in the event that your child becomes sick at school.

13. What options are available for my child(ren) if we do not wish to participate in in-person learning?

We will have an eLearning option available for students that require an alternative to in-person learning during the Covid-19 Pandemic. Students will remain a part of HCCA, maintain their enrollment, but will participate in eLearning from home. Please be aware that if you choose to withdraw your student from HCCA (i.e. to homeschool or use another education option), we currently have waitlists in most of our classrooms; this means we cannot ensure that re-enrollment will be available in the future.

Below are more details regarding this option:

- a. Classes will be taught by a Harvest City teacher using instructional content provided by SunWest.
- b. Teachers will choose content from the SunWest courses that are in adherence to Harvest City's values and doctrinal beliefs.
- c. Students will have opportunities for virtual access to worship/chapels.
- d. This is different from traditional homeschooling; Assignments will be provided by the school and are not the responsibility of the parent to plan and organize.
- e. Technology and internet access will be required (contact us if you need assistance with this).
- f. Courses are available for Kindergarten through Gr. 12 and are specifically designed for engaged learning in an online environment with some learning to take place offline to avoid excessive screen time.
- g. Students will have the opportunity to return to in-person learning at HCCA at the end of Term I/Semester I (January 28) if they wish.
- h. There is no additional cost for eLearning (should you require financial assistance due to this option, please contact the school).
- i. **If you would like to choose this option, please email kathleen.christoffel@hccmail.ca as soon as possible but no later than September 1.**

Phew! That was a lot. Thank you so much for taking the time to read through this guide. We hope it was informative for you. It can be easy for us to become overwhelmed with all of the new information coming at us, but we know that God has it all under control and He will help each and every one of us get through this.

I am leaving you with a gift—peace of mind and heart. And the peace I give is a gift the world cannot give. So don't be troubled or afraid. John 14:27 NLT