



# Eamer's Corners PS

## Back-to-School Handbook

Please read this booklet carefully, as it outlines specific measures and procedures that we have put into place to ensure the safety of our students and staff during the COVID-19 pandemic. It is very, very long. We are doing our best to think of all scenarios. Please be patient with us if plans need to be tweaked once school actually begins. We will be sure to keep everyone up to speed on any changes.

This handbook may appear to be full of restrictions and rules, but please know that we are still the same loving, welcoming staff you know and love. We will continue to put your child's health, safety and education first through this very difficult time.

### Visitors in the School

Although we have always loved having parents, guardians, community members and volunteers in our building in the past, we are forced to change our policies for the time being. For the foreseeable future, parents, guardians and volunteers will not be allowed inside the school unless they have a scheduled appointment. This includes when picking-up or dropping-off your child at any point through the day.

We are working on guidelines as a starting point for how to best assist families whose child(ren) may have anxiety or difficulty separating from a parent/guardian once school begins. In these scenarios, we will discuss the guidelines with the parent/guardian and work together to create the best plan for that child.

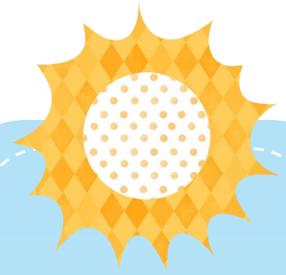
### Communication

We will NOT be using agendas this year. Most communication with parents this school year will occur remotely via Teams, by phone, or by email. It is our plan to have home-room teachers contact parents by phone prior to the first day of classes in order to touch base and explain first day routines. Be sure to check your junk mail regularly as some emails sent by the Board, school or teacher may inadvertently end up there.

### My Family Room

We strongly recommend that all families have an active My Family Room account with preferences set to receive Board and School communication by email. This will ensure that you are kept up to date with changes and allow families to get information directly.

- My Family Room (MFR) is a communication system used by schools in the Upper Canada District School Board, including Eamer's Corners.
- Bus cancellations, emergency alerts and other communication is sent out via this platform. Parents are also able to enter student absences here to notify the school, rather than having to call. There's even an app available that is easy to use!
- If you have trouble logging in or completing any other task on MFR, simply click on the HELP link at the bottom of the screen and complete the log describing your trouble. A MFR team member will reach out to help you by phone or email.



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#### Important Dates

- 09/01 Teachers & Support Staff return to the building full-time.
- 09/11 Students with last names starting with letters A-G begin classes.
- 09/14 Students with last names starting with letters H-P begin classes.
- 9/15 Students with last names starting with letters Q-Z begin classes.



## Pick-up and Drop-Off Procedures

\*As much as possible, we ask parents keep a single routine for students to get to and from school, rather than making last minute changes, especially while we work to establish routines.

\*We have generously been given permission to use the laneway and back parking lot of the Immanuel Christian Reformed Church, which is located on the North side of the school, to facilitate a safe and smooth pick-up and drop-off procedure.

**\*All supervised parent drop-offs and pick-ups will now occur at the BACK gate where our yard meets Duval Av., with strict traffic flow guidelines, coming in from the Church driveway on Pitt Street and out Duval Avenue.**

\*To reduce potential congestion and unnecessary wait times at the back gate, we ask families to consider using the Terry Fox Park yard entrance when dropping-off or picking-up older students, or those capable of making the short walk

into and through our school yard on their own. This would mean that these students would be dismissed like our students who walk home. They will be supervised while on school property.

\*Parents/Guardians are asked to notify the teacher during their pre-start call if their child will be driven to school or picked up from school every day. This will allow us to be better prepared and know what to expect once all students are in attendance.

\*At no time are parents allowed to exit their vehicles to congregate or socialize during the drop-off or pick-up process. We respectfully ask that parents remain in their vehicles through both AM and PM routines.

\*It will be important that vehicles do not block the bus lanes.

\*Students are encouraged to have their mask on when they arrive so that the school entry procedures are smooth.

*Please expect delays and be patient with us while we work through this new process.*

### Morning Drop-Off Routines

⇒Supervision in the school yard begins at 7:50 am. Students should not arrive on property before that time.

⇒Vehicles needing to drop-off a child are to enter the church laneway from Pitt Street and follow the line until they reach the drop off location.

⇒Parents are not to exit their vehicles in the drop-off zone. A staff member will approach every vehicle and assist with doors when needed.

⇒Three to five cars will be attended to by staff at one time to assist with the speed of this process.

⇒Staff will disinfect their hands after touching a vehicle to prevent the spread of germs.

⇒Where possible, please have children drive to school in the back seat in order to facilitate this routine. Of course, an exception is made when a child must sit in the front due to a lack of seats in the back.

⇒Staff will approach the rear, driver's side car door and open it for your child to exit if assistance with the door is needed. If a child does not need assistance with the door, they should wait for a thumb's-up signal from staff before they open the vehicle door themselves to exit.

⇒All children should exit through the rear, driver's side door. The rear, driver's side door was chosen as it will be along the

fence line and it will allow students who exit and make their way to the school yard without walking in-between cars.

⇒It will greatly assist the process if children are unbuckled and ready to exit the vehicle as soon as they are in the drop-off zone.

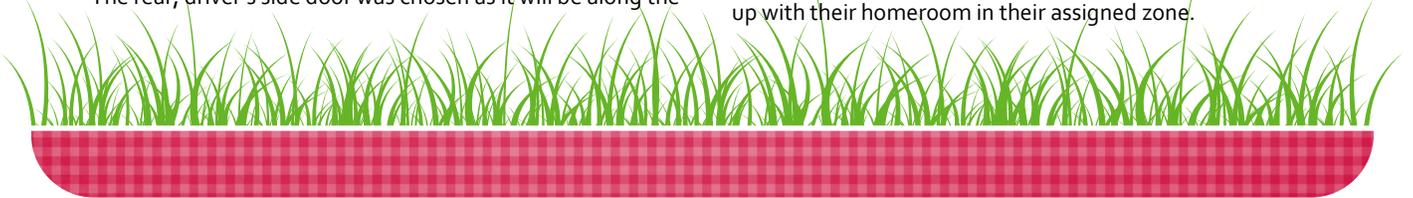
⇒Staff will not be able to assist with unbuckling seatbelts. If an child is unable to unbuckle their own belt, we ask that a parent, once in line and coming close to the drop-off zone, put their car in PARK, step out of their vehicle, unbuckle the child, then return to the driver's seat before pulling in to the drop-off zone.

⇒If you must have a child in the front seat, that child may exit the car once the staff on duty have opened the rear door for his/her siblings or given a thumb's up signal to exit.

⇒At no time should a child exit their vehicle on their own accord or outside of the drop-off zone during this process.

⇒Once all cars in the designated drop-off zone have been attended to, the next group of cars will move forward. No car in the drop-off zone will be permitted to move until all cars in the sequence have been processed and the children are safe along the fence line. Staff will then allow the first car to proceed with the next cars to follow.

⇒Once in the school yard, students should proceed to line up with their homeroom in their assigned zone.





*Busses are cleaned and ready to go for the upcoming school year!*

*In order to ensure the safety of all children and staff, we ask that parents respect the wait, and do not pass vehicles in the laneway. If you are in a rush, or can not wait in line, please consider picking-up or dropping-off your child at Terry Fox Park.*

## End of Day Routine

- ◆ Pickups will not take place before 2:20pm.
- ◆ Families who pick up on a daily basis will be provided with a sign to hang from their rearview mirror indicating their child(ren)'s name(s), which will help facilitate our pick-up procedure. This sign should easily slip between your driver's seat and center console, or under your seat for easy storage.
- ◆ Remember to tell your child's teacher during your pre-start call that you will be picking up your child on a regular basis so that we can have a sign created and ready for your initial pickup day.
- ◆ Vehicles are to enter the church laneway from Pitt Street and follow the signage until they reach the designated pickup locations.
- ◆ A staff member will see your hanging sign while in the line and will radio to have your child(ren) ready at the fence by the time you arrive in the pick-up zone.
- ◆ Staff will bring your child(ren) to your car and will help them enter the rear, driver's side door.
- ◆ Staff cannot help with belt buckles. Once safely in the vehicle, there will be a designated area, along the edge of the parking lot, where parents can pull-up and help a child who may need assistance with their buckle.
- ◆ If by chance your child(ren) is not out by the time you reach the front of the line, you will be asked to pull in to a designated spot in the lot and your child will be brought to you once they arrive.

## Before & After School Pick-Up & Drop-Off

- Parents dropping off and picking up their children at the Before and After School Daycare will continue to use the school parking lot for this purpose.
- Parents will not be able to enter the school when they arrive.
- Please contact day-care staff about specific routines related to before and after school care.

## Walkers

- Students who walk to and from school will continue to leave from the front and back of the school property, however their check-in with staff will be beside the gym near the maintenance sheds.
- A student meeting a parent at Terry Fox Park will be considered a walker as we will not be supervising that area at the end of the day.

## Students with Special Needs

- ◇ Our families can be reassured that our students with special education needs will receive the same care and attention as they always do from our great staff at Eamer's.
- ◇ Home Base will continue to be available to students on an as-needed basis for a quiet work environment, extra help, sensory needs, etc.
- ◇ Shared EA support will continue for our students who require it.

## Homeroom Classes

- A homeroom class is considered a "cohort" within the building. Cohorts are to stick together and not mingle with other cohorts in order to reduce the number of potential contacts for each child.
- Homerooms will each be assigned to a "zone" outside to play at recess time.
- Homerooms will share a bin of items for use at recess, used only by their own homeroom. Note that students will not be permitted to bring balls or other toys or recess items from home.
- Students will be required to wash or sanitize their hands before and after recess.

## Masks

- \* Students in Grades 4, 5 and 6 are required to wear masks on the school bus and inside the school.
- \* Parents must provide masks for students. The school will not be providing masks. On occasion, we may have cloth mask available that has been donated by community members. Please contact Mrs. Murray if you would like one set aside for your child. There are no guarantees for availability, colour or pattern.
- \* We strongly encourage parents to provide masks for all students from Kindergarten to Grade 3, however it is not required. You can speak to your child's teacher about your expectations in this regard.
- \* Parents are reminded that students should wear a clean mask each day. We encourage parents to send additional clean masks in a Ziplock bag to be kept in your child's backpack. Children being children, masks may get lost, dropped on the floor, the earpiece broken, etc.
- \* We would also ask that you send in a clean Ziplock bag for your child to store their mask in when not in use.
- \* Students should have their masks on when they are dropped off to facilitate school entry procedures.
- \* Students in grade 4-6 taking the bus are required to wear their mask on the bus, and we ask that they leave their mask on upon arrival.
- \* Students are not required to wear a mask outside at recess time, nor if they have gym class outside.
- \* Please note that all staff and visitors to the building are required to wear a mask.
- \* Staff will be teaching children about the proper handling and wearing of masks.



## Lunch & Breakfast Programs

- ◇ We are unable to offer our breakfast program, our regular canteen or our hot lunch program at this time. Please ensure that your child comes to school daily with a healthy lunch and healthy snacks, as well as their water bottle to use throughout the day.
- ◇ It will be important that parents send a lunch each day with their child. **Lunches can no longer be dropped off at school.**
- ◇ Be sure to send your child with the utensils they need to eat their food. **We are no longer permitted to hand out cutlery, straws, etc.**
- ◇ Please be aware that our water fountains will not be available for use. However, our water bottle refill station will be available to students. Students require a spill-proof water bottle that they can refill throughout the day as needed. If your child needs to remove or unscrew the lid to drink from the bottle, it is NOT spill proof. Squeeze bottles, or bottles with a flip-straw or spout are ideal for school.
- ◇ We will be sure to let families know if/when we can resume our hot lunch program and our breakfast program.

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*Hand washing is a quick and simple way to protect you from germs.  
It's easy and only takes 20 seconds!*

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## Use of Washroom Facilities

Some of our classes have a student washroom within the classroom. This washroom will be used only by your child's homeroom.

Classrooms without a washroom will be assigned to a specific washroom in the school. Classes will have designated washroom breaks to avoid coming in to contact with students from other classrooms. Students will be reminded to wash their hands after washroom use.

Staff will be tracking the use of washrooms by students.

Children will be taught proper hand washing and hand sanitizing techniques.



## Custodial Cleaning Schedule

We will now have a custodian on site at all times throughout the school day as part of our increased cleaning protocol.

Our custodians will be following strict cleaning and sanitizing procedures, with particular emphasis on washrooms and high touch areas.



## School Supplies and Other Student Material Needs

Students are asked to bring a backpack, lunch kit, a reusable, spill proof water bottle, back-up clean masks in a ziplock bag or small container, an empty ziplock bag or small container to store their mask when they are outdoors, and a pair of indoor shoes. Younger students are encouraged to have a change of clothes (lightweight pants, shirt, underwear and socks) kept in their backpack in the event of an accident.

Indoor shoes should be suitable for gym class and the child should be able to put them on, take them off and fasten them on their own. If your child can not tie laces, please choose shoes with Velcro or self-tying laces. Clearly label the shoes with the child's name (first and last, if possible).

Kindergarten shoes should be labeled on the outside heel for easy identification by the child. Indoor shoes will remain at school at all times.

Students will each be provided with the school supplies required for learning, which will remain at their seating area.



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*"A pencil and a dream can take you anywhere." ~J.A. Meyer*

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Parents who wish to send their child with their own supplies may do so with the knowledge that their child will not be able to bring items back and forth between home and school.

Novelty or themed supplies do not usually last or work as well. Please make sure everything is clearly labelled.

For those wishing to supply their own items can review the list on the next page, however we suggest discussing the list with your child's teacher during your pre-start call before making any purchases.

Water bottles should be sent pre-filled on a daily basis as we are limited to ONE filling station for the entire school population. Re-filling will be permitted, however a pre-filled bottle will reduce hallway access considerably. Students will also be able to fill water bottles in their classroom sink, should there be one in their room. Despite the rumor, the water

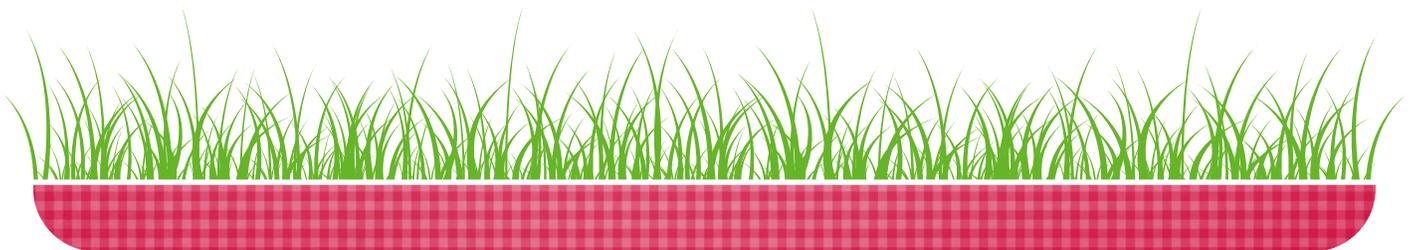
isn't any different coming from the fountain as it is from the sinks.

Students will be reminded to wash or sanitize their hands regularly, especially when using shared materials.

Please always make sure that your child is dressed for the weather! Students will be spending a lot of time outdoors, so please consider purchasing rain gear, including boots, coat, and splash pants. An extra pair of pants and socks is always helpful as well! A good pair of outdoor shoes is important (not flip flops). We also recommend that students be prepared for sunny days with a hat and sunscreen.

Please ensure that ALL student items are clearly labelled with your child's first and last name.

Students will not be permitted to bring any personal items to school such as toys, books, etc.



Kindergarten	Grade 1-3	Grades 4-6
Spare clothes	Spare clothes	3-5 pencils (with erasers)
Pencil case or box	3-5 pencils (with erasers)	Pencil case or box
Crayons	Pencil case or box	2 white erasers
2 primary printer thick pencils	Pencil sharpener (with screw -on lid)	Pencil sharpener (with screw -on lid)
Glue stick	Markers (washable)	Markers
5" Blunt end scissors	Pencil crayons	Pencil crayons
1 white eraser	Glue stick	Glue stick
Box of tissues	Box of tissues	Box of tissues
	5" blunt end scissors	5-8" scissors
	Small bottle of hand sanitizer	Small bottle of hand sanitizer
	2 white erasers	

*A sample list of school supplies for families who wish to send their own items for their child. Note: this is not required. All of the necessary school supplies will be provided to all students.*

## The Kindergarten Program

- \* Our Kinder Team will be in touch with families prior to the first day of school to provide information about Kinder procedures and answer any questions.
- \* Our team of Early Childhood Educators will be at the back gate each morning to welcome our Kinders, whether walking, coming on the bus, or being dropped off, and they will help them get to their respective homeroom lines.
- \* Kinder teachers and ECEs will walk students out to the back gate and bus area at the end of the day to ensure that our Kinders are picked up or put on the right school bus.
- \* We strongly encourage our parents and guardians to have their child wear a mask while at school.
- \* In addition to the items noted in the section above, Kindergarten students should each have a spare set of clothing to be kept at school (pants, socks, underwear, top).
- \* In the past, Kindergarten students being picked up were often out and ready 10-15 minutes earlier than the general student population. This will no longer be the case. Kindergarten students will be ready for pickup at the back gate, at same time as all other students, following the same pick-up procedure at 2:20pm.

### Covid-19 Screening & Outbreak Procedure

The Eastern Ontario Health Unit will be providing a screening tool for parents to use with their child(ren) on a daily basis before they come to school. This will be shared with families as soon as we receive it.

Staff will also be doing a self-screener daily prior to coming to work.

Should there be a positive case of COVID-19 in the school, we will follow procedures put in place by the Eastern Ontario Health Unit and our Medical Officer of Health. More specific details will be shared about this soon.



### STEO & Finding your Bus Info

The Bus Stop Finder/Parent Portal is now available for families to look up their transportation information. Transportation information will include bus company name, bus route number, pick-up time and drop-off time.

Updates WILL continue to occur until school begins, as changes to transportation and bus routes are updated daily. Please check back frequently to ensure you have the most accurate information at hand.

For security of student information, you will be required to create a Parent Portal account to access your transportation information. Instructions are found at the Bus Stop Finder link.

[www.STEO.ca](http://www.STEO.ca)

Eamer's Corners Public School  
2258 Pitt St  
Cornwall, ON  
K6K 1A3

Phone: 613-933-0644  
Fax: 1-855-358-3364  
E-mail:  
[eamerscorners@ucdsb.on.ca](mailto:eamerscorners@ucdsb.on.ca)



## Arriving Late & Changes to Regular Routine

- ◇ We trust that families understand how rigid our routines are required to be in order to maintain the safest environment for all children and staff inside the school.
- ◇ It is imperative that students arrive to school on time!
- ◇ Student arriving late for school may be required to wait outside, with a parent/guardian, in their vehicle (if applicable) until all classes have settled into their classrooms. This is necessary in order to prevent students from coming into contact with peers outside of their own cohort. Be prepared for long delays before your child is permitted to enter, especially while we learn our new routines.
- ◇ If you need to pick-up your child early for any reason, it must be pre-arranged and the pick-up must take place before 1:30pm. We can no longer make last minute changes to end of day routines.
- ◇ Routine changes must be sent by email, with a minimum of 2 hours notice, to your child's teacher(s) with a copy sent to the main office: [eamerscorners@ucdsb.on.ca](mailto:eamerscorners@ucdsb.on.ca)

## Summary List of Items to Bring to School Daily

- Healthy lunch and snacks, and any required cutlery (we will no longer be able to provide this to student who forget them) in a lunch kit
- Refillable, spill-proof water bottle
- Backpack
- Clean mask, extra masks, ziplock bag for mask storage when not in use
- Sturdy outdoor shoes (not flip flops)
- Sun gear as necessary (all grades) – hat, sunscreen
- Rain gear as necessary (all grades) – rain jacket (with hood), splash pants, boots, extra pants and socks. NOTE: Umbrella's will NOT be permitted on the school yard.
- **PLEASE ENSURE ALL ITEMS ARE LABELLED!**

## Summary List of Items to Keep at School

- Additional school supplies as desired (confirm specific items with your child's teacher when they call prior to school)
- Indoor shoes
- Extra full set of clothing for Kinders (pants, top, underwear, socks)
- **PLEASE ENSURE ALL ITEMS ARE LABELLED!**

## In Closing...

We want to thank all of the parents and guardians who have been so patient while we work to create these plans. This will be new for all of us, and we have no doubt that we will need to make a few adjustments along the way. In the end, we all have the same goal....to provide a safe and healthy environment for children to learn and thrive. Our restrictions and rules might have to change, but our goal never will. We're looking forward to seeing all of the faces, even if they are behind a mask. See you soon!