



Topcliff Public School



Returning to In-School Learning Procedures and Information

Dear Parents and Guardians:

We are working hard to get ready for our first day of in-school learning beginning on Tuesday, September 15th. We are so excited to see our parents and students return to school. This letter will provide detailed information to help you and your child feel comfortable, safe and ready to return to school. Please take some time to read through everything carefully as there are many new procedures and policies that we must all follow due to COVID 19 and to ensure everyone's safety.

School Hours:

- **Topcliff PS's school hours have been changed for the 2020-2021 school year. The start time is now 9:10 a.m. and school ends at 3:45 p.m.** Supervised yard duty begins at 9:00 a.m. No student should be in the school yard before this time. Please note that there is no supervision at the end of the day. All students must be picked up promptly at 3:45 p.m. each day.

Staggered Entry:

- Students first day of school will be staggered.
- Senior kindergarten, grade 5's and students in the MID program will begin on Tuesday, September 15th.
- Junior kindergarten, grade 4's and grade 1's begin on Wednesday, September 16th.
- Grade 2's and Grade 3's begin on Thursday, September 17th.

Entry Procedures for Staff & Visitors:

- To maintain a safe environment, **all** staff and visitors will enter the school by the main front door only. Staff and visitors must do a [Self-Assessment for COVID-19 Symptoms](#) screening before requesting entry into the school.
- Face masks must be worn at all times.
- Adults need to sanitize hands immediately and then walk to the main office.
- Follow physical distancing signs on the floor and floor direction signs.
- Once at the main office doors, staff and visitors must sign-in in the log book and sanitize hands again.

Students, staff and visitors are reminded not to attend or visit the school if you do not feel well.

We must work together cooperatively to keep our entire community safe.

Visits to the Office and Meetings:

- Unscheduled visits to the school/office to speak with a staff member are not acceptable at this time. Walk-ins will not be permitted.
- If you need to speak with the Office Administrator, Administration or Teacher, please call the school first at 416-394-2940 to set up a phone call or virtual meeting only.

Entry Procedures for Students:

- Our goal once class lists are finalized is to send a phone message directly to parents on Monday, September 14th to tell you your child's teacher's name, classroom number and entry door number.
- Students in Grades 1-5 must enter/exit only by their designated entry doors from the schoolyard.
- Kindergarten students will enter/exit only by their exterior classroom doors.
- Students will be asked to line up and physically distance themselves at designated classroom spots.
- A screening and sanitation station will be set up at each entry door.
- Staff will direct one class at a time to approach the entry door.
- To maintain a safe environment, each child will be asked the [Self-Assessment for COVID-19 Symptoms](#) by a school staff member every day.
- If they pass the screening, students will be allowed to enter the building and sanitize their hands immediately.
- All students must be wearing a mask.
- No parents/guardians will be allowed to enter at any of these entrance/exit doors.
- Parents will be able to use the TDSB [Health Screening App](#) soon or the [Health Screening Paper Pass](#) for their children to make the screening process go more quickly.
- **We ask for everyone's patience and cooperation as we put these procedures in place. We anticipate that the entry procedures will take longer than normal for the first while.**

What to Bring to School:

- Students need to bring a knapsack which will be kept inside the classrooms.
- All students should bring 1-2 clean masks each day kept in a breathable cloth bag, fanny pack or paper bag. These will be labelled with your child's name and masks will be placed inside of these bags during outside play times. Remember that cloth masks need to be washed regularly.
- Students can bring their own hand alcohol-based sanitizer.
- All students are strongly encouraged to bring reusable water bottles as they will not be able to drink from the school fountains.
- All students are encouraged to bring a packed litterless lunch to school.

Lunch Drop-Offs:

- All students are encouraged to bring a packed litterless lunch in their knapsacks each day.
- Students will eat in their classrooms at their desks.
- Students will be washing their hands and sanitizing their hands several times throughout the day.
- Foods, drinks and utensils will not be shared and no food can be microwaved.
- The office and lunch supervisors will not provide forks/spoons this year.
- Students will not be allowed to leave the school to buy lunch.
- **Under NO circumstances** are we allowed to accept lunch deliveries, ie: Uber Eats & Skip the Dishes.
- If a packed “home” lunch is to be dropped off, parents will place them on a desk outside of the school, buzz the office, and your child will be called to the door to pick up their lunch. However, this is not a preferred practice so please help us with the lunch process by packing your child’s lunch before they leave for school.
- Students can go home for lunch and this is encouraged. **The lunch hour is 11:50a.m. to 1:05p.m.** This is a great time for a wellness “mask-free” break for your child.

What Happens if a Student Feels Sick and/or Doesn’t Pass the COVID-19 Screening?:

- The TDSB Health and Safety processes are aligned with the recommendations of the Ministry of Health.
- Employees, students and parents are asked to become familiar with the signs or symptoms of COVID-19.
- If anyone develops these signs or symptoms they will not be permitted to enter the school.
- At entry time, if a student doesn’t pass the screening at the entry doors or shows signs of COVID-19 related symptoms, the parents will need to take the student home.
- If the child becomes sick during the day and/or develops symptoms, the child will be moved to our designated Wellness Room and parents/guardians will be called to pick up the child immediately.
- If an employee or student are symptomatic and do NOT go for testing, they must self-isolate for 14 days from the start of the symptoms.
- The school administration will follow the procedures set out by TDSB and the Ministry of Health.

Health & Safety Practices:

- Practice physical distancing of 2m as much as possible
- Conduct a daily screening for COVID-19 symptoms
- Wear a mask or face covering when physical distancing is not possible
- Wash hands frequently with soap and water
- Practice respiratory etiquette by covering your cough or sneeze
- Avoid touching your face, eyes, nose or mouth

Changing Between In-School and Virtual School Timelines:

- There are set timelines to change your child's registration to in-school or virtual school
- October 13, 2020- register for a change no later than September 30th
- November 23, 2020- register for a change no later than November 6h
- February 16, 2021- register for a change no later than January 29th
- No further registration changes can be made at this time

Additional Information:

- [Preparing for School During COVID-19](#)
- Visit the TDSB website for updates: [Return to School](#)
- [Well-Being Supports for Students](#)

DATE	KINDERGARTEN TO GRADE 5 SCHOOLS	KINDERGARTEN TO GRADE 6 SCHOOLS	KINDERGARTEN TO GRADE 8 SCHOOLS	GRADE 6-7-8 SCHOOLS	GRADE 7-8 SCHOOLS
TUESDAY, SEPTEMBER 15	• SENIOR KINDERGARTEN • GRADE 5 • ALL ISP CLASSES	• SENIOR KINDERGARTEN • GRADE 6 • ALL ISP CLASSES	• SENIOR KINDERGARTEN • GRADES 4 AND 8 • ALL ISP CLASSES	• GRADE 6 • ALL ISP CLASSES	• GRADE 7 • ALL ISP CLASSES
WEDNESDAY, SEPTEMBER 16	• JUNIOR KINDERGARTEN • GRADE 1 • GRADE 4	• JUNIOR KINDERGARTEN • GRADE 1 • GRADE 5	• JUNIOR KINDERGARTEN • GRADE 1 • GRADE 7	• GRADE 7	• GRADE 8
THURSDAY, SEPTEMBER 17	• GRADE 2 • GRADE 3	• GRADE 2 • GRADE 3 • GRADE 4	• GRADE 2 • GRADE 3 • GRADE 5 • GRADE 6	• GRADE 8	