TOWN CENTRE
PRIVATE SCHOOLS®
Montessori Pre-School • Elementary • High School

International Baccalaureate® World School

Town Centre Private Schools

Return to School

Guidebook 2021-2022

Policies and Procedures regarding Health and Safety protocols for COVID-19 August 2021

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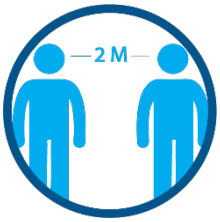
Introduction & Purpose



This document is to support the policies and procedures that have been developed based on guidance issued by the Ministry of Health of Ontario, local Public Health Services, the Hospital for Sick Children, the Ministry of Education of Ontario, CIS guidelines for reopening schools for the 2021-2022 school year and additional information provided by other schools, provinces, states, and countries. The health, safety and well-being of our school community is our top priority. As we continue efforts to slow the spread of COVID-19, returning to school in September will look different, but every effort is being made to support students and staff in this transition. Town Centre Private Schools will employ measures using the following principles:

- **Physical Distancing** – Policies and procedures will be put in place to reduce the number of people on campuses and maintain safe distances for students and staff.
- **Protection** – Barriers (markers to indicate distance, plexiglass barriers) or recommended controls to separate people.
- **Administrative Controls** – There will be rules and guidelines, such as cleaning and disinfecting protocols, designated entrance and exits to enhance physical distancing measures. This includes students being assigned to a "cohort" group. This is done to ensure there is contact with the same smaller group of people during the school day.
- **Personal Protective Equipment (PPE)** – We will provide our staff whose roles and responsibilities require them to be within two metres of another person with personal protective equipment (PPE).

Guiding Principles

Town Centre Private Schools' guiding principles in planning for re-opening are based on guidance issued by the Occupational Health and Safety Act, the Ministry of Education and York Region Public Health. They include the following:

- The health, safety, and well-being of all members of our community.
- Providing continuity of educational learning opportunities for our students.
- Meeting or exceeding compliance with applicable legislation and regulations including the orders and directives of the local and provincial governments.
- Being prepared and following public health advice.

Up-to-date Information

It is imperative that the TCPS community stay current with information about COVID-19 as this is an evolving virus and the world is learning new things all the time as the research is being gathered. The most up to date information including symptoms can be found on the following websites:

Government of Canada Coronavirus disease (COVID-19)

Government of Ontario COVID-19

York Region Public Health COVID-19

Roles and Responsibilities

In general, all students, parents, staff, and visitors, are required to:

- Follow these specific plans and procedures, and all applicable policies.
- Review this document and all periodic updates/notices as distributed.
- Participate in any hands-on training or education sessions as directed by the school.

Health, Safety and Wellness

In planning for our return to school in September, our primary consideration is the maintenance of a safe and healthy environment for our students and staff and by extension, our families, and the broader community. To that end, we will closely follow recommendations and guidelines published by the Ontario Ministry of Education, the Ministry of Health, and York Region Public Health.

All students and staff will benefit from the following health and safety protocols being implemented:

Hand Hygiene

Rigorous hand washing with plain soap and water and good hygiene practices are the most effective ways to reduce the spread of illness. Faculty will reinforce these practices amongst students.

Wash hands often with plain soap and water for at least 20 seconds. Antibacterial soap is not needed for COVID-19.

If sinks are not available, use alcohol-based hand sanitizer containing at least 60 per cent alcohol.

Hand sanitizer is available at every entrance to the buildings, in each office and classroom.

Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in the waste basket.

Avoid touching eyes, nose, or mouth with unwashed hands.

Hand hygiene should be conducted by anyone entering the school and incorporated into the daily schedule at regular intervals during the day, above and beyond what is usually recommended (for example, before eating food, after using the washroom).

Staff and students should be provided with targeted, age-appropriate education in proper hand hygiene and respiratory etiquette.

Refer to Public Health Ontario's how to wash your hands (PDF) fact sheet.

Hand Washing and Hand Sanitizing

When students and staff should perform hand hygiene

- When they arrive at school and before they go home
- Before and after any breaks (e.g., recess, lunch)
- Between different learning environments (e.g., outdoor-indoor transitions, from the gym to classroom)
- Before and after eating and drinking
- After using the toilet
- After handling common resources, equipment, or supplies

- After sneezing or coughing into tissue
- Upon exiting and entering the classroom

Personal Protective Equipment (PPE)

Masks – Students

- Grades 1 to 12 students will be required to wear properly fitted non-medical or cloth masks indoors in school, including in hallways, during classes as well as on school buses.
- Students are not required to wear masks outdoors, but distancing will be encouraged as much as possible.
- Masks may be temporarily removed indoors to consume food or drink.
- Students in Preparatory and Senior Preparatory will be strongly encouraged but not required to wear masks in indoor spaces. However, Preparatory and Senior Preparatory students are required to wear a mask to participate in indoor singing.
- Students are encouraged to practice wearing masks and learn what type of mask is most comfortable for them. Students may wear their own non-medical masks. Reasonable exceptions on the requirement to wear masks will apply.

Masks – Staff

- All school-based staff will be required to wear masks, with reasonable exceptions for medical conditions.
- School-based staff who are regularly in close contact with students will be provided with all appropriate personal protective equipment (PPE).
- All Casa division staff, are required to wear masks while inside, including in hallways and staff rooms (unless eating-but time with masks off should be limited and physical distance should be maintained). Eye protection (e.g., face shield or goggles) is required for individuals working in close contact with children who are not wearing face protection (children younger than grade 1).

- Masks that become soiled, wet, or contaminated must be changed.
- Masks may not be tolerated by everyone.

Congregating

- Students and parents are encouraged not to congregate before school and after school.
- Parents and Staff are discouraged from car-pooling, unless all health and safety measures can be adhered to (e.g., masking).

Training

All staff will be provided with Health and Safety training. This will include training on COVID-19 Awareness, Screening/Signs/Symptoms, donning/doffing PPE, and other safety protocols related to the return to work. Training will be delivered using a combination of webinars and videos. Training on COVID-19 awareness, masks/face coverings and safety protocols will also be made available to parents/students.

Cleaning and Disinfection

- All classroom and maintenance staff will have reviewed the environmental cleaning and disinfection policy and procedures.
- A cleaning and disinfecting schedule will be posted and maintained in all common areas within the school.
- Public health awareness signs will be posted in visible locations to raise awareness about COVID-19 and to encourage healthy behaviours.

- Common areas and items, including high-touch surfaces will be cleaned and disinfected a **minimum of twice daily** and as often as necessary.
- The school will only use cleaners and disinfectants with a Drug Identification Number (DIN)
- Appropriate PPE is worn during cleaning (i.e., gloves, eye protection, gown), especially when cleaning bodily fluid spills as per safety data sheet.
- A sufficient supply of cleaning and disinfecting products will be provided and accessible to trained staff.
- Mechanical HVAC systems have been changed to the highest density that can be used in our systems. The HVAC systems are serviced regularly through a mechanical contractor to ensure they are operating as designed including increasing the frequency of filter changes. In addition, the intake settings will be adjusted to increase the amount of fresh air and reduce recirculation. The HVAC systems monitor the air quality and bring in more fresh air as and when needed.

Screening for COVID-19 Symptoms

Screening

- **Parents are required to screen for symptoms in their child(ren) each morning prior to leaving for school and students must stay home if they have any symptoms consistent with COVID-19** or if they have had close contact with anyone with a suspected or confirmed case of COVID-19.
- Before entering the school, students, staff, and visitors (limited to only those necessary) who will access the school for work or education must perform a daily COVID-19 self-assessment before arriving at the school. If staff or students feel unwell or have symptoms of COVID-19, they should not attend school and should go to a primary care provider or assessment centre for testing (the use of a mask is not an acceptable alternative).
- The school will provide parents with a checklist to perform daily screening of their children before arriving at school and self- assessment tools are available to staff to ensure awareness of possible

symptoms of COVID-19. The province will continue to provide a screening tool for use by all schools and may update this throughout the school year.

- All staff and students who are experiencing symptoms consistent with COVID-19 as identified in the screening tool, must not attend school, and should follow the guidance provided in the screening tool, which may include seeking appropriate medical attention as required, and/or getting tested for COVID-19.

TCPS Parent Daily Screening Commitment Form

Parents / Guardians are required to complete this form only once at the beginning of the school year committing to the daily health screening and COVID-19 protocols.

Daily Screening Commitment Form

Ontario Government COVID 19 School and Child Care Screening

COVID-19 Daily School and Child Care Screening

Parents/guardians are responsible to review and adhere to the Daily Screening checklist from the Ontario Government on a daily basis.

York Region Public Health COVID-19 School and Child Care Screening Tool

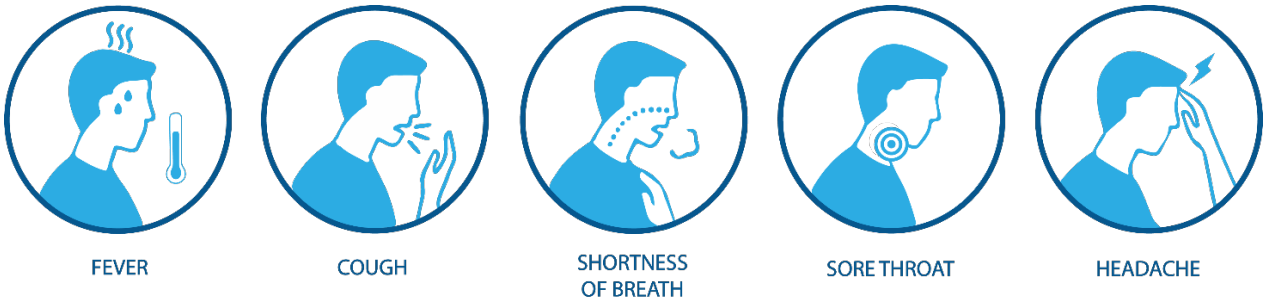
YRPH COVID-19 School and Child Care Screening Tool

The school will have designated entrances for staff, students and visitors with a screening station that has:

- Signage of these screening questions will be visible at all screening locations.

- Signage and visual cues to remind people to practise physical distancing while in the school.
- Alcohol-based sanitizer to disinfect hands prior to further entry into the building.
- A log will be recorded for any visitors/itinerant staff for the purpose of contact tracing.
- A process for recording staff attendance for the purpose of contact tracing.
- TCPS staff and students will be passively screened for symptoms during operating hours.

Management of individuals exposed to COVID-19



Management of ill or symptomatic individuals in the school setting

This section applies to students, staff or other members or visitors to the school community, who become ill during the school day and on school premises.

With any symptoms of illness – COVID-19 related or not – sick individuals should stay home and seek assessment from their regular healthcare provider if required.

All individuals are expected to screen every day before attending school.

Any staff, student, or visitor that does not pass the screening will not be able to attend school.

Scenario: a student/staff member becomes ill during the school day

The following actions apply to an individual, including students, staff, contractors, visitors, parents, or guardians, who become ill while at school, including before and after school care affiliated with the school.

- If a student/staff becomes sick while in the program, they will be directed to a designated isolation room.
- The sick student/staff will be provided with tissues and reminded of hand hygiene, respiratory etiquette, and proper disposal of tissues.
- A staff member will be provided with PPE and will remain with the sick child until the parent/guardian arrives.
- If tolerated and the child is above the age of 2, the child will be provided with a surgical/procedure mask.
- Upon the student departing, the isolation room will be cleaned and disinfected.

Recommended action by principal

- The principal should coordinate immediate student pick-up and designate an area to isolate the student until parent or guardian arrival and advise the student and any staff attending to them to use provided PPE kit.
- advise student to remain at home and continue with remote learning if they are well enough to do so.
- if required, advise all staff of the concern while protecting confidentiality and responding with sensitivity in the circumstances.
- coordinate and ensure environmental cleaning or disinfection of the space and items used by the ill individual or individuals.
- monitor school population for possible new or additional illnesses and absenteeism.
- report to the PHU only probable or confirmed cases of COVID-19 in accordance with the duty to report under the Health Protection and Promotion Act
- dismiss, at the discretion of the local public health unit, an individual or cohort for self-isolation.

Recommended action by parent and student

- students with symptoms compatible with COVID-19 should get tested and isolate while test results are pending, unless there is a known alternative diagnosis provided by a health care provider.
- consult and follow the guidance of a health care professional.
- follow the guidance under the return to school section.
- if a student is tested for COVID-19, follow the guidance of the PHU, health care professional and related direction for isolation and returning to school.

Return to School Options

1. If the individual (student / staff) **tests positive**, they must follow isolation requirements as per PHU direction.
2. If they are **not tested**, they should remain at home for a minimum of **10 days** and until symptoms resolving for at least 24 hours, or 48 hours for vomiting/diarrhea.
3. If the individual (student / staff) is **tested** because they were symptomatic and the result is **negative**, they can return to school if:

- they do not have a fever.
- if their symptoms have been improving for at least 24 hours, or 48 hours for gastrointestinal (GI) (nausea/vomiting, diarrhea) symptoms.
- if they have not been directed to self-isolate and **provided they have had no contact to a confirmed case of COVID-19.**

Management of individuals exposed to COVID-19 outside of a school setting

This section applies to individuals closely related to a school community, such as bus drivers, parents or members of a student's or staff member's household, who test positive for COVID-19 outside of the school.

Situations will arise where students, staff, essential visitors, or contractors or teachers may be exposed to COVID-19 outside of the school environment (for example, to family members that don't attend the school, social contacts outside of school).

Individuals who are **not fully immunized** and have been identified as a high-risk close contact of a COVID-19 case, such as household members, should not attend school. **These individuals should follow directions from the PHU on testing and self-isolation.**

Scenario: Household member tests positive for COVID-19

If a household member receives a positive test for COVID-19, he or she is not obligated to inform the school of their test result. However, it is strongly recommended.

Children in a household where a parent or other member has tested positive for COVID-19 are considered to be high-risk contacts and should get tested and self-isolate.

The PHU will provide detailed direction to high-risk close contacts, including household members of a person diagnosed with COVID-19.

Recommended action by principal

- If student is in the school, when notified by the parent, coordinate immediate student pick-up and student is directed to isolation room until pick-up.
- ask that the student or parent as appropriate, follow the direction of their health care professional and PHU.
- if the student / staff tests positive, refer to Management of ill or symptomatic individuals in the school setting monitor the school population for new or additional illness.

Recommended action by parent and student

The parent and student should continue to adhere to advice provided by local public health.

Management of a confirmed positive diagnosis of COVID-19 in the school community

This section applies to a student, staff member or a member of a school community who is regularly in the school, who informs the school that they have tested positive for COVID-19.

Every individual who has tested positive for COVID-19 will be contacted by their local PHU for further directions.

Any individual who tests positive for COVID-19 must isolate and cannot attend school until they are cleared by their local PHU.

The local PHU will notify the school of a positive COVID-19 diagnosis.

Where the local PHU determines there was a transmission risk to others in the school regardless of vaccination status, students and staff will be assessed by the local PHU to determine their risk of exposure and whether they will require testing and isolation.

High-Risk Contacts

Classroom cohorts (students and staff affiliated with the cohort) will generally be considered at high risk of exposure.

All students and staff who are identified as high-risk close contacts should get tested regardless of their immunization status.

A negative test result does not alter or shorten the isolation duration as they may still be incubating the virus.

Recommended action by principal

- the principal should follow PHU direction for management of cases and contacts in schools.
- the PHU will make the determination if an outbreak exists or not and communicate with school community as appropriate.

- coordinate and ensure environmental cleaning or disinfection of the space and items used by the individual or individuals.

Recommended action by parent and student

- the parent and student should engage in continuation of learning (remotely) if able and if feeling well enough to participate.
- communicate regularly with the school to inform daily routines.
- **follow the direction of the PHU on isolation protocol and testing requirements.**
-

Case and contact management in schools for high-risk contacts

This section outlines guidance for case and contact management for high-risk contacts in schools.

Fully immunized individuals who have COVID-19 symptoms

If the individual identified as a high-risk contact is fully immunized and has symptoms compatible with COVID-19, they should:

- isolate and get tested right away.
- if they test **negative**, they can discontinue self-isolation once symptoms have been improving for at least 24 hours (48 hours for gastrointestinal symptoms).
- if they test **positive**, they must self- isolate for 10 days.
- proof of vaccination may be required.

Fully immunized individuals without COVID-19 symptoms

If the individual identified as a high-risk contact is fully immunized and does not have symptoms compatible with COVID-19:

- The individual is generally not required to isolate
- Self-isolation still may be required at the discretion of the local public health unit.
- The individual should be recommended for testing but is not required to isolate while awaiting test results if they were not already directed to isolate.
- Proof of immunization may be required.

Individuals not fully immunized

If the individual identified as a high-risk contact is not fully immunized, the individuals should:

- isolate and get tested on or after day 7 of their isolation period.
- **regardless of test result, they are required to isolate for 10 days.**

Case and contact management in schools for household members of high-risk contacts

This section outlines guidance for case and contact management in schools for household members of high-risk contacts.

Household members of a high-risk contact with COVID-19 symptoms

1. If the individual identified as a high-risk contact is fully immunized and has symptoms compatible with COVID-19:

- a household member who **is fully immunized** is not required to stay home or isolate.

- a household member that **is not fully immunized** should isolate while the high-risk contact is awaiting test results.

2. If the high-risk-contact tests negative, a household member is not required to isolate.

3. If the individual identified as a high-risk contact and the household member of the high-risk contact are **not fully immunized** and:

a) has no symptoms compatible with COVID-19:

- the household member should stay at home except for essential reasons (for example, work, school) during the high-risk contact's isolation period.

b) has symptoms compatible with COVID-19:

- the household member should isolate while the high-risk contact is awaiting test results or if they are not tested.

- if the high-risk contact test negative, the household member should stay at home except for essential reasons (for example, work or school) during the high-risk contact's isolation period.

COVID – 19 Vaccination Policy

At Town Centre Private Schools we are committed to providing and maintaining a safe school environment for all. Safe and reliable vaccines are an important tool to help stop the spread of COVID-19, build immunity in Ontario, and protect our communities. As a school, we have a heightened responsibility to ensure we are doing everything we can to protect our staff, students, and their families.

Consistent with this commitment, the school has established a COVID-19 Vaccination Policy. **Based on the recent direction from the Government of Ontario that all educational facilities will require staff to be fully vaccinated, the school has developed a vaccination policy that requires staff members to be vaccinated subject to relevant medical exemptions.**

The school also strongly recommends that all students (if eligible) and parents get vaccinated from COVID-19 based on direction from the Ministry of Health of Ontario and York Region Public Health.

Staff members will be required to provide proof of full vaccination against COVID-19; or provide an official documented medical reason for not being vaccinated.

Staff who are not immunized based on medical reasons, will be required to complete regular COVID-19 testing as directed in provincial guidelines.

Proof of staff vaccination will remain strictly private and confidential. The school will only collect, use, and disclose information regarding all individual staff member's vaccination status in accordance with the school's privacy policy and all applicable privacy laws.

Parents can help support their child to be fully vaccinated against COVID-19 as an important step in the fight against this disease. As always, we will continue to rely on the expert advice and recommendations from Ontario's Chief Medical Officer of Health, York Region Public Health, and other medical experts to ensure we keep children, students, staff, and families safe.

To learn more about COVID-19 vaccines for youth please click on the link here http://covid-19.ontario.ca/covid-19-vaccines-youth

TCPS School Setup

The school will be set up to promote physical distancing and good hygiene.

- Physical distancing markers (stickers / signage) will be placed in areas to minimize contact between students, staff, and permitted visitors. Hallways, Washrooms, Office, Parents Designated Waiting Areas etc.
- Hallways will be one way on each side indicated with markers.
- Washrooms will have floor decals indicating recommended physical standing distance at sinks.
- To reduce crowding in the office, students, staff, and permitted visitors are requested to wait in the hallway to be called into the office.
- "Stand Here" floor decals will be placed in the hallway outside the office to provide appropriate waiting locations for students, staff, and permitted visitors. so that they may be called into the office.
- Signage will be placed throughout the campus to remind students, and staff about new protocols
- Additional sanitizer stations have been placed at each entrance and in each classroom and office

- Water fountains are available for “water bottle filling only.” Students and staff are asked to bring their own water bottle labelled with their name.
-

Classrooms

- Staff will set up classrooms/teaching spaces prior to the start of school to encourage the maximum space between students.
- Students and staff will practice physical distancing to the maximum extent possible.
- Only essential teaching items should be in the classrooms.
- Desk and countertops must be cleared at the end of the day to facilitate the evening and overnight staff facilities cleaning protocols.
- Hand sanitizer is available in each classroom/office.
- All classroom materials will be materials that can be cleaned and disinfected. Plush toys are not permitted.
- Classroom materials will be cleaned and disinfected at a minimum between cohorts, and prior to being shared.
- Designated materials and/or equipment outside of the classroom (i.e., Chromebooks, iPads, science apparatus, balls, gym equipment) when shared will be disinfected before and after each use.

Decluttering

- Classroom teachers should declutter classrooms to facilitate efficient cleaning. Only essential, daily required teaching items will be stored in the classroom.
- The use of the classroom for long term storage must be minimized.
- Unnecessary, unused items must be disposed of or relocated.
- Desktops and counter surfaces must be kept clear to facilitate ongoing disinfection throughout the day and allow for evening/nightly facilities cleaning/disinfecting.
- Staff will direct students to take home any unnecessary personal items and keep their tables clean and uncluttered.

Toys and Manipulatives

- Shared manipulatives are important for learning however, toys and manipulatives will be reduced to the maximum extent possible.
- Only those items which can be readily disinfected will be selected to remain.
- Staff will clearly identify with signage the toys and manipulatives that require daily disinfection.
- No plush toys will be permitted. Parents are reminded that students should not be bringing toys or manipulatives to school.

Washroom Use

- Teachers are recommended to create a washroom schedule with clear washroom breaks.
- A recommended number of users allowed per washroom based on the number of toilets/urinals in each washroom will be posted.
- Students are to assess if the washroom has reached maximum usage as they enter based on posted signage.
- If maximum has been reached, students are to wait in hall in designated area.
- Floor decals spaced apart are to be placed outside washrooms for students to wait if the washroom is full.

Student / Parent Guidelines

Protocols for Parents

- Follow the daily screening questions for their child prior to arrival every morning.
- Parents drop off their child(ren) at the designated entrance of the building and depart immediately.
- Parents are asked to allow their child(ren) to make the last part of the journey into the school independently.
- Parents will pick up their child(ren) at the designated locations.
- **Parents may only enter the building if absolutely necessary and must access the school only from the Main entrance and report directly to the Office.**

Protocols for Students

- Students must wash or sanitize their hands upon entering the building (there are hand sanitizer stations located inside each door).
- Students should bring with them only the minimal materials that are needed.
- Students will practice physical distancing. They must stay apart (as much as possible) and avoid touching communal surfaces and each other.
- Students will report to their teacher if they are not feeling well and will be sent to the Office.
- Students must wash/sanitize their hands before they enter the classroom.

- Students must wash/sanitize their hands when they exit the classroom; this is at the end of the day, before going to recess, before going to the restroom or at any other time they leave the room.
- Students must wash/sanitize their hands before and after eating.

Expectations around the use of materials:

- All school materials must stay at school; no home materials are brought to school except for the necessary electronic devices. (Grades 6 to 12 students only)
- Students may not bring personal toys or games to school.
- All tools and manipulatives will be washed by the staff daily.
- Soft toys and plush pillows/cushions/blankets will be removed from classrooms.
- Students must wash/sanitize hands before and after use of school materials.

Outdoor Play

A revised recess schedule for pre-school and elementary students will be created to provide outdoor playtime for all students. As we return to school, we will take a more cautious approach and therefore students will remain within their cohort during recess. Mixing cohorts outdoors with distancing will be reviewed during the school year and subject to provincial and local public health guidelines.

Extra-Curricular Activities

As we return to school, we are excited to offer After-School Courses, clubs, activities and sport teams with protective strategies, and provincial and local public health protocols. The school will take a more cautious approach with cohorts possibly interacting outdoors with physical distancing encouraged, and indoors with masking and appropriate physical distancing. Specific details will be provided in the first few weeks of school.

Assemblies

While school assemblies will be permitted under the relevant provincial requirements under the Reopening Ontario Act, we hope to provide students with a combination of virtual assemblies, indoor assemblies (by cohort and grade where possible) and ooutdoor assemblies (weather permitting) with distancing between cohorts.

Visitors

- In the upcoming school year, **visitors, including parents are not to enter the school unless identified through a prearranged appointment.**
- It is expected that parents first contact the school by telephone if assistance is required.
- Any permitted visitors to the school will be required to self-screen and to wear a medical mask while on the school premises.
- Visits to ensure school safety, such as inspections by the Fire Marshal's office or public health will continue to take place.

Drop-Off and Pick-Up Procedures

- There will be multiple entrances used for drop-off and pick-up. We will designate a specific entrance and drop off point for each grade.
- When picking up your child(ren) from school, all parents/guardians are required to enter through their designated entrance and check in. Please wait in the screening area and maintain physical distancing.
- We will have signage to direct students through the steps for entry and exit of the school building, and throughout the school. Spreading students apart and into different areas, as well as using visual cues on the floor will help students with physical distancing.
- For pick-up, please ensure that the designated pick-up person is listed on your child's file and has a photo ID to expedite the pick-up procedure.
- Once authorized for release your child will be called to come to the pick-up area.
- Should a parent/guardian need to pick-up their child(ren) for any reason throughout instructional hours, they are required to call and inform the office for their expected time of arrival.

- **Parents may only enter the building if absolutely necessary and must access the school only from the Main entrance and report directly to the Office.**

Late Arrival

- When a Pre-School or Elementary student arrives late, (9:05 a.m.) the student should enter the building only from the Main entrance and proceed directly to the office.

- When a High School student arrives late. (8:35 a.m.) the High school student should enter through the HS Office entrance. After signing in, students will be directed / escorted to their classroom.

Lunch

Students will eat lunch in their classrooms or designated lunchrooms with their cohort to ensure chances of contact and transmission are minimized.

Lunch times and/or washroom breaks will be staggered to allow students to wash hands before eating, without creating congestion in washrooms or handwashing stations.

With respect to eating and drinking at school, it is expected that:

- Staff and students will perform proper hand hygiene before and after eating.

- Each student should bring their own individual meal or snack with no common food items.

- Water bottles will be required to be filled rather than students and staff drinking directly from the mouthpiece of water fountains.

- Birthday Pizza lunches will not be permitted at this time.

- Third-party food services will be delivered in a way that any student who wishes to participate can do so. Individually packaged lunches from Kids Kitchen are preferred.

- Please ensure your child brings their lunch and snacks required for their day.

- **Parents are kindly asked not to drop-off lunches at school.**

TOWN CENTRE
PRIVATE SCHOOLS®
Montessori Pre-School • Elementary • High School

International Baccalaureate® World School

Town Centre Private Schools Pre-School Return to School Guidelines 2021-2022

Policies and Procedures regarding Health and Safety protocols for COVID-19

Pre-School

In Person Return to School

In planning for our return to school in September, our primary consideration is the maintenance of a safe and healthy environment for our students and staff and by extension, our families, and the broader community. To that end, we will closely follow recommendations and guidelines published by the Ontario Ministry of Education, the Ministry of Health, and York Region Public Health.

All students and staff will benefit from the following health and safety protocols being implemented:

Safety and Hygiene Protocols Implemented

- A new policy has been put in place for staff and student illness. Anyone showing signs of illness must not attend school.
- Students are required to remain at home if they have a temperature over **37.8C** or symptoms of COVID-19. If students have been absent with symptoms similar to COVID- 19, they must not return to school until they are symptom free for 24 hours without the use of medication.
- Parents and guests will not be permitted inside the building to reduce exposure and risk to our students and staff. Parents will be permitted to wait in the designated Parent Waiting

areas. Hand sanitizing stations have been installed throughout the school and at all entrances, to be used upon entry and exit.

- Increased hand washing routines throughout the day will continue.
- New cleaning policies and procedures have been put in place for the school building, classrooms, school resources, and classroom materials.
- Students will not be sharing classroom supplies from common bins.

The Classroom Structure

Cohorts

- A cohort is defined as a group of students and staff assigned to them.
- Each cohort must stay together throughout the day as much as possible.

Classroom Programming and Cohorting

- Recognizing that physical distancing is difficult with small children, classrooms will have cohort specific materials that will be disinfected twice a day.
- Classroom activities will be spaced accordingly to maintain physical distancing as much as possible. Spaced seating will be encouraged.
- Students must not share food, feeding utensils, bottles, cups, etc.
- Personal belongings (i.e., backpack, clothing, etc.) should be minimized.
- All student's belongings should be clearly labelled to discourage accidental sharing and kept in their designated areas. All TCPS staff will practice proper hand hygiene when handling food or snacks before and after eating.
- TCPS staff and students will be reminded to avoid touching their face, nose and mouth with unwashed hands, and be reminded of proper respiratory etiquette. Each class will incorporate additional hand hygiene opportunities into the daily schedule.
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- Classrooms will have staggered washroom break schedules among cohorts that share a common washroom facility.
- Sufficient supply of hand hygiene products will be available in all rooms, common areas with hand wash sink or hand sanitizer.
- Students are encouraged to fill their labelled water bottles instead of drinking directly from water fountains.

Schedule

- Pre-School will follow their regular weekly schedule.
- Recess times will be staggered to reduce the number of students in the yard at one time.
- The play structure will be disinfected daily.
- Before School and After School care will continue to be a service that we provide to families who need the extra care.

Music Classes

Music programs will continue in our Pre-School division. However, our Preparatory and Senior Preparatory students are required to wear a mask to participate in indoor singing with as much distancing as possible maintained within a cohort. "Vocal music" will only be allowed indoors if all participants are wearing masks.

The Music teacher will continue to teach with the ORFF instruments which will be disinfected between each cohort. She will continue to teach music, movement and drama and may introduce some new instruments as well that meet the safety guidelines.

Attendance

We recognize that this coming year is unpredictable, and we will all need to be flexible. If your child is going to be away for a day or two, then you would follow the normal procedure of calling the school to report an absence. Any prolonged absences should be submitted to the office in writing. Should a student or staff have any unplanned absence from school either for one day or consecutive days – the school will follow up with the student's parent/guardian or staff for reason of absence(s) and follow through the symptoms screening measures

Assessment and Evaluation

Assessment and evaluation are a critical piece of a student's learning experience, providing important feedback to support improved performance and benchmark against grade-level and discipline-specific standards. Whether students are in an in-person at school or online learning environment, assessment and evaluation requirements will continue to be aligned with the Montessori philosophy, International Baccalaureate and Ontario Ministry of Education requirements, and will take a variety of forms from formative and summative assessments including quizzes and tests to project-based assignments, presentations and performances or oral assessments. For online learning, evidence will be gathered through online learning tasks. Please note there is no remote learning option for our Toddler, Pre-Casa and Casa students.

Student Life and Wellness

Our school's commitment to health and wellness plays a critical role in developing and supporting each student as they grow and learn. Health and wellness curriculum compliment the academic program. When students are emotionally and mentally healthy, they are better equipped to develop competencies such as critical thinking, problem solving, decision making, and collaboration skills. Our daily schedule integrates wellness and recess breaks to support our students' social-emotional needs. In the remote learning scenario, we will have a focus on different wellness strategies and activities.

Remote Learning with School Campus Open

PREPARATORY AND SR. PREPARATORY ONLY

Pre-Registration Only
Remote Learning with School Campus Open

The school recognizes that some parents may be unable or hesitant to return their children to in-class instruction at this time. Therefore, we are also offering a Remote Learning option for students in Preparatory, Senior Preparatory and Grades 1 – 12.

For parents who wish for their children to participate in the Remote Learning Program they must pre-register by the established deadline. A pre-registration form will be available online.

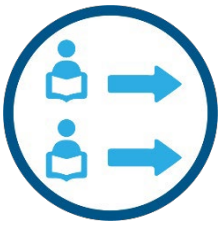
Parents are asked to note that in order to maintain health and safety measures, and respect class sizes, parents who wish to have their child(ren) return to in-class, face to face instruction can only do so at specified re-entry points throughout the year. Furthermore, as per the direction of the Ministry of Education, students may not be able to move between remote and in-person learning, and parents should anticipate the possibility to be wait-listed if they change their mind.

Remote Learning with School Campus Open Structure of Day

- Daily attendance will be taken
- Synchronous and Asynchronous Learning opportunities
- Academic Focus on Math, Language, Culture and Activity suggestions for Practical Life and Sensorial.
- Whole Class Live Video Instruction (Synchronous): two sessions per day
- Guided Support & Independent Work (Asynchronous): two sessions per day
- Student Support for Classwork and Homework (Synchronous): one session per day
- Students will have access to curriculum lessons through Cisco Webex and ClassDojo.
- Instruction will be delivered by a dedicated TCPS teacher.
- Depending on number of pre-registered students, classes grade levels may be combined.

Full Remote Learning with School Campus Closed

PREPARATORY AND SR. PREPARATORY ONLY



We are designing our program to be flexible in responding to a changing situation. It is our plan to have learning through conventional in-person delivery with school every weekday and enhanced safety measures as recommended by the Ontario government and local public health. However, if the government closes all schools again, we are prepared to shift to full remote learning should the need arise and we are fully committed to delivering an online program that reflects best practices in teaching and learning.

Should our schools be forced to close, we would move towards our remote learning program that would be guided by the following principles and guidelines:

Synchronous (Live-Video) Learning

This is learning that happens in real-time, face to face with a teacher, in a scheduled block of time. Synchronous learning enables students to receive direct instruction from their teacher, ask questions and receive immediate feedback, while also having the opportunity to collaborate and socialize with their peers. Students signed up for remote learning or in the event that we have to return to remote learning in the 2021-2022 school year, the Preparatory and Sr. Preparatory classes will run two synchronous live-video classes each day to provide instruction and support along with the scheduled subject classes in the week. Synchronous sessions will run for about 50 minutes in length, depending on the subject and topic.

Asynchronous Learning

Asynchronous learning provides students with the opportunity to practice skills and reflect on their learning. Through asynchronous work, students develop their organization skills and learn how to work independently. For the Preparatory and Sr. Preparatory students asynchronous work will be assigned daily. Other independent work would include research and work for IB inquiry projects.

Remote Learning Technology Platforms

Students should be equipped with an electronic device such as an iPad or laptop.

TCPS provides secure technology environments to enrich student learning. The following electronic platforms will be used by the teachers to deliver curriculum: Cisco Webex, ClassDojo, Epic Books, IXL Math, and IXL Language. Email is the primary communication channel between the school, parents, and students.

Technology Support

- Students and parents can receive one-on-one support, related to hardware and software issues, from a member of our IT Department. Requests for support should be sent in the form of an email to: tech@tcmps.com
- Please provide the student's first and last name and their grade and class and a brief description of the technical matter and a member of the IT team will respond to requests within one business day during regular business hours.
- The IT Department will provide reference and training materials to support the use of technologies. These will be shared with staff and parents as needed.

Technology Support Hours of Operation

Monday through Friday from 8:30 a.m. to 4:30 p.m. by email tech@tcmps.com

Communication

During remote learning, our platforms allow for communication between our students and teachers. Using their microphone and camera, students are able to communicate with their teachers and peers during synchronous (live video) classes. Microsoft Teams allows for messaging and has a video conferencing/chat feature that enables students to meet in small groups or one-on-one with their teacher.