



TOWN CENTRE PRIVATE SCHOOLS®

Montessori Pre-School • Elementary • High School



International
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World School

Town Centre Private Schools Back to School Plan

2022-2023

Version 2.0



Updated October 4, 2022

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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 Ministry of Education of Ontario, for returning to school for the 2022-2023 school year. The health, safety and well-being of our school community is our top priority

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](#)

Health, Safety and Wellness – Update 2022



This upcoming school year will see the return to many pre-pandemic activities and events as the Ministry of Education and York Region Public health has eased many COVID-19 regulations. In planning for our return to school in September, our primary consideration is the health and safety of all our students and staff. 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. Listed below, you will find updates in our policies and procedures which reflect the latest guidelines with respect to COVID-19 for the start of the school year.

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.

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.

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 sneezing or coughing into tissue

Personal Protective Equipment (PPE)

Masks – Students /Staff

- Based on the advice of the Office of the Chief Medical Officer of Health, masks will not be required for students, staff, and visitors in schools. We strongly encourage everyone to be respectful for individuals who choose to wear, or not to wear a mask within the school.

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)
- 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 using the [COVID-19 Daily School and Child Care Screening tool](#) and the results will tell you if you should go to school or stay home and what to do next.**
- 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 and follow guidance for returning to school.
- The province will continue to provide the [COVID-19 Daily School and Child Care Screening](#) for use by all schools and may be updated as the year progresses.
- 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.
- Parents should notify the office of any absences.
- If a student becomes ill during the day, parents will be called to pick up their child.

Management of individuals exposed to COVID-19

Updated October 4, 2022

This section applies to students, staff or other members or visitors to the school community.

All students and staff are reminded that they should be doing a daily self-screening prior to arriving at school. Please use the school screening tool listed below.

[COVID-19 school screening \(ontario.ca\)](#)

Symptoms of COVID-19 and its variants range from mild — like the flu and other common respiratory infections — to severe. The presence of symptoms, particularly respiratory symptoms, increases the risk of transmitting to others. If you feel sick, it's important that you stay home and talk with a primary care provider or doctor if necessary.

If you are feeling sick or have symptoms of COVID-19 or test positive for COVID-19.

Stay home and [self-isolate](#) until all of the following apply:

- **your symptoms have been improving for at least 24 hours (or 48 hours if you had nausea, vomiting and/or diarrhea)**
- **you do not have a fever**
- **you have not developed additional symptoms**

You should then [continue to take additional precautions](#) for up to 10 days after your symptoms started.

Student / Parent Guidelines

Protocols for Parents

- Follow the daily screening questions for their child prior to arrival every morning.
- Parents should park and enter at the designated entrance of the building and drop off at the classroom door. To maintain our health and safety standards we kindly ask **parents not to enter the classroom.**
- Parents can pick up their child(ren) at the end of the day directly at the classroom door.
- **If parents need to enter the school during instructional hours, they can do so 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 will report to their teacher if they are not feeling well and will be sent to the Office.
- Students must wash/sanitize their hands when they enter or exit the classroom.
- Students must wash/sanitize their hands before and after eating.

Expectations around the use of materials:

- Students may not bring personal toys or games to school.
- 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 this September, we will be phasing out cohorts and students will be mixing as was the case pre-pandemic.

Extra-Curricular Activities

We are very excited to be able to offer After-School Courses, Clubs, Activities and Competitive Sport teams with protective strategies, and provincial and local public health protocols. Specific details will be provided in the first few weeks of school.

Assemblies

School assemblies will be permitted under the relevant provincial requirements. We hope to provide students with a variety of educational and fun assemblies.

Drop-Off and Pick-Up Procedures

- There will be multiple entrances used for drop-off and pick-up. We will designate a specific entrance for each grade. This has proven to be an effective means of assisting with congestion in the parking lot areas. More specific details will be provided closer to the start of the school year.
- When dropping off or picking up your child(ren) from school, all parents are required to enter through their designated entrance and proceed to the classroom door to pick up your child.
- 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.

- If a parent needs to pick-up their child(ren) for any reason throughout the instructional hours, they should enter the school from the Main entrance and report directly to the Office and the student will be called to the Office for pick-up.

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 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.
- Please ensure your child brings their lunch and snacks required for their day.
- Water bottles will be required to be filled rather than students and staff drinking directly from the mouthpiece of water fountains.
- Parents should send lunches with students in the morning. Parents should not deliver lunches to school at noon.
- If you would like your child to celebrate his/her birthday in the classroom, please let the teacher know well in advance. Parents are welcome to bring in a birthday cake or pizza. Napkins, paper plates and plastic cutlery, must be provided; however, loot bags and

balloons are not permitted. A list of ingredients must be provided for all food brought to the classroom. To avoid disruption, parents or siblings of students celebrating a birthday are not permitted to attend the party. It is the responsibility of the parent or guardian to ensure that the pizza company has the teacher's name and room number. Please ensure payment has been arranged prior to delivery.