

A large, light blue, stylized outline of an apple with a stem and a single leaf is positioned on the left side of the cover. The apple's shape is defined by thick, rounded lines. The stem is a simple vertical line ending in a small circle representing a nut. A single leaf is attached to the stem, curving upwards and to the left.

CFIS Return-to-School Parent Handbook

2020-2021

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HEAD OF SCHOOL'S MESSAGE



On March 15, 2020, Alberta Education mandated the province-wide closure of all schools to students, due to the COVID-19 pandemic. On July 21, 2020, Alberta Education announced that all students will return full-time to their schools on September 1, 2020.

CFIS has prepared this handbook for parents, to align with guidance provided by Alberta Education in a document entitled, [*“Guidance for School Re-Entry – Scenario 1.”*](#) Our handbook outlines the enhanced health and safety procedures and protocols that will be required when students return to school next month.

In addition to Alberta Education’s direction, CFIS has taken guidance from the Canadian Accredited Independent Schools (CAIS) and the Association of Independent Schools in Alberta (AISCA), to ensure that our plans and processes are employing best practices in this unprecedented situation. As well, earlier this month, I remotely convened a panel of CFIS parents who are also medical, health and legal professionals, to garner their specific advice on matters such as masking, hand sanitizing, and physical distancing. Their recommendations have been incorporated into the handbook.

The health and safety of our students is, as always, our top priority, and we will respond with agility to any new directives from Alberta Health Services or Alberta Education. CFIS is committed to continuing to provide a robust full French immersion learning experience at our school during the COVID-19 pandemic.

A handwritten signature in black ink, appearing to read 'M. Dorrance', with a long horizontal line extending to the right.

Margaret Dorrance
Head of School
Calgary French & International School

SECTION 1: COVID-19 RISK MITIGATION

CFIS has developed the following protocols and tactics to reduce the risk of transmission of COVID-19 when students, teachers and staff return to school in September 2020.

Masking:

Everyone who enters the school, including all CFIS students from Preschool to Grade 12, all staff members, and any visitors, are to wear masks when entering the school. Masks are to be worn by all students and staff, at all times, including in the classrooms. Masks can be removed under one of the following scenarios:

- When outdoors;
- When eating or drinking;
- During physical education classes; or
- When sitting at one's desk or table, and needs a break from the mask.

Alberta Education has directed that a face shield can also be worn, but does not replace the requirement to wear a mask.

Students will be asked to keep their masks on their person at all times. More information will be shared by Divisional Principals.

[For more information on masks please click here to read the Government of Alberta's Guidance for Wearing Non-Medical Face Masks.](#)

[For instructions on how to properly wear a non-medical mask please click here to see a video by Dr. Deena Hinshaw, Alberta's Chief Medical Officer of Health.](#)

SECTION 1: COVID-19 RISK MITIGATION

Cohorting:

The movement of students throughout the building has been planned to be purposefully and strictly controlled. “Cohorting” is one of the methods that will be used. At CFIS, each class group from Preschool to Grade 10 will now be considered a cohort. Unlike in years past, and especially in the higher grades, it will be the teachers who move from room to room.

Until further notice, students from Preschool through Grade 10 will remain with their cohort with minimal movement throughout the day. (Grades 11 and 12 student movement and cohorting is addressed later in this document, under “Additional Information for Secondary Division students”.)

Other temporary changes include:

- All students must remain in their divisional wing.
- All students from Preschool through to Grade 12 will eat lunch in their homeroom, rather than using the dining halls.
- In most cases, specialists will go to each homeroom, rather than having the students go to the specialists’ classrooms. Please see division sections for more information.

Hand-Hygiene Risk Mitigation:

- Hand hygiene is of key importance in controlling the spread of COVID-19. Hand-sanitizing stations are now located at every entrance to and exit from the school, as well as at the bottom and top of each stairwell. Staff monitors will ensure that hand sanitizer is used by all students entering the building.
- Hand-sanitizing stations have been mounted on the walls between each classroom. Students and staff will be required to sanitize their hands with hand sanitizer upon entering and exiting each classroom or learning space. Teachers and assigned supervisors will monitor students’ hand hygiene.
- Posters and signage promoting hand hygiene will be displayed throughout the school.
- Pump bottles of hand sanitizer will be available on each teacher’s desk, and in various offices throughout the school.
- Hand-sanitizing breaks will be conducted in classes on a regular basis. This includes handwashing whenever possible, when sinks are available.

SECTION 1: COVID-19 RISK MITIGATION

Mandatory Daily Health Self-Screening:

- Each day, before leaving for school, all parents must complete the [CFIS Health Daily Checklist COVID-19 self-screening](#) form for each of their children. If the answers “yes” to any of the questions, the child must not attend school that day.
- Each day, before leaving for work, all staff members must complete the [Alberta Health Daily Checklist COVID-19 self-screening](#) form for themselves. If the answers “yes” to any of the questions, the staff member must not attend school that day.
- If you are unsure whether you or your child should be at school, please contact Alberta Health Services at 8-1-1.
- Signage has been posted at all entrances to the building, reminding everyone not to enter the building if they have new-onset or worsening COVID-19 symptoms.

Physical Distancing:

- The desks and tables in all CFIS classrooms from Grades 1 through 12 have been organized to ensure two metres of physical distancing. For more information about physical distancing in ECE, please see division sections for more information.
- Teaching staff will choose activities that support physical distancing, and teachers and staff members will endeavour to ensure that there is at least two metres of physical distancing between all students at all times.
- Teaching staff will manage and support traffic flow in classrooms and throughout the building to support physical distancing.
- Signage has been placed at two-metre intervals in all corridors and stairs, to serve as a visual reminder regarding the need for physical distancing, and to allow teachers and staff to more easily monitor student behaviour.
- Signage has been posted throughout the school, promoting physical distancing.
- Seating has been removed from the hallways, and signs prohibiting indoor gathering have been posted.
- Lockers and cubbies have been assigned to allow for access while still ensuring physical distancing.

SECTION 1: COVID-19 RISK MITIGATION

Illness in the School:

- No person – student, employee, parent or visitor – is allowed to enter the school if they have COVID-19 symptoms.
- If a staff member develops new-onset COVID-19 symptoms during the school day, they must immediately wash or sanitize their hands, don a non-medical mask, and call their direct supervisor to be relieved of duty. The staff member will leave the school and access the COVID-19 testing tool [here.](#)
- If a student develops new-onset COVID-19 symptoms during the school day, he or she will be required to immediately wash or sanitize their hands and then don a non-medical mask and be taken to the isolation area by an adult. The student’s parent will be called to come and collect the student immediately. The student’s parents will access the COVID-19 testing tool [here.](#)
- If a student becomes ill at school, a staff member will look after the student until the student’s parent arrive. The staff member and student must both wear a mask and maintain physical distancing. If close contact is required, the staff member will also wear a face shield and/or eye protection.
- Any student or staff member who develops symptoms that could be COVID-19 will need to provide the school with a negative COVID-19 test result before being allowed to return to school.
- CFIS will follow Alberta Health Services directives if a staff member or a student tests positive for COVID-19.
- If two or more students within a cohort test positive for COVID-19, CFIS will follow outbreak notification procedures as directed by Alberta Health Services.

SECTION 2: FACILITY COVID-19 MITIGATION

- Prior to students' return to school, all areas within the school, including classrooms, hallways, gyms, and offices, will have undergone a thorough cleaning and disinfecting.
- All HVAC systems and air filtration units have been inspected, and filters have been upgraded to a MERV rating of 13. (MERV stands for Minimum Efficiency Reporting Value, and the higher the number, the better the filter is at capturing smaller pollutant particles in the air. The usual MERV filter for our building is 8.)
- All area rugs and soft furnishings have been removed from the classrooms, and will be stored until such time as they can be safely used again.
- There will be increased ongoing cleaning and disinfecting throughout the day by our day cleaners, and we will have doubled our cleaning staff throughout the day.
- Hallways and stairways have directional signage to ensure physical distancing.
- High-contact areas in hallways and common areas will be disinfected by the cleaning staff throughout the day.
- Drinking fountains will be turned off but water-bottle filling stations will be available for use.
- Every second washroom sink, toilet, and urinal in a series will be disabled, in order to maintain physical distancing. High-touch areas in washrooms will be disinfected every two hours. Students are expected to wash their hands before leaving the washroom. They will also use hand sanitizer upon re-entry into the classroom.

SECTION 2: FACILITY COVID-19 MITIGATION

In-Classroom Cleaning/Disinfecting:

- Wipes, to be used with disinfectant spray, will be available in each classroom at all times for teacher use. (These are for cleaning surfaces, and are not to be used on hands.) High-contact surfaces in each classroom will be disinfected by the teachers before and after lunch, and at additional times as deemed necessary by each teacher.
- Everyone must use hand sanitizer before entering and re-entering the classroom. The teachers will be responsible for ensuring that this occurs.

Occupancy Levels:

- Alberta Education directed schools to attempt to provide two metres of space between each student. The larger size of most CFIS classrooms, combined with CFIS homeroom populations being on the smaller size, has allowed CFIS to ensure two metres of space between each student.
- Maximum-occupancy signage has been posted for all classrooms and student washrooms.

Shared Equipment/Devices:

- Students are not to share school supplies. Teachers will ensure that each student has and uses his or her own supplies.
- Use of the school's fleet of electronic devices will be based on a schedule that enables disinfection to occur between users. The schedule for each division's sets of devices will be controlled by the Divisional Principal. All items of shared equipment, such as iPads, Chromebooks, and other devices, will be cleaned and sanitized between use.
- Shared equipment, such as gym or science lab equipment, is to be sanitized by the teacher between classes.

High-Touch Areas:

- CFIS will have four day cleaners on site during the school day, who will clean all high-touch areas on an ongoing basis.
- There will be additional staff members on hand throughout the school day to serve as health and safety monitors, to assist with hand sanitizing and physical distancing at entrances, and to circulate in the halls to supervise and assist the students where necessary.

SECTION 2: FACILITY COVID-19 MITIGATION

Access to CFIS by Parents, Visitors, and Service Providers:

- At this time, admittance to the school is restricted to students, staff members, essential workers and service providers, and before-and-after-school care program pick-ups and drop-offs, and to pick up a sick child.
- Special guests and presenters for curriculum purposes will remotely take part in classroom activities.
- Contact information of essential workers and service providers will be collected by the main office staff. These visitors will be required to complete a self-screening health questionnaire before entering the school.
- The parent information sessions and orientations that normally occur in person at the start of the school year will take place remotely.

Field Trips:

No field trips will occur until further notice. Classes may go on outdoor excursions in the immediate area, accompanied by CFIS staff members, where volunteers are not required.

Student Lunches and Food Services:

- Cafeteria service, including milk and yogurt programs, will not be available until further notice.
- Students will eat lunch in their homerooms. Students will be supervised during their lunch to ensure physical distancing is maintained as well as health and hygiene practices.
- Students' lunches will be stored in their backpacks. Cold packs and refrigerated lunch bags should be considered. Students' lunches and snacks should be in easily-opened containers, and not need to be heated or refrigerated. Microwaves will not be available.
- Students will wash or sanitize their hands before and after eating.
- The sharing of food between students is prohibited.
- No condiments (salt, pepper, ketchup, and the like) or eating utensils will be available to students. Parents should send necessary utensils and condiments to school with students.

SECTION 3: ADDITIONAL INFORMATION Preschool & Junior Kindergarten

CFIS's Preschool and Junior Kindergarten (JK) programs are the first grades of our school, however these classrooms fall under the auspices of the [Alberta Health Services Health and Safety Childcare Guidelines](#) rather than Alberta Education. Consequently, the re-entry plans for these two grades are required to follow the guidance provided by Alberta Childcare Licensing.

Cohort Groups:

Under the above-noted guidelines, each program is allowed to operate in cohorts of up to 30 people. This figure includes both staff and children.

- Each CFIS Preschool and JK class group will be its own cohort, consisting of a maximum of 16 children and two to four staff members. CFIS cohort groups will not share spaces.
- To ensure adequate supervision of Preschool and JK students during all parts of the school day, and to deliver all elements of our programming, it is necessary for some CFIS staff members to work with multiple cohort groups. In compliance with recommendations from Alberta Health, these staff members will work with no more than three cohort groups per day.

Masks:

In alignment with CFIS policy, all Preschool and JK students will wear masks throughout the school day, with the following exceptions:

- During outdoor activities
- During physical education classes
- When eating snacks or meals
- During nap/rest time
- When at the designated "take a break" spot in each classroom (located at least two metres from other children)

SECTION 3: ADDITIONAL INFORMATION Preschool & Junior Kindergarten (continued)

Additional Hygiene Responsibilities:

- In addition to the augmented cleaning being carried out by CFIS's contracted cleaning service, Preschool and JK faculty and staff will assist in the sanitization of their classrooms. Disinfectant wipes are available in every room, and staff will wipe down high-touch areas throughout the day.
- Teachers will ensure that students are sanitizing their hands when they enter and leave the classroom, and frequent, thorough hand-washing will be enforced throughout the day, including before and after eating, and after using the restroom.
- Teachers will regularly review and reinforce the importance of:
 - Correct cough/sneeze etiquette and hygiene
 - Physical distancing and personal space
 - Wearing a mask correctly
- If a Preschool or JK student develops COVID-19 symptoms, staff will:
 - Wash their own hands.
 - Assist the child in washing their hands.
 - Call the program coordinator, who will move the child to the supervised sick bay and contact parents for immediate pickup.

SECTION 3: ADDITIONAL INFORMATION Preschool & Junior Kindergarten (continued)

Drop-Off:

Drop-off for Preschool and JK students is from 8:40 - 9:10 am (For students attending before-school care, please see the details in that section.) Parents with multiple children should drop off their youngest child last, after older siblings have joined their class groups. During this period, parents and students can enter through the double doors marked “South Entrance” (also known as the ECE wing). The Preschool/JK check-in table will be located inside these doors. Signage supporting physical distancing will be posted.

- Each student can be accompanied by one parent or responsible adult for check-in and drop-off. Older siblings cannot enter the Pre/JK wing. Younger siblings must be closely supervised by the accompanying parent at all times.
- All adults and students entering the building must wear a mask. Siblings aged two and up must also wear a mask.
- Parents and students will be checked in and confirm that they have [completed the daily health screening questionnaire](#).
- Check-in table staff will direct parents and students into the hallway, while controlling traffic flow to ensure physical distancing.
- Parents will accompany their child to the classroom doorway. Teachers will assist the student with hand sanitization, and help them to enter the classroom and put away their belongings. Parents are not permitted to enter the classroom.
- Parents will exit the wing through the small mudroom at the south end of the hall. There is no access to the rest of the CFIS school building.
- The doors to this wing will be closed and locked at 9:10 a.m. each morning. Parents who arrive after 9:10 a.m. will enter the school at the main entrance. The main-office receptionist will call the Pre/JK office, and a CFIS staff member will come meet the student and parent at the main office.
- Preschool and JK students who arrive by bus will be escorted to the check-in table by bus drivers, and CFIS staff will then accompany students to their classrooms.
- The before-school care program for Preschool and JK students will take place in the same classroom as their school-day programming; students will not need to change rooms.

SECTION 3: ADDITIONAL INFORMATION Preschool & Junior Kindergarten (continued)

Pick-Up:

- Pick-up time for half-day programs is 11:30 am.
- Pick up time for full-day programs is 3:10 pm. Parents of multiple children should pick up their youngest child first, before meeting older siblings.
- All Preschool and JK classes have a designated pick-up spot at the south end of the school property. Parents will meet their child at that location.
- Preschool and JK students who take the bus will be escorted to their bus by CFIS staff.
- The after-school care program for Preschool and JK students will take place in the same classroom as their school-day programming; students will not need to change rooms.
- Parents who need to pick up their child before the end of their usual school day can access the school via the main entrance. The receptionist will call the Preschool/JK office, and parents can then meet their child in the check-in area (the foyer of the ECE wing).

Access to the Preschool/JK Wing:

Between 9:10 a.m. and 3:30 p.m., access to the Preschool and JK wing will be strictly controlled. Students from other divisions will not have access to this wing, with the exception of Kindergarten classes who are accessing the stage as part of their physical education program. CFIS staff who need to enter this wing must pass through the Preschool/JK office area (located in room 108), where they will sanitize their hands and be recorded as visitors to the wing.

Cubbies, Backpacks, Storage Of Materials:

- At drop-off, students will remove their outdoor shoes and place them outside of the classroom on the mats provided.
- As students enter their classroom upon arrival, teachers will manage traffic flow in the cubby area to ensure physical distancing.
- All cubbies are color-coded to ensure physical distancing. At transition times, students will access their cubbies in colour-coded groups, to ensure ongoing physical distancing.

SECTION 3: ADDITIONAL INFORMATION Preschool & Junior Kindergarten (continued)

Specialist Classes:

- Music and Art will be offered in each individual classroom; students will not travel to shared music/art rooms.
- Music classes will not include group singing, or the use of wind instruments. Classes will focus on rhythm, percussion, movement, and musical appreciation.
- Students will either attend the gross motor room (on the stage) or go outside for their physical education period. The gross motor room will be cleaned between cohorts.
- Equipment and materials will be sanitized between cohorts.
- Students will be provided with individual supplies for music and art activities so materials are not shared.
- Schedules for specialists will ensure that specialists interact with no more than three Preschool/JK cohorts per day.

Outdoor Activities:

All students will have daily opportunities for outdoor play.

- Shared spaces and structures that cannot be cleaned and sanitized between cohorts will not be used.
- The fenced-in ECE playground (also known as “the small playground”) will be sanitized by CFIS prior to the start of each school day.
- Only one cohort at a time may use the small playground. Teachers will use alternative outdoor spaces on the CFIS grounds and in the surrounding neighbourhood to ensure all children benefit from outdoor play each day. CFIS students will not use playground structures at public parks.
- The play structures of the small playground will be cleaned and sanitized between cohorts.
- Each cohort will have designated outdoor equipment (balls, hoops, etc). Shared equipment will be cleaned and disinfected between cohorts.

SECTION 3: ADDITIONAL INFORMATION Preschool & Junior Kindergarten (continued)

Indoor Play:

In a developmentally-appropriate, play-based program for young children, it is critical to balance health and hygiene measures with thoughtful consideration of young children's social-emotional needs and capacities.

- Classrooms have been re-organized to allow maximum physical distance between children during periods of free play. Classroom layouts have been adjusted to:
 - encourage free traffic flow throughout the room
 - avoid bottleneck areas where children may “clump”
 - eliminate extra furniture and reduce high-touch surfaces
- Classroom teachers will implement systems to help children identify how many students can safely play in each area.
- Teachers will plan activities that minimize the use of shared materials, and that allow physical distancing between students.
- Students will wash or sanitize their hands when changing activities.
- Toys and manipulatives will be cleaned and sanitized according to guidelines from Alberta Health.
- Shared sensory play, including sand and water tables, and shared playdough, is discontinued until further notice. Teachers may offer play experiences where each child has their own playdough or small water/sand bin.
- Teachers will encourage students to play together while using separate materials, i.e. two students may play Lego together, while using separate baskets of Lego blocks.

Rest/Nap Times:

All full-day Preschool and JK students have a rest time as part of their day. At rest times:

- Students will remove their masks and store them appropriately.
- Cots will be arranged so as to maximize the distance between students' faces.
- Students who do not sleep will remain on their cots and be provided with a quiet activity.
- Teachers may also remove their masks once students are settled and resting on their individual cots, as long as physical distancing can be maintained.

SECTION 3: ADDITIONAL INFORMATION BY DIVISION

Kindergarten

Cohorts:

A cohort is defined as a group of children and staff members who stay together throughout the day. Each of CFIS's four kindergarten classes is a separate cohort. The maximum number of people in each of CFIS's kindergarten cohorts is 20 students and two staff members.

Inside the school building, CFIS's Kindergarten cohorts will not mix with each other, or be within the same room or space at the same time.

- Kindergarten classes will not share indoor spaces, with the exception of the gymnasium, when two classes may be in the gym at the same time, separated by the divider curtain. The two classes will not intermingle.

Masks:

In alignment with CFIS policy, all Kindergarten students will wear masks throughout the school day, with the following exceptions:

- During outdoor activities
- During physical education classes
- When eating snacks or meals
- During rest time
- At the designated "take a break" spot in each classroom (located at least two metres from other children)

Teachers will provide students with age-appropriate instructions on mask use and storage.

SECTION 3: ADDITIONAL INFORMATION

Kindergarten (continued)

Additional Hygiene Responsibilities:

- In addition to the cleaning being carried out by CFIS's contracted cleaning service, faculty and staff will assist in the sanitization of their classrooms. Sanitizing wipes are available in every room, and teachers will wipe down high-touch areas throughout the day.
- Teachers will ensure that students are sanitizing their hands when they enter and leave the classroom. Frequent, thorough hand-washing will be enforced throughout the day, including before and after eating, and after using the restroom.
- Teachers will regularly review and reinforce the importance of:
 - Correct cough/sneeze hygiene
 - Physical distancing and personal space
 - Wearing a mask correctly
- If a kindergarten student develops COVID-19 symptoms, staff will:
 - Wash their own hands.
 - Assist the child in washing their hands.
 - Call the front office, who will ensure the child is moved to the supervised sick bay, and contact parents.

Cubbies & Backpacks:

- Upon arriving at the classroom, students will remove their outdoor shoes and place them outside of the classroom on the mat provided.
- As students enter their classroom upon arrival, teachers will manage traffic flow in the cubby area to ensure physical distancing.

All cubbies are color-coded to ensure physical distancing. At transition times, students will access their cubbies in colour-coded groups, to ensure ongoing physical distancing.

SECTION 3: ADDITIONAL INFORMATION

Kindergarten (continued)

Drop-Off:

Kindergarten students will be dropped off at the main entrance, between 8:30 and 8:45 a.m. CFIS staff will help them go directly to their classrooms, and ensure physical distancing between students in the hallway. Parents are not permitted to enter the school building.

- A health and safety monitor will hold the door open for the students, and will provide each student with hand sanitizer.
- Students arriving after 8:30 a.m. will enter the school through the main office, where they will be met by a health and safety monitor.
- Students who take the bus will be escorted to the main entryway by their bus driver, and CFIS staff will help them go directly to their classrooms.
- Kindergarten students who are in the before-school care program will be escorted to their Kindergarten classroom by CFIS staff.

Pick-Up:

- Kindergarten students will be picked up by parents, from a designated outdoor meeting place in front of the school, at 3:20 p.m. Teachers will accompany students to the meeting place.
- Kindergarten students who ride the bus will be accompanied to their buses by CFIS staff
- Kindergarten students who attend after-school care will be escorted to their program space by CFIS staff.

Specialist Classes:

- Music and Art will be offered in each classroom; students will not travel to group music/art rooms.
- Music classes will not include group singing, or the use of wind instruments. Classes will focus on rhythm, percussion, movement, and musical appreciation.
- Students will attend the gross motor room (on the stage), the gymnasium, or go outside for their physical education period.
- Equipment and materials will be sanitized between cohorts.
- Students will be provided with individual supplies for music and art activities so materials are not shared.

SECTION 3: ADDITIONAL INFORMATION

Kindergarten (continued)

Outdoor Recess & Playground:

All students will have daily opportunities for outdoor play.

- Shared spaces and structures that cannot be cleaned and sanitized between cohorts will not be used.
- The fenced-in ECE playground (also known as “the small playground”) will be sanitized by CFIS prior to the start of each school day.
- Teachers will use alternative outdoor spaces on the CFIS grounds and in the surrounding neighbourhood to ensure all children benefit from outdoor play each day. CFIS students will not use playground structures at public parks.
- Each cohort will have designated equipment, such as balls and loose equipment. Shared equipment will be cleaned and disinfected between use by different cohorts.

Rest Time:

All Kindergarten students have a short rest time as part of their day. At rest times:

- Students will remove their masks and store them appropriately.
- Individual rest areas will be arranged so as to maximize the distance between students' faces.

Teachers may also remove their masks once students are settled and resting as long as physical distancing can be maintained.

SECTION 3: ADDITIONAL INFORMATION

Kindergarten (continued)

Instructional Time & Indoor Play:

In a developmentally-appropriate program for young children, it is critical to balance health and hygiene measures with thoughtful consideration of young children's social-emotional needs and capacities.

- Classrooms have been re-organized to allow maximum physical distance between children during teacher-led instruction and periods of free play. Classroom layouts have been adjusted to:
 - encourage free traffic flow throughout the room
 - avoid bottleneck areas where children may “clump”
 - eliminate extra furniture and reduce high-touch surfaces
 - ensure students have individual work spaces 2 metres apart
- Classroom teachers will implement systems to help children identify how many students can safely work and play in each area.
- Teachers will plan learning activities that minimize the use of shared materials, and that allow physical distancing between students.
- Each student will have their own box of daily-use materials such as pencils, scissors, glue sticks, etc.
- Students will wash or sanitize their hands when changing activities.
- Toys and manipulatives will be cleaned and sanitized according to guidelines from Alberta Health.
- Shared sensory play, including sand and water tables, and shared playdough, is discontinued until further notice. Teachers may offer play experiences where each child has their own playdough or small water/sand bin.
- Teachers will encourage students to play together while using separate materials, i.e. two students may play Lego together, while using separate baskets of Lego blocks.

To meet the unique needs of this age group and program, Kindergarten classrooms have been divided into zones for individual activities such as seat work and meals, and zones for free play with appropriate distancing. Class groups will often be divided between these zones, so that some students are completing individual academic work, while others are engaged in play, and vice versa.

SECTION 3: ADDITIONAL INFORMATION Elementary-Grades 1 through 6

Masks:

As noted previously, all staff members and students must wear masks at all times except as noted below:

- When outdoors
- When eating or drinking
- During physical education classes
- When sitting quietly at one's desk

Teachers will provide students with age-appropriate instruction on mask use and storage.

Cohorts:

A cohort is defined as a group of children and staff members assigned to them who stay together throughout the day. Each of CFIS's Grade 1 to 6 classes is to be considered its own cohort. Each of these cohorts is a maximum of 20 students, and up to two staff members.

Inside the school building, CFIS's Grade 1 to 6 cohorts will not interact or mix with each other. The only time cohorts will be within the same space at the same time is in the gym, where there may be two cohorts taking physical education classes at the same time. The cohorts will be separated by the gym's curtain, and they will not intermingle.

SECTION 3: ADDITIONAL INFORMATION Elementary-Grades 1 through 6 (continued)

Additional Hygiene Responsibilities:

- In addition to the additional cleaning and disinfecting being carried out by CFIS's contracted cleaning service, faculty and staff will assist in the sanitization of their classrooms. Wipes are available in every room and the teacher will wipe down high-touch areas throughout the day.
- Teachers will ensure that students sanitize their hands when they enter and leave the classroom. For example, teachers will stand at the door with hand sanitizer as students leave for recess, and the teacher will ensure that all students use it.
- If a student uses the washroom, teachers will ensure that the student sanitizes his or her hands upon returning to the classroom.
- Teachers will regularly review, and enforce the importance of: correct cough/sneeze hygiene, physical distancing and personal space, and wearing a mask correctly.
- If a staff member is concerned about a student who may be developing symptoms, the staff member is to wash his or her hands, put on a mask, and ask the child to do the same. The staff member will then contact the school's main office to make arrangements for a health and safety monitor to pick up the child and bring him or her to the Elementary Division's isolation area. The main office staff will contact the child's parent to immediately pick up the child from school.

Cubbies/Lockers & Backpacks:

- As students enter their classroom, they will sanitize their hands and be directed to an assigned spot in the room where they will go with their backpacks and outdoor clothing.

Cubbies/lockers have been colour-coded to ensure physical distancing. Teachers will call students to their cubbies by colour, as part of the morning routine. This process will also be followed before and after recesses, and at the end of the day.

SECTION 3: ADDITIONAL INFORMATION Elementary-Grades 1 through 6 (continued)

Drop-Off & Pick-Up:

Parents and students will be checked in and confirm that they have [completed the daily health screening questionnaire.](#)

Grade 1:

- Grade 1 students are to be dropped off and picked up at the school's main entrance doors. Grade 1 drop-off is between 8:15 a.m. and 8:30 a.m. Students will come directly into the building where they will be met and directed by a principal. Grade 1 pick-up is at 3:25 p.m., outside of the doors to the school's main entrance. Health and safety monitors will hold the doors into the school open for students, and will provide each student with hand sanitizer, prior to entering the building.
- Grades 1 students who use the CFIS bussing service will proceed directly to their cohort's assigned outdoor meeting place upon arrival at school.
- Grades 1 students who arrive late (after 8:25 a.m.) are to enter the school via the main office, where they will be met by a health and safety monitor and escorted to class.

Grades 2 to 6:

- There will be signage posted outside, on the fence by the baseball field, to identify the meeting place of each Grade 2 to 6 class where teachers will be waiting for their students. Drop-off for these grades will occur between 8:15 a.m. and 8:30 a.m. Health and safety monitors will hold the doors into the school open for students, and will provide each student with hand sanitizer, prior to entering the building.
- Grades 2 to 6 students who use the CFIS bussing service will proceed directly to their cohort's assigned outdoor meeting place upon arrival at school.
- Grades 2 to 6 students who arrive late (after 8:25 a.m.) are to enter the school via the main office, where they will be met by a health and safety monitor and escorted to class.
- At 3:25 p.m., Grades 2 to 4 teachers will return with their students to their designated outdoor meeting place, maintaining a two-metre distance between students. Grade 5 and 6 students will be dismissed from their class and directed to use the back doors upon leaving the building. Pick-up for students in Grades 2 to 6 is at 3:30 p.m.

SECTION 3: ADDITIONAL INFORMATION Elementary-Grades 1 through 6 (continued)

Specialist Classes:

- Music and Art will be offered in each homeroom. Music classes will not include group singing or the use of wind instruments. Classes will focus on rhythm, percussion, movement, theory and music appreciation.
- Students will not share any music or art materials.
- Physical education will be provided either in the gymnasium, the Seed dining hall, or outdoors. Activities will not require materials to be shared among students during the class.
- Teachers are to ensure that they have cleaning routines in place.

Outdoor Recess & Playground :

- Outdoor recesses will continue to occur.
- The playground will be cleaned and disinfected between cohort uses.
- A schedule for use of the play structures will be provided to teachers.
- Teachers will be encouraged to use alternatives, such as walks and supervised play in parks and safe open spaces (not playgrounds).
- Each cohort will have designated equipment (e.g., balls, loose equipment) or clean and disinfect equipment between cohort uses.
- Recess times will be staggered and zoned to assist with physical distancing.

SECTION 3: ADDITIONAL INFORMATION Secondary-Grades 7 through 12

Masks:

All secondary students will wear masks throughout the school day, with the following exceptions:

- During outdoor activities
- During physical education classes
- When eating snacks or meals at their desk
- When sitting quietly at their desk and working independently. (Please note that there may be some times in the day where this will not be permitted.)

Cohorts:

Junior High (Grades 7, 8, and 9)

- Each of CFIS's junior high classes is defined as being its own cohort. The current maximum number in each cohort is 20 students for Grades 7 to 9.
- The members of any given cohort will not mix with the members of other cohorts, and will not be in the same classroom or learning space at the same time.
- Junior high classes will not share spaces, with the exception of the gymnasium. When two classes are in the gym at the same time, they will be separated by the divider curtain. The two classes will not intermingle.
- All subject teachers will move between classrooms, rather than having the students move from classroom to classroom.

High School (Grades 10, 11, and 12)

- There are 30 students in the Grade 10 cohort. The maximum number of students in any Grade 10 class is 20.
- The Grade 11 and 12 students will make up one 37-student cohort. The maximum number of students in any Grade 11 or 12 class is 20 students.
- Movement between classrooms in these grades has been minimized, but there will still be some, depending on what course a student is taking. In order to meet curriculum outcomes at this level, specific equipment may be needed.
- In the case of movement between classrooms and cohorts, additional cleaning will occur between classes.

SECTION 3: ADDITIONAL INFORMATION Secondary-Grades 7 through 12 (continued)

Music, Art & Physical Education Classes:

- Physical education will be provided in the gymnasium or outdoors.
- Music classes will not include shared singing, or the use of wind instruments.
- Cohorts will not mix for Art, Music or Physical Education.
- Equipment and materials will be sanitized between cohorts.
- Students will be provided with individual supplies for music and art activities so materials are not shared.

Additional Hygiene Responsibilities:

- In addition to the cleaning being carried out by CFIS's contracted cleaning service, faculty and staff will assist in the sanitization of their classrooms. Wipes and disinfectant spray are available in every room, and teachers will wipe down high-touch areas throughout the day.
- Teachers will ensure that students are sanitizing their hands when they enter and leave the classroom. Frequent, thorough hand-washing will be enforced throughout the day, including before and after eating, and after using the restroom.
- Teachers will regularly review and reinforce the importance of:
 - Correct cough/sneeze etiquette and hygiene
 - Physical distancing and personal space
 - Wearing a mask correctly
- If a student develops COVID-19 symptoms, staff will:
 - Wash their own hands.
 - Assist the child in washing their hands.
 - Call the secondary office, who will ensure that the student is accompanied and moved to the Secondary Division's isolation area for immediate pickup.

SECTION 3: ADDITIONAL INFORMATION Secondary-Grades 7 through 12 (continued)

Drop-Off:

Secondary students will enter the school via the Secondary Division doors between 8:15 and 8:30 a.m. Parents are encouraged to drop students off from further away as the parking lot will be full for the younger grades. Secondary students will be met at their entrance by a health and safety monitor, who will provide them with hand sanitizer. Students will be checked in and confirm that they have [completed the daily health screening questionnaire](#). Students will then proceed directly to their lockers to drop off their coats and outdoor gear; physical distancing will be in effect. The students will then proceed directly to their classroom, with their backpacks and books. Students arriving after 8:30 a.m. are to enter the school through the Secondary Division entrance only, and check in with the Secondary Division's receptionist.

Lockers:

Lockers have been organized to ensure that physical distancing can occur. Access to lockers will be minimized during periods. There will be staggered times for students to access their lockers at lunch and at the end of the day.

Extra-Curricular:

Information will be shared in the upcoming weeks.

Kvasir:

At this time, Kvasir will not be available after school. Learning Strategists will continue to meet individually with students during school hours and be available to teachers and students in their classrooms.

SECTION 4: STUDENT LEARNING, WELL-BEING, & MENTAL HEALTH

Returning to school after this time away could cause additional stress and anxiety for some of our students. CFIS's Student Learning & Well-Being team members will be working closely with the school's pedagogical leadership team, teachers, and staff members, to ensure that together we can meet the needs of our students and their families. Our Student Learning & Well-Being team includes teacher assistants, a master teacher of early learning and development, academic coaches, learning strategists, a social-emotional learning strategist, and a coordinator, as well as a contracted consulting psychologist.

The team's goals are to:

- Support teachers in providing remediation or enrichment opportunities to their students.
- Support families in creating environments, routines, and schedules that maximize student engagement while minimizing stress.
- Act as a resource for families navigating an unprecedented reality.
- Provide students and families with age-appropriate workshops, activities, and ideas to help students be successful.
- Work with students on Individualized Support Plans (ISPs).
- Support teachers to meet student learning and emotional needs.
- Provide emotional support to help students maintain their psychological well-being.

In ECE, the first point of contact for parents and teachers who have concerns about student learning and well-being is the Principal of Early Childhood, Mme Amy Murray, amurray@cfis.com.

In the Elementary Division, the first point of contact for parents and teachers regarding concerns about student learning and well-being is the Principal of Elementary, Mme Tawnya Schile, tschile@cfis.com.

In Secondary, the point of contact for parents and teachers in regard to concerns about student learning and well-being is the Principal of Secondary, M. Malcolm Mousseau, mmousseau@cfis.com

Please note that in all divisions, students are encouraged to self-refer, by approaching the adult with whom they are the most comfortable. Students do not need to speak to their division's principal to access this assistance.

SECTION 4: STUDENT LEARNING, WELL-BEING, & MENTAL HEALTH (continued)

Additional Resources:

The Government of Alberta has a variety of mental health supports already in place, for adults and children.

Mental Health Helpline: Phone: 1-877-303-2642

This toll-free helpline provides confidential and anonymous services, crisis intervention, information about mental health services and referrals to other agencies.

Kids Help Phone: kidshelpphone.ca

1-800-668-6868

Text CONNECT to 686868

Health Link – phone 811

Alberta Health Services

[Help in Tough Times](#)

[Healthy Together](#)

[Alberta Community and Social Services - Children's Mental Health](#)

Other resources that may be helpful include:

[Alberta Family Wellness](#)

[WE Well-being Programs](#)

[Kids Have Stress Too](#)

[Mental Health Literacy \(for kids\)](#)

SECTION 5: BEFORE & AFTER-SCHOOL CARE

Overview:

Our BAS programs will operate under the same rules and procedures that apply during the school day for students in each division, including:

- Wearing masks while indoors
- Regular hand-washing and sanitizing
- Correct cough/sneeze etiquette and hygiene
- Respecting physical distancing
- Cohorting children by age group, and ensuring no contact between cohort groups

BAS programming and program spaces will be adjusted to enhance health and hygiene:

- Program spaces will be set up to allow maximum physical distance between children during periods of free play. Layouts have been adjusted to:
 - encourage free traffic flow throughout the room
 - avoid bottleneck areas where children may “clump”
 - eliminate extra furniture and reduce high-touch surfaces
- Program staff will plan activities that minimize the use of shared materials, and that allow physical distancing between students.
- Students will wash or sanitize their hands when changing activities.
- Toys and manipulatives will be cleaned and sanitized according to guidelines from Alberta Health.
- Shared sensory play, including sand and water tables, and shared playdough, has been discontinued until further notice. Program staff may offer play experiences where each child has their own playdough or small water/sand bin, which is not to be shared with other students.
- Shared cooking and baking activities have been discontinued until further notice.
- No sharing of snacks is permitted.
- Program staff will encourage students to play together while using separate materials, i.e. two students may play Lego together, while using separate baskets of Lego blocks.

SECTION 5: BEFORE & AFTER-SCHOOL CARE (continued)

Drop-Off To Before-School Care Program:

All before-school care students (from Preschool through to Grade 6) will enter the building through the “South Entrance” (also known as the ECE doors, which are the double doors adjacent to the Preschool/JK wing), between 7 a.m. and 8:10 a.m. The check-in table is located in the ECE foyer. Upon checking in, parents will confirm that they have [completed the mandatory daily screening questionnaire in my.cfis.com](#)

Check-in table staff will direct parents and students towards their program areas, while monitoring traffic flow to ensure physical distancing. All students will be signed into and out of the program by CFIS staff.

Preschool, Junior Kindergarten, and Kindergarten

- One parent per student/family will accompany children through the ECE doors to the check-in table. Once checked in, parents will then accompany their child to the doorway of their designated BAS room in the PS/JK hallway. CFIS staff will welcome children into the classroom and assist them with sanitizing their hands and organizing their belongings. Parents will not enter the classroom. Parents will exit through the door at the south end of the hall (to the outside of the building).

Grades 1 to 3

- One parent per student/family will accompany students through the ECE doors to the check-in table. Once checked in, parents will then accompany their child into the hallway outside the Seed dining hall. Once the child has entered the Seed dining hall, CFIS staff will welcome them and assist them with sanitizing their hands and organizing their belongings. Parents will exit the school through the single door in the main foyer (to the immediate left of the main entrance triple doors).

Grades 4 to 6

- One parent per student/family will accompany students through the ECE doors to the check-in table. Once checked in, check-in staff will radio or text the BAS staff in the Learning Commons, to expect the student. Parents will then accompany their student to the bottom of the school’s central staircase. Students will go up the stairs to the Learning Commons on their own, and parents will exit through the single door in the main foyer (to the immediate left of the main-entrance’s triple doors). BAS staff will radio/text the check-in table to confirm the student’s arrival.

SECTION 5: BEFORE & AFTER-SCHOOL CARE (continued)

Pick-Up From After-School Care Program:

Preschool, Junior Kindergarten, and Kindergarten

- At the end of the school day, Preschool and JK students who attend after-school care will remain in their classrooms. Kindergarten students will be escorted by CFIS staff from their classrooms to Room 106 for their after-school program.
- When picking up from the program, parents will enter the school through the ECE doors, proceed to their child's BAS room, and wait in the hallway. CFIS staff will bring students to the classroom door. Parents and students will then exit through the south doors at the end of the hallway.

Grades 1 to 3

- At dismissal, students in after-school care will walk from their classrooms to their after-school care program location. Grade 1 students will be escorted by CFIS staff.
- When picking up from the program, parents will enter the school through the ECE doors, and then collect their child from the hallway outside the Seed dining hall. Parents and students will exit through the single door in the main foyer (to the immediate left of the main entrance's triple doors.)

Grades 4 to 6

- At dismissal, students in after-school care will walk from their classrooms to their after-school care program location.
- When picking up from the program, parents will enter the school through the ECE doors. Check-in table staff will text or radio the Learning Commons and parents will meet their child at the bottom of the main staircase. Parents and students will exit through the single door in the main foyer (to the immediate left of the main entrance's triple doors.)

Notes For Families With Multiple Children:

- At drop-off, one parent will accompany all children in the family to the check-in table, and then escort their ECE student to their BAS room. The check-in table staff will radio or text the BAS program room(s) for older children, who will walk to program space on their own. BAS staff will confirm children's arrival by radio to the check-in table.
- At pick-up, parents will enter through the ECE doors, and collect their youngest child from the Preschool/JK hallway, and then exit through the doors at the south end of the hall. Check-in staff will radio or text the BAS program rooms for older children, who will then come to the check-in table and connect with their parent outside the ECE doors.

SECTION 6: TRANSPORTATION

- No one is allowed on the bus with new-onset COVID-19 symptoms.
- All bussing students must wear a mask when riding the bus
- Parents and students should maintain physical distancing in the bussing pick-up and drop-off areas.
- The driver will:
 - Wear a face mask at all times students are on the bus.
 - Have access to hand sanitizer.
 - Have access to a face shield.
 - Complete a daily self-screening questionnaire.
- Seating plans will be kept on each bus to assist with contact tracing, should that be required.
- Siblings may sit together.
- Loading procedures will be adapted to adhere to physical distancing requirements.
- If a child becomes symptomatic during the trip, the driver will contact the school as soon as is safely possible to alert them. CFIS will then arrange for the student's parent to collect the student on arrival at the school from the isolation area.
- Bus cleaning and record-keeping:
 - Busses will be disinfected between each school route.
- Occasional riders will not be permitted to use the bussing service until the COVID-19 pandemic is declared over.

SECTION 6: PICK-UP AND DROP-OFF TIMES

Drop off:

Preschool and JK: 8:40 - 9:10 am

Kindergarten: 8:30 - 8:45 am

Grades 1-6: 8:15 - 8:30 am

Grades 7-12: 8:15 - 8:30 am

Pick up:

AM Preschool & JK: 11:30 am

Full-day Preschool & JK: 3:10 pm

Kindergarten: 3:15 pm

Grade 1: 3:25 pm

Grades 2-6: 3:30 pm

Grades 7-12: 3:30 pm

BAS (pre-6)

Drop off 7:00 - 8:10 am

Pick up 3:35 - 5:30 pm

(There is a short transitional time between school-day dropoff/pickup windows, and BAS dropoff/pickup; this allows staff to transition between areas, and will allow the parking lot/sidewalk/etc to clear a little between “waves.” Students who attend BAS will be supervised and in programming during this transitional time.)

