

Hello Crossfield Families of Crossfield Elementary and W.G. Murdoch School,

For those families who have chosen the online or home school option for this year, further information will be coming soon from Rocky View Schools. For those participating in face-to-face learning, please see the information below.

Welcome back! We are very excited to have students back in the building and get back to learning together. Though we know things will look a little different to start the year, we do feel fortunate to have the opportunity to see our students once again. Please review the information below carefully regarding school startup and operation this year.

CES Staggered Entry Grade 1-5- September 2 to 4th

Students will be cohorted into 3 groups based on their last name. Upon arriving at the school on their assigned day, students will be greeted by their teachers. Grade 1 and 2 will meet on the Front Lawn, and Grade 3-5 will meet on the Playground Tarmac. Teachers will be present with grade signs and will take students to their classrooms. School starts at 08:40.

Staggered Entry Schedule

Date	Last Name
September 2 nd	A to G
September 3 rd	H to M
September 4 th	N to Z

If siblings in your household have different last names but reside together, please contact the school so we can cohort them together (even if they attend different schools).

Kindergarten Staggered Entry –

The kindergarten entry procedure will change from the information that we sent by letter over the summer. As we are unable to have parents in the building, the September 2nd orientation will now be done on Zoom instead of at school. Kindergarten parents will receive an email with the zoom link early next week.

Date	Last Name
September 2 nd	Group A and B Orientation on Zoom 11:00 – 11:30
September 3 rd	Group A 8:45-12:00
September 8 th	Group B 8:45 – 12:00

CES Entrance Protocols –

In order to ensure proper movement in the school, students will be entering through assigned doors for entering and exiting. See this link to the [school map](#) for clarity.

Kindergarten – Main Entrance / Front Door (Staggered entry at 8:45)

Class 1 Atfield and 2 Quaife – SW Entrance

Class 1 Muncaster – NW Entrance

Class 2 Bradish and 2/3 Lind – NE Entrance

Class 3 Lau and 3/4 Hines – East Parking lot entrance

Class 4Graham and 5Daniels – West tarmac entrance

Class 5Kiernan/Riemer and 4/5Vandersteen – Main entrance / Front Door

Doors will be unlocked at 8:40, students will be expected to enter the school wearing a mask and then sanitize their hands, under the direct supervision of a staff member. Students must go directly to their classrooms.

At the end of the school day, students must exit from their assigned door and sanitize their hands as they leave.

Wearing of Mask

Masks are mandatory for grades 4 and 5, and optional for Kindergarten to grade 3.

Students are expected to wear a mask:

- On the bus
- When entering and leaving the school
- Travelling the hallways
- In common spaces such as the Learning Commons
- At the request of the teacher in the classroom when physical distancing is not possible

Physical Education

PE will be held outside when possible, with indoor activities structured within health guidelines. Students should dress for all weather outdoors.

Lunch Break

At CES Students will be eating their lunch in three cohorted shifts in their classroom under the supervision of a staff member. Students will be responsible for sanitizing their desk at the end of their lunch break. Microwaves will NOT be available to students. If students leave the school for lunch, they will not be permitted back into the school until the end of their lunch break. There will be no movement between classes during lunch in order to minimize contact.

Cleaning/Sanitizing

As this aspect of back to school is critical, we will be enlisting the assistance of students in the cleaning/sanitizing of the school. Upon entry into the classrooms, students will be responsible to wiping down their desk with a wipe, which we will provide, and wipe their desk again upon departure.

A sanitizer dispenser will be mounted at the entrance of each classroom in the school, and students and staff are expected to sanitize their hands upon entry and departure of the classroom.

As staff and students enter/leave the school, they are expected to sanitize their hands with the provided hand sanitizer.

School Traffic

Directional arrows will be posted around the school. Students and staff are expected to follow the flow of traffic, in order to minimize contact.

Student Drop Off/Pick Up

Parents dropping off/picking up students must remain in their vehicle or wait away from the school grounds. Parents are currently only to enter school grounds by appointment.

Entering the School

At this time, parents/family members are not permitted in the school unless they have an appointment. Appointments and arrangements to drop off items/lunch etc. may be made by contacting the school office for CES at 403-946-5696 or WGM at 403-946-5665

Washrooms

- Regular washroom access is maintained for students. Washroom capacity will be posted, and students will be expected to wait while practicing physical distancing.

Fall Review

- Teachers will spend some time early in the school year to support students with key concepts from springs at-home learning. This review will not be used for evaluation but rather help guide and shape instruction over the coming months.

COVID-19 Protocol**Daily Health Check**

Families are required to complete the [Daily Health Check](#) (click on blue link to open PDF.) If you answer YES to any of the questions, your child must stay home.

When a student is exhibiting signs of illness at school, they will be moved to the infirmary. The office will contact families/emergency contact and will be required to pick-up their child within 1 hour.

Again, we look forward to seeing all of you very soon. You can find a summary of the information above in the [Daily Practice Guide](#) posted on our website. We will practice all the expectations and directions above in the first day(s) of school. Together, we will make this a great school year!

Thanks so much,

The Crossfield Elementary and W.G. Murdoch Admin Teams