

# Garden Creek School

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<http://gardencreek.nbed.nb.ca/>



# FAMILY HANDBOOK

(Updated for COVID-19)



**“Once a Creeker, Always A Creeker!”**

## PRINCIPAL'S MESSAGE

Welcome to Garden Creek School. As your children learn and grow with us, please know that we will care for them, encourage them and educate them through living our mission statement each day - ensuring your children feel safe, accepted and are learning from a place of readiness.

This year is unlike any other school year. We have new regulations and routines in place to keep our Garden Creek Community as safe as possible from illness. It will be challenging and require patience and understanding on all our parts. I assure you that I will listen to your concerns and attempt to solve challenges as they arise. Many of you know by now my saying " If I don't know about it, I can't help you" - please communicate with us, through whatever means works for you so we can work through those concerns together. **Please refer to this document carefully as it is your quick check on protocols this year regarding COVID safety measures.** You can also refer to our larger operational plan on our website.

Though it will be an unprecedented year, we will continue to look for ways to not only strive in academic achievement in each child but also in maintaining our strong, positive **Creeker Spirit!**

- Katherine Campbell

## MISSION STATEMENT

Garden Creek School strives to provide a safe, caring learning environment where everyone feels accepted and can develop their full potential.

## VISION STATEMENT

Garden Creek students will develop the skills to become enthusiastic lifelong learners and caring, active citizens of their communities.

## SCHOOL MOTTO



HOW FAR I GO,  
HOW MUCH I SEE,  
HOW WELL I DO,  
DEPENDS ON ME.



## RIGHTS AND RESPONSIBILITIES

I have the right to be safe, so I will be careful.

I have the right to be heard, so I will listen.

I have the right to learn, so I will cooperate.

I have the right to participate, so I will take turns.

I have the right to be respected, so I will respect others.

# CREEKER ESSENTIAL RULES

At Garden Creek School we have developed a list of 45 "Essential Rules" to help encourage and foster respect, compassion, and fairness. Our staff and students routinely share and promote these rules throughout the school year.

**Rule 1:** Say, "Yes, Mrs.\_\_\_\_" or "No, Mr.\_\_\_\_."

**Rule 2:** Make eye contact.

**Rule 3:** Congratulate others with the Creeker cheer.

**Rule 4:** Respect other's comments, opinions, and ideas.

**Rule 5:** Do not brag.

**Rule 6:** If you are asked a question, ask a question in return.

**Rule 7:** When you cough, sneeze or burp, say, "Excuse me."

**Rule 8:** Do not smack your lips, "tsk" or roll your eyes.

**Rule 9:** Always say thank you.

**Rule 10:** Accept gifts graciously.

**Rule 11:** Perform random acts of kindness.

**Rule 12:** When we read in class, follow along.

**Rule 13:** Answer questions with a complete sentence.

**Rule 14:** Complete homework.

**Rule 15:** Make quick and quiet changes between subjects.

**Rule 16:** Be organized and on time.

**Rule 17:** No moaning or complaining about assignments.

**Rule 18:** Follow the same rules for all teachers.

**Rule 19:** Be orderly, efficient and on task.

**Rule 20:** Learn the names of all the teachers.

**Rule 21:** Greet visitors appropriately.

**Rule 22:** Do not look at someone in trouble.

**Rule 23:** Eat quietly and remain at your seat.

**Rule 24:** Clean up after yourself.

**Rule 25:** Be quiet on the bus.

**Rule 26:** Be polite on field trips.

**Rule 27:** Take only your fair share.

**Rule 28:** If someone drops something, pick it up.

**Rule 29:** Hold the door.

**Rule 30:** Say, "Excuse me" if you bump into someone.

**Rule 31:** On a field trip, enter quietly.

**Rule 32:** Take your hat off inside.

**Rule 33:** During an assembly, remain quiet.

**Rule 34:** Say thanks for a field trip.

**Rule 35:** Move quietly in your line.

**Rule 36:** Keep your place in line.

**Rule 37:** No "wild animals" at school.

**Rule 38:** If you need help, ask a teacher.

**Rule 39:** Stand up for what you believe.

**Rule 40:** Be positive and enjoy life.

**Rule 41:** Live so that you will never have regrets.

**Rule 42:** Accept that you are going to make mistakes.

**Rule 43:** Always be honest.

**Rule 44:** Carpe diem. (Seize the day.)

**Rule 45:** Be the best person you can be.



# CLASS GROUPINGS

## (COVID-19 Procedure)

To facilitate physical distancing, our 20 classes have been divided into 2 groups for recesses and specialist teachers. As well, our playground has been divided into 10 zones to facilitate play within established class bubbles. Students will rotate through these zones on a weekly basis.

**Group 1:** K King, K Mertens, 1FI Cairns, 1FI Elvin, 2FI Arntsen, 2FI Robichaud, 3 McNeil, 3FI Briden, 3/4FI Greenwell, 5 Slack

**Group 2:** K Tobin, 1 Spink, 1FI Vansnick, 2 Walker, 2FI Farquhar, 2FI Levesque, 4FI Doyle, 4 Burnett, 5FI McLeod, 5FI Perry

# SCHOOL HOURS

## (COVID-19 Adjusted)

**7:40 – 8:10:** Bus arrivals and parent drop-offs

**8:15:** Student entry into school

**8:25:** Announcements

**8:30:** Period 1 begins

**9:45 – 10:00:** Recess (Group 1)

**10:10 – 10:25:** Recess (Group 2)

**11:40 - 12:10:** Lunch Recess (Group 1)

**12:10 - 12:30:** Lunch in classroom (Group 1)

**12:20 - 12:50:** Lunch Recess (Group 2)

**12:50 - 1:10:** Lunch in classroom (Group 2)

**1:50:** Dismissal for K – 2 Students

**3:05:** Dismissal for 3 – 5 Students

**Wednesday Dismissal for K-5:** 12:05

Detailed daily schedules can be obtained from your child's teacher.

# COVID-19 SAFETY PROTOCOLS AT GARDEN CREEK

## Morning Arrival

Upon their arrival to school, all students will proceed directly into their classrooms **wearing a mask**. Students will be required to enter the school via the front doors in the mornings and ensure physical distancing. They will sanitize their hands at the front doors and proceed to their homeroom class.

## Drop-offs by Car

- Students can be dropped off between 7:40 and 8:10 AM.
- Please drive into the school via the main driveway keeping in the right-hand lane.
- Your child should be prepared with all belongings ready and a mask on.
- 6 cars at a time may drop their child off on the right-hand passenger side ONLY by the barriers. 2 Supervisors will ensure students walk safely into the school.
- Please do not pass any cars in the line. Patience is required at this time.

## Parking

- Parents are being asked to use the designated drop-off lane as much as possible when dropping their child(ren) off at school in the morning to minimize parking congestion.
- Should you need to park, please drive into the tennis court through the back entrance only. This is a one-way only route. This is for the safety of pedestrians exiting their cars.
- Parents and children are required to wear a mask when walking from the parking lot.
- Walk your child to the arrival's crosswalk by the student drop-off zone. A supervisor will ensure they walk into the school safely.

## Safe Arrival

If your child is going to be absent or arriving late, please phone the school and leave a message stating your child's name, grade, and the reason for the absence.

***We know this will be a challenging year but ... we kindly ask that you please make all efforts to have your child at school on time for learning. The best start to a child's day begins with their morning routine with their class.***

### **Students Who Arrive at School After 8:15**

Please ring the intercom and Mrs. Ghanem will let your child in. He/she is required to wear a mask until they get to their classroom. Mrs. Ghanem will record when your child arrived, as well as the reason they were late.

### **Early Pick-ups for Appointments**

- Please let your child's teacher or office know in advance.
- Upon arrival, ring the bell or call the school.
- Your child will be called down to meet you wearing a mask.
- A staff member will walk your child to the front door and note the time of departure.

### **Dismissal**

K - 2 (1:50 pm) & 3 - 5 (3:05 pm)

**DUE TO A HIGHER VOLUME OF STUDENTS BEING PICKED UP THIS YEAR, ADHERENCE TO DISMISSAL TIMES IS APPRECIATED TO ALLEVIATE CONGESTION**

- Students will be required to wear a mask in the hallway to prepare for dismissal. The class will walk out as a group with their teacher, respecting physical distancing between classes.
- Teachers will drop off students at their busses and bring the remaining students to the balcony area of the school for parent pick-up or to walk home. Classes will stay in their groups until all students are picked up.
- Parents are asked to please wear a face mask at pick-up and wait to receive their child from their homeroom teacher.
- Parents are asked to please respect physical distancing guidelines and not congregate before or after dismissal.
- Students are not permitted to cross the road on their own at any time.

## **Masks**

Students will be required to wear a mask when they are out of their classroom and not with their class. They will also wear a mask preparing to go outside and in the washrooms.

## **Sanitizing Hands**

Students will be required to sanitize their hands when they enter the school in the morning, as well as entering and exiting the classroom, or to and from the playground or gym area. There are sanitization stations in each classroom and throughout the school for this purpose. Students are required to wash their hands following the proper hand washing protocol in the washroom where possible. Teachers will educate students in handwashing and sanitizing practices.

## **Washrooms with Class**

Students and classes will be required to use the washroom located on their respective floors and are required to wear a mask. Classes have been assigned times throughout the day for washroom visits. During those times, students will sanitize their hands upon exiting their classroom and wash their hands before leaving the washroom. Students are required to wait with their teacher until the full class is done in the washroom.

## **Student Going Alone to Washroom**

A mask is required to be worn. Students will be required to sanitize their hands when leaving the classroom. They will be required to wait outside the washroom if all stalls are being used. This process will be taught to all students.

## **Distancing in the Hallways**

A yellow, center line and arrows will direct students when walking in the hallways. Students will be required to stay "tight to the right". Teachers will lead students to ensure they are 2 meters apart from any other class.

## **Stairways**

Students are to stay to the right on the stairs in the main entrance and leading to the gym. Arrows will be posted to indicate travel directions.



## **Stairs Leading to Second Floors**

Staff and students cannot pass on the stairs. They are required to wait until the stairs are unoccupied.

## **Teaching Hygiene and Distancing Protocols**

Teachers will work on students' understanding of how to wash their hands, sanitize, and wear and protect their mask. They will also walk the perimeter of the playground zones and teach how to distance in the hallways.

## **COVID-19 Symptoms Protocol**

For comprehensive details regarding COVID-19 and our return to school, please refer to the *Return to School: Guide for Parents and the Public* at:

<https://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/return-to-school-guide.pdf>

## **Screening at Home**

Please screen your child on a daily basis and only send them to school when they are well and have met the criteria. If your child exhibits 2 or more symptoms of COVID -19, they are required to stay home, and you are to contact 811 for possible testing. If testing is required, your child is required stay home following directives from Public Health. If testing is not required, they can return once fever (with no medications) and other symptoms have been resolved for 24 hours or if they have been directed by a health care professional if tested.

## **Screening at School (1 Symptom)**

If a student is exhibiting 1 symptom, the teacher again will send your child to the office and we will take their temperature. If it is above 38°C, you will be called to pick them up within the hour.\*

**\*A staff member will supervise and care for your child until you arrive. Please notify us when you have arrived at the school and follow 811 protocol.**

## **Screening at School (2 Symptoms)**

If your child is exhibiting 2 Covid-19 symptoms, the teacher will let the office know and a staff member will bring them down to our designated isolation room adjacent to the main office while ensuring they are wearing a mask. Parents will be notified immediately and pick up is required within one hour. You will be asked to call 811 for potential testing.

## SNACK AND LUNCH BREAKS

Please be reminded that our school does not have a cafeteria, so students will be required to bring their lunch from home and eat in their classrooms. Please also note that we do not have microwaves in the classrooms, so we are unable to heat up food. Students are invited to bring their food in a thermos to keep it warm.

Students will not be permitted to share food with classmates, as per COVID-19 guidelines.

## MILK AND HOT LUNCH PROGRAMS

We understand that many Creeker families enjoy the milk and hot lunch programs provided through our Home and School Committee. Unfortunately, milk and hot lunch programs will be temporarily on hold until December 31, 2020, due to COVID-19 safety concerns. This decision will be revisited in January 2021.

## ALLERGY ALERT

Food allergies can pose a significant concern and may sometimes be life threatening to staff or students within our school.

Please note that Garden Creek School is a peanut-free **AND** nut-free school. We ask that parents please respect this policy when preparing snack and lunches.

All families will be required to read, sign, and return our school's **Nut Allergy Form** during the first week of school.

If a student at our school has another food allergy, this policy may be extended to the classroom of that student. Families will be contacted and informed of such an allergy by your child's homeroom teacher. Again, we ask that parents please respect any food allergy policies.

## OUTDOOR ACTIVITY TIME

Every effort is made to ensure that students are playing outside during school hours. This will become more of a focus due to COVID-19. Classes will be encouraged to take advantage of outdoor learning opportunities.

Please ensure your child is dressed appropriately for all weather conditions. Unless the temperature is below minus 20, students will be going outside. They will need a coat, snow pants, hat, warm mittens, and boots. An extra pair of mittens and socks in your child's backpack often comes in handy on wet days.

## CASHLESS SCHOOLS ONLINE PAYMENT SYSTEM

There will be occasions throughout the school year where your family may be making payments to the school. We have fully implemented our **Cashless Schools** online payment system. The expectation is that families will become familiar with the system and comfortable using this method of payment. If using **Cashless Schools** is not possible, please contact the office to arrange alternate payment methods.

*Please refer to the Garden Creek School website for more detailed information on our operational plan for the 2020 – 2021 school year.*



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