

# 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 Creeker Families!

I would like to begin by introducing myself. My name is Alex Yaychuk and I will be your Acting Principal for the 2021-2022 School year. I am so excited to be a member of this incredible GCES team and am looking forward to getting to know our students and families.

I have a belief that when people feel safe and consistently enjoy being in a familiar environment, great things can happen. Garden Creek's already strong reputation as a school that brings students, staff, and community members together is a perfect example of this! Our school team is excited to apply this guiding principle when working with your children.

Following a school year (2020-2021) like no other, there will surely be curiosities about what this year (2021-2022) will bring. I can assure you that our staff will remain flexible, compassionate, and committed to ensuring that your child's safety, both emotional and physical, is kept as our top priority.

This document is meant to paint a picture of what your child's learning experience will look like at Garden Creek by providing information on safety, school procedures, school hours, and much more.

Your Garden Creek team is looking forward to implementing new initiatives and bringing back some 'old favorites' as we begin to hopefully return to a more familiar school experience.

- Alex Yaychuk

## 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.



## RECESS

To facilitate physical distancing, our 16 classes have been divided into 2 groups for recess times(see below). While there may be preferred areas for younger children to play on our playground, there will no longer be “bubble classes”. Students, at this time, will be able to play with peers from other classes.

**K-2:** K Tobin, K/1 Mertens, K/1 King, 1FI Cairns, 1FI Elvin, 2FI Arntsen, 2FI Walker, 2FI Levesque,

**3-5:** 3FI Briden, 3FI Greenwell, 3/4 Burnett, 3/4 Spink, 4FI Robichaud, 4/5FI Perry, 5FI Farquhar, 5IF Slack

## SCHOOL HOURS

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

**8:10:** Student entry into school

**8:20:** Announcements

**8:30:** Period 1 begins

**9:35 – 9:55:** Recess (K-2)

**10:10 – 10:30:** Recess (3-5)

**11:30 - 12:00:** Lunch Recess (K-2)

**12:00 - 12:25:** Lunch in classroom (K-2)

**12:05 - 12:35:** Lunch Recess (3-5)

**12:35 - 1:00:** Lunch in classroom (3-5)

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

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

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

\*Classroom daily schedules can be obtained from your child's teacher.

# COVID-19 SAFETY PROTOCOLS AT GARDEN CREEK

*\*Additional Parameters relevant to K-5 can be found in our Appendices*

## **Morning Arrival**

Between arrival times of 7:40am-8:10am, all students will proceed directly onto the playground. Students will be required to have a mask available to them but do not have to wear the mask while on the playground. At 8:10, students will be asked to put their masks on before entering the building.

Once inside the building, students will be directed to their classrooms and upon entering their class, they will be asked to sanitize their hands and at this time, may remove their masks.

## **Drop-offs by Car**

- Students may be dropped off between 7:40am and 8:10 AM.
- Multiple vehicles at a time may drop their child off. Children are to exit the from the passenger side of the vehicle.
- 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.
- After 8:15, should you need to park and walk your child to the building, please drive into the tennis court through the back entrance only. This is a one-way only route. This is for the safety of students exiting school busses.
- Walk your child to the arrival's crosswalk by the student drop-off zone. Your child can then put a mask on and ring the intercom to enter the building and sign-in at the office. Any students entering the building after 8:15 are considered tardy. While parents are not mandated to wear masks outdoors, we do encourage safe mask wearing practices on our school grounds.

## **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 kindly ask that you please make all efforts to have your child at school on time for learning. Children thrive academically, socially, and emotionally with consistent routines. If our school can do anything to help, please reach out!***

## **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. In efforts to minimize hallway congestion, your child's class will walk out as a group with their teacher.
- Classes will stay in their groups until all students are picked up.
- Parents are asked to wait to receive their child from their homeroom teacher.
- Parents are asked to please minimize gatherings and not congregate before or after dismissal.
- Parents are expected to walk to the balcony to pick up their child.

## **Masks**

Students will be required to wear a mask when they are in indoor common areas such as: washrooms, hallways, school busses, or in the office area.



## **Sanitizing Hands**

Students will be required to sanitize their hands when they enter their classroom (Gymnasium included) at any point in the day. There are additional sanitization stations at various school door entrances if students choose to sanitize in these areas as well.

## **Handwashing Times**

Students are required to wash their hands properly (younger students will be taught this important skill) following snack and recess times. Additional handwashing times have been scheduled into their day.

## **Distancing in the Hallways & Stairways**

Students will be reminded to stay “tight to the right”. Teachers will lead students in efforts to minimize congestion.

## **Teaching Healthy Respiratory Hygiene**

Teachers will work on students’ understanding of how to wash their hands, sanitize, covering their mouth with tissue or elbow, and wear and protect their mask.

## **2021-2022 Guidelines for Covid-19 and other Infectious Diseases**

For comprehensive details regarding COVID-19 guidelines in schools, please refer to the *Healthy and Safe Schools Document* at:

<https://www2.gnb.ca/content/gnb/en/departments/education.html>

## **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 schedule a Covid-19 test. Please refer to the guidelines link above for specific symptoms. If testing is required, your child is required stay home until further notice is provided by Public Health. Your child may return to school with 1 or 0 symptoms however if 1 symptom is still present, your child will be asked to wear a mask all day (with exceptions for eating time).

## **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 reminded 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.

## HOT LUNCH PROGRAMS

Administration will be communicating Hot Lunch options to families throughout the school year with cashless schools as the method of payment.

## 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 updates throughout the school year.*



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# Appendix

## Additional Safety Parameters in K-8 Schools

- In the event of an outbreak, mask use expectations may be intensified
- No classroom bubbles for K-8 (Playground zones no longer needed, mixing of classes in P.E may occur, school clubs may occur, flexible work groups may occur)
- Expectation to help 'limit student interactions and facilitate contact tracing'
- Assemblies will not be permitted including concerts and other gatherings
- Visitors will be limited in schools, by appointment only and will wear masks inside the school. (Meet the teacher night is to be conducted virtually). Visitor logs are to continue.
- If groupings of students from different classes are created for learning, the schools will keep a log of which students were learning together (clubs)
- Students and school personnel traveling for vacation or to visit a parent (custody arrangement) must meet federal requirements
- Personalized learning plans from home will be developed for vulnerable students
- Fans are not allowed in schools when in presence of others. Humidex of 36 Celsius or more (Env. Canada by 6am), students learn from home. Personnel attend school.
- School buses operate at normal capacity. Students expected to have assigned seating. All students/personnel must wear a mask except for driver.
- Confirmed cases may result in an operational day (learn from home) and continued distance learning to allow for contact tracing and testing.
- The outbreak management process is the same as last year (Superintendent receives call followed by S and P following public health office orders). P notifies parent community and personnel. Public Health notifies identified contacts requiring isolation or monitoring.