

Parkview P.S.

Parent/Guardian/Caregiver

HANDBOOK

2021-22



A Message From Your Administrative Team

We hope that you and your loved ones are safe, healthy, had a restful summer and had the opportunity to get vaccinated if eligible. We would like to welcome our panthers back to our 2021-22 school year. We look forward to having our panthers back together face to face or online, as a Parkview community. COVID-19 has significantly impacted how we will re open school and we would like to thank our families for their ongoing support and understanding. Much of our start-up and day-to-day procedures will look similar to our last school year. As a school we will continue to prioritize the health and safety of our students and staff as we strive to provide the best possible learning environment for our children. Parkview will continue to follow the the guidelines outlined by the Ministry of Education, York Region Public Health and the York Region School Board.

A Message From Your Administrative Team

As a school community we will have to continue to remain flexible and recognize that circumstances may change depending on the evolution of COVID-19. We will continue to support each other as we navigate through this school year together while we implement hybrid learning.

Thank you to our dedicated educators who have worked endlessly to prepare for our 2021-22 school year. We look forward to our continued partnership with our community. Please take time to review the information in our handbook in order to prepare your child for this year.

Kindly,

Ms. Anand & Ms. La Marca



Keeping Everyone Safe - Role of families

- **Families play a critical role in supporting health and safety in our school.** The most important thing families can do to help mitigate the transmission of COVID-19 at Parkview, is to **screen** their child daily for any COVID-19 symptoms. ***Parents/guardians MUST keep their child at home if they are sick, have ANY COVID symptoms, have members at home displaying COVID-19 symptoms, or have had close contact with anyone diagnosed with COVID-19. If one covid symptom is displayed, a COVID test will be required.***

Keeping Everyone Safe - Role of families

- Each day, parents and guardians **MUST** screen their child using the following link:
COVID-19 SCHOOL and CHILDCARE SCREENING
- Please visit york.ca/safeatschool for up to date information on public health measures.
- If you have travelled please refer to the [**Federal Quarantine Act**](#)

Keeping Everyone Safe - Role of families

COVID-19 school and child care screening

Answer the following questions to help you decide if you should or should not go to school/child care today.

COVID-19 vaccine side effects

You **can** go to school/child care if you or anyone in your household got a COVID-19 vaccine in the last 48 hours and is experiencing any of these symptoms that are mild and only began after vaccination:

- headache
- fatigue (extreme tiredness)
- muscle aches
- joint pain

You and everyone in your household must stay home if anyone has COVID-19 symptoms (not related to a COVID-19 vaccine, as noted above) or is waiting for test results after experiencing symptoms.

If a student or staff member has ANY symptom of COVID-19 they are required to stay home from school and child-care and get tested for COVID-19 at an Assessment Centre

Keeping Everyone Safe - Role of families

- ***If a student or staff member has ANY symptom of COVID-19 they are required to stay home from school and child-care and get tested for COVID-19 at an Assessment Centre***
- **If anyone in your household is sick and has not tested negative for COVID-19, or does not have an alternative diagnosis from a health-care provider, all others in the household must stay home from school and child-care until the results are known or an alternative diagnosis is provided**
- **If someone in the household is identified as a high-risk/close contact of a confirmed COVID-19 case, the whole household is required to stay home from school for the 14-day quarantine period, except for essential reasons****

Keeping Everyone Safe - Role of families

- Masks are required for students in Grades 1-12 and *strongly encouraged* for students in kindergarten.
- Students are required to wear masks indoors at Parkview. Please provide **3 LAYER** masks.
- Masks are optional outdoors during during recess.
- Parents, guardians, caregivers who are picking up and dropping off their child are asked to wear masks and not congregate while on school property. Families must maintain a 2 meter distance from other households and staff at all times.
- Students are expected to go straight home after school, students may not congregate on school property before or after school.

Hygiene Practices

- According to health experts, **hand washing, wearing a 3 LAYER mask & distancing** are the most effective ways to minimize the risk of transmission of COVID-19.
- Teachers will continue regular hand-washing time into their timetables. Non-scented, alcohol-based sanitizers will be available in each class and throughout the school and at designated entry and exit points. Proper hygiene etiquette will be reviewed in all classrooms.

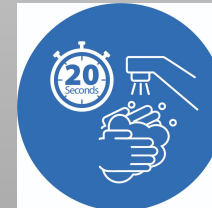
Students and staff should perform hand hygiene, either washing hands or using hand sanitizer:

BEFORE

- leaving home
- leaving the classroom
- eating
- touching one's face
- leaving school

AFTER

- arriving at school/entering the classroom
- finishing lunch
- touching shared objects
- using the bathroom
- coughing, sneezing, and blowing one's nose
- arriving at home



Hygiene Practices

Please take time to watch and review the following videos with your child prior to school reopening. Please ensure that you send your child to school with a **3 LAYER** mask, this will keep everyone safe!



Students should have at least 3 masks per day should one become soiled.

Hygiene Practices

Wash your hands:

- Before putting on and taking off your mask
- After blowing your nose, coughing or sneezing
- After using the washroom
- After playing outside
- After handling garbage
- Before and after touching food
- Before and after eating or drinking
- If your hands feel or look dirty



WHEN TO WASH YOUR HANDS

1 Before putting on and after removing a face mask



2 After blowing your nose, coughing or sneezing



3 After using the washroom



4 After playing outside



5 After playing with animals



6 After handling garbage



7 Before and after touching food



8 Before and after eating or drinking



9 If your hands look or feel dirty



Stay COVID-smart!
Do your part to stop
the spread!

York Region

Hygiene Practices

Use Hand Sanitizer:

- Use hand sanitizer when soap and running water are not available and hands are not visibly dirty
- Use an alcohol-based hand sanitizer that has 60%-90% alcohol

When using hand sanitizer product

- Do not apply hand sanitizer near an open flame
- Use hand sanitizer when hands are visibly dirty and soap and water are not available

HOW TO CORRECTLY USE HAND SANITIZER



- 1** Apply a dime-sized drop to your palm

- 2** Spread sanitizer and rub palms together

- 3** Rub all around your fingers and thumbs, until dry


Important Tips:

- Use hand sanitizer when soap and running water are not available and hands are not visibly dirty
- Use an alcohol-based hand sanitizer that has 60%-90% alcohol
- If you cannot use an alcohol-based hand sanitizer, look for one that has been approved for use by Health Canada
- Children should be supervised when using hand sanitizer product
- Do not apply hand sanitizer near an open flame
- Use moistened towelettes followed by hand sanitizer when hands are visibly dirty and soap and water are not available

Note: alcohol-based hand sanitizer dispensers must not be placed within 15cm (six inches) of a source of ignition (e.g., electrical outlet, light switch).

**Stay COVID-smart!
Do your part to stop the spread!**



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Hygiene Practices

Masks and Face Coverings

Parents /guardians must provide multiple snug and comfortable masks (at least 3) for their child, so they have back-ups ready.

Please remember to wash cloth masks daily.

When students need to remove their mask (snack, lunch break) they are to take off their mask, fold it in half so that the outer surface is inwards (so that the outer surface which is contaminated is not contacting anything during storage) and store appropriately. Please practise this at home with your child.



*Please send **3 LAYER MASKS** in order to keep Parkview safe!*

Hygiene Practices

HOW TO PUT ON AND TAKE OFF YOUR FACE MASK



PUTTING IT ON



1. Wash your hands with soap and water for 15 seconds or use hand sanitizer



2. Put the mask on your face using the ear loops



3. Make sure it covers your nose, mouth and chin



4. Even though it's hard, DON'T touch the mask while it's on your face

TAKING IT OFF

Do not touch the front of your mask to remove it, use the ear loops



1. Before taking your mask off, wash your hands with soap and water for 15 seconds or use hand sanitizer



2. Only use the ear loops to take your mask off. If you're wearing a throwaway mask, place it in a garbage bin



3. If you're wearing a cloth mask, make sure it is washed after each use and place safely in a bag in between uses



4. After taking your mask off, wash your hands with soap and water for 15 seconds or use hand sanitizer

STORING IT

Before recess, snack or lunch time, remember these steps if you're going to wear your mask again



1. Fold the mask in half so that the outer surface of the mask is inwards and against itself



2. Make sure the outer surface does not touch or fold against the inner surface



3. Place in a clean, individually labelled paper bag



4. Clean your hands again. Wash your hands with soap and water for 15 seconds or use hand sanitizer.

Stay COVID-smart!
Do your part to stop
the spread!

York Region

11 Last updated September 9, 2020

MASKS PROTECT YOU AND ME



Masks help stop the
spread of germs



Don't share
your mask



Wear your mask properly: don't
hang it from your neck or ears or
take it off when talking to others



Wearing a mask
+ physical distancing
+ hand washing
= protecting each other

Stay COVID-smart!
Do your part to stop
the spread!

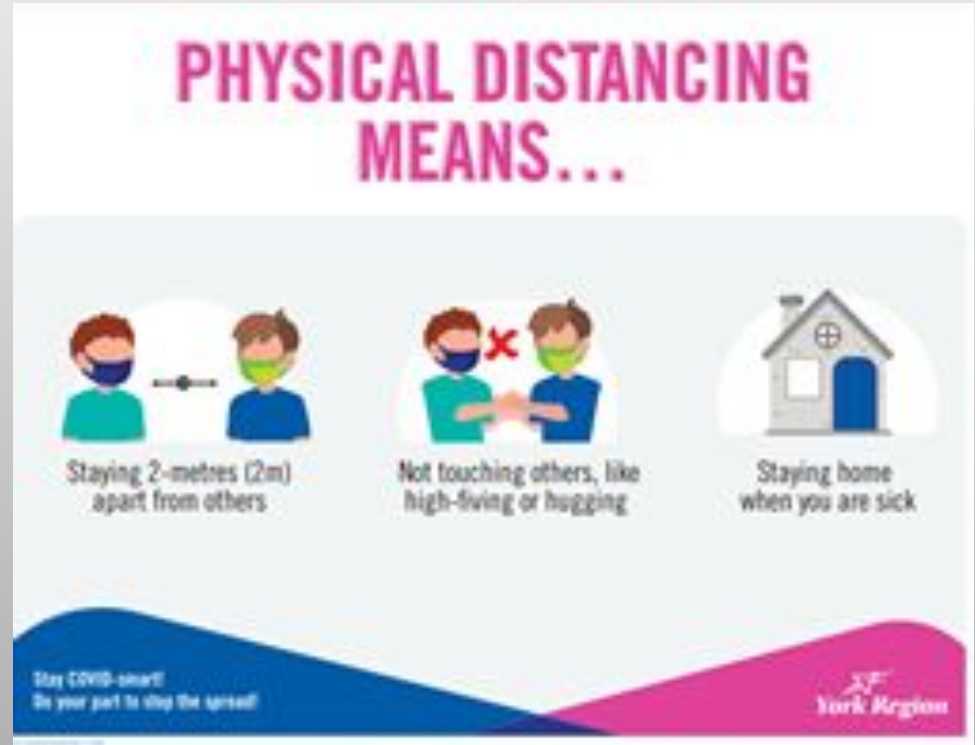
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Hygiene Practices

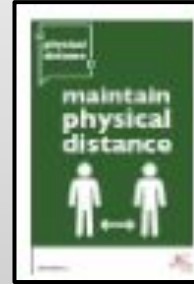
Physical Distancing Means:

- **Staying 2 meters apart from others**
- **No touching others**
- **Staying home if you are sick**



Health & Safety Signage

- To minimize close contact between students will continue to follow the directional floor decals to manage movement at our school.
- All hallways have been divided into two-way paths for movement in schools.
- Floor decals have been installed indicating recommended standing locations.



Health & Safety-

What if my child develops symptoms at school?



The office will contact student's parent(s)/guardian(s) to pick up their child immediately and ask them to bring the child to the nearest **COVID-19 Assessment Centre**. In these cases, students will be isolated in a prearranged isolation room until a parent/guardian can pick them up.

If we are not able to reach parent(s)/guardian(s) we will call the emergency contacts provided. Therefore, please ensure that the school has your most up to date contact information and emergency contact information.

Parents/guardians must have a plan in place to pick up their child immediately should they become ill or exhibit COVID 19 symptoms.

Furthermore, staff will follow the protocol outlined by York Region School Board, based on public health advice, on what to do if a student or staff member develops symptoms of COVID-19.

Additional Information

- Should you need to speak to your child's teacher or administration please call the school at (905) 477-2172 or contact them via Edsby. All meetings will be held virtually.
- If your child is late for school, parent(s)/guardian(s) will be asked to call the school from the front door, but will not be permitted into the school. Students will be signed in by office staff.
- Family members are encouraged to wear a 3 layer mask while on school property. When dropping or picking up your child family members **MUST** maintain a 2 meter distance from other families and staff.
- For early pick up, parent(s)/guardian(s) will be asked to call the school in advance. Please provide detailed information regarding pick up. Once parent(s)/guardian(s) arrive at the school, you are asked to call the school from the front door, but will not be permitted into the school. Students will be signed out by office staff and then students will be released from the front entry doors. *If other families are outside, 2 metre distance must be maintained (wear a mask).*



Additional Information

- Students will play in designated cohort areas during recess. Each class will be given recess equipment that can be used outside. It will be cleaned at the end of each use. Students will not be required to wear masks during recess.
- Please ensure that your child is dressed appropriately for the weather, when possible, classes may be held outside. All classroom windows will continue to remain open at all times to allow fresh air in the building.
- Please ensure that you label all your child's belongings.
- Please do not send toys, outdoor equipment with your child.

Additional Information

- Please ensure that you **label** all your child's belongings. Please do not send toys, outdoor equipment with your child.
- If you require labels, please purchase them from campaigns.mabelslabels.com and select Parkview Public School (Unionville) to support our school fundraiser.



We're so excited to be a part of the Mabel's Labels School Fundraising Program for 2020/2021!

mabel's labels
FUNDRAISING

Go to campaigns.mabelslabels.com and choose **Parkview Public School (Unionville)** from the list!
Then shop and your labels will ship directly to you with **FREE** shipping!

Additional Information

- **Lunch drop-offs will not be permitted. Please ensure that you pack a snack, lunch, utensils for your child.**
- Students are ASKED to remain at school for lunch. If your child needs to leave school premises at lunch for an appointment, parent(s)/guardian(s) will need to contact the office in advance at (905) 477-2172 or parkview.ps@yrdsb.ca . The following details will need to be provided:
 - name of person picking up
 - a confirmation that the child will go directly home and not out for lunch or to a friend's house
- If your child is coming back to school from an appointment, parent(s)/guardian(s) are required to complete the **COVID-19 SCHOOL and CHILDCARE SCREENING** prior to their child re-entering the school.

Additional Information

- **Students should fill water bottles at fill stations**
- **We will provide individual supplies, such as pencils, crayons, erasers, etc. for each of our students in order to minimize the use of shared items at school**
- **Students will be seated in rows with desks that will be spaced apart**
- **Any shared materials will be sanitized**
- **There is no need send materials from home in order to limit personal belongings at school**



General Information

In order to ensure student safety, staff will be on duty at 8:15am. **Students should NOT arrive at school prior to 8:15am.** Once you have dropped off your child, we ask that you immediately leave the property in order to ensure that we are able to social distance the students in their appropriate cohorts.

School Hours

Entry Bell: 8:25 a.m.

Recess: 10:10-10:40 a.m.

Lunch: 12:20-1:20 p.m.

Dismissal: 3:00 p.m.

General Information



Please complete our school dismissal information by September 2nd, 2021

Dismissal Form 2021-22 . This is important information in order to ensure the safety of all of our students. If any dismissal information changes it is important that you inform your child's teacher and contact the office. It is your responsibility to keep the school informed in order to ensure your child's safety.

The school day ends at 3:00 p.m. Please ensure that your child is picked up promptly at 3:00pm. Students are expected to go home upon dismissal.

General Information

Safe Arrival Program

Our school operates a safe arrival program that requires that we check the whereabouts of all students who are absent each day. It is important that parent(s)/guardian(s) let us know if their child is going to be absent. We have a 24 hour absence reporting line. When you call in please clearly state your child's name and state their teacher's name as well. You may leave a message anytime at: (905) 477-2172

Student Health Needs

If your child has a serious condition such as asthma or a life threatening allergy (peanut, bee sting etc.) it is very important that parents/guardians keep the school informed of current medical needs and complete the required paperwork. We have a number of students who have a life threatening allergy to peanuts, tree nuts, peanut/nuts products, fish, and shellfish. Therefore, we request that our families refrain from sending any food with peanut or nut products to school. Any student medications will be stored in the office. Students may not carry medication with them. Students who require an epi-pen must carry this at all times.



General Information

Student Health Needs

Fillable Health Care forms are now available for families who have children with asthma, seizure disorders, anaphylaxis, diabetes, and/or other prevalent medical conditions. This also applies to children who require the administration of medication at school. These forms can be accessed through the links below and from your child's teacher or school office. Please ensure that you complete these forms if needed. All medications must be kept in the office. Please call the office if you require additional information.

[Anaphylaxis Health Care Plan](#)

[Asthma Health Care Plan](#)

[Diabetes Health Care Plan](#)

[Epilepsy/Seizure Disorder Health Care Plan](#)

[Self Administration of Medication Form](#)

General Information

Student Information

Each year we ask that parents/guardians verify the information on file to ensure it is correct and up to date. If any of your information has changed since the last school year please call the office to inform us of the changes. It is extremely important that the school has the correct contact information for parents/guardians and emergency contacts.

Staggered Entry- Kindergarten

Kindergarten - Year One (Junior Kindergarten)

If your **child's last name begins** with **A-L** they will:

- Attend school on **Thursday, September 9th, 2021 in the afternoon @ 1:20pm**
- **No school on Friday, September 10th, 2021**
- Attend school every day with their full class on **Monday, September 13th for the full day**

If your **child's last name begins** with **M-Z**, they will:

- Attend school on **Friday, September 10th, 2021 in the afternoon @ 1:20pm**
- **No school on Thursday, September 9th, 2021**
- Attend school **Monday, September 13th for the full day**
-

Parents/guardians must make arrangements to pick up and drop off their child on the first day, bussing will not be available for YEAR ONE STUDENTS on September 9th or 10th. Bussing will begin on September 13th, 2021 for YEAR ONE kindergarten students.

Staggered Entry- Kindergarten

Kindergarten - Year Two (Senior Kindergarten)

Students in **Year 2 Kindergarten will start school Thursday, September 9th 2021** Year 2 students will attend school everyday. Bussing for eligible students will be available on September 9th, 2021.

Grades 1-8

The first day of school for students in Grades 1-8 is **Thursday, September 9th 2021** Bussing for eligible students will be available on September 9th, 2021

Our First Day of School

- **Your child should not arrive prior to 8:15am.** At **8:15am** staff (wearing safety vests) will supervise students until entry time, therefore we are asking that parents/guardians depart the premises in order to allow for adequate distancing and avoid crowding once their child has found their teacher. Just a reminder, while dropping your child, please ensure that you maintain a physical distance from others and you are encouraged to wear a mask.
- On the first day of school, once the bell rings, your child will be greeted outside by their classroom teacher. Staff and students will enter the building wearing masks, following our school entry protocol in order to practise distancing and ensure safety.
- Kindergarten students will be greeted in the kindergarten area at the west side of the school. Please walk your child to the kindergarten side gate. Parents/guardians are NOT allowed to enter the gated area in order to ensure safety and distancing.

Our First Day of School

- Students in grades 1 and 2 will be greeted by their teachers at the north end of the primary wing.
- Students in grades 3, 4, and 5 will be greeted by teachers by the junior doors (large tarmac area).
- Students in grade 6 will find their teachers outside Portable 1 and Portable 2.
- Students in grades 7 and 8 will find their teachers by the intermediate doors (east side of the tarmac).
- Please ensure that you provide dismissal information to your child's classroom teacher and complete our [Dismissal Form 2021-22](#)

Class placements

- *In the event that you or your child are not initially pleased with the class placement, we respectfully ask that you resist the temptation to call or e-mail school staff to request a change. We believe we have created classrooms where our students can be successful in building new friendships, while building on past peer relationships. **Our staff will not be considering any changes to our classrooms,** however, we are committed to helping each student transition into his/her new grade.*



Transportation- Bussing

Students must adhere to the following rules on the bus in order to ensure safety:

- Each day, parents/guardians must assess their child's health before allowing them to access school vehicle transportation. A COVID 19 assessment tool is available at: **COVID-19 SCHOOL and CHILDCARE SCREENING**
- Students are asked to thoroughly wash their hands and/or use hand sanitizer prior to boarding a bus or school vehicle.
- **Students must wear a face mask while riding the school bus.**
- Students **MUST** sit in their assigned seats in order reduce the possibility of virus

Transportation- Bussing

Waiting at a Bus Stop

- While waiting at bus stops, students, parents/guardians are encouraged to wear a face mask and maintain social distancing between family groupings. Social distancing of 2 metres must be maintained.
- It is important that students arrive at their designated bus stop at least 5 minutes prior to the posted pick up time.
- Once the bus arrives, students should line up while maintaining social distancing.
- No more than one student should access the entry stairs of the bus at a time. Students should proceed to their assigned seat as quickly as possible.



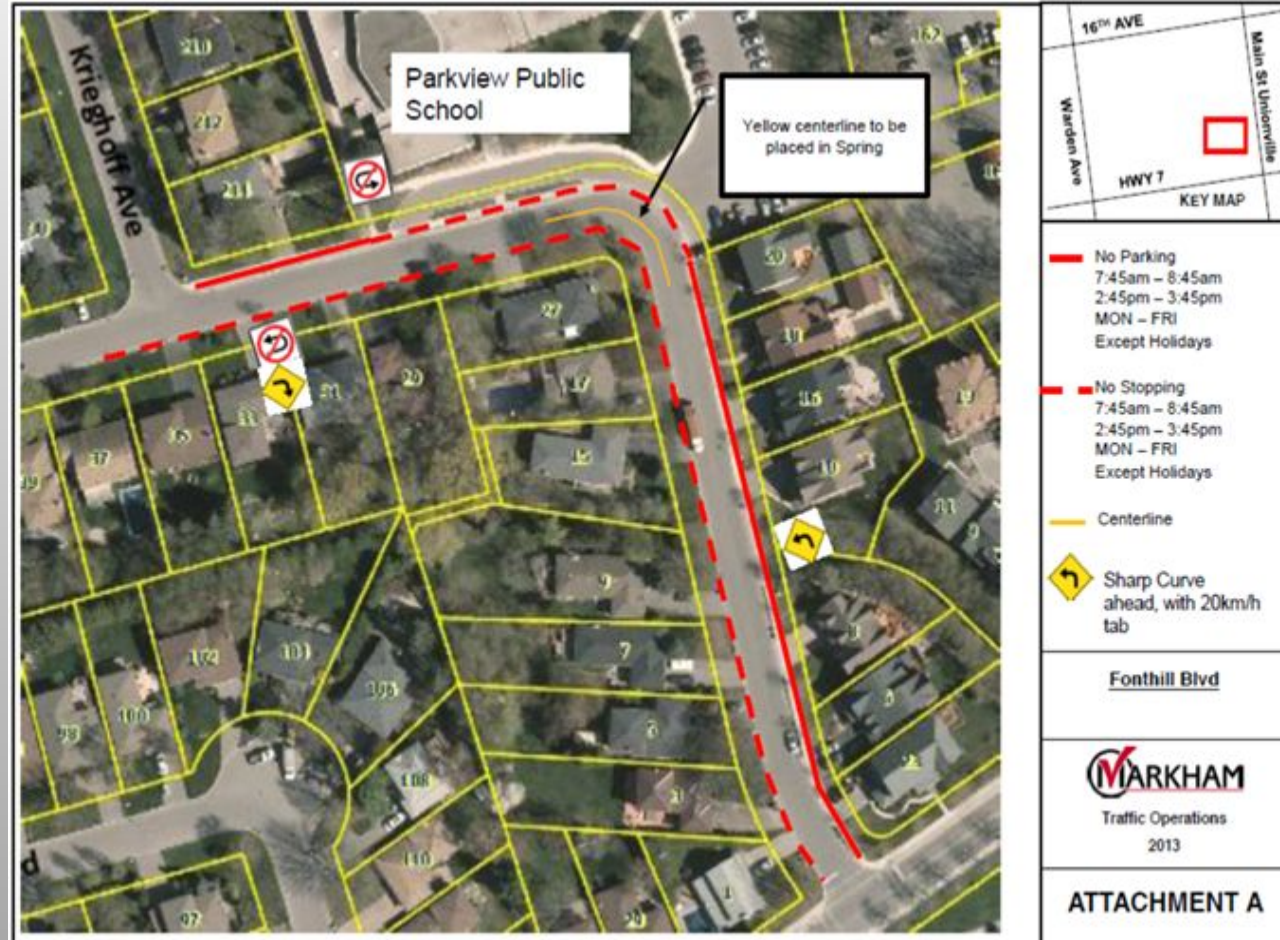
Transportation- Bussing

- When students arrive at school they will receive **bus tags** which will be put on their knapsacks to support with safe bus dismissal. **These tags should not be removed.**



Transportation

- Parents/guardians are encouraged to walk their children to school when possible.
- Parents/guardians who are driving to school should review the map in order to park their car where permitted by the city.
- Parents/guardians should NOT park in the school parking lot or bus loop.



Transportation- Kiss and Ride Routines

- **Should you need to pick up or drop off your child at the Kiss and Ride we ask for your patience since we will be having students come on/off the bus. Students will enter and exit the bus one at a time, maintaining a distance therefore buses may be delayed which will delay entry and exit from the kiss and ride.**
- **Parents/guardians will be signalled to enter the kiss and ride by a staff member when it is safe.**
- **Parents will be asked to pull forward, have their child exit the car and then parents/guardians will be expected to leave the kiss and ride area immediately. Parents/guardians cannot pass other vehicles in the kiss and ride or park illegally as this creates an unsafe situation.**

School Information

For more information about our school:

- please visit our website
<http://www.yrdsb.ca/schools/parkview.ps>
- follow us on twitter **[@ParkviewPS1](#)**
- check out our weekly blog
<https://parkviewpulse.org>



