

London Waldorf School
Return to School Plan
September 2020



Parent Guide

Table of Contents and Quick Links

Table of Contents and Quick Links	2
Message from the Faculty	4
Preparing Your Child for Back to School	4
Practical Ways to Support Your Child & Your School	4
Returning To School Safely	5
The First Week of School	5
Staggered Start Days:	5
Screening: At Home and School	5
Screening At Home	5
Positive Screening Process	6
Notification	6
Screening at School: Upon Arrival	8
Screening at School: Throughout the Day	8
Student Arrival, Drop-Off, and Pick-Up	8
Before Care Arrival	8
Regular Arrival	8
Drop-off Locations	8
UPPER LOT	8
LOWER LOT	9
LAWN BOWLING LOT	9
LATE ARRIVALS	9
MIDDAY PICK-UP (Early Childhood)	9
After School Pick-Up	10
Early Pick-Ups	10
Regular Pick-Ups	10
UPPER LOT	10
LOWER LOT	11
LAWN BOWLING LOT	11
Aftercare	11
Classrooms and In-Class Experiences	11
HANDWASHING IN THE CLASSROOM	12
WASHROOM USE	12
PERSONAL BELONGINGS	12
LIST OF NECESSARY PERSONAL ITEMS (Kindergarten and Grade School)	12
MUSIC	12
PHYSICAL EDUCATION	13
LUNCHES AT SCHOOL	13
RECESS	13
MASKS AND FACE COVERINGS	13
STAFF AND MASKS	14
SCHOOL CLEANING ROUTINES AND EXPECTATIONS	14

Lost and Found	14
Extended Absences Program	14
Illness At School	15
SICK (QUIET) ROOM	15
POSITIVE CASE PROTOCOL	16

Message from the Faculty

Dear School Families,

Welcome to the school year of 2020/2021. The faculty and administration have been preparing over the summer for the students' safe return to school and are excited to see them soon! The following poem was composed by Mr. Lewis in anticipation of this year.

As we face the dark unknown,
We're asked new questions day and night.
Will the seeds that we have sown
Send up shoots to seek the light?

Will the tiny plants adapt
To the changing winds they meet?
Will each bud so tightly wrapped
Blossom forth the world to greet?

We must all our garden tend,
Bring grace and kindness to our tasks.
Change comes toward us without end
For our love the world now asks.

-Merwin Lewis

Preparing Your Child for Back to School

Many children feel excitement and nervousness when it's time to go back to school in the fall.

How do you mentally prepare this year, as a family, for a school year with so many variables and potential changes? How do we help our children have a sense of well-being about an upcoming school year when they have so many possible new experiences and changes ahead?

Waldorf students are fortunate to have practices in place that promote start-of-school confidence like teacher looping, consistent classmates, and a curriculum engaging the whole child in the emotional, social, and academic spheres.

Practical Ways to Support Your Child & Your School

There are several ways you can prepare your child for in-person learning this fall. The classroom cohorts format at our school relies on family cooperation and attention to detail. By each household committing to the actions below, you can do your part to mitigate the risk of community transmission, thus maximizing the likelihood of sustained in-person learning and supporting the overall health of the community.

- Model a flexible, positive, attitude and make responsible choices
- Adhere to the provincial guidelines regarding [social circles](#)
- Reinforce good hygiene practices at home and continue when school begins
- Support your family's overall health through healthy nutrition, healthy sleep routines, and stress reduction
- Practice mask-wearing to build stamina, try out different masks to find the one most comfortable for your child, and discuss [mask hygiene](#)

- Talk to your child about what will stay the same at school, and what will be different and remind them that everyone is in the same situation and we are all going through a period of adjustment
- Give time for adjustments to new routines
- Talk to your child’s teacher to navigate the challenges together

Returning To School Safely

The health, safety, and well-being of students, staff, and families is our priority as we begin the 2020-21 school year. This plan will provide the resources and strategies needed to make our school as safe as possible. This plan was developed by a team who completed hours of research, consulted with the Middlesex London Health Unit, the Ministry of Education, looked at sources such as Sick Kids Hospital, and also communicated with colleagues at our sister Waldorf Schools through the Association of Waldorf Schools of North America. London Waldorf School will update our Parent Guide as needed to be in line with new directives and will communicate these changes to our families.

The First Week of School

As a way to ease into the school year and give us all an opportunity to adjust to the new drop-off and pick-up routines with a slowly increasing number of children, we will be implementing a building start. The school year will begin by introducing only the early years programs (toddlers, preschool and kindergartens) on campus for two days, adding Grades One through Four on Thursday and then Grades Five through Eight on Friday.

Staggered Start Days

Licensed Care and Kindergarten Classes: **Tuesday, September 8th**

Grades One through Four: **Thursday, September 10th**

Grades Five through Eight: **Friday, September 11th**

Screening: At Home and School

Our goal is to have a safe and healthy school year, and it will be a partnership between families and the school to make this happen. The way we will do this is to be on the lookout for symptoms of illness in ourselves and our children and to **stay home when sick**.

Screening is an illustration of this partnership. Screening happens in three ways:

- At home
- Upon arrival at school
- Throughout the day

Screening At Home

Screening starts at home: Parents should make it part of their morning routine to deliberately check if their child has any new or worsening symptoms and "screen" themselves. In Licensed Care, this includes caregivers, such as parents, too.

All families and staff members must perform a **daily** assessment before attending school. Should anyone answer “yes” to one or more of the self-assessment questions, that individual has a “positive screening result” and must stay home.

The assessment will ask about symptoms. Any ONE of the symptoms listed below indicate a need for the symptomatic individual to stay at home:

- Fever (37.8 C/100 F or greater) (Please check your child's temperature each day)
- New or worsening cough
- New or worsening shortness of breath
- Sore throat
- Difficulty swallowing
- Decrease or loss of taste or smell
- Chills
- Headaches of unknown origin
- Unexplained fatigue/muscle soreness/pain (myalgia)
- New or worsening digestive symptoms, including nausea, vomiting, diarrhea, and/or abdominal pain
- Pink eye (conjunctivitis)
- Runny nose, or nasal congestion --without other known cause

Weekly: Each Sunday, families must complete a screening declaration for children attending the school and submit it electronically. The same form is in place for staff. A reminder will go out every Sunday morning. The form will also be available in the parent resources section of our website.

Positive Screening Process

In the event of a positive screening result, families are required to take ONE of the following next steps:

- Pursue testing at a COVID-19 Assessment Center
 - You may return after a NEGATIVE result AND the absence of symptoms for 24 hours.
- Seek the advice of either a medical doctor or nurse practitioner for other explanations of symptoms.
 - You may return after any explanation of other known reasons is determined AND the absence of symptoms for 24 hours.
- Self-isolate for a period of fourteen days.
 - You may return after fourteen days AND the absence of symptoms for 24 hours.

Notification

As always, if you will be keeping your child home from school for any reason, please call the office before 7:30 AM if possible to let us know. Please call [\(519\) 858-8862](tel:519-858-8862).

Daily Screening



*Please note: Families with children in Licensed Care will have a slightly different screening procedure upon arrival at school as outlined by your Class Teacher.

Screening at School: Upon Arrival

Kindergarten through Grade Eight students arriving will be greeted by a staff member for a quick check-in to ensure nothing has changed from Sunday.

Licensed Care parents will park and walk with their child to the screening station; the child and parent will need to be screened including daily temperature checks upon arrival. The child's teacher will be waiting to greet them and bring the child to their classroom or play yard.

See **Drop Off Procedures** for more details about where and how to drop off your child.

If a child arrives at school with new or unexplained symptoms that have not been checked by a medical doctor or nurse practitioner, they will be asked to return home and follow the Positive Screening Process as outlined above.

Screening at School: Throughout the Day

Should new symptoms develop during the day, we will call parents to pick up their child. Only the symptomatic child will need to be picked up; siblings may remain at school. See the illness at school section for further details.

Student Arrival, Drop-Off, and Pick-Up

Please note: parents or other family members will not be permitted to enter the school buildings at this time, except in exceptional circumstances. Parents enter via front doors only. When at the front doors, ring the doorbell, and someone will greet you. If a parent needs to enter the building, they will need to be screened and wear a mask.

Before Care Arrival

Before Care this year will be offered from 8:00 to 8:30 AM. This service will be pre-arranged. In Licensed Care, parents and children will need to arrive at the front door of the school where they will be screened and then guided to their classrooms or play yard. Before Care students in Kindergarten and Grade School must arrive in the lower parking lot to be screened. A staff member will be there to greet families at each location.

Regular Arrival

Student arrival will take place between 8:30 AM and 9:00 AM.

Drop-off Locations

UPPER LOT

ALL Licensed Care students must arrive at the front of the school. The upper parking lot will be reserved exclusively for the use of families with children in the Sparrows and Robins Programs. If a family with children in licensed care has children in other programs at the school, they must do a second drop off at the appropriate location. We ask that families arriving by car wait for an available parking spot, park their car, and approach the screening station at the front of the school on foot. Families arriving by bicycle may park their bicycles

at the bike rack near the front door. More details for licensed care will be provided by your child's teacher.

LOWER LOT

Families with **children in Kindergarten to Grade Two** (and any older siblings) enter via the London Waldorf School Lower Parking Lot.

IF YOU ARE ARRIVING BY CAR: We ask that students and families remain in their vehicles in the lineup while they wait their turn and undergo the daily screening process once a staff member is available.

IF YOU ARE ARRIVING BY FOOT OR BY BICYCLE: Please proceed along the front of the school and around to the bike rack by the lower door to the Grade School and park your bike. Take the path from there down the stairs and meet the staff member at the back Kindergarten gate.

LAWN BOWLING LOT

Families with **children in Grades Three through Eight** (no younger siblings) enter via the Lawn Bowling parking lot.

IF YOU ARE ARRIVING BY CAR: Proceed down the Lawn Bowling lane off Beaufort Street (west of the school) and enter the Lawn Bowling Club parking lot to undergo their daily screening process from their vehicle. From there the children will exit their vehicle and be greeted by Mr. Lewis.

IF YOU ARE ARRIVING BY FOOT OR BY BICYCLE: You may line up at the screening station and wait for our staff member to greet you. There is a bike rack by the gate to the school (at the end of that path). Maintaining their distance, the children will continue down the path and enter the school grounds through the gate behind the swings to join their teacher in the classroom or on the playground, as appropriate (arrival locations for these classes will be shared at your upcoming Class Meetings).

LATE ARRIVALS

Arrivals after 9:00 AM must park in the upper parking lot and go to the front door, ring the bell, and wait for a staff member to assist them.

MIDDAY PICK-UP (Early Childhood)

If your child attends a half-day program in Early Childhood:

SPARROWS - park in upper lot and pick up from the Sparrows Yard

ROBINS - park in lower lot and pick up from the Robins Yard * *Please note that since parents will be entering the school yard, they are required to wear a mask.*

KINDERGARTEN - park in lower lot and pick up from Kindergarten Area Gate

AFTER SCHOOL PICK-UP

Early Pick-Ups

If you need to pick up your child before the end of the day, it will help a great deal if you inform the class teacher the day before and call the office ahead of time. Please arrive at the front door and ring the doorbell. A staff member will bring your child to you. *Please note that this process for the Grade School will be trickier than in the past as classes will have scheduled times in outdoor classrooms or the park. Please consult the schedule when making appointments. The office will not be able to help with getting children from the park.*

Regular Pick-Ups

End of Day timing will vary by grade level. We will ensure that families with children in multiple grades will be able to pick up all their children in a seamless and streamlined pickup.

UPPER LOT

ALL Licensed Care students will be picked up from the upper parking lot. Dismissal will begin at 3:15 PM.

If you have children in Licensed Care with siblings in Kindergarten or Grade School, we ask that you pick up your licensed-care child before proceeding to the kindergarten grade school pick up.

LOWER LOT

Kindergarten to Grade Two dismissal will begin at 3:15 PM. *Students will be lined up in the playground. Parents will not need to get out of their car, as a teacher will call their children and direct them to the vehicle.*

If you have children in **Grades Four and under**, we ask that you try to arrive as close to 3:15 as possible.

If you have young children with siblings in **Grades Five and over**, we ask that you try to arrive around 3:30.

LAWN BOWLING LOT

Grades Three and Four dismissal will begin at 3:15

Grades Five through Eight dismissal will follow from 3:30 PM and 3:45 PM. Older siblings will go to wait with their younger sisters/brothers.

If you have only children in Grades Five to Eight, we ask that you arrive as close to 3:45 as possible.

Aftercare

Aftercare will be offered by pre-registration only. There is no drop-in aftercare this year.

Licensed Care will be offering aftercare from 3:30 to 5:00pm. Children will be kept in their respective cohorts. More Licensed Care aftercare information will be communicated by Teachers.

Kindergarten aftercare will be outside as much as possible, will be limited in enrolment, and will be combined with other kindergarten cohorts. Physical distancing will be encouraged. In the case of inclement weather, children will be in their own classrooms, and the cohorts will not be combined.

Grade School aftercare will be outside as much as possible. Physical distancing will be encouraged between students. In the case of inclement weather, an appropriate indoor location will be provided, and will be cleaned before and after use.

CLASSROOMS AND IN-CLASS EXPERIENCES

London Waldorf School is limiting the number of students in a classroom to ensure the health and safety of all. Our classroom designs this year will make it possible to accommodate six feet of space between each student and teachers. Our outdoor classrooms and grounds provide additional learning spaces where the same guidelines will apply.

In accordance with provincial health and safety guidelines we are implementing the following measures :

- Only London Waldorf School staff and students will be permitted in classrooms;
- Classroom layouts in the Grade School will promote physical distancing and consistent assigned seating across all classes.
- Students can expect consistency during their school days. The students will spend their day within the same class cohort either in their classroom or outdoors.
- As much as possible, the same two teachers will remain with the class.
- Cleaning protocols will be in place that follow the recommendations of the Ministry of Education and the Middlesex London Health Unit.

HANDWASHING IN THE CLASSROOM

All classrooms at London Waldorf School are equipped with sinks and hand soap for regular, supervised hand washing. All rooms and school entrances have been equipped with alcohol-based hand sanitizer as mandated. Preference will be given to handwashing with soap and water, and hand sanitizer will be used only when necessary.

Care will be taken as we travel through our building. New routines will allow London Waldorf School staff and students to feel confident as they navigate the school to access the washrooms or exit the building.

WASHROOM USE

The number of children allowed in the grade school washrooms at any one time will be limited to encourage hand hygiene and physical distance.

PERSONAL BELONGINGS

Over the summer months, London Waldorf School teachers have been working hard to remove any non-essential furniture or items from the classrooms in order to ensure that

there is the space required for the spacing of desks and chairs and surfaces can be cleaned effectively. We ask that the students only bring to school what is essential, and all items should be labelled clearly.

LIST OF NECESSARY PERSONAL ITEMS (Kindergarten and Grade School)

- Two water bottles filled
- Snack and lunch for the Grade School, lunch for the Kindergarten
- A second set of clothing
- Rain gear and an additional layer when the weather changes to allow for time spent outdoors for longer periods of time.
- Mask/face covering for Grades 4-8 - it is highly recommended to have a clean, dry spare in a sealed bag.

Additionally, each grade school student will continue to be provided with their own school supplies (pencils, notebooks, binders, etc.); tools and manipulatives that are shared will be sanitized between users.

MUSIC

Singing and recorder playing will only take place outdoors with physical distancing in place. Instruments (like rhythm sticks or ukuleles) can be used indoors but will not be shared during class and will be sanitized appropriately between cohort use. Strings classes for Grades Four and Five will take place in specialty rooms with physical distancing in place; as in the past, children will have their own designated instruments.

PHYSICAL EDUCATION

Physical education classes will focus on robust healthy movement, making use of Gibbons Park as well as our grounds. Activities will be planned around the need for physical distancing and limited sharing of equipment. Tournaments are being suspended this year.

LUNCHES AT SCHOOL

As usual, the children will eat at their desk; inviting neighbours to visit or sharing food will not be possible this year, and birthday celebrations will need to take a different form. Please remember to pack two bottles of water and enough to eat, as we will not be able to provide extra snacks. Litterless lunches will help to keep the amount of garbage and recycling that is sent home to a minimum; we will discourage children to use the garbage bins in order to reduce traffic in the classroom. We will not be allowing the students to assist in composting or recycling at school this year in order to make sure children do not enter another cohort's space. We ask that students bring their own utensils for their meals. Everything not consumed in lunches/snacks, including utensils and food waste, will be sent home with students each day.

Licensed Care will continue to offer hot lunches from Growing Chefs. Care will be taken to make sure meals will be carefully packaged for individual cohorts and will be prepared and served in the classrooms.

RECESS

Recesses will be staggered in two groups--younger grades and older grades--in order to allow for more space for the children to safely play and socialize. Children will be reminded to choose playmates within their own cohort. **Recess will remain a time to relax, to enjoy imaginative play and fun conversations with friends, and to work up a sweat through physical activity.**

MASKS AND FACE COVERINGS

Students in Grades Four to Eight will be required to wear non-medical or cloth masks/face coverings while indoors at school. This includes in-class work time and traveling through the hallways. During classes scheduled in outdoor classrooms, on the grounds, or in Gibbons Park, masks/face coverings are not required. Recess and meal times provide another opportunity for mask breaks.

Should a student not have access to masks/face coverings from home, London Waldorf School will ensure non-medical disposable masks are readily available.

For students who are exempt from wearing a face covering, parents must notify the class teacher ahead of time in writing if their child has a medical exemption.

We encourage families to practice wearing masks/face coverings at home and safely removing them in order to help children adjust to this new element of their school day. We will do the same at school.

Wear your Mask Correctly

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily

Take Off Your Mask Carefully

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.

Students in Kindergarten to Grade Three are not required to wear masks/face coverings indoors. However, they may bring a face covering to school if they wish, and teachers will support them in wearing their masks; but they will not be enforcing children wearing their masks and may ask children to put them away if the masks are not hygienic anymore.

We will model behaviour around masks and face coverings that is supportive, positive, and non-judgmental, and we are asking parents to adopt this approach at home as well.

STAFF AND MASKS

All London Waldorf School Staff members will wear masks while inside the school buildings, with reasonable exceptions for medical conditions and while eating or drinking. Teachers may choose to wear face shields for periods of time when it is important for their students to see them clearly, for example for parts of a French lesson, when working on the phonetic system in the younger grades, or during story telling or the presentation of new material. They will ensure they are safely distanced from the children.

SCHOOL CLEANING ROUTINES AND EXPECTATIONS

High-touch surfaces will be cleaned and disinfected twice during the school day and again at the end of the day.

We have hired cleaning staff to ensure that this happens in the common areas of the

school throughout the day, in addition to the cleaning service overnight.

Classroom teachers will also clean high-touch surfaces in their classrooms throughout the school day, using the cleaning products and equipment provided by the school. When cleaning, and especially where there is potential contact with bodily fluids, disposable gloves are required and will be readily available in every classroom.

Office/working spaces will be equipped with the products and equipment needed to facilitate cleaning routines as well.

Lost and Found

We will not have a lost and found box this year. We ask that parents label all student possessions to help lost items be returned to students. Teachers will check found items and return them to the appropriate classrooms. If an item is lost, and not returned, parents can contact the school to try and locate the item.

EXTENDED ABSENCES PROGRAM

We will be offering a plan to support grade school families who have made the decision to keep their children at home due to COVID 19, but who would like to stay connected to the school and keep their children involved in the curriculum.

We are not able to offer a complete At Home Learning Program while At School Learning is available but we ARE able to offer families through this program:

- A glimpse into Main Lesson--new content in the form of videos, scanned stories/texts, or similar materials
- Math and Language Arts - materials to support practice
- Class readers or novel study (if applicable)
- Short weekly check-in with teacher (may be with the student or parent depending on circumstance)
- Regular opportunities to touch base with classmates (the form to be determined by the class teacher)

It should be noted that there will be differences depending on the grade level of the child, and the program may look different when a supply teacher is holding the class.

This program will provide an opportunity to stay engaged in the main lesson themes, to stay on par with the class in skills-related work, and to maintain a connection with the class and the teacher. It will also be a way to support students during extended periods of illness or quarantine.

The Extended Absence Program is intended to keep students connected during periods of absence. Support will be required from home to make this a successful experience. We are asking families in the Extended Absence Program to allow for some flexibility in terms of what is offered, particularly at the beginning of the term as we all acclimatize to our new way of working, living, and learning. Cooperation between teachers and parents is necessary to make this work.

We expect that once we decide this program is appropriate to a situation (illness/quarantine) that arises mid-term, the teacher may require 48 hours to integrate the student into the program.

Students who are using the Extended Absence Program are counted as members of the class. Families will receive all communications from the teacher and the school. When the student/family is ready to transition back to being on-campus, they will notify the Class Teacher. Tuition will remain the same as if the student were on-campus.

During periods of campus closure, these students will be transferred to the “At-Home Learning Program” with the rest of their class, and the “At-Home Learning Tuition Rebate” will apply.

Illness At School

This section outlines the procedures, supplies, and strategies in place at London Waldorf School should a student become ill at school.

SICK (QUIET) ROOM

A room has been designated at London Waldorf School in the former board room in the ECE wing. A staff member will be assigned to supervise the student and ensure their comfort and safety until they are able to be picked up from school. The staff member monitoring the ill student will have proper personal protective equipment.

The Quiet Room will be equipped with kits that include all the required PPE to mitigate any potential spread of the virus and to protect staff and students.

The Quiet Room will also be sanitized after each use.

POSITIVE CASE PROTOCOL

Contact tracing for positive cases is in the hands of the Middlesex London Health Unit. London Waldorf School will comply with the public health unit to provide requested information such as class lists with contact information. To support successful case and contact management, London Waldorf School will maintain up-to-date contact lists, including support staff, and essential visitors.

Decisions on potential class or school closure due to COVID19 cases(s) or outbreak are the sole jurisdiction of the London Middlesex Health Unit.

