



McCaig Elementary

501 Northcote
Rosemère (Québec) J7A 1Y1
T 450 621-6111
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mccaig.schoolqc.ca

AN ENGLISH
EDUCATION,
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COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD
www.swlauriersb.qc.ca



August 25th, 2020

Dear Parent(s)/guardian(s),

We hope you have been enjoying a restful summer with your family prior to the start of the 2020-21 school year at McCaig Elementary. In preparation for a positive start to this exceptional new school year, we would like to highlight a few important points of information. We hope that this information answers all of your questions. Please share this information with your children. We recognize that these are ever-changing times and we will post this document on our website and advise you whenever we have to make changes. Thank you for your patience and understanding.

MEET THE TEACHER/CURRICULUM NIGHT for grades 1 through 6 will be held via Zoom on Thursday, August 27th at 7:00p.m. Two sessions will be offered so that parents can meet their child's teachers. Curriculum Night for all Preschool (Pre-K and Kindergarten) will be held on September 3rd at 7:00 p.m. Your child's homeroom teacher will send you a zoom invite. Curriculum Night is an opportunity for parents to "meet" their child's teacher(s) and find out about:

- **What will be taught in class this school year (curriculum)**
- **Class rules, routines and standards and procedures of evaluation**
- **How the subject and school year is organized**
- **Textbooks, workbooks etc.**
- **What is expected academically etc.**

The 2020-21 McCaig **GENERAL ASSEMBLY OF PARENTS** will also be held on August 27th at 5:30 p.m. The AGA will be held in person in the McCaig gymnasium. The purpose of the General Assembly is to:

- **Elect** parents to the **GOVERNING BOARD**
- **Enlist** parents for the **HOME AND SCHOOL (TFOMES)**
- **Enlist** parents for the **PARENT PARTICIPATION ORGANIZATION (PPO)**

All McCaig parents are welcome and encouraged to attend. Strict safety and hygiene measures from the public health authorities must be followed at all times. To ensure everyone's safety, EVERYONE who is attending must confirm their presence to attend the AGA meeting at school. We will be "setting-up" according to the number of people who have [filled out the form on the link](#) that was sent to you in the Annual General Assembly notice. We will not be able to accommodate those who have not confirmed their presence.

FIRST DAY OF SCHOOL

All students will start the school year following a *progressive entry schedule*. Students will be starting school on different days to allow the school team to clearly explain the new routines and systems that will be in place to fewer students at a time. Please note the start date of your child below:

Preschool (Pre-Kindergarten and Kindergarten Students)

Group A:	Tuesday, September 1, 2020 (first day)
	Thursday, September 3, 2020 (second day)
Group B:	Wednesday, September 2, 2020 (first day)
	Friday, September 4, 2020 (second day)

***ALL PRE-SCHOOL STUDENTS ARE IN SCHOOL ON TUESDAY, SEPTEMBER 8, 2020.** Preschool parents will receive an email from their child's teacher indicating which group their child is in (A or B). It is important to note that all preschool students will start school following this progressive entry schedule. Preschool students will have one day on and one day off for the first four days of school. All preschool students will be in on the 5th day of school, which is Tuesday, September 8th. If you have any questions or concerns, please do not hesitate to call the school secretary, Miss Erin at 450 621-6111.

Cycle 3 (Grades 5-6)

ALL grade 5 and 6 students	Tuesday, September 1, 2020 (first day)
	Friday September 4, 2020 (second day)

Cycle 2 (Grades 3-4)

ALL grade 3 and 4 students	Wednesday, September 2, 2020 (first day)
	Friday September 4, 2020 (second day)

Cycle 1 (Grades 1-2)

ALL grade 1 and 2 students	Thursday, September 3, 2020 (first day)
	Friday September 4, 2020 (second day)

***ALL STUDENTS IN GRADES 1-6 ARE IN SCHOOL ON FRIDAY, SEPTEMBER 4, 2020.**

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TIMETABLE

- Teachers start their supervision duty; the gate is opened and students begin entering the schoolyard at 8:40 a.m.
- Class starts at 8.50 a.m. and finishes at 3.35 p.m.
- Homeroom is from 8:50 to 8:55 a.m.
- **Only BUSES are permitted in the Daycare Parking Lot/Bus Zone** between 8:25 a.m.- 9:00 a.m. and 3:25 p.m. - 3:50 p.m.
- First period begins at 8:55 a.m. sharp
- The last period of the day ends at 3:35 p.m.
- Student preparation for departure is from 3:35-3:40 p.m.
- Busses leave at 3:50 p.m.

*A copy of the student timetable is posted on our school website and will be sent to you via email.

TRANSPORTATION

You will be able to access **transportation information** for your child by clicking on the "Transportation and Back to School" button on the SWLSB website www.swlauriersb.qc.ca. Your child's bus route is available on the MOZAÏK parent portal. Information about how to log onto the parent portal will be sent to you. When travelling to and from school on the bus:

- **Siblings will be seated together.**
- **The same students will be seated on the same benches every day.**
- **Student in Cycle 3 are required to wear a mask.**
- **Masks are highly recommended for younger students.**
- **Hand sanitizer available as students enter the bus.**
- **Busses will be disinfected before students are picked up.**
- **The areas frequently touched by students will be disinfected for shared busses (prior to picking up next group of students).**

STUDENT'S ARRIVAL

Teacher supervision of the students does not start until 8:40 a.m. Students may not be dropped off/left unattended prior to that time. They must remain in the care of an adult until 8:40 a.m. Parents are permitted to park in the Rosemère High School parking lot. Parents who park their car must remain with their child on a yellow circle, in front of the main gate, until the bell rings. The MAIN gate for student entry into the schoolyard will open at 8:40 a.m. Students who are being dropped off and students walking to school will then proceed into the schoolyard through the main gate while always following and respecting the 2-meter physical distancing circles.

DROP-OFF ZONE

All students driven to school whose parent is using the drop off zone must remain in the vehicle with their parent until a supervising adult greets them at their car. Parents using the drop-off zone must **PROCEED IN A SINGLE LINE ONLY** and pull up along the sidewalk. Parents stay in your vehicle. Students exit the vehicle on the sidewalk side. Students will be permitted, one at a time, to enter the schoolyard, always following the yellow circles painted on the pavement (respecting social distancing). Dropping off your child at the start of the school day will only occur smoothly if you adhere to the following rules:

- **In the morning, parking is prohibited in the "Drop-Off Zone" (roundabout) except in the five designated parking spaces.**
- **The DROP-OFF ZONE is a very busy/hectic area. Parents are asked to advance to the disembarkation area, place their vehicle in park, allow their child to safely exit the vehicle and then move on. Please make sure your child exits onto the sidewalk.**
- **Parents are not permitted to drop their child off at the front door/main entrance of the school or in the bus zone after 8:25 a.m.**
- **Should it become necessary to give last minute instructions to your child or you desire to walk him/her to the gate etc., please park your car in the Rosemère High school parking lot, along the street or in a designated area—not in the "Drop-Off Zone."**
- **Parents are not to use the staff parking lot.**
- **Double parking and/or blocking the crosswalk is absolutely prohibited.**
- **If a babysitter or other caregiver is bringing your child to school, please discuss these rules with that person.**

STUDENTS EXITING FROM THE BUS

- All students bussed to school will remain on the bus in the BUS ZONE until a supervising adult greets them at 8:40 a.m.
- They will disembark one at a time and walk, always following and respecting the 2-meter social distancing circles painted on the pavement.
- Students are to follow the instructions from the supervising adult and the route the supervising adult has directed them.
- The students will be greeted by another supervising adult before entering the school.

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ABSENCES/LATE ARRIVALS

- Arriving late to school should be the exception not the rule. It is very disruptive for the school and to class routine when students arrive late. If you drive your child to school, please make sure to drop off your son/daughter at school **before 8:50 a.m.** At that time, the student entrance gate is closed, as is vehicle access to the drop-off zone. After 8:50 a.m., you will need to report to the front office and sign your child in "late" with the secretary.
- Please note that because of other duties, the secretary will only sign in late students **after 9:00 a.m.**
- If you are late, we require you come into the main door, outer vestibule to sign your child in and inform the school the reason for being late.
- Due to the safety and health measures in place, parents will be required to disinfect their hands before and after signing in their child. Hand sanitizer stations will be in place.
- **Absences MUST be reported to the school secretary (by e-mail or phone message) before 8:30 a.m.**

DISINFECTING

- Students will disinfect their hands as they enter the school and as they enter their homeroom class.
- Each school entrance and each class has hand sanitizer for the students.
- Students will be taught how to wash their hands and how to use hand sanitizer effectively.
- The school will be disinfected regularly.
- All administrators and caretakers received training on how to properly disinfect high touch point areas.

COVID

- If a student begins to feel unwell at school, the teacher will send your child to the office.
- The school secretary will assess your child's state of health and take the actions required by the Ministry Protocol.
- Parents are required to pick up their child immediately if called by the school.
- Parents should have a back-up plan for student pick-up.

MASKS

- Students in Cycle 3 (Grade 5 and Grade 6) are required to wear a mask/face covering on the bus, in common areas, and when travelling from one location to another.
- Masks/face coverings are highly recommended for all other students (Pre-K to Grade 4).
- All staff members are required to wear a procedural mask and visor when the two-meter physical distancing is not possible with students in the classroom.
- When physical distancing can be respected, a face covering is adequate protection (personal cloth masks).
- Masks/face coverings are required when circulating outside classrooms.

CLASSROOM ARRANGEMENT

- Students will remain with their homeroom group (bubble) all day.
- All subjects, except gym, are taught in one class
- Teachers move from class to class.
- Students stay in one location.
- Students may be placed in bubbles within a homeroom class.
- Two-meter distance must be kept between adults in a classroom and between adult and students.
- When the 2-meter physical distancing is not possible with students in the classroom, adults are expected to wear a procedural mask **and** eye protective wear (a visor).
- Physical distancing is not required between students in the same homeroom group (stable group).
- One-meter distancing required when students from different stable class groups are joined together (this may occur in daycare).

RECESS

- Preschool students will enjoy outdoor fun once in the A.M. and a second time in the P.M.
- The Preschool students do not have recess (2) at the same time as the other students in grades 1-6.
- During the two school wide recesses, Preschool students will be back in class.
- The schoolyard will be divided into distinct zones.
- Each class/bubble will occupy a zone while outside for recess.
- During A.M. recess, half the grade 1-6 homeroom classes will enjoy outdoor fun while the other homeroom classes will remain in their classes as they would on a rainy day.
- During P.M. recess, the students who did not go out in the morning will go out and the others will remain inside.
- Once outside, students must remain in their designated zones with their homeroom family.
- Teachers will make use of outdoor learning as much as possible.

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LUNCH

- Preschool students eat in class and play outside with their homeroom teachers an hour before the school's regular lunch period.
- During the regular, school-wide lunch (grades 1-6), Pre-K students are napping and K students are relaxing.
- During the regular lunch half of the grades will remain inside and eat their lunch while the other half plays outside.
- During the second half of the regular lunch, the students who were eating will go out to play and the students who were playing will be eating.
- Similar to recess, the designated zones in the schoolyard will apply.
- Students will be expected to remain with their homeroom family within their designated zone.
- There will be a rotational schedule created to ensure that all students have experienced all the zones within a given week.
- Dropping off lunches for students is, in general, not permitted unless it is an exceptional circumstance.
- **Disinfecting procedures before and after eating will be in place.**
- **Handwashing will be reinforced throughout the day.**

WATER FOUNTAINS

- **Students must bring a refillable water bottle.**
- They may refill their water bottle at any of the refrigerated water fountains in the school.
- Student are not permitted to drink directly from the water fountains.
- Our newly installed water fountains have dispensers made for filling water bottles.
- **Plastic water bottles are not permitted.**

LOCKERS/CUBBIES

- Until further notice, the lockers/cubbies will not be used.
- Students will store all personal belongings in the classroom.

DISMISSAL PROCEDURE / PARENT DROP-OFF AND PICK-UP

- Students are dismissed at 3:35 p.m.
- **Parents are not permitted to park in the staff parking lot to go pick up their children.**
- **Parent vehicle access to the bus zone is not permitted after 3:00 p.m.**
- Vehicle access to the roundabout at the end of the school day is prohibited.
- The Rosemere H.S. parking lot is available for both drop-off and pick-up.
- Students not taking the bus will be dismissed to parents or identified caregivers, one by one.
- **Parents are asked to wear a mask and present themselves in a single file, on the sidewalk, respecting physical distancing measures.**
- Last minute parent requests to pick up a child who is scheduled to take the bus or attend daycare will not be permitted. **If a request needs to be made, parents are asked to notify the school secretary no later than 12:00 p.m.**
- Please drive extra-carefully and respect the speed limit in front of the school. **The speed limit in this area is 30 km per hour.**
- Please respect the crosswalk. Do not park on or near the crosswalk.
- Please do not park in the entrance way to the roundabout or the entrance way to the bus parking and do not double-park on Northcote.
- **Parents/Visitors will not be permitted in the school unless an appointment was scheduled.**
- At dismissal at the end of the day, all students in daycare will be dismissed first and will proceed /be escorted to their daycare class/area. Classrooms used during the day will not be used by daycare.
- Students using bus transportation will exit the building through their designated exit, in single file while respecting social distancing and make their way to their busses. They will board the bus one at a time respecting the measures put in place and go to their assigned seat.
- Students who have permission to walk home must leave the playground promptly at dismissal.
- Students are not permitted to play unsupervised on the playground after school, as the area is being used by our daycare.

BATHROOMS:

- Students will have controlled access to the bathroom during recess and lunch. Bathrooms will be supervised to ensure the capacity of the bathroom is respected.
- During class time, students require permission from the teacher to go the bathroom.
- A system is in place to limit the number of children in the washroom at any given time.

HALLWAYS

- Floor decals and social distancing signs have been placed in our hallways to ensure physical distancing is respected.

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EXTRA-CURRICULAR ACTIVITIES

- Until further notice, all outside organizations offering extra-curricular activities, will not be permitted in the school.
- Teacher-led ECA activities may eventually take place provided that all required health and safety measures are in place. More information will be shared with you in October.

DAYCARE

- McCaig offers daycare service before and after school for McCaig students. **The operating hours for the daycare are 6:30 a.m. to 8:40 a.m. in the morning and from 3:35 p.m. to 6:00 p.m. in the afternoon.**
- McCaig daycare services are available to all students registered at McCaig.
- Registration forms available on the school website and on our Facebook page.
- Students attending daycare on a regular basis (5 days per week) do not pay any or pay a pro-rated amount (3 or 4 days per week) of the portion of school fees allocated to lunch hour supervision.
- Your child must be registered and present in the program. by September 23rd.
- Regular users (3-5 days) the cost is 8.50\$ per child for a regular school day.
- Occasional users (2 days and less) the cost is 14.00\$ per day.
- If a student is withdrawn from daycare, lunchtime supervision will be adjusted and charged for the remainder of the school year.
- For information regarding our Daycare Services, please contact Mrs. Pat Gilmour by phone at 450-621-6111, ext. 6116 or email: pgilmour@swlauriersb.qc.ca

PED DAY DAYCARE

- Daycare services on Pedagogical Days are from 7:00 a.m. to 5:30 p.m.
- As per the MEES, the cost is \$16.50 per pedagogical day. This does not include the additional cost "if" activities are scheduled.
- The usual in-school activities and outings offered during ped days may not be available this year.
- McCaig's daycare is run by qualified, caring educators.
- We offer outdoor playtime, crafts, sports, computer activities and much more.

DAYCARE ARRIVAL

- If you are registered for daycare, you may drop-off your child as of 6:30 a.m. at the daycare entrance of the school.
- **Due to health measures in place, parents will not be permitted in the building.**
- Upon arrival, park your vehicle, wear your mask, and make your way to the daycare door.
- If there are parents ahead of you, please wait on a dot while respecting social distancing.
- A daycare staff member will "buzz" your child in and they will be permitted to enter the school.

DAYCARE ORGANIZATION

- Students will remain with their homeroom bubble while with their daycare group.
- Should students from two or more homeroom classes be combined, the students will respect their "homeroom bubble" within the daycare group.
- Homeroom bubbles will respect social distancing within their group.
- Homeroom classrooms are not being used by daycare.
- Strict hygiene measures are in place to ensure that locations are disinfected prior to the daycare students' arrival and after their departure.
- Activities will respect required sanitary rules and will include regular cleaning of equipment.
- Parents must remain outside when dropping off or picking up their child(ren).

DAYCARE PICKUP

- Daycare pick-up is as of 3:50 p.m.
- You may pick-up your child at the daycare entrance of the school, once the busses have departed.
- Once again, due to health measures in place, parents will not be permitted in the building.
- Therefore, it is highly recommended that you download the "Hop Hop" app.
- For support you can communicate with the Hop Hop team. at:
Email: support@hophop.ca
Telephone: 514-708-7174, 1-888-684-1192
- **Upon arrival, park your vehicle, wear your mask and wait your turn, always respecting social distancing.**

DISTANCE LEARNING

- Parent must provide the SWLSB medical forms filled and signed by a doctor.
- Parents must ensure that the student is present and available for learning based on their distance education schedule.
- Parents must ensure that work is submitted to the teacher.

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HOMESCHOOLING

- Homeschooling is available as an option for parents who wish to do so.
- The parent assumes all responsibility to educate their child respecting the Quebec Education Program.
- Student will be deactivated from the system.
- Parent must register with the MEES secure homeschooling website.
- Register with the school board homeschooling department.
- Parent must develop a Learning project to the MEES, schedule meetings and submit reports.
- The Homeschooling contact can be reached at 450-621-5600, ext 1415.

GREEN SCHOOL

We are continuing with our efforts to make McCaig a 'greener' place this year and ask that everyone work together to make this effort a success. Green schools protect the environment, keep teachers and students healthy, and promote environmental literacy - a triple bottom line! Our student Green Brigade will, once again this year, be leading the way towards making McCaig a "greener" school. They will be continuing with our recycling program, which focuses on educating and encouraging students to participate in making McCaig a positive example of environmental responsibility. Much of our waste is created during the school lunch hour and so we are asking parents to keep our green goal in mind while making choices about what is included in their child's lunch box. **Please note that only reusable containers and utensils should be used to reduce waste.**

NO MORE PLASTIC WATER BOTTLES

- **Single-use, disposable, plastic water bottles from home are not permitted at McCaig.**
- Parents must purchase a reusable water bottle for their child.
- The school has purchased refrigerated, filtered water fountains with a special dispenser for refilling water bottles.
- Please remember to make sure your child's name is on their water bottle.

CATERING SERVICE

McCaig will continue to offer a full-lunch catering service for the 2020-21 school year. However, please be aware that there will be no catering service during the first two weeks of school. Therefore, please send your child with a lunch until the service begins. **Please be reminded that even if you order a lunch from the caterer for your child you must send them to school with a snack.** The name of our food provider is "Piccola Gioia". They only provide lunches that have been pre-ordered. There is no other food for sale. We will send out more information regarding their services very soon. In the meantime, you can visit their website at: www.piccolagioia.com. The password for McCaig is *lunchtime*.

*Please note that our caterer's lunches will no longer include disposable plastic water bottles or disposable plastic utensils. **Parents making use of the caterer's services will need to supply reusable cutlery from home. It is recommended that two sets be purchased and an extra set be left in your child's schoolbag.**

SCHOOL SUPPLIES LISTS

- School supply lists, by grade level, for the 2020-2021 school year are now available for you to access.
- You may view them on our website (<https://mccaig.schoolqc.ca/>), or on the Mozaik parent portal (under "resource").
- For your convenience the supply lists can be accessed directly by clicking on the following link: <https://ssl.swlauriersb.qc.ca/Portal/BuildingDetail/d15e65c2-f9ab-42e2-95c8-65a6124db272>

SCHOOL FEES

- The school fee statement is available on the Mozaik Parent Portal.
- The Sir Wilfrid Laurier School Board is pleased to announce that it is now possible to pay your school fees online with most major banks.
- The methods of online payment are Interac and credit card or you can pay with a credit card over the phone with the school secretary.
- Please note that if your child uses daycare services for five consecutive days you do not pay for lunch supervision.
- Ratio for lunch hour is one supervisor for each student group in Pre-K through grade 6.
- The teachers will distribute school workbooks to the students in class.
- Due to the health and safety measures in place, in person payments will not be possible.

ALLERGIES

Since McCaig has a number of children that react to different food allergens, the McCaig Governing Board passed a resolution that **McCaig be a nut and peanut free school. Please do not send your child to school with nuts or foods that contain nuts.** To assist in promoting awareness throughout the School community, an Allergy Awareness Committee was created in September 2015. This committee is composed of parents from the PPO. More info to follow!

SCHOOL PHOTOS

Please note that "Picture Day" at school will be held on Thursday October 22nd and Thursday October 23rd. Please note that graduation pictures for grade six students will be taken in April. Information regarding the grade 6 graduation photos will be sent to you at that time.

CHECK US OUT

Our address is 501 Northcote, Rosemere, QC, J7A 1Y1. Please follow us on Facebook (*McCaig Elementary School*) or on our website: <https://mccaig.schoolqc.ca/>

We look forward to seeing you and to enjoying another wonderful year at McCaig Elementary but in the meantime, please enjoy the remaining days of summer.

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Mr. Richard Mason
Principal

Ms. Sarah Lefebvre-Gauthier
Vice-Principal

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