



École Charleswood School

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www.pembinatrails.ca/charleswood

September 1, 2021

Dear Parents,

The start of the school year is approaching quickly. The ÉCS Team hopes everyone has had a terrific family summer time. As we prepare for the school year, a year we all hoped would be “normal”, we would like to share the necessary information as we take a number of steps toward this desired state. We also would like you to know we are excited to work with our students and have many positive plans in place, and we extend a special welcome to families and students new to our ECS community!

We have much information to share. For your convenience, we have broken our communications down into key sections: School Start-Up, School Improvements, Parent Advisory Council, and COVID-19 Protocols.

School Start-Up

School supply lists are posted on our website ([school supply lists](#)). It is not necessary to send all supplies with your student on the first day.

We plan to start the 2021-2022 school year with **Student Orientation Days**, recognizing that due to COVID-19 protocols many of our new students have not yet been in the school. On September 8 and 9, students from each grade level have the opportunity to participate in a complete school tour (led by our Leadership Students), and a classroom meeting with their homeroom teacher where expectations will be shared, and timetables will be distributed.

During the Student Orientation Days, each grade level will attend for one half day only. The schedule for our Student Orientation Days is as follows:

- Grade 5 September 8 8:40 a.m. – 11:50 a.m. only
- Grade 6 September 8 12:50 p.m. – 3:30 p.m. only
- Grade 7 September 9 8:40 a.m. – 11:50 a.m. only
- Grade 8 September 9 12:50 p.m. – 3:30 p.m. only

All students will report to school on September 10 for the entire school day and their timetable will start.

Our Secretary Treasurers' department has directed us to collect all fees during the school year in which they will be used. As such, we have not yet collected fees for the current school year. Permission clicks will begin to be sent home later this week according to the fee schedule posted on our website ([fee schedule](#)). Permission Click will be used to collect all payments, although parents will still be able to choose the “pay by cash or cheque” option when they complete their forms. Parents will **not** be paying any extra fees or service fees.

Lunch program information and registration will be sent out shortly. At the start of the year, the cafeteria will not be available. Students will eat lunch in their homeroom classrooms. Information regarding fees and registration will be emailed shortly.

Our “Meet the Teacher” event will be on September 16, 2021 at 5:00 p.m. This Meet the Teacher will occur over TEAMS. A link will be sent to families. As much as we would love you to see our school, it is not the time to gather parents and staff.

Strong Beginnings will occur on September 24 and 27. There will not be regular classes on these two days. Each student will have an individual appointment with their teacher(s) on one of those days for initial assessment and goal setting. More information will be sent home.

A great deal of information will continue to be available for you on our ÉCS school website. The Division has revised the websites over the summer. The revision and uploading of the new websites did have some “bumps”. Some information reverted to old versions. We are aware and are working to update the ÉCS website ASAP. You will find all the same details, perhaps in a location that looks a bit different. Our teachers communicate with parents and students using Edsby. Edsby is also used for parents to report when a child will be away from school.

School Improvements

A great deal of construction has been occurring at the school since the spring. In addition to a roof replacement over the main hallway (parallel to Grant), the old boiler has been removed. In its place the following has been installed:

- Air quality systems have been expanded and improved, including the addition of an ERV (Energy Recovery Ventilator) and distributed forced air ventilation. The ERV exhausts undesirable air (washrooms) and brings in fresh, outdoor air, recovering heat from the exhaust in the process and saving energy.
- The new forced air ventilation system also includes cooling to provide greater comfort in the areas that will now be served with some welcome air conditioning.
- Crawlspace ventilation in the area of the project has been upgraded, reducing the chance of unoccupied service spaces negatively affecting air quality.
- Upgraded and improved controls of the heating and ventilation systems, allowing greater assurance and monitoring of system operation.
- Additionally, the separate roofing project could have positive effects for air quality as fewer roof leaks reduce the chances of wet building materials and the negative effects those conditions bring.

More information about the air quality and ventilation in Pembina Trails can be found at this link: <https://www.pembinatrails.ca/ci/post/00200616-0024-0000-0000-000000008605>

We would like to acknowledge our custodial team for all their excellent work and facilitation, and the Divisional personnel who provided assistance. These teams have cleaned/polished our school while the construction was ongoing, as well as unloaded the classroom furniture from the two storage pods that were filled last fall. They have the school in a positive state of readiness for our students.

Parent Advisory Council

We require a chairperson for our Parent Advisory Council Chair. Nicole Page concluded the last school year as the PAC chair. Now that she does not have any children at the school, Nicole has resigned from her position. Please let us know if you are interested in participating in PAC. The first meeting will be on September 23, 2021 at 6:30 p.m. on TEAMS. You will receive a link for this meeting.

COVID-19 Protocols

As the school year begins, staff and students will continue to follow the fundamentals: daily screening before leaving home, hand hygiene, sanitizing and staying home when sick.

Masks will be mandatory for all Kindergarten to Grade 12 students, staff and visitors in Pembina Trails schools, in buildings and buses. Medical grade masks will be required for all staff, substitutes and teacher candidates from the universities. Fabric masks may be worn by students. Masks are not required for outdoor recess or during other teacher-directed mask breaks.

Two vaccinations are required for all employees by mid October. The 14-day period after the second vaccination must conclude by the end of October 2021 as per Public Health orders. Continued use of the contact tracing forms will still be required. Any visitors to the school must report to the office. Sign in books and visitor stickers will continue. Any volunteers or parent coaches will be required to have two vaccinations.

All students will attend school every day and will be in homeroom groups in their designated classrooms. Students will travel to specialist classes. Cohorts with a maximum of 75 students will be used for our grade 5 and grade 6 classes to reduce potential exposure in students not yet eligible for vaccination. Grade 6 grade level teams will be creating a plan to ensure cohorts are 4 meters apart in the hallways. Grade 5's remain in their classrooms for all subjects except specialists.

Our grade 5 homeroom group numbers are large. As much as we were aiming for "normal" and hoping for the return of the grade 5 classes upstairs, with the registration numbers this is not in the best interest of safety. Eric Paas and Rachel Terrier will continue to work with their classes in the cafeteria areas downstairs. Jared Button will hold his Drama classes upstairs. Terry French will be in the library with his grade 5 homeroom. The library resources will be relocated to the conference room across the hall from the library. A revised floor plan is included with this letter.

We will be planning for the afternoon break. All students will not be able to break at the same time. Teachers who have a class of students for two periods in a row in the afternoon will adjust the time of the break. We are not able to adjust the time of specialist classes as they teach grades 5 through 8. As we work through the 6-day cycle, each hallway group will develop a plan that does not have different cohorts in close proximity.

We will continue to manage the flow of people in common areas. This may include using floor or wall markings to manage traffic in hallways. Washrooms have been assigned by grade level. Signage on the washroom door indicates grade level and capacity.

Teachers will meet their classes outside in designated areas in the morning between 8:35 and 8:40 a.m. and will bring students into grade level doors. Student will stop at the hand sanitizing station just inside the doors, prior to reporting to their classroom. Attendance will be taken in classrooms at 8:45 a.m. Students arriving after this time are to report to the office. Students are asked not to arrive prior to 8:30 a.m. as supervision is not available until the teachers come outside to greet students.

Water fountains will remain closed. The number of bottle fill water stations has increased over the summer. Students are reminded to bring their water bottles and fill them often.

Smaller grade specific (cohorted) assemblies are now possible. Large assemblies will not occur at this time. The ÉCS team became adept at facilitating “Grade Wars” virtually while building school spirit. We will continue to use virtual platforms for our assemblies, in addition to inviting small groups of students to the gym.

Cleaning after each use of materials or equipment is no longer required. Sharing toys, materials and shared play centres is permitted, provided good hand hygiene is practiced before and after use. Libraries will open with pre-COVID-19 procedures. Good hand hygiene is a personal responsibility and must be practiced.

Crossing guards and lunch supervisors will be required to wear masks and be double vaccinated. Students will eat their lunch in their homerooms. Microwaves are not available. Grade 5 and 7 students will eat for the first half hour of lunch in their supervised homeroom; grade 6 and 8 students will eat during the second half hour. Students in grade 7 and 8 who leave the school grounds at lunch with parent permission are asked not to return until just before 12:50 p.m. (the end of the lunch hour). Lunch supervisors will facilitate the cohorts, maintaining distances and supervising groups outside.

School transportation will return to pre-COVID-19 protocols with some additional cleaning of high touch areas. Assigned seating and written seating plans will continue. Mask use will be required for all students, staff and drivers.

Extra-curricular activities and field trips are now permitted, except for overnight trips. We are hoping to hear information soon about the start up of our sports program and the possibility of before school practices. You will receive information as we get it.

Band and music teachers are encouraged to continue outdoor classes, weather permitting. Wind instruments and singing are allowed, while encouraging physical distancing as much as possible. Instruments, including accessories (e.g. drum sticks, mallets, etc.) should not be shared, except for equity of access purposes. If sharing must be done, instruments and accessories must be cleaned and disinfected between users. Good hand hygiene must be practiced before and after use.

Physical education teachers are encouraged to continue outdoor classes, weather permitting. Cleaning of shared equipment after each class is no longer required. Emphasis is now placed on good hand hygiene before and after use. Cleaning of equipment in the fitness room before and after use is still required as well as mask use. Although students will not be changing for Physical Education, changing into a good athletic shoe is recommended for this time in the gym.

Lockers will not be assigned/used at the start of the school year. Students will be asked to take home what they bring each day (as they did last year). Exception – the classes that are mainly housed in one room and have space to leave/store individual belongings. Initiating locker use will only happen after much discussion and a change in COVID-19 protocols.

Parents who would like to continue with virtual learning for their children, and/or have an immune compromised child or family member are expected to register with the Manitoba Remote Learning Center or with Manitoba Home Schooling. The only time virtual teaching and learning will be offered by ÉCS teachers is when a student has been directed to self-isolate.

Our school will NOT be a polling station for the Federal Election on Monday, September 20, 2021.

Lots of information here!! Please contact us should you require further information or have a question. We look forward to this year!

Sincerely,
Adrian Deakin, Vice Principal
Peggy Hobson, Principal