



Phoenix Education Foundation

Significant Changes and Health Protocols for 2020-2021 School Year

In August 2020, Alberta Education released the 2020-2021 School Re-entry Plan. This plan outlines the key messages, parameters and measures that will be in place for the return to in-school programming in September 2020. Schools have been given the freedom to construct re-entry plans that suit their school environment, as long as they comply with the guidelines established by Alberta Health Services.

The last several months have been quite a roller coaster and the coming school year will be no different, but we are looking forward to the adventure! We are thrilled to welcome many new families to the Phoenix nest. In fact, 34% of our students are new to home-based learning. Enrollment has increased 25% and we have hired another teacher. Our staff have been hard at work this summer creating plans and designing spaces so that our school is safe, fun and we all have an amazing year.

Covid-19 has brought many changes to our daily lives and routines and school will be no different. There are a few **significant** changes to several of our processes, so [please read this section carefully!](#) Some of these are a marked departure from our previous routines. Please know that we debated and deliberated long and hard about all of these changes, and we recognize that none of them are perfect solutions.

All of these have been implemented in order to:

1. Comply with Alberta Health and Alberta Education school re-entry and contact tracing guidelines.
2. Keep class sizes small.
3. Ensure that we can maintain the necessary cleaning and sanitizing regime.
4. Ensure that **all** students (BlendEd and HomeEd) have access to classes.

Health directives can and will change over the course of this school year. We will be nimble and take it all in stride...and adapt these rules as needed. Finally, as with all things this year, we ask for your patience and understanding. We have many new families, new processes, and most importantly, new opportunities for us to SOAR TO BRILLIANCE!

On-site Changes

Parents on-site

Parents will no longer be permitted to stay on-site while their child(ren) is in class. Instead, they will need to drop their child(ren) and pick them up at the designated time. The parking lot has been reconfigured to accommodate a drop-zone and fewer parking stalls. Staff will monitor the parking lot drop-off and pick-up times.

Parents of students on an IPP with a requirement for an aide, or a requirement for a parent to be on-site, will be permitted to stay. There will be a designated space in the Learning Commons for these parents. Please do your best to keep younger siblings at home.

Cohorts

Students registered in a block of classes will be considered a cohort (ie, Grade 1 for Fantastic Beasts - Tuesday). This cohort must stay together for the **entire** school day and **no new students may arrive in the afternoon to join the cohort.**

Class Registration

In order to ensure that class numbers are not unevenly distributed over the school year, the school year has been divided into 2 terms.

In order to meet the cohort and class schedule requirements, Phoenix has implemented the following changes to class registration and requirements:

- Students must register for the **entire** day of classes (both blocks).
- Students must register for the **entire** block.
- Single class registration is **no longer** permitted.
- Registration for afternoon only classes is **not** permitted (except for Amazing Race Canada).
- Students may register for classes on a Tuesday **or** a Thursday, but not both.
- Class size is frozen at 14 students.
- There is no waitlist.
- Registration must be completed using bookwhen. Payment (if required) is due at registration.

BlendEd Students

BlendEd students must register for their required classes (5 blocks in the Creation Studio and 2 camps) as follows:

- **Must** register for their required classes **during** their Meet and Greet meeting with their Learning Coach between **August 18 - September 3**. If you are not able to book your meeting during this time, your Learning Coach will select classes for you on September 3. Email class requests will not be accepted.
- **Must** select 2 of their required blocks in Term 1 and 2 blocks in Term 2.
- **Must** select the additional required block during the “Amazing Race Canada” Theme and can be taken at any time (morning or afternoon).
- **Must** register for 1 full day of camps (2 camps) in any term.

Home Education Students

Home Education students will self-register using Bookwhen. They will have exclusive access to class registration from **September 8 - 14**. Seats in every class have been reserved for Home Education students and will be available on a first-come, first-serve basis.

Special Circumstances

Students on an IPP with a modified attendance requirement will be permitted to register for the MORNING ONLY and leave after the morning class.

Additional Classes and Activities

After September 14, online (bookwhen) registration will be open for all families wishing to register students for additional classes and activities. Registration may occur in any term and theme, so long as students attend for the whole day and do not attend both Tuesday and Thursday in a given theme.

Lunch Supervision

As students are now required to attend for the entire day and parents are not allowed to be on-site, Phoenix will provide lunch supervision. Students in grades 1 - 6 require lunch supervision. Students in grades 7 - 9 do not require supervision. The fee is \$30.00 per block and \$10 for camp (fee is \$5 per day).

Students must bring all of their own food, including snacks. There is no microwave or fridge for student use.

Kindergarten will require 2 or 3 parent volunteers to assist with lunch supervision. Details will be confirmed during the first weeks of Kindergarten classes.

Arrival and Departure

There are now 4 entrances to the school: Front Entrance, Founders Room, Garden Room, and Kindergarten Door. Each class cohort will have a designated entrance door, drop-off, and pick-up time.

Students will have a designated bin at their door to store **outdoor attire**. Backpacks, snacks and lunches must stay with the student. There is no cost for the bin rental.

It is very important that your student arrives and departs on time. There will be 2 cohorts arriving and exiting at staggered times at each entrance. Each cohort will move from the entrance to their class as a group. Late students may not join the wrong cohort or have access to their bins.

Students that are late must come to the Front Door.

Drop-Off / Pick Up Schedule:

Class	Entrance / Exit Door	Drop-Off Time	Pick-up Time
Kindergarten	Kindergarten (West side)	8:45 - 9:00 am	3:00 - 3:15 pm
Grade 1	Garden Room (South side)	9:00 - 9:15 am	2:45 - 3:00 pm
Grade 2-3	Founders Room (North side)	9:15 - 9:30 am	3:00 - 3:15 pm
Grade 3-4	Garden Room (South side)	9:15 - 9:30 am	3:00 - 3:15 pm
Grade 5-6	Founders Room (North side)	9:00 - 9:15 am	2:45 - 3:00 pm
Grade 7 - 9	Front Door	9:00 - 9:30 am	3:15 - 3:30pm

Parking/Drop Off

Prior to September 14, families on-site for meetings may use the parking lot or street parking.

Beginning September 14, parking stalls are reserved for handicap parking and parents that are assisting their students in class. Parking passes will be issued for these families. The rest of the parking lot has been rearranged as a drop-off zone. Vehicles will enter from the west entrance and exit behind the building. Staff will supervise the lot during drop-off and pick-up times.

Please use the parking lot drop-off for students that use the Kindergarten and Garden Room Entrances.

Street parking to the west and north of the school is available for students using the Front Door and Founders Room entrances as well as parents that need to visit the school.

The front door will be locked once classes are in session. Please ring the doorbell and someone will assist you.

Health Protocols

Masks and PPE

Masks are mandatory for all staff, parents, volunteers, visitors and students in grade K - 12. Students and staff that chose to wear a shield must also wear a mask. Anyone that requires a mask and arrives without one will not be allowed to enter the building.

Alberta Education has committed to providing a limited number of student masks to the school which we will distribute to students. Please consider sending an extra mask with your student. We have additional disposable masks available for emergency use if a student loses or breaks their mask.

Masks are required when:

- Moving through common areas in the school, including entrances, Learning Commons, travelling to and from the bathrooms
- Anytime that 2m distance cannot be maintained, for example: group work, standing close to a student to assist, or ask a question

Masks are not required when:

- Staff are alone in their offices
- Students are seated and working quietly at their desks

Mask Exemption

- We are working with Alberta Health Services to formulate mask guidelines for students and staff who are unable to wear masks due to medical conditions or other needs.

Staying Clean and Healthy

Respiratory etiquette will follow Alberta Health Services guidelines, including encouraging and reminding students to cough and sneeze into their elbows.

Students will need to sanitize their hands when:

- They enter and exit the building
- They enter and exit a classroom

Students need to wash their hands:

- After using the restroom
- Before and after eating
- After sneezing and coughing into their hands

Phoenix will provide all of the classroom supplies (crayons, scissors, glue, etc) needed for all classes. Please do not send these supplies from home. Each student will have their own labelled supply bag that will stay at the school for the year.

Self Screening

Everyone that enters the school must self screen before they leave for the school. The self screen questionnaire is attached.

Anyone that is sick **MUST** stay home.

Cleaning and more

We have also:

- Installed hand sanitizer stations at all doors and classrooms
- Installed plexi-glass dividers on desks in most classrooms
- Installed additional sinks
- Met with Alberta Health Services to review our plan and classroom layout and procedures

Finally...

We know this is uncharted times for all of us, and especially uncharted for our new families. We are here to help, to listen, and to support your family in this educational journey. Please reach out to us if you have any questions, concerns or worries.