

Millwood Elementary

Pre-Primary Program

Daily Screening Before Coming to School

- We need families to monitor the health of their child(ren) each day before they come to school using the COVID-19 Daily Checklist.
- Students should remain home when they are ill, even if their symptoms are mild, and contact 811.
- Copy of the COVID Daily Checklist is posted on our school website. <https://mle.hrce.ca/>

If your child Develops COVID symptoms during the school day

- The classroom teacher will notify the office
- Student will wait in a designated area in the office.
- Parents will be contacted and asked to pick up their child and contact 811 for direction
- Administration will seek direction from public health regarding next steps.

Facemasks

- Currently when at school, all students will be required to wear a mask.
- Masks are not required during outdoor activities.
- Students must wear a mask when riding the bus.

Hand Washing/Sanitizing Procedures

- Students will sanitize/wash their hands whenever they enter the school building and then when they enter their classroom or walk across any threshold.
- Students will sanitize/wash their hands when before and after eating.
- There will be hand sanitizing stations outside each classroom.

- **Nut Aware and Scent Aware Building**
- We are a “Nut Aware” school. Please do not send snacks containing peanuts.
- **We are a “Scent Aware” school. Please refrain from wearing scented products when visiting the school. We have a staff member with a life threatening allergy to scented products.**

Where to find Information

- School website: <http://mle.hrce.ca>
- MainOffice: 902-864-7510
- School Messenger and email communication from the classroom will be used to contact parents at the email provided with school information.

Morning Drop Off:

The Pre-Primary Program starts their day at 8:20 a.m.

Please drop your child off at the back doors of the school where Pre-Primary staff will meet you. Please speak to one of the Pre-Primary staff before dropping your child to ensure they have marked your child in attendance and have them in their care.

There is a doorbell at our cohort door that will ring in the classroom. If a staff member is not outside, please ring it and we will come to you.

Afternoon Pick Up:

The Pre-Primary Program finishes the day at 2:30 p.m.

The teachers plan to be outside daily in the morning and the afternoon.

Morning drop off and afternoon pick up will be outdoors on school property.

Pre-Primary staff will sign out your child daily.

If you need to pick up your child early, you can contact the office or your child's teacher. Please ring the doorbell at the back door for an early pick up

Bussing Information

- For more information on bussing and to register your child go to <https://www.hrce.ca/about-our-schools/student-transportation>
- All children, students, monitors and drivers will be required to wear non-medical masks.
- Pre-primary students will be met at the bus by one of their teachers

Pick Up Authorization:

It is **VERY** important that we know if you are sending someone different to pick up your child. This person will need photo I.D. for the first pick up before we authorize the release.

Safe Arrival:

Pre-Primary does not participate in the P-12 safe arrival program however it is critical that we know if your child will be late or absent from the program.

Please note that there is not an attendance policy for Pre-Primary.

Late Arrival:

If you arrive after the program start time of 8:30 please the school and a Pre-Primary Early Childhood Educator will need to meet you outside.

If you plan on coming part way through the program day this must be planned and coordinated so you can be met outside. We encourage all families to be on time and ready for the start of the day when all children are arriving for Pre-Primary and staff are already outside.

Extra Clothing:

Your children will be experiencing lots of messy play, and outside play for a minimum of 2.5 hours a day while in our program. Please ensure you have minimally one full change of clothes.

Ensure your child is prepared for outdoor weather at all times.

If we do not have enough gear to change a child we will call home/work to ask for clothes to be brought to school or to pick up the child.

Morning & Afternoon Snack:

Snack will be provided twice per day in our Pre-Primary Program; we will serve a fruit and/or vegetable with every snack plus another food group.

Please let us know if there are any diet restrictions and/or food allergies.

Lunch:

Please provide a lunch for your child daily. We will have lunch around noon in most programs.

Please do not send any food that requires heating. We ask that you preheat this at home and place into a thermos.

We do not have a microwave in the Pre-Primary program environment.

Portfolios:

Each child in the Pre-Primary Program will have an individual portfolio that will follow their development while in our program. This may look different in each classroom. You will be part of an online community where you can see what your child doing during the week.

School Supplies:

The Pre-Primary children do not need to bring school supplies to school.

Medicine:

If your child needs to have any medication administered during the school day this must be kept in the office with the appropriate forms to be completed at the school site.

Driveway is now a Bus Loop

The driveway is now a bus loop and is closed to non-authorized vehicles between 8:00-8:30 AM and 2:20-3:00 PM.

The parking lot is for authorized personal and vehicles with priority access designation only.

Parents must park on the side streets and then walk to the playground. Please respect social distancing guidelines while on school property.

