



Shannon Lake Elementary

3044 Sandstone Drive West Kelowna, B.C. V4T 1T2 Phone (250) 870-5132 Fax - (250) 870-5073

Dear Parents and Guardians,

First, on behalf of the SLE staff, we want to thank you for your incredible support and flexibility in what seems to be an ever-changing educational landscape. Over the past week our staff have been planning for continuity of learning and working to re-organize learning spaces, revamp schedules, and consider/adjust classroom routines to maximize space and prevent crowding wherever possible. Our staff have also re-evaluated and modified classroom procedures, as well as transitions within the school, to further minimize congestion and facilitate hand hygiene. We have also updated our school's communicable disease prevention plan which can be viewed on our school's website.

Our community is in a situation that is extremely fluid/dynamic, requiring us to be flexible and adaptable as we work together to meet the needs of our students. As we look to welcoming our students back to in-person learning on January 10th, we fully value families as partners and ask for, as well as welcome, parental engagement in their children's education. Given the unique circumstance, we ask that parents and families support us with the following:

- Responsibilities for all (parents, students, and staff):
 - Complete a daily health check prior to arriving on site
 - Stay home if you are ill
 - Well-fitting masks are worn (as per Provincial Health Orders)
- If your child will be absent please use the School Messenger App or School Messenger link on our school website (<http://www.sle.sd23.bc.ca>)
- We are limiting visitors to those directly benefitting student learning and well-being
- Communication with teachers or the office should be through email or telephone
- If you need to drop-off late or pick-up early, please pull into the "kiss and ride" at the front of the school and call the office (250-870-5132) to wait for someone to come out and meet your child
- Parents/Guardians of students who present symptoms at school will be called to pick up the student
- Please be aware that circumstances can change quickly. We will continue to use our school messenger system to communicate via email and text. Ensure you check these regularly.

As always, if you have any questions please do not hesitate to contact me.

Barrie MacLeod

School Day Procedures

- Arrive at Shannon Lake Elementary by 8:25am
- Students will continue to line up with their classes in their assigned areas (same as December.)
- Please send your child each day with:
 - A well-fitting mask
 - A labelled and full water bottle
 - Suitable, healthy snacks and lunch in labelled containers to support physical distancing during eating time, students will take home what they bring with them
 - Clothing and footwear appropriate for the weather and physical activity. Students will be spending more time outside. Parents are strongly encouraged to send clothing appropriate for the weather
 - Please **DO NOT** send personal belongings like toys, athletic equipment, trading cards etc, from home.
- Through the day, access to hallways will be limited to classes moving together, bathroom breaks, and essential movement within the school.
- Each class uses specific bathrooms, and access is limited to a certain number of students at a time (line-ups will be marked outside bathrooms for students waiting).
- Students are expected to give each other personal space, avoid physical contact and follow our “hands-to-self” expectations
- Any students exhibiting signs of illness will be isolated and parents will be called to either pick up their child or make arrangements to have their child picked up as soon as possible

We are making every effort to keep our school clean and safe – including daily cleaning and disinfecting and specific teaching to students about safety protocols, expectations for safe behaviour and any changes to classroom routines.

Again, we are incredibly grateful for the support that has been shown by all of our SLE Families. If you have any questions at all, please contact us at 250-870-5132 or sle@sd23.bc.ca

Stay healthy and safe.

Sincerely,

Mr. MacLeod and Mrs. Gordon