



# Duncan Cran Elementary School

8130 89th Avenue  
Fort St John, B.C. V1J 5S5

<https://duncan.prn.bc.ca/>  
<https://www.facebook.com/sd60dc/>

Griff Peet- Principal  
Janny Lavoie- Vice-Principal  
250 787-0417 phone  
250 785-1581 fax

Monday August 31, 2020

Dear Parents/Guardians,

Welcome back to Duncan Cran Elementary School. On behalf of the staff, we would like to say how excited we are to see all our students and families as we start our school year. We have been receiving a number of questions regarding opening day, school supplies and procedures. Hopefully this newsletter will help to address your questions and put you somewhat at ease for start-up.

We understand that families and students may be anxious about coming back to school. Please remember that we have your best interest at heart and we are confident that we will restart safely.

Closed Campus: Duncan Cran Elementary School will be a closed campus as per District protocol. This means that there will not be any user groups in the school at any time. Staff will have access to the building on the weekend for school business only (planning and preparation). Family members will not be in attendance while staff are in on the weekends. Parents who wish to meet with teachers or administration must call and book an appointment. This is to restrict additional adults in the building. Please call or email directly. If you need to pick up your child for an appointment, please contact the office and we will arrange for your child to meet you outside at the designated time.

First Day Procedures: School will begin for grade 1 to grade 6 on **Thursday, September 10th from 8:45-10:45. Please expect an email or phone call from your child's teacher and class number on September 9th.** Upon arrival on Thursday, students will line up near the playground with their teacher and be taken into the school. Staff will be circulating to ensure that all students find their teacher.

**Please note:** As we are unsure of the configuration of the school at this time (we are not sure which families have moved in or moved away), your child will be assigned this teacher until Friday. At that time, we may have to do some shuffles if there are

fluctuations in registrations. All staff will work together to make your child feel safe, secure and supported.

Dismissal on the first day will be at **10:45 a.m.**

Please make sure that you use the **Daily Health Check** every day to ensure your child/children are healthy. This form is provided at the end of this newsletter.

Kindergarten: Kindergarten students will be on a gradual entry. The kindergarten teachers will be calling all families on **Wednesday, September 9<sup>th</sup> and Thursday, September 10<sup>th</sup>** to review the schedule for each child. Full day kindergarten begins on **Thursday, September 17<sup>th</sup>**. A more specific timetable is provided at the end of this newsletter.

### **Safety Procedures**

The School District Health and Safety Department have been working tirelessly this summer to ensure that all protocols and safety procedures are in place to keep students and staff safe. Earlier last week, Superintendent Mr. Stephen Petrucci sent out a parent letter via MyEdBC outlining the Restart Plan and Safety Procedures. This document can be found at the following link:

[Stage 2 - K-12 September 2020 Restart Plan](#)

**Daily Health Check:** Attached at the end of this letter is a Daily Health Check. This checklist is to be used daily to ensure that everyone that comes into our school will be healthy. Any indication that a child or staff member is sick, means they need to stay home.

#### **Learning Groups/Cohorts:**

In accordance with the Ministry of Education and the BC Public Health Officer, we are dividing our students and staff into cohorts of no more than 60 people. Students within their cohort do not need to maintain physical distance. When interacting with staff and students outside of their cohort, physical distancing will be required and masks must be worn when physical distancing is not possible.

**Frequent Handwashing:** Students and staff will be required to wash their hands frequently (upon entering, before breaks and after breaks, when going to the gym, the library or bathroom etc).

**Masks:** Masks are not required for elementary students but will be available if requested.

**If your child becomes ill while at school, you will be phoned for immediate pick up.**

School Fees: The School Board has approved our school fees for the 2020-2021 year as well as the School bell schedule. We ask that fees be paid by October 1<sup>st</sup>. Please see the school fee table along with the bell schedule below.

Cultural fees help to offset the cost of all the cultural performances and art residencies that will be held in 2020-2021.

<b>Grade Level:</b>	<b>Supplies:</b>	<b>Cultural Fee:</b>	<b>Technology</b>	<b>Total Cost:</b>
<b>Kindergarten</b>	\$20	\$10	\$0	<b>\$30</b>
<b>Grade 1-5</b>	\$0 Students purchase their own supplies.	\$10	\$0	<b>\$10</b>
<b>Grade 6</b>	\$0 Students purchase their own supplies.	\$10	\$35 Insurance Charge for Grade 6: As per board	<b>\$45</b>

2020-2021 Bell Schedule:

- 8:40 a.m.      Warning bell
- 8:45 a.m.      Class begins (110 Minutes)
- 2:50 p.m.      Dismissal

**Before school supervision begins at 8:25. After school supervision ends at 3:05.**

End of day dismissal will be at the regularly scheduled times. Classrooms will be encouraged to dismiss from outside on nice days to assist in traffic flow through the school.

**Meals Program:** Duncan Cran will be offering a school meals program starting on September 21st. Menus will be coming home by September 14<sup>th</sup>, so please watch for them. All directions will be included in the menu paperwork. This is a successful program provided for by the district and we look forward to providing this option for your families.

Friday, September 11<sup>th</sup> will be a full day for students in Grades 1-6. Please remember to pack a lunch, a water bottle and inside shoes. We encourage all families to label all items to help the children keep track of their shoes, clothing, lunch kits, and backpacks. If you are interested in purchasing any labels as a fundraiser for the school PAC, please look at the following link.

Labeling is a great way to make sure no one's stuff goes missing.

Visit [www.DuncanCran.lovablelabels.ca](http://www.DuncanCran.lovablelabels.ca) to place your orders!

Your order will be mailed directly to you and shipping is FREE!

We hope you are all as excited as we are for the upcoming school year. Enjoy your last week of summer holidays!

Sincerely,

Griff Peet  
Principal

Janny Lavoie  
Vice-Principal

## General School Supply Lists

We are providing these lists of general supplies a bit early so parents have more time to prepare for the upcoming school year. Each teacher from Grades 1-6 will send out a more specific list during the first week of school in September.

### Kindergarten:

Backpack  
Lunch Kit  
Water Bottle  
Inside Shoes  
Kleenex

There will be a \$20 charge for Kindergarten supplies at the start of the school year.

### Primary:

Backpack  
Lunch Kit  
Water Bottle  
Inside Shoes  
Pencils  
Erasers  
Crayons  
Markers  
Glue Stick  
Pencil Crayons  
Scissors  
Pencil box or bag  
Kleenex

### Intermediate:

Backpack  
Lunch Kit  
Water Bottle  
Inside Shoes  
Pencils  
P  
ens  
Pencil Crayons  
Glue Stick  
Scissors  
Erasers  
Ruler  
Pencil box or bag  
Kleenex





## School District No. 60

PEACE RIVER NORTH

10112 - 105 Avenue, Fort St. John, British Columbia V1J 4S4 Phone: (250) 262-6000 Fax: (250) 262-6046  
OFFICE OF THE SUPERINTENDENT OF SCHOOLS

DISTRICT ADMINISTRATION OFFICE

K-12 Restart  
August 20, 2020

Dear Parents,

Since the announcement on July 29th of a return to school this September, District and school administrators have been putting together our safety and learning plans. We will be ready to receive students on Thursday, September 10th and are looking forward to having all our students back in school!

The guidelines for this plan have been developed by the BC Public Health Office under the direction of Dr. Bonnie Henry. The enhanced cleaning of schools and buses, washing of hands, traffic flow management, etc. will all be in place along with extra cleaning personnel and sanitization stations. Additionally, schools will be organized into "Learning Groups", which are very similar to the current elementary model where there is a defined group of students interacting with each other and a limited number of adults. This allows Public Health to carry out "contact tracing" as part of their health measures.

We learned a lot from our limited restart in June and were able to establish extensive health and safety procedures for students and staff that will continue this Fall. As opposed to other public activities, school is a highly controlled environment, where we know the attendance and location of every person, are able to implement regular handwashing procedures, and control access to the building.

Having students back in school is very important for our community and society. Many of our youth and families have endured serious hardship and challenges as a result of limited access to in-person instruction and support. In addition to the safety measures mentioned above, here are some of the key elements of which parents should be aware:

- Parents will be provided with a "Daily Health Check" checklist to carry out with their children each day before sending them to school. Any students or staff that are sick are not to attend. If a child is sick at school, parents will be contacted for immediate pick-up. The parents will connect with health authorities in terms of illness and COVID symptoms.
- If there is a case of COVID-19 transmission, whether it is in the public or school domain, Northern Health takes the lead and is responsible for all communications and follow-up. They alone determine who is a "close contact", who needs to be notified and who is required to self-isolate.

- There are some very specific cases of students that are immunocompromised, undergoing medical treatments, etc. that would put them at greater risk. Parents should work with their doctor and school principal to determine the best course of action and education program.
- Parents may be considering other educational options. We would like to see all our students back in their schools. However, other options include Distributed Learning (Key Learning Center), home-schooling and private education options.
- All bus runs will be operational. We will be taking every health precaution in terms of disinfecting the bus after runs, tracking attendance, and maintaining seating plans. Masks are mandatory for middle and secondary students when riding the bus. The District encourages private transportation where possible in order to reduce the density on the buses.
- Public/parent access to schools will be limited and by appointment only.
- 3<sup>rd</sup> party use of schools (ie. community sports groups) will not have access to schools at this time.

Over the next couple of weeks, there will be further communication from the District as well as from your home school with specific information on the first week of school. We continue to work with our unions, parent groups and Indigenous groups to complete our planning. As you read through the [K-12 Restart Plan and Public Health Guidance](#) documents, we would also like to get your feedback in terms of your questions and areas that need further clarification. Please complete this [survey](#) (action item) to provide your feedback. Please also check our website ([www.prn.bc.ca](http://www.prn.bc.ca)) and Facebook feed for ongoing updates.

Sincerely,



Stephen Petrucci  
Superintendent of Schools

## 2020 Kindergarten Start Up

Date	Activity	Time
Thurs Sept. 10th	No School for Kindergarten (Only Grades 1-6 attend) Kindergarten Teachers will begin calling parents in the afternoon with K start up information.	
Fri., Sept. 11th	Kindergarten Teachers will continue to call parents to answer any questions and invite them to scheduled student only play time.	
<b>Mon., Sept. 14th</b>  <b>Due to the Provincial Health Officers guidelines, parents are not allowed inside the school. Only staff and students will enter the school. Thank you for your understanding.</b>	Play session for Girls (parents drop off at outside doors at the Kindergarten end of school)	9:00 – 10:00
	Play session for Boys (parents drop off at outside doors at the Kindergarten end of school)  <b>*Teachers will email parents in the afternoon to inform you of your child's teacher and classroom.</b>	11:00 - 12:00
Tues., Sept. 15th	Scheduled child visits with the classroom teacher. Parents will meet teachers outside K doors.	9:00-3:00
Wed Sept. 16th	Scheduled visits continued for students.	9:00-3:00
Thurs Sept 17th	First Full day of K. Students need a snack, lunch and velcro inside shoes.	8:50-2:50



# Daily Health Check

Each day, you must go over this Daily Health Checklist prior to sending your child to school.

Please perform a daily health assessment prior to entering the School / Building * This checklist does NOT need to be submitted. This is a self directed assessment.			
1. Symptoms of Illness*	Do you have any of the following symptoms?	Circle One	
	Fever	Yes	No
	Chills	Yes	No
	Cough or worsening of chronic cough	Yes	No
	Shortness of breath	Yes	No
	Sore throat	Yes	No
	Runny nose / stuffy nose	Yes	No
	Loss of sense of smell or taste	Yes	No
	Headache	Yes	No
	Fatigue	Yes	No
	Diarrhea	Yes	No
	Loss of appetite	Yes	No
	Nausea and vomiting	Yes	No
	Muscle aches	Yes	No
	Conjunctivitis ( pink eye )	Yes	No
	Dizziness, confusion	Yes	No
	Abdominal pain	Yes	No
	Skin rashes or discoloration of fingers or toes	Yes	No
2. International Travel	Have you or anyone in your household returned from travel outside Canada in the last 14 days?	Yes	No
3. Confirmed Contact	Are you or is anyone in your household a confirmed contact of a person confirmed to have COVID-19?	Yes	No

If you have answered "YES" to any of the questions, **STOP** and please do **NOT** the enter building.

If you are experiencing any symptoms of illness, contact a health care provider for further assessment. This includes 811, or a primary care provider like a physician or nurse practitioner.

If you answered "YES" to questions 2 or 3, use the COVID-19 Self Assessment Tool to determine if you should be tested for COVID-19.

## Help Stop The Spread Of COVID-19

Month Ahead for Parents  
September  
Duncan Cran Elementary School

Monday	Tuesday	Wednesday	Thursday	Friday
Aug 31	Sept 1	2	3	4
7	8 School Opens Staff Orientation	9 School open Staff Orientation	10 School starts 8:45-10:45 a.m.	11 Full Day for Grade 1-6
14 School Meal Menus sent home	15	16	17 First Full Day for kindergarten	18
21 School meals program begins	22	23	24	25 Provincial Pro-D Day School Closed
28	29	30		