Welcome to Summer Session at Capitol Hill Elementary

We are looking forward to welcoming all our enrolled students to Summer Session 2020 at Capitol Hill Elementary.

**Elementary Summer Session at Capitol Hill**

**Dates:** Monday, July 6th to Thursday, July 23rd
**Summer Session Hours:** 9:00 a.m. to 12:15 p.m.
**School Phone:** 604-296-9006 (Ext. 3)
**Site Supervisor:** Andrew Lee

**IMPORTANT - PLEASE CONFIRM YOUR CHILD’S SUMMER SCHOOL REGISTRATIONS BEFORE COMING TO SUMMER SESSION.**

Use the [Summer Session Course Registration Verification](https://registration.sd41.bc.ca/Forms/ssessioncourseregverify) to confirm your child’s enrollment within Summer Session.

Enter your child’s PEN (Personal Education Number) and birthdate into the tool to check.

**Important information to make note of:**
- Check to ensure that your child is enrolled at Capitol Hill Elementary Summer Session
- Confirm and write down your child’s Course Number
  - Use this Course Number to find the designated line up/pick up area for your child’s course (see map below)
  - **Please note:** Some of our courses have two sections. Most of the sections designated areas are beside each other and your child’s teachers will inform you of your child’s section.

**Finding your child’s course on the first day**

1. Use your child’s **Course Number and Course Name** to find your child’s designated line up/pick up area on the map at the end of this letter.
2. Proceed to that area (each day)
3. There will be **Traffic Cones with Signs** with Course Numbers and Course Names at each area.
4. Line up at your Course using the socially distanced line up markers. Remember to allow for social distance between students, staff and other families.
Health and Safety at Capitol Hill Summer Session

The health and safety of our students, staff and their families a priority for the Burnaby School District and Summer Session at Capitol Hill Elementary. A number of health and safety measures and protocols have been put into place to keep everyone as safe as possible. It is important that all students and families review these measures and protocols before attending Summer Session and follow these expectations while at Capitol Hill Elementary.

1. **Student’s Designated Line Up/Pick Up Areas** - Students will line up to enter classes and be picked up after Summer Session at their designated areas. *(Please see the attached map for your child’s designated area)*

2. **Students and Staff Only in the Building** – Parents and guardians may not enter the school building without permission from the Site Supervisor. Access to those, other than students and staff, is by arranged appointment only. *(See contact information above)*

3. **Student Health Checks** – All students must complete a daily Health Check before entering the building. If the child, or anybody within the household, is ill with Common Cold, Influenza, Covid-19, or other unusual or persistent respiratory symptoms, the student will not be able to enter the school building. **Ensure there is a parent/guardian at the daily Health Check if the student is not able to answer the Health Check questions by themselves.**

4. **Student Handwashing** – Students will wash their hands each time they enter the classroom and before eating snacks.

5. **Class Sizes** – Class sizes have been limited to 15 students (10 for Getting Ready for Grade One courses).

6. **Student Possessions** – Students should limit the number of possessions they bring to school. Students should bring basic school supplies, recess snacks, and any extra clothes within one backpack. These possessions will be kept on the back of their chairs at their workstations. There is no access to the coatrooms for storing possessions.

7. **Recess Snacks and Water Bottles** – Students should bring their own recess snacks in child-accessible containers. All snacks will be consumed inside the classroom. Students should also bring a water bottle with enough water for the day. Water fountains are closed throughout the school and water bottles cannot be refilled.

8. **Teaching Health and Hygiene Habits** – Students will be explicitly taught health and hygiene habits during Summer Session classes. Topics will include handwashing techniques, social distancing and avoiding physical contact, hand and face hygiene, proper technique for covering coughs and
sneezes, washroom protocol, as well as the importance for outside activity, healthy foods and healthy sleeping habits.

9. **Outdoor Activity** – All students will have outdoor activity as part of their daily schedule. Outdoor activity will occur “rain or shine”. **Please ensure that your child has appropriate clothes for the weather conditions.**

10. **Avoiding Physical Contact Between Students** – The Provincial Health Officer has stated that having students social distance in the school setting is challenging. While we will be asking students to social distance as much as possible, we will be teaching our students to avoid physical contact and practice all other health and hygiene habits.

11. **Sharing of School Resources and Supplies** – Whenever possible we will be asking students to use their own supplies. In cases where students may use shared resources (e.g. technology devices, musical instruments), students will only share resources within a small set group of students to limit the “bubble” of students they interact with. As well, students will be asked to demonstrate proper health and hygiene habits, and to wash their hands after sharing resources.

12. **Student Illness While at School** – Students who become ill or display unusual or persistent respiratory symptoms while at school will be moved to an isolation room with staff supervision and parents/guardians called for pickup. **Please ensure that your child’s teacher has your current and most reliable contact information.**

13. **Enhanced Cleaning and High Touch Surface Cleaning** – High touch surfaces such as desk/table tops, door handles, and sink areas will be disinfected once during the morning session. All classrooms and areas utilized by Summer Session will undergo enhanced cleaning after each day after students depart and in the morning before students arrive.

**What to Bring to Summer Session**

- Backpack to contain all student possessions
- Recess snack (in child accessible container)
- Water bottle (with enough water for the day)
- Appropriate clothes/hats/footwear for the weather and outdoor activity
- Basic school supplies (Please note that teachers may request for students to bring additional supplies)
  - pencils and eraser
  - ruler
  - pens for intermediate writing courses
  - binder with lined paper intermediate courses
  - crayons (lower primary courses) and/or pencil crayons (upper primary and intermediate courses)
Capitol Hill Summer Session Line Up Areas

The areas indicate the beginning of day (9:00 a.m.) line up areas and end of session (12:15 p.m.) pick up areas for each class.

Please check your child’s course number and meet in the areas indicated for your course. Once in that area, there will be signs to direct you to your child’s specific line up. Please remember to keep a social distance away from other students and families while lining up.