



M. G. TEED MEMORIAL SCHOOL
151 Black Street
Saint John, NB
E2K 2L6

Telephone: (506) 658-5352
Fax: (506) 658-6312

Principal, Mr. MARK CROWLEY Administrative Assistant, Michelle McCaughan
Vice Principal, Mrs. Tanya McGrath

Hello Teed Families,

We hope all is well as you prepare for the start-up of school next week with students. Our school numbers have grown this school year due to reduced class sizes for COVID protocols established by EECD. We have had to create several new classrooms. This has been a very busy summer and last few weeks in terms of our new construction/moving classes around the building. With all that said, we are ready to receive our students and are excited to start this unique, new school year!

As you are aware, we will be having a staggered entry into school as will other school across our province. Your child's homeroom teacher has reached out to you via email, welcoming you and your youngster to their class. Students have been divided up into groups, based upon 5 students per day coming to school beginning on Tuesday, September 8th and following this staggered schedule until Thursday, September 10th. All students from K-2 will be attending school on Friday, September 11th.

STAGGERED ENTRY DATES

- **Tuesday, September 8** – Students last names **A-F**
- **Wednesday, September 9** – Students last names **G-M**
- **Thursday, September 10** – Students last names **N-Z**
- **Friday, September 11** – ALL STUDENTS A-Z ATTEND

OUR SCHEDULE

7:45 a.m. – 8:10 a.m.	Soft Entry/Start
8:10 a.m. – 9:40 a.m.	Instructional Time
9:40 a.m. – 9:55 a.m.	Morning Snack (In Classroom)
9:55 a.m. – 10:10 a.m.	Morning Recess (Indoor)
10:10 a.m. – 11:40 a.m.	Instructional Time*
11:40 p.m. – 12:10 p.m.	Lunch (In Classroom)
12:10 p.m. – 1:40 p.m.	Instructional Time*
1:40 p.m. – 2:00 p.m.	Soft Close and Preparation for Dismissal
2:00 p.m.	Dismissal

*There will be staggered outdoor recess for classes assigned during this time

DAILY ENTRY

Our school hours have changed slightly due to transportation changes and COVID policies, our Bus students will be dropped off at our school at 7:45am. Our doors will also be open for our walkers and

students being dropped off by families at this time. Our doors will be open from 7:45 to 8:00am, after this we are asking students to go to the front door of the school and ring the buzzer to enter the school. Staff will be ready to receive students at 7:45 a.m. and not earlier. Students will not be spending time outside in the school yard as has been the practice in the past.

- **Bus students** will enter and exit the school via the front door.
- **Walkers** and students who are dropped off will enter through the back door from the school yard, next to the Student Drop Off Area, proceeding directly to their classrooms.

Students will be entering the school upon arrival and going to their classrooms. Students will be changing into their indoor shoes, hanging up book bag, jackets, etc., then washing their hands and proceeding to their classroom bubbles. Homeroom teachers will be present in their classrooms to meet students and begin their “soft start” to the day. O Canada will be played at 8:07am, signaling the end of the soft start and the beginning of our instruction/classes at 8:10am.

DISMISSAL

School will be dismissed at 2:00 p.m., with **bus students** being walked to awaiting buses through the front door. **Walkers** will be dismissed by the back door leading to the school yard. We would ask that parents/care givers meet their students on the black top of the school yard. Staff will not release students until their parents/care givers have identified themselves. **Please inform your child’s homeroom teacher what after school arrangements are in place for your child.**

MASKS/OPERATIONAL PLAN

All students will be required to wear a mask upon entry into the school and anytime of their classroom bubble. This safety precaution is being taken as we are unable to ensure a 2-meter physical distance between students and staff in common areas. Students will spend most of their time within their classroom bubble, not requiring a face mask or physical distancing. When children are required to wear a mask in common areas, they will be supervised by staff members as they move to and from their classrooms.

Our students will adapt very well to the new protocols that have been put in place as safeguards in our school’s Operational Plan. This plan will be posted to our school website on September 3rd. This Operational Plan is a living document and will be reviewed monthly and changes made if required to ensure our school community’s safety. EECD has asked that all students arrive at school with 2 clean masks each day. This information can be found on the gnb.ca website.

STUDENT DATA/INFO SHEETS

Students will be receiving a series of information sheets their first day of school, we would ask that you complete these and return them to school on Friday of the first week, September 11th. This information is vital for us to have regarding emergency contacts, health concerns, afterschool arrangements, etc. We would ask that this information be kept as up to date as possible, informing your child’s teacher and Ms. McCaughan, our Administrative Assistant, of any changes, so we can keep our information as up to date as possible.

Mark Crowley
Principal