



Wellington Elementary School
920 Boundary Street
Prescott, Ontario
613-925-2803
Principal: Peter Onstein

September 2nd, 2022

Dear Families,

I hope this letter finds you well rested after a beautiful summer. The staff at Wellington have been in getting the school ready to welcome our amazing students back to school. As you may know, the school has been under major renovations this summer. New lighting, ventilation including heating, air conditioning and HEPA filtration as well as solar panels are all part of the project and we will be excited when it is completed.

Teachers will be reaching out via email today to all families. On the first day of school, students will line up at the sign with their teacher's name on it located in the school yard. If you are new to Wellington or have a student who is nervous about the first day, please be assured that there will be many adults on hand to help them find their way.

Here are some more information items:

Arrival:

Bus Students: At 9:20 am, bus students will unload at the front of the school. Students will be greeted by a staff member and be directed through the front doors and out onto our yard.

Walkers / Drop Offs: At 9:20 am, students will be welcomed through the walker gate. **Please do not arrive early, as we are not able to have students on the yard before 9:20 am.** Parents are encouraged to do curbside drop-off if your child is old enough to line up independently. If you need to accompany your child to wait to enter the yard, you can do so; however, parents/guardians are not permitted inside the gated area. Please be patient, parking is limited and the drop off area could become congested at arrival and dismissal. Please consider parking farther away from the school and walking your child to the drop off zone.

Dismissal:

Bus Students: At 3:35 pm, classroom teachers will walk students to their buses.

Walkers / Pick-ups: At 3:35pm, classroom teachers will walk the walkers/pick-ups to the north gate where they will wait for their parent to arrive. When parents arrive to collect their children, classroom staff will call them from the waiting zone, one family at a time. Please be patient. The pick-up area may be busy, and we need to ensure that students and families are physically distanced as they await pick-up. Parents are asked to line up along the fence and wait to be greeted by the dismissal staff. We thank you in advance for your patience in the first few weeks as we work to make this an efficient process.

Lates/Early Pick-Up:

When possible, please avoid arriving late and/or leaving early as this disrupts the learning of the class. If this cannot be avoided, please call the school to notify us that you are dropping your child off late. Young children will need to be escorted to the door and buzzed in to ensure the child is received by office staff. Please notify the office prior to the arranged early pick up time and notify the office when you have arrived. Your child will meet you outside the main doors. The school phone number is 613-925-2803.

Daily Routines

Our new daily schedule is from 9:20 am to 3:40 pm

9:20 Entry

9:20-9:35 Recess

9:35-12:05 Learning Block 1

12:05-12:25 Half of the school eats lunch, other half has recess in 4 designated zones

12:25-12:45 All school on Recess

12:45-1:05 Half of the school eats lunch, other half has recess in 4 designated zones

1:05-3:35 Learning Block 3

3:35-3:45 Bus Loading & Dismissal

Wellington Family Handbook

Your child will bring home a Wellington Family Handbook the first week of school. Please review all the material in the handbook including the Code of Conduct and other helpful information about our school.

Before School Daily Screening:

Parents required to screen their child/children each morning prior to bus or school arrival. You can use the on-line screening tool at <https://covid-19.ontario.ca/school-screening/> or follow the screening tool send via email to all families. Any child showing COVID-19 symptoms should not come to school. Please ensure that you contact the office to advise that your child is ill.

Water Bottles:

Water bottle filling stations are located throughout the school and are operations. Please make sure your child has a labelled, full water bottle to bring to school each day. Students will have access to our new water bottle filling stations for re-filling water bottles when necessary, but students coming with a filled bottle each day will be much appreciated.

Communication Tools:

We have three main communication tools for fast, up-to-date news and events:

- 1) Wellington Facebook page: <http://www.facebook.com/WellingtonElementarySchool>
- 2) My Family Room – to register: http://www.ucdsb.on.ca/for_families/my_family_room
- 3) Contact the school office at 613-925-2803

Your child's teacher will also reach out to determine the best way to communicate with you.

Personal Items:

The school supplies all necessary items for schoolwork. Some students prefer personal school materials (pencil crayons, markers, scissors, pencil case, calculator, ruler). Please label ALL items you send to school that your child plans to keep at school.

Your child will require:

- **Water bottle**
- **Lunch kit**
- **Backpack**
- **Indoor shoes (only when weather gets bad – not needed at this time)**

As always, if you have any questions or concerns, please call the school, send us a private message through Wellington's Facebook page or email me directly at peter_r.onstein@ucdsb.on.ca.

Sincerely,

Peter Onstein
Principal