

School Hours

School Hours on Campus

	Entry and Dismissal Door	Entry Time	Dismissal Time
Grade 1 & 2	Circular Driveway Entrance (west side of building, entry via Duplex Avenue eastbound)	8:00 a.m.	2:10 p.m.
Grade 3	Playground Entrance (south side of building)	8:00 a.m.	2:10 p.m.
Grade 4	Playground Entrance (south side of building)	8:00 a.m.	2:20 p.m.
Grade 5	Main School Entrance (St. Clements Avenue, west doors)	8:10 a.m.	2:30 p.m.
Grade 6	East Entrance (St. Clements Avenue, east doors)	8:10 a.m.	2:30 p.m.
Grade 7	Main School Entrance (St. Clements Avenue, west doors)	8:20 a.m.	3:20 p.m.
Grade 8	Circular Driveway Entrance (west side of building, entry via Duplex Avenue eastbound)	8:20 a.m.	3:20 p.m.
Grade 9	Main School Entrance (St. Clements Avenue, west doors)	8:30 a.m.	3:30 p.m.
Grade 10	East Entrance (St. Clements Avenue, east doors)	8:30 a.m.	3:30 p.m.
Grade 11	Circular Driveway Entrance (west side of building, entry via Duplex Avenue eastbound)	8:30 a.m.	3:30 p.m.
Grade 12	Playground Entrance (south side of building)	8:30 a.m.	3:30 p.m.

Days of School Attendance

Grade 1-6	Monday – Friday
Grade 7 & 8	Cohort A: Monday, Thursday, alternating Wednesdays
	Cohort B: Tuesday, Friday, alternating Wednesdays
Grade 9	Cohort A: Monday, Thursday
	Cohort B: Tuesday, Friday
	All students have virtual instruction on Wednesdays
Grade 10-12	Cohort A: Monday, Thursday
	Cohort B: Tuesday, Friday
	All students have virtual instruction on Wednesdays

Wednesday Schedule

Virtual instruction will take place on Wednesdays for all Grade 9-12 students, and for alternating cohorts of Grade 7 and 8 students. Wednesday instructional time will include both credit courses and compulsory programming such as the LINC program, leadership development, equity, diversity and inclusion initiatives, advisory periods, and community time. Optional co-curricular, club and council meetings will also take place on Wednesdays. Grade 1-6 students will be in the building during regular school hours on Wednesdays, and will have co-curricular programming from 1:10 – 2:10 p.m. Grade 7-12 students will start classes at their usual time, but will be dismissed at **2:40 p.m.**, including any Grade 7 and 8 students who are studying in-person.

Arrival, Departure, and Absences

The School Day and Hours

We will have staggered arrival and dismissal times, and different entrance and exit doors, assigned by grade, with details indicated in the chart above. This will allow us to maximize physical distance at entrances and reduce the numbers in hallways. Students should be dropped off and picked up on time.

No entry will be permitted to the building prior to a student's designated entry time. The School will be closed daily after pick-up. Upper School students may only enter the building on their designated class days.

Arrival

All students are required to enter the School on their own. Parents, guardians, and caregivers will not be permitted to accompany students into the building. There will be a staff member at each entrance to supervise student entry to the building. Students must proceed directly to their classrooms. Staff will be present in the hallways to assist with directing students and ensuring physical distancing. At the beginning of the year, as students are getting used to their class locations and appropriate travel routes, staff will guide all students to their classes.

Students must put on their masks before approaching the School and arrive at school with everything required for the school day. Dropping off items during the school day is **not permitted**.

Late Arrival

In the event that extenuating circumstances result in a late arrival at school (e.g., after the student's grade has already entered the building), students will be admitted by the main entrance only. If a student must arrive at school late, for example due to an appointment, 24 hours' notice is required to facilitate a supervised late drop-off.

Dismissal

Students will be dismissed at the same door that their grade uses for entry to the building. Staff will be present to direct students. Students in Grade 1-6 must be dismissed into the care of a parent or guardian, unless written permission for self-dismissal has been given in advance. Students in Grade 7-12 may self-dismiss. The Extended-Day Program is not available at this time.

The School building will be closed following the final dismissal time of the day. We require all students and staff to vacate the premises promptly so that we can conduct our daily enhanced cleaning protocol of all classrooms and common areas.

Active Transportation Strategy

We continue to encourage our families to make use of active transportation (e.g. walking, cycling) whenever safe and feasible. To help alleviate traffic congestion in the vicinity of the school, we encourage families who drive to school to park a few blocks away from the building and walk with their daughter to the school property. Parents, guardians and caregivers will not be permitted to remain on the premises.

Attendance

For contact tracing purposes, Toronto Public Health mandates that schools maintain detailed and accurate attendance records. To assist with this, parents must promptly report their daughter's absence from school before the school day. We will be piloting the EduSafe app to conduct COVID-19 screening, which parents will be required to complete daily by 7:00 a.m. Senior School students arriving for their afternoon class only must have their screening completed at least one hour prior to their scheduled arrival time.

How to Report an Absence

Edsby: Create a Planned Absence

Email: attendance@scs.on.ca

Phone: 416-483-4414 x3300

To support our entrance and exit protocol, we require students to arrive at their designated entry time, and cannot permit re-entry to the School if a student leaves during the school day, for example, for an appointment. We strongly encourage parents to **schedule appointments outside school hours**. In instances when this is not possible, students are not permitted to return to school on the same day as an appointment. If a student must leave school early for an appointment, 24 hours' notice is required to facilitate a supervised early pick-up. Same-day requests will be difficult to accommodate.

Accessibility

Accommodations will be made for students with accessibility requirements that preclude the use of their designated entry and exit locations. Your Head of School can help make arrangements.