

Flowchart for Daily Operations – Rideau PS

Recess Cluster 1: Sveinson/Graham, Kennedy/Sparkes, Kozo/Coulas, Price, Walker, Lieberman, Meyerman, Morawiec, Leblanc, Frappier

Recess Cluster 2: Camille/Prescott, Himada/Ohayon, Vicki, Bettas, Matthews, Salter, Carlone, Cameron, Gazdik

8:50 – Yard duty begins – Students begin to arrive, muster in ‘spots’ on yard (see Muster Spots on map)

Parents encouraged to arrive at 9:05, not early; leave students at gate – no parents on the yard

Duty staff to assist with mustering, directions

8:50 – bus unloading – students sent to Muster Spots

9:05 – all period 1 teaching staff meet classes outside at Muster Spots – staggered entry, one class at a time through assigned doors

Time	North	Breakfast Cl.	Alcove	Portable	Kinder
9:05	Vicki	Salter	Price	Leblanc	Kozo/ Coulas
9:07	Kennedy/ Sparkes	Cameron	Carlone	Morawiec	Himada/ Ohayon
9:09	Sveinson/ Graham		Walker	Meyerman	
9:11	Bettas		Lieberman		
9:13	Camille/ Prescott		Gazdik		
9:15	Matthews		Frappier		

Teaching block 1

10:40 – Recess group 1 staggered exit to designated recess zones; teachers stay with class until bell, then Recess Supervision begins

Time	North	Alcove	Portable	Kinder
10:40	Sveinson/ Graham	Lieberman	Meyerman	Kozo/ Coulas
10:42	Kennedy/ Sparkes	Walker	Morawiec	
10:44	Price	Frappier	Leblanc	

10:45 – Recess group 1 has recess; recess group 2 has Snack in classes – duty staff supervising

11:05 – Transition time – recess group 1 staggered entry to classes; recess group 2 staggered exit outside – overlap of duty staff

In				
Time	North	Alcove	Portable	Kinder
11:05	Kennedy/ Sparkes	Frappier	Leblanc	Kozo/ Coulas
11:06	Sveinson/ Graham	Walker	Morawiec	
11:07	Price	Lieberman	Meyerman	
Out	North	Alcove	Breakfast Club	Kinder
11:07	Vicki		Salter	Himada/ Ohayon
11:08	Bettas	Gazdik	Cameron	
11:09	Camille/ Prescott	Carlone		
11:10	Matthews			

11:10 – Recess group 2 has recess in designated zones; recess group 1 has snack in classes

11:30 – Recess group 2 teachers meet classes outside in zones, stagger entry into school; recess group 1 teachers meet classes in room to begin block 2

Entry

In	North	Alcove	Breakfast Club	Kinder
11:30	Matthews	Gazdik	Salter	Himada/ Ohayon
11:31	Camille/ Prescott	Carlone	Cameron	
11:32	Bettas			
11:33	Vicki			

11:35 announcements and O Canada;

Teaching block 2

1:05 – Recess group 1 staggered exit to designated recess zones; teachers stay with class until bell, then Recess Supervision begins

Time	North	Alcove	Portable	Kinder
1:05	Sveinson/ Graham	Lieberman	Meyerman	Kozo/ Coulas
1:07	Kennedy/ Sparkes	Walker	Morawiec	
1:09	Price	Frappier	Leblanc	

1:10 – Recess group 1 has recess; recess group 2 has Snack in classes – duty staff supervising

1:30 – Transition time – recess group 1 staggered entry to classes; recess group 2 staggered exit outside – overlap of duty staff

In				
Time	North	Alcove	Portable	Kinder
1:30	Kennedy/ Sparkes	Frappier	Leblanc	Kozo/ Coulas
1:31	Sveinson/ Graham	Walker	Morawiec	
1:32	Price	Lieberman	Meyerman	

Out	North	Alcove	Breakfast Club	Kinder
1:32	Vicki		Salter	Himada/ Ohayon
1:33	Bettas	Gazdik	Cameron	
1:34	Camille/ Prescott	Carlone		
1:35	Matthews			

1:35 – Recess group 2 has recess in designated zones; recess group 1 has snack in classes

1:55 – Recess group 2 teachers meet classes outside, stagger entry into school; recess group 1 teachers meet classes in room to begin block 2

In	North	Alcove	Breakfast Club	Kinder
1:55	Matthews	Gazdik	Salter	Himada/ Ohayon
1:56	Camille/ Prescott	Carlone	Cameron	
1:57	Bettas			
1:58	Vicki			

Teaching block 3

3:25 – Staggered dismissal begins to buses and muster spots

Time	North	Breakfast Cl	Alcove	Portable	Kinder
3:25	Sveinson/ Graham				Himada/ Ohayon
3:26	Camille/ Prescott		Lieberman		
3:27	Kennedy/ Sparkes		Walker		Kozo/ Coulas
3:28	Vicki	Salter	Price	Meyerman	
3:29	Bettas	Cameron	Frappier	Morawiec	
3:30	Matthews	Carlone	Gazdik	LeBlanc	

3:35 – School day ends; bus duty as scheduled until 3:50. Students must leave yard at end of day.

Appendix A - Recess Schedule

COHORT 1 AM					
	Day 1	Day 2	Day 3	Day 4	Day 5
Zone 1	Meyerman	Frappier	LeBlanc	Morawiec	Meyerman
Zone 2	Frappier	Meyerman	Morawiec	Lieberman	Price
Zone 3	Price	Morawiec	Frappier	Walker	LeBlanc
Zone 4	Lieberman	Price	Meyerman	Frappier	Walker
Zone 5	Walker	LeBlanc	Lieberman	LeBlanc	Morawiec
Zone 6	Morawiec	Walker	Price	Meyerman	Lieberman
Zone 7	LeBlanc	Lieberman	Walker	Price	Frappier
Zone 8	Sveinson/ Graham	Kennedy/ Sparkes	Kozo/ Coulas	Sveinson/ Graham	Kennedy/ Sparkes
Zone 9	Kozo/ Coulas	Sveinson/ Graham	Kennedy/ Sparkes	Kozo/ Coulas	Sveinson/ Graham
Zone 10	Kennedy/ Sparkes	Kozo/ Coulas	Sveinson/ Graham	Kennedy/ Sparkes	Kozo/ Coulas
COHORT 1 PM					
	Day 1	Day 2	Day 3	Day 4	Day 5
Zone 1	LeBlanc	Morawiec	Meyerman	Frappier	Frappier
Zone 2	Morawiec	LeBlanc	Price	Walker	Walker
Zone 3	Meyerman	Walker	LeBlanc	Price	Lieberman
Zone 4	Frappier	Frappier	Morawiec	LeBlanc	Meyerman
Zone 5	Lieberman	Price	Walker	Meyerman	Price
Zone 6	Price	Lieberman	Frappier	Morawiec	LeBlanc
Zone 7	Walker	Meyerman	Lieberman	Lieberman	Morawiec
Zone 8	Kozo/ Coulas	Sveinson/ Graham	Kennedy/ Sparkes	Kozo/ Coulas	Sveinson/ Graham
Zone 9	Kennedy/ Sparkes	Kozo/ Coulas	Sveinson/ Graham	Kennedy/ Sparkes	Kozo/ Coulas
Zone 10	Sveinson/ Graham	Kennedy/ Sparkes	Kozo/ Coulas	Sveinson/ Graham	Kennedy/ Sparkes

COHORT 2 AM					
	Day 1	Day 2	Day 3	Day 4	Day 5
Zone 1	Cameron	Carlone	Gazdik	Salter	Gazdik
Zone 2	Gazdik	Cameron	Carlone	Gazdik	Salter
Zone 3	Salter	Matthews	Cameron	Matthews	Cameron
Zone 4	Matthews	Gazdik	Bettas	Carlone	Carlone
Zone 5	Vicki	Bettas	Matthews	Vicki	Bettas
Zone 6	Bettas	Vicki	Salter	Cameron	Vicki
Zone 7	Carlone	Salter	Vicki	Bettas	Matthews
Zone 8	Camille/ Prescott	Himada/ Ohayon	Camille/ Prescott	Himada/ Ohayon	Camille/ Prescott
Zone 9	Himada/ Ohayon	Camille/ Prescott	Himada/ Ohayon	Camille/ Prescott	Himada/ Ohayon
Zone 10					
COHORT 2 PM					
	Day 1	Day 2	Day 3	Day 4	Day 5
Zone 1	Gazdik	Cameron	Carlone	Cameron	Salter
Zone 2	Salter	Bettas	Vicki	Carlone	Matthews
Zone 3	Vicki	Gazdik	Salter	Bettas	Carlone
Zone 4	Cameron	Salter	Cameron	Vicki	Gazdik
Zone 5	Matthews	Vicki	Bettas	Matthews	Vicki
Zone 6	Carlone	Matthews	Matthews	Gazdik	Bettas
Zone 7	Bettas	Carlone	Gazdik	Salter	Cameron
Zone 8	Himada/ Ohayon	Camille/ Prescott	Himada/ Ohayon	Camille/ Prescott	Himada/ Ohayon
Zone 9	Camille/ Prescott	Himada	Camille/ Prescott	Himada/ Ohayon	Camille/ Prescott
Zone 10					

Appendix B – Yard Map – Recess Zones and Muster Spots

