

Elementary School

Site Specific Plan and Routines for Parents*

School Name: Adelaide Hoodless Elementary School

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at 905-549-1339 or email adelaide@hwdsb.on.ca
<u>Screening</u>	<p>Parents must support students in screening for COVID symptoms prior to coming to school each day. Details to be confirmed. The school will provide a sign off document to be completed each day</p> <p>Students will have access to the screening tool on a device or with a paper copy and will be required to show proof of screening to their period one teacher daily.</p>
Parent Access to School	<p>Access to the school will be very limited for parents, volunteers and visitors. Contact the main office before coming to the school to speak with a staff member.</p> <p>We ask all parent/caregivers to please not access the playground (1-8). Please wait for your child on the sidewalk on Springer Avenue and leave the area as quickly as possible.</p>
Parent Communication with School	Continue to communicate with teachers and the principal(s) through phone and email. Contact the school at 905-549-1339 or email adelaide@hwdsb.on.ca to speak with a teacher, principal or vice principal.
Bus loading and unloading	Adelaide does not have any buses at this time.
School Parking Lot	<p>School parking lots are not to be used for drop off or pick up. Active transportation (walk/bike) is encouraged to reduce the amount of traffic at the start/end of the day.</p> <p>Parents driving their children to school are encouraged to drop and walk at a location near to the school.</p> <p>Parking in our school community is very limited with many streets requiring permits. Hamilton By-Law regularly visits the area and will not hesitate to enforce parking regulations.</p>
Entry and Exit for Students	<p>Parents are asked to drop their children off at the main gate on Springer. FDK parents are asked to please use the gate at the North end of the playground by the church.</p> <p>When students enter the school yard, they are to proceed directly to their designated class location (marked) and line up.</p>

	<p>Students in classes 7/8A (Mulholland) and 8A (Kotsiou will enter through the front doors.</p> <p>Students/parents must physically distance (2m) from other families/staff while on the sidewalk.</p> <p>Adults must wear face coverings while on school property.</p> <p>At the end of the day, students K – Gr. 3 will be dismissed directly to parents from their outdoor designated class location.</p> <p>Upon dismissal, students must leave school property in a timely fashion.</p> <p>The play structure and playground are closed to the public from 8:30 am – 3:30 pm.</p> <p>Supervision begins on the playground at 8:35 am.</p> <p>Supervision ends on the playground at 3:25 pm.</p>
<p>Movement Around the School</p>	<p>Students will remain with their class cohort throughout the day.</p> <p>Students remain in their classrooms throughout the day.</p> <p>Subject specific teachers will travel to classes where possible to provide instruction.</p> <p>When moving about the school, students/classes will walk on the right side, maintaining physical distancing.</p>
<p>Student Belongings</p>	<p>Shared use of lockers/hooks/cubbies may take place within a cohort or family.</p> <p>Students will keep work materials at their desks. Please limit the number of items your child brings to the school.</p>
<p>Class Set Up</p>	<p>A sink or hand sanitizer is available in all classrooms.</p> <p>Each student is assigned a work-space area that ensures distancing from others.</p> <p>All desks are forward facing where possible.</p> <p>Where tables are used, use a physical divider (plexi) where available to separate students (optional).</p> <p>All required work materials are located at student’s workspace</p> <p>Students may share learning materials with hand washing/sanitizing. These materials will be cleaned on a regular basis.</p>
<p>Kindergarten</p>	<p>FDK will enter through the gates at the south end of the playground by the church. Please right of the play structure where you will be greeted by an educator. Your child will then make their way to their cohort space. Parents/caregivers are not permitted in the FDK playground.</p> <p>Our FDK classes spend extended periods of time outside each day.</p> <p>Please ensure your child is dressed appropriately</p> <p><i>No plush toys permitted.</i></p>
<p>PE, Music, Learning Commons</p>	<p>Physical Education (PE)</p> <p>Where possible, PE will take place outdoors.</p> <p>Classes may be held in the gym with cleaning of high touchpoints throughout the day.</p> <p>Students are encouraged to come dressed in comfortable clothes.</p> <p>Music</p> <p>Wind instruments may be used indoors with distancing.</p> <p>Singing may take place indoors with students wearing masks.</p>

	<p>Learning Commons Learning Commons may be scheduled for one class at a time (book exchange permitted).</p>
Nutrition Breaks	<p>NB#1- 10:50-11:30 (1-3/4 outside 4-8 eat inside-flip at 10:10) NB#2- 1:10-1:50 (1-3/4 outside 4-8 eat inside-flip at 1:30) Students eat in their classrooms at their work space area. No sharing of food or beverages. Each class has a designated outdoor play area (2 m from other classes). Outdoor play spaces have been marked with spray paint. Students may remove masks during outdoor play.</p>
Washroom Use	<p>Students will use washrooms closest to their classrooms. Occupancy limits will be posted outside washrooms. Markings outside washrooms for physical distancing of students awaiting entry. Students maintain physical distancing while in washrooms. Urinals and stalls: every other one marked off. Students may use hand dryers or paper towels.</p>
Hydration Stations	<p>Water fountains have been closed. Students use Hydration Station to fill labelled water bottles. Markings to ensure physical distancing in line up.</p>
Clubs and Extracurriculars	<p>Clubs and extracurriculars may take place for mixed cohorts (masking and distancing required). No outside program providers will come into schools.</p>
Nutrition Programs	<p>All Nutrition Programs are 'Grab and Go'. Food is delivered in bins to each classroom. Food sales have been suspended at this time.</p>
Ill or Injured Students	<p>Ill or injured students will wait in a separate supervised location. The school office will contact parents immediately to come to the school for pick up. <i>Please ensure all of your contact and emergency contact information is up to date and current. This may be done through the parent portal/student verification forms or by calling the main office 905 549 1339.</i></p>
Mask Rules	<p>All students must wear a non-medical mask or face covering on school buses and in the school. Contact <i>[insert contact info]</i> if you have any concerns about your student wearing a mask/face covering. Masks will be provided to students who forget to bring one.</p>
Ventilation	<p>Parents may access information regarding ventilation at https://www.hwdsb.on.ca/about/school-renewal/ventilation/</p>

*parents, guardians, caregivers

