

## Elementary School

### Site Specific Plan and Routines for Parents

School Name: Ancaster Meadow

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	The school cannot accept new registrations for in-person school. All families will have to enroll in Remote learning at this time. Parents/Guardians may contact the main office at 905-304-3255 or email <a href="mailto:ancastermeadow@hwdsb.on.ca">ancastermeadow@hwdsb.on.ca</a> for information.
Parent Access to School	Access to the school is very limited for parents, volunteers and visitors.  Contact the main office by phone or email before coming to the school to speak with a staff member.  When an in-person visit is required, the visitor must wear the medical mask provided by the office while in the school.
Parent Communication with School	Continue to communicate with teachers and the principal(s) through phone and email. Contact the school at 905-304-3255 or email <a href="mailto:ancastermeadow@hwdsb.on.ca">ancastermeadow@hwdsb.on.ca</a> to speak with a teacher, principal or vice principal.  Staff emails can be found at: <a href="https://www.hwdsb.on.ca/ancastermeadow/staff/">https://www.hwdsb.on.ca/ancastermeadow/staff/</a> (will be updated by Sept 14)
Bus loading and unloading	School busses will unload at: front of school (no change) School busses will load at: front of school (no change)  <i>A change in procedure is that students will walk down the side alley to the back of school when arriving. Students will have a designated location in the alley to gather before boarding.</i>
School Parking Lot	Active transportation (walk/bike) is encouraged to reduce the amount of traffic at the start/end of the day.  As in past years, the front parking lot will be closed at pick up and drop off times.

	<p>Parents driving their children to school are encouraged to drop and walk at a location near to the school.</p> <p>Families are encouraged to use the Meadowlands park area for parking and entering and exiting the rear school yard.</p> <p>The front of school should be used for bus students and Kindergarten as much as possible.</p> <p>The map of area parking and walking routes has been updated for this year and is posted separately.</p> <p>Please respect all local parking bylaws</p>
<p>Entry and Exit for Students</p>	<p>Parents are asked to drop their children off no earlier than 8:45am. The bell rings at 9:00am.</p> <p>When students enter the school yard, they are to proceed directly to their designated class location (marked) and line up.</p> <p>The designated class locations are for students only, parents cannot wait in these areas. There are designated areas on the property where parents can wait.</p> <p>Students/parents must physically distance (2m) from other families/staff while on school property</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 (or older siblings) from their <b>outdoor</b> designated class location. Kindergarten parents directly at the Kindergarten fenced area. Gr 1-3 visual contact with teacher from parent waiting area.</p> <p>Upon dismissal, students and families must leave school property in a timely fashion.</p> <p><i>An initial map of the school waiting areas is provided with this post. Maps with specific class waiting areas identified will be shared before Sept 14.</i></p>
<p>Movement Around the School</p>	<p>Students will remain with their class cohort throughout the day.</p> <p>When in the school building, students remain in their classrooms throughout the day.</p> <p>Subject specific teachers will travel to classes to provide instruction.</p>

	<p>When moving about the school, students/classes will walk on the right side, maintaining physical distancing.</p> <p>Inside the school, students must wear a mask at all times.</p> <p>Students will hand wash/ sanitize when entering and exiting the classroom.</p> <p>Teachers will utilize outdoor instructional time to allow for mask-free time during the school day.</p>
Student Belongings	<p>Students will keep work materials at their desks in an individual container or desk.</p> <p>Lockers and hallway hooks will not be used. All student belongings must be stored in the classroom.</p> <p>Space is limited and students should only bring belongings that are absolutely necessary.</p> <p>School items should not go back and forth between home and school. Digital communication and resources will be promoted for home use.</p> <p>There is no lost and found.</p>
Class Set Up	<p>A sink or hand sanitizer is available in all classrooms.</p> <p>Each student is assigned a work-space area</p> <p>All desks are forward facing</p> <p>All required work materials are located at student’s workspace (not to be shared with other students)</p> <p>There will be minimized use of shared materials. These must be cleaned before use by another student</p>
FDK	<p>Information regarding JK Orientation will be posted separately.</p> <p>Families will be asked to drop off and pick up students at the outdoor Kindergarten play area.</p> <p>Adults must physically distance and wear a mask on school property.</p> <p>Kindergarten students will stay with their designated class upon entry to the Kindergarten play area.</p>

	<p>Use of the play area will be staggered throughout the school day to allow for single class use.</p>
<p>PE, Music, Learning Commons</p>	<p><b>Physical Education</b>  Where possible, PE will take place outdoors.</p> <p>Classes may be held in the gym only when necessary with cleaning of high touchpoints between classes.</p> <p>Changerooms are closed. Students should wear clothes to school that are appropriate for physical activity.</p> <p>There is no sharing of equipment between class cohorts. Each class will have their own equipment. Within a class cohort, students can play with the same equipment but will wash/ sanitize hands afterwards.</p> <p><b>Music</b>  No use of woodwind/brass instruments  Singing takes place outdoors only</p> <p><b>Learning Commons</b>  Learning Commons will not used by classes/students (no book exchange).</p> <p>A process for in-class use of books will be developed.</p>
<p>Nutrition Breaks</p>	<p>The school will continue with having half the students have lunch and half the students recess for Nutrition Breaks. At Ancaster Meadow, this is similar to past years.</p> <p>Students eat in their classrooms at their desk.</p> <p>Masks can be removed for eating only and then should be put back on. They will be stored in a provided paper bag while eating.</p> <p>No sharing of food or beverages.</p> <p>Each class has a designated outdoor play area separate from other classes.</p> <p>Outdoor play spaces have been marked with duct tape and spray paint.</p> <p>Students may remove masks during outdoor play.</p> <p>The play structure will be closed during this time.</p>

<p>Washroom Use</p>	<p>Students will use washrooms closest to their classrooms.</p> <p>Occupancy limits will be posted outside washrooms.</p> <p>Markings outside washrooms for physical distancing of students awaiting entry</p> <p>Students maintain physical distancing while in washrooms.</p> <p>Urinals and stalls: every other one marked off.</p> <p>Students may use hand dryers or paper towels.</p> <p>Students will always wash and/or sanitize their hands on returning to the classroom.</p>
<p>Hydration Stations</p>	<p>Water fountains have been closed. They cannot be used for direct drinking. The function to fill a water bottle is still available.</p> <p>Students use Hydration Station to fill labelled water bottle.</p> <p>Students need to bring a labeled water bottle from home.</p> <p>Posters to student to physical distancing in line up</p>
<p>Clubs and Extracurriculars</p>	<p>Most clubs and extracurriculars will not be running at this time.</p> <p>Cohorts will not be combined for extracurriculars</p> <p>Clubs and extracurriculars may only take place by a teacher directly connected with a single class cohort</p>
<p>Nutrition Programs</p>	<p>Food sales have been suspended at this time.</p> <p>Lunch Box, Pizza Days, and the school store will not be running.</p> <p>Students are encouraged to bring lunches with as little litter as possible to reduce garbage.</p>
<p>Ill or Injured Students</p>	<p>Students cannot be sent to school showing symptoms mentioned in the medical screening.</p> <p>Ill or injured students will wait in a separate supervised location outside the classroom.</p> <p>The school office will contact parents immediately to come to the school for pick up.</p>

	<p>Parents should have a plan in place if a student needs to be picked up due to showing medical symptoms during the school day.</p> <p>The school will follow current requirements to report relevant symptoms to Public Health.</p> <p>Public Health provides direction to the school on follow up.</p>
Mask Rules	<p>All students must wear a non-medical mask on school busses and in the school.</p> <p>Students can remove masks when outside in their designated class areas.</p> <p>Teachers will try to have outdoor instructional time each day to allow for mask-free time.</p> <p>All adults, including staff and visitors must wear masks while on school property, including outside.</p> <p>Contact the principal if you have any concerns about your student wearing a mask/face covering.</p>