

## Balaclava Elementary School

### Site Specific Plan and Routines for Parents\*

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registrations will be virtual. Parents/Guardians may contact the main office at 905-659-3396 or email <a href="mailto:balaclava@hwdsb.on.ca">balaclava@hwdsb.on.ca</a>
Parent Access to School	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.
Parent Communication with School	Continue to communicate with teachers and the principal through phone and email. Contact the school at 905-659-3396 to speak with a teacher, the office administrator or principal. We will use MS Teams as much as possible for all calls.
Bus loading and unloading	School buses will unload and load in the bus lane located at the west side of the school. Students will be required to wait for their bus in their class cohorts.
School Parking Lot	<p><b>Drop Off:</b> Parents driving their children to school must follow the one-way signs and drive slowly and carefully. Students are to walk directly to their cohort waiting area on the west playground to await entry to the school. Young children must not be released to walk through the parking lot alone.</p> <p><b>Pick Up:</b> Parents/caregivers picking up Kindergarten students will pick up from the Kindergarten enclosure and surrounding area on the east side. Parents/caregivers picking up Gr. 1-8 will meet students on the west side where they will wait in their cohort groups.</p>
Entry and Exit for Students	When students enter the schoolyard, they are to proceed directly to their designated class location (marked) and prepare for entry. Students/parents must physically distance (2m) from other families/staff while on school property. Adults must wear face coverings while on school property. Upon dismissal, students must leave school property in a timely fashion.
Movement Around the School	Students will remain with their class cohort in their classrooms and for any time outdoors throughout each day. Subject specific teachers will travel to classes to provide instruction. When moving about the school, students/classes will walk on the right side, maintaining physical distancing.

Student Belongings	Use of lockers/hooks/cubbies will be done in a way that ensures physical distancing (staggered and supervised by educators). No shared use of lockers/hooks/cubbies. Alternating hooks have been blocked off. Students will keep all personal work materials at/in their desks (agendas, notebooks, personal book, pencils, scissors, glue etc.)
Class Set Up	A sink or hand sanitizer is available in all classrooms. Each student is assigned a workspace area that ensures distancing from others. All desks/tables are forward facing or barriers are in place where this is not possible. All required work materials are located at student's workspace. There will be minimized use of shared materials (these must be cleaned or quarantined before use by another student).
FDK	FDK students will disembark buses and move directly to the east playground where they will be supervised in class cohorts until educator teams escort them into their classrooms. Students will continue to have scheduled Nutrition breaks (eating and play time). Please pack food items that are easy for students to open independently. The FDK program focuses on play-based learning which will be implemented in a safe manner, following public health protocols, within the classroom and during outdoor play. There is a focus on Literacy and Mathematics. Outdoor play will occur as much as possible. Students will remain in their cohorts throughout the day, including before and after school care to the extent possible.
PE, Music, Learning Commons	<b>Physical Education (PE)</b> Where possible, PE will take place outdoors. Classes may be held in the gym with cleaning of high touchpoints between classes. Change rooms are closed. Please ensure clothing worn to school is suitable for active play particularly on days when PE is scheduled. There is no sharing of equipment between class cohorts. <b>Music</b> No use of woodwind/brass instruments. Singing takes place outdoors only. <b>Learning Commons</b> Learning Commons is not used by classes/students (no book exchange at this time).
Nutrition Breaks NB 1 10:40-11:20  NB 2 1:00 – 1:40	We continue to have 2 - 40 minute breaks. Students eat in their classrooms at their workspace area for the first 20 mins. No sharing of food or beverages. Each class cohort has a designated outdoor play area (2 m from other classes cohorts) for 2 <sup>nd</sup> 20 mins. Outdoor play spaces will be marked with <i>semi-permanent paint on the grass and tape on the blacktop (on the west side for entry/exit times)</i> . Students may remove masks during outdoor play. They must put

	them back on before entry so they must secure them in a pocket or pouch while outdoors.
Washroom Use	Students will use washrooms closest to their classrooms. Occupancy limits will be posted outside washrooms. There are markings on the floors outside washrooms for physical distancing of students awaiting entry. Students are expected to maintain physical distancing while in washrooms. Urinals and stalls: every other one marked off. Students may use hand dryers or paper towels.
Hydration Stations	Water fountains have been closed. Students use Hydration Station or taps in classrooms to fill personal labelled water bottle they bring from home. There are markings to support physical distancing in line up.
Clubs and Extra-curricular activities	Cohorts will not be combined for extra-curricular activities. No outside program providers will come in to schools. <b>There is a pause on all extra-curricular activities for the time being.</b>
Nutrition Programs	<b>There is a pause on all food sales for the time being.</b>
Ill or Injured Students	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. When you arrive at the school please ring the bell and wait at the front doors, students will be released by office admin/educator without parent/caregivers having to enter the school as much as possible. If it is necessary for parent/caregiver to enter, we will provide you a medical grade mask.
Mask Rules	All students must wear a non-medical mask or face covering on school busses and in the school. Contact <i>Ms. Rizzo</i> at 905-659-3396 if you have any concerns about your child wearing a mask/face covering.

\*parents, guardians, caregivers