

Site Specific Plan and Routines for Parents*/Guardians/Caregivers

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 balaclava@hwdsb.on.ca
Screening	<p>An attestation must be completed in the Parent Portal prior to attending Sept. 8th 2021. Additionally, parents must support students in screening for COVID symptoms prior to coming to school each day. A sign off document to be completed each day will be provided. Details to be confirmed.</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	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 meetings.
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 school entry and their bus for dismissal in their class cohorts on the west side.
School Parking Lot	<p>Drop Off: 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>Pick Up: 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 at the gates on the west side where they will wait in their cohort groups.</p>
Entry and Exit for Students	<p>When students enter the schoolyard, they are to proceed directly to their designated class location (marked) and prepare for entry.</p> <p>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.</p>

<p>Movement Around the School</p>	<p>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 where possible to provide instruction (exception of music/PE). When moving about the school, students/classes will walk on the right side, maintaining physical distancing as much as possible.</p>
<p>Student Belongings</p>	<p>Use of lockers/hooks/cubbies will be done in a way that ensures physical distancing (staggered and supervised by educators). If necessary, hooks/cubbies may be shared within a cohort or family. Students will keep all personal work materials at/in their desks (Agendas, notebooks, personal book, pencils, scissors, glue etc.)</p>
<p>Class Set Up</p>	<p>A sink and hand sanitizer are 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. Students may share learning materials with hand washing/sanitizing. These materials will be cleaned on a regular basis.</p>
<p>Kindergarten</p>	<p>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. We ask no plush toys accompany students to school. 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.</p>
<p>PE, Music, Learning Commons</p>	<p>Physical Education (PE) Where possible, PE will take place outdoors. Classes may be held in the gym with cleaning of high touchpoints throughout the day. Students are encouraged to come dressed in comfortable clothes (our changerooms will remain closed for now). Music Use of woodwind/brass instruments is permitted in the music room/outdoors with distancing and additional sanitizing practices. Singing with masks in place may occur indoors. Learning Commons Learning Commons may be accessed by one class at a time – and book exchange will occur.</p>
<p>Nutrition Breaks</p> <p>NB 1 10:55-11:35</p> <p>NB 2</p>	<p>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 for 2nd 20 mins. These will be shown to students by educators.</p>

1:15 – 1:55	<p>Unique outdoor play spaces will be available on a rotating basis (Gaga Ball, Climber, Painted Games).</p> <p>Students may remove masks during outdoor play provided they physically distance from others (e.g., must be min 2m from any other cohort). They must put them back on before entry so they must secure them in a pocket or pouch while outdoors.</p>
Washroom Use	<p>Students will use washrooms closest to their classrooms.</p> <p>Occupancy limits will be posted outside washrooms.</p> <p>There are markings on the floors outside washrooms for physical distancing of students awaiting entry.</p> <p>Students are expected to 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>
Hydration Stations	<p>Water fountains have been closed.</p> <p>Students use Hydration Stations or taps in classrooms to fill personal labelled water bottle they bring from home.</p> <p>There are markings to support physical distancing at the two hydration stations.</p>
Clubs and Extracurriculars	<p>Cohorts may be combined for extra-curricular activities (following PH protocols or masking/distancing). Opportunities for clubs/activities will be announced during Opening Exercises each day.</p> <p>No outside program providers will come into schools.</p>
Nutrition Programs	<p>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 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.</p>
Mask Rules	<p>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. 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](#)