

Billy Green School - Site Specific Plan and Routines for Parents*

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at 905-573-3505 or email BillyGreen@hwdsb.on.ca
Parent Access to School	Access to the school will be very limited for parents, volunteers and visitors. Contact the main office (905-573-3505) before coming to the school to speak with a staff member.
Parent Communication with School	Continue to communicate with teachers and the principal(s) through phone and email. Contact the school at 905-573-3505 or BillyGreen@hwdsb.on.ca to speak with a teacher, principal or vice principal.
Bus loading and unloading	School buses will unload: in the parking lot School buses will load: in the parking lot As usual, we ask that parents do not use the parking lot for dropping off or picking up their child during our entry and dismissal times. Pylons will block the parking lot for car access during entry and dismissal times.
School Parking Lot	The school parking lot is closed to families for drop-off and pick-up during our entry and dismissal times. Pylons will block the parking lot for car access during entry and dismissal times. Active transportation (walk/bike) is encouraged to reduce the amount of traffic at the start/end of the day. Parents driving their children to school are encouraged to drop and walk at a location near to the school and walk to the school.

<p>Entry and Exit for Students</p>	<p>Each morning before leaving home to come to school, families are reminded to complete the daily self-assessment on each of their children coming to Billy Green.</p> <p>A parent/guardian/caregiver for an FDK-Gr3 student can walk them directly to the outdoor location for their child's class. Parents/Guardians/Caregivers of Gr4-8 students are asked to drop their child off at the entrance to the school yard.</p> <p>When students enter the school yard, they are to proceed directly to their designated class location (marked).</p> <p>Students/parents must physically distance (2m) from other families/staff while on school property. To limit the number of people on property and maximize physical distancing, we ask that only 1 caregiver bring a child to school.</p> <p>Adults must wear face coverings while on school property. Students must wear face coverings when inside the building.</p> <p>At the end of the day, students FDK - Gr3 will be dismissed directly to a parent/guardian/caregiver from their outdoor designated class location and Gr4 to Gr8 will be dismissed from their outdoor designated class location independently.</p> <p>Upon dismissal, all students must leave school property in a timely fashion.</p>
<p>Movement Around the School</p>	<p>Students will remain with their class cohort throughout the day. Students remain in their classrooms throughout the 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 and wearing face coverings.</p>
<p>Student Belongings</p>	<p>To maintain physical distancing, students will keep their materials (e.g., school bags, lunches, coats) at their desk area. Students will keep work materials at their desks. Please label the materials that your child brings to school.</p>
<p>Class Set-Up</p>	<p>A sink and/or hand sanitizer is available in all classrooms.</p> <p>Each student is assigned a labelled work-space area that ensures distancing from others. All desks are forward facing. All required work materials are located at student's workspace (not to be shared with other students).</p> <p>There will be minimal use of shared materials. These must be cleaned before use by another student.</p>

<p>Full Day Kindergarten (FDK)</p>	<p>Students who take the bus will be met at the bus and escorted to the outdoor area for their class, where they will wait for the entry bell. Students who are walked or driven can be dropped off to their outdoor class area.</p> <p>In class there will be minimal use of shared materials. These must be cleaned before use by another student.</p> <p>Students will continue to have some learning and exploration blocks outside. Students may remove masks during outdoor play.</p>
<p>Physical Education, 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 between classes. Changerooms are closed. There is no sharing of equipment between class cohorts. Each class will have a mesh bag of equipment to be used for PE class.</p> <p>Music No use of woodwind/brass instruments. Singing takes place outdoors only.</p> <p>Learning Commons (Library) Learning Commons will not be used by classes/students (no book exchange). We will establish a system for book check-out later in the school year.</p>
<p>Nutrition Breaks</p>	<p>Students will eat in their classrooms at their work space area. No sharing of food or beverages. We encourage litterless lunches.</p> <p>With parent permission, students may go home for lunch but may <u>not</u> go to the local stores. If going home for lunch, FDK-Gr3 students must be picked up from the school by a caregiver.</p> <p>Each class has a designated outdoor play area (2 m from other classes). As in the past, different classes will be outside at different times. Outdoor play spaces will be marked with spray paint on grass and chalk on pavement. Students may remove masks during outdoor play.</p>
<p>Washroom Use</p>	<p>Students will use washrooms closest to their classrooms. Occupancy limits will be posted outside washrooms. There are markings outside washrooms for physical distancing of students awaiting entry. Students will maintain physical distancing while in washrooms. Urinals and stalls: every other one marked off. Students may use hand dryers or paper towels.</p>

<p>Hydration Stations</p>	<p>Water fountains have been closed. Students should bring a labelled water bottle from home. Students will use the Hydration Station to fill their labelled water bottle. There are markings to ensure physical distancing in line-ups.</p>
<p>Clubs and Extracurriculars</p>	<p>Clubs and extracurriculars may only take place by a teacher directly connected with a class cohort. Cohorts will not be combined for extracurriculars. No outside program providers will come into schools.</p>
<p>Nutrition Programs</p>	<p>There will be no food sales at this time. Students are to bring their lunch and snacks from home each day.</p>
<p>Ill or Injured Students</p>	<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.</p>
<p>Mask Rules</p>	<p>All students must wear a non-medical mask or face covering on school busses and in the school.</p> <p>Students are to wear a face mask every day. Students are encouraged to wear their own mask or face covering. Each student will also be provided with two masks on their first day of class. Students are to take their mask home each night and care for it properly.</p> <p>Contact Ms. Wilson (principal) at 905-573-3505 or by email mdwilson@hwdsb.on.ca if you have any concerns about your child(ren) wearing a mask/face covering.</p>

*parents, guardians, caregivers