

## Billy Green Elementary 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 <a href="mailto:BillyGreen@hwdsb.on.ca">BillyGreen@hwdsb.on.ca</a> .
Screening	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. 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.
Parent Access to School	Access to the school will be very limited for parents, volunteers and visitors. Contact the main office (905-573-3505) <i>before</i> coming to the school to speak with a staff member.
Parent Communication with School	Continue to communicate with teachers and the administrators through phone and email. Contact the school at 905-573-3505 or <a href="mailto:BillyGreen@hwdsb.on.ca">BillyGreen@hwdsb.on.ca</a> to speak with a teacher or administrator.
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.
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>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. All adults must wear face coverings while on school property.</p> <p>At the end of the day, students FDK - Gr3 (unless bussed) 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 where possible to provide instruction.</p> <p>When moving about the school, students/classes will walk on the right side, maintaining physical distancing and wearing face masks.</p>
<p>Student Belongings</p>	<p>Use of lockers/hooks/cubbies will ensure physical distancing from students in other cohorts.</p> <p>Shared use of lockers/hooks/cubbies may take place within a cohort or family.</p> <p>Students will keep work materials and frequently needed items at their desks.</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.</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>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.</p> <p>Students who are walked or driven can be dropped off to their outdoor class area.</p> <p>Students will continue to have some learning and exploration blocks outside. Students may remove masks during outdoor play.</p>

PE, Music, Learning Commons	<p><b>Physical Education (PE)</b> Where possible, PE will take place outdoors. Classes may be held in the gym. High touchpoints will be cleaned throughout the day. Students are encouraged to come dressed in comfortable, appropriate clothes for PE</p> <p><b>Music</b> Singing may now take place indoors with students wearing masks.</p>
Nutrition Breaks	<p>Students eat in their classrooms at their work space area. No sharing of food or beverages.</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 (2m from other classes). Outdoor play spaces have been marked with pylons and paint. Students may remove masks during outdoor play.</p>
Washroom Use	<p>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. Students should bring a labelled water bottle from home. Markings to ensure physical distancing in line up.</p>
Clubs and Extracurriculars	<p>We will have more information about clubs and extracurriculars once the school year is underway for students. No outside program providers will come into schools.</p>
Nutrition Programs	<p>There will be no food sales at this time. Students are to bring their lunch and snacks from home each day.</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.</p>

Mask Rules	All students must wear a non-medical mask or face covering on school buses and in the school. Contact Ms. Wilson (principal) at 905-573-3505 or by email at <a href="mailto:mdwilson@hwdsb.on.ca">mdwilson@hwdsb.on.ca</a> , if you have any concerns about your student wearing a mask/face covering. Masks will be provided to students who forget to bring one.
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\*parents, guardians, caregivers

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