

Elementary School

Site Specific Plan and Routines for Parents*

School Name: Central Elementary School

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at 905 522-9690 or email central@hwdsb.on.ca
<u>Screening</u>	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 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 905 522-9690 or email at central@hwdsb.on.ca to speak with a teacher, principal (Mr. G. Carey)
Bus loading and unloading	School buses will unload at: The School Parking Lot off of Bay Street School buses will load at: The School Parking Lot off of Bay Street.
School Parking Lot	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 : Park Street or if necessary the school parking lot off of Bay Street. Please be mindful of the Parking Bylaw Signs .

<p>Entry and Exit for Students</p>	<p>Parents are asked to drop their children off at the Park Street Entrance or in the school parking lot off of Bay Street. When students enter the school yard, they are to proceed directly to their designated class location (marked) and line up. 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 from their outdoor designated class location. Upon dismissal, students must leave school property in a timely fashion.</p> <p>Supervision on the playground is provided from 8:30-8:45 am. The school day begins at 8:45am and the day ends at 3:05pm. Supervision on the playground is provided from 3:05-3:20pm. Students not picked up will be sent to the office and families will be contacted.</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.</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 at their desks or in their backpacks. Teachers will instruct students where materials can be placed in the classroom.</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>Where tables are used, use a physical divider (plexi) where available to separate students (optional).</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><i>Kindergarten students are to enter through the Kindergarten fenced in area and released to a staff member. Students will be dismissed by staff from the Kindergarten fenced in area. No plush toys or toys from home are permitted (exceptions may be communicated with our Kindergarten staff where appropriate). Parents are asked to</i></p>

	<i>ensure social distancing and wear a mask when dropping off or picking up students.</i>
PE, Music, Learning Commons	<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. Change rooms are open to single cohorts with masking and distancing. Students are encouraged to come dressed in comfortable clothes <i>(Add site-based information)</i></p> <p>Music Wind instruments may be used indoors with distancing. Singing may take place indoors with students wearing masks.</p> <p>Learning Commons Learning Commons may be scheduled for one class at a time (book exchange permitted). <i>(Share site-based decisions regarding book check out system)</i></p>
Nutrition Breaks	<p>Our Nutrition Breaks are: 1st Nutrition Break : 10:25-11:05 (half of school outside for the first 20 min and the other half in their classrooms eating for 20 min – we then flip this and the other half comes in to eat for 20 min and those inside go outside for 20 min. 2nd Nutrition Break – 12:45pm-1:25pm - (half of school outside for the first 20 min and the other half in their classrooms eating for 20 min – we then flip this and the other half comes in to eat for 20 min and those inside go outside for 20 min.</p>
	<p>Students eat in their classrooms at their work space area. No sharing of food or beverages. Each class has a designated outdoor play area (2 m from other classes). Outdoor play spaces have been marked with <i>(indicate school marking system- pylons, .</i> Students may remove masks during outdoor play but must remain in their designated cohort areas</p>
Washroom Use	<p>Students will use washrooms closest to their classrooms. 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. Markings to ensure physical distancing in line up.</p>

Clubs and Extracurriculars	Clubs and extracurriculars may take place for mixed cohorts (masking and distancing required). No outside program providers will come into schools.
Nutrition Programs	All Nutrition Programs are 'Grab and Go'. Food is delivered in bins to each classroom. Food sales have been suspended at this time.
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.
Mask Rules	All students must wear a non-medical mask or face covering on school buses and in the school. Contact the school at 905 522-9690 if you have any concerns about your student wearing a mask/face covering. Masks will be provided to students who forget to bring one.

*parents, guardians, caregivers

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