

Elementary School

Site Specific Plan and Routines for Parents*

School Name: Chedoke 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 905-388-5833 or email Chedoke@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. MS Teams is often used for online meetings with families when possible.
Parent Communication with School	Continue to communicate with teachers and the principal(s) through phone, email. Contact the school at 905-388-5833 or Chedoke@HWDSB.on.ca to speak with a teacher, principal or vice principal.
Bus loading and unloading	School buses will unload at: front of school School buses will load at: front of school] <i>Please DO NOT drop off or pick up students in this area</i>
School Parking Lot	<i>Our school parking lot is not available for families.</i> 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 <i>along any of the side streets south of Bendamere or on the west side of East 27th Street and the east side of West 25th Street. Always follow signage. Thanks.</i>
Entry and Exit for Students	Parents are asked to drop their children off no earlier than 8:55am at <i>the back playground.</i> When students enter the school yard, they are to proceed directly to their designated class location and line up (see map) Students/parents must physically distance (2m) from other families/staff while on school property.

	<p>Adults must wear face coverings while on school property.</p> <p>At the end of the day, students K – Gr. 3 (unless bussing) will be dismissed directly to parents from their outdoor designated class location.</p> <p>For students in grades 4-8, we ask that you continue to meet them off-site at a predetermined location, eg., park, pool, back of field, etc.</p> <p>Upon dismissal, all students must leave school property in a timely fashion. For students in grades 4-8, we ask that you continue to meet them off-site at a predetermined spot, eg., pool, back of field, etc.</p>
Movement Around the School	<p>Students will remain with their class cohort throughout the day.</p> <p>Students remain in their classrooms throughout the day, except when going to Phys.Ed. or Music)</p> <p>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>
Student Belongings	<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.</p>
Class Set Up	<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 shared tables are used, students continue to maintain distance and a clear plastic divider is used when students sit face-to-face.</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>
Kindergarten	<p>We have three kindergarten classes at Chedoke.</p> <p>Students who are bused will enter and exit through the front gate of the kindergarten play area maintaining class cohorts as much as possible. Each kindergarten class will have a designated area to drop off and pick up. These areas will be clearly marked and everyone is expected to practice physical distancing and maintain class cohorts as much as possible. More details will be sent out by kindergarten teams at orientation meetings and through class newsletters before the start of school.</p>

	<p>In the interests of everybody's safety and well-being, we ask parents/guardians to call ahead or make appointments to discuss issues with our teams. Entry and exit are often too busy to fully explore issues or make plans.</p> <p>Instead of following the school bells throughout the day, each team develops their own 'flow of the day' schedule. This is a more flexible approach to scheduling, and it is designed to help meet student needs. Included in the flow of the day will be time to play outside (one class at a time only in the play area) and to eat lunch (a staggered lunch with half the students eating while the other half playing will help to encourage physical distancing). As well, free flow snacks and learning times at designated tables in the rooms are followed by cleaning before the next group of students use the tables.</p> <p>Students will be expected to wear a mask in the classroom and they will learn proper hand washing, physical distancing, and sneezing etiquette. Masks will be removed when outside, but students will continue to remain with their cohort at all times.</p> <p>As with all learning, this may take some time and our educators take a compassionate and caring approach to training the children on these important enhanced safety protocols.</p> <p>Where to pick up your child: At the end of the day, you can pick up your child at the same designated area at which they arrived in the morning– <i>No plush toys permitted.</i></p>
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 currently not in use but we are committed to eventually reopening them. Students are encouraged to come dressed in comfortable clothes</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).</p>
Nutrition Breaks	<p><i>Our Nutrition Breaks are as follows:</i></p> <p>Morning break 11:30-11:50 - grades 1-4/5 are outside; grades 5-8 are inside 11:50-12:10 - grades 1-4/5 are outside; grades 5-8 are inside</p> <p>Afternoon break 1:50-2:10 – grades 1-4/5 are outside; grades 5-8 are inside 2:10-2:30 – grades 1-4/5 are outside; grades 5-8 are inside</p>

	<p>Students eat in their classrooms at their work space area.</p> <p>No sharing of food or beverages.</p> <p>Each class has a designated outdoor play area (2 m from other classes).</p> <p>Outdoor play spaces have been marked with <i>white paint</i>.</p> <p>Students may remove masks during outdoor play.</p>
Washroom Use	<p>Students will use washrooms closest to their classrooms.</p> <p>Occupancy limits will be posted outside washrooms.</p> <p>Markings outside washrooms for physical distancing of students awaiting entry.</p> <p>Students 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 Station to fill labelled water bottles.</p> <p>Markings are on floors to ensure physical distancing in line up.</p>
Clubs and Extracurriculars	<p>Clubs and extracurriculars may take place right now for mixed cohorts (masking and distancing required).</p> <p>No outside program providers will come into schools.</p>
Nutrition Programs	<p>All Nutrition Programs are 'Grab and Go'.</p> <p>Food is delivered in bins to each classroom.</p> <p>Food sales, including pizza, have been suspended at this time.</p>
Ill or Injured Students	<p>Ill or injured students will wait in a separate supervised location near the office. The school office will contact parents immediately to come to the school for pick up.</p>
Mask Rules	<p>All students must wear a non-medical mask or face covering on school buses and in the school building. Contact <i>the office at 905-388-5833</i> if you have any concerns about your student wearing a mask/face covering.</p> <p>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