

## Elementary School

### Site Specific Plan and Routines for Parents\*

School Name: Cootes Paradise Elementary School 2021-2022

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at 905-522-0601 or email <a href="mailto:cootesparadise@hwdsb.on.ca">cootesparadise@hwdsb.on.ca</a>
Screening	<p>Families must support students in screening for COVID symptoms prior to coming to school each day using the screener at the following link: <a href="https://covid-19.ontario.ca/school-screening/">https://covid-19.ontario.ca/school-screening/</a></p> <p>The school will provide a sign off document to be completed each day. Students will be required to show proof of screening, by having an adult initial a daily calendar (to be provided by the school).</p> <p>Where proof of screening is not provided, the school will contact the family to receive verbal confirmation.</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	<p>Continue to communicate with teachers and the principal(s) through phone and email. Contact the school at 905-522-0601 or email <a href="mailto:cootesparadise@hwdsb.on.ca">cootesparadise@hwdsb.on.ca</a> to speak with a teacher, principal or vice principal.</p> <p><i>Please subscribe to our website at <a href="http://www.hwdsb.on.ca/cootesparadise">www.hwdsb.on.ca/cootesparadise</a> and follow us on twitter at <a href="https://twitter.com/CParadise_HWDSB">CParadise_HWDSB</a> for the most up to date information.</i></p>
Bus loading and unloading	<ul style="list-style-type: none"><li>• School buses will load and unload at the back of the playground on Glen Rd.</li><li>• <i>In accordance to Public Health Protocols, all students on the bus must wear a mask and sit in their assigned seats. Family members will be seated together. Only one bus will be loaded or unloaded at a time in order to ensure physical distancing.</i></li></ul>

<p>School Parking Lot</p>	<ul style="list-style-type: none"> <li>• <i>The school parking lot is closed to all parents and visitors.</i></li> <li>• Active transportation (walk/bike) is encouraged to reduce the amount of traffic at the start/end of the day.</li> <li>• Parents/Guardians driving their children to school are encouraged to drop and walk at a location near to the school.</li> </ul>
<p>Entry and Exit for Students</p>	<p>Parents/Guardians are asked to drop their children off at the entry gates at the back playground while maintaining physical distancing.</p> <p>Students can begin to enter the school yard <u><i>no earlier than 9:00 am.</i></u></p> <p><b>FDK students:</b></p> <ul style="list-style-type: none"> <li>• Parents/Guardians may accompany a student to the kindergarten pen entry gate. Educators will accompany students to their cohort line.</li> <li>• Students/parents must physically distance (2m) from other families/staff while on school property.</li> <li>• Adults must wear face coverings when on school property.</li> <li>• Bussed students will be supervised from and to the bus loading area.</li> </ul> <p><b>Grades 1-5 students:</b></p> <ul style="list-style-type: none"> <li>• Parents/Guardians are permitted to walk students to their pod location while observing physical distancing (2m) and wearing a face covering.</li> <li>• When students enter the school yard, they are to proceed directly to their designated class location (marked) and line up with their face mask on.</li> <li>• At the end of the day, <b>students K – Gr. 3</b> (unless bussing) will be dismissed directly to parents from their outdoor designated class location.</li> </ul> <p><b>YMCA:</b></p> <ul style="list-style-type: none"> <li>• Any students who are part of the YMCA afterschool program will be dismissed from their pod to their YMCA lead.</li> </ul> <p><b>Please note:</b></p> <ul style="list-style-type: none"> <li>• <i>Upon dismissal, all students must leave school property in a timely fashion.</i></li> <li>• <i>Adults must wear face coverings while on school property.</i></li> <li>• <i>Students/parents must physically distance (2m) from other families/staff while on school property.</i></li> </ul>
<p>Movement Around the School</p>	<ul style="list-style-type: none"> <li>• Students will remain with their class cohort throughout the day.</li> </ul>

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Student Belongings	<ul style="list-style-type: none"> <li>• Use of lockers/hooks/cubbies will ensure physical distancing from students in other cohorts.</li> <li>• Shared use of lockers/hooks/cubbies may take place within a cohort or family.</li> <li>• Students will keep work materials at their desks.</li> </ul> <p><i>**Please note: All personal items (toys, stuffies/plush toys, cards, balls etc) <u>must</u> be kept at home.</i></p>
Class Set Up	<ul style="list-style-type: none"> <li>• A sink or hand sanitizer is available in all classrooms.</li> <li>• Each student is assigned a work-space area that ensures distancing from others.</li> <li>• All desks are forward facing.</li> <li>• Where tables are used, use a physical divider (plexi) where available to separate students (optional).</li> <li>• 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.</li> </ul>
FDK	<p>Morning entry:</p> <ul style="list-style-type: none"> <li>• Students will meet their cohort in the designated pods.</li> <li>• Parent/Guardians may accompany a student to the kindergarten pen entry. Educators will accompany students to their cohort line.</li> <li>• Parents must wear face coverings when on school property.</li> <li>• Bussed students will be supervised from and to the bus loading area.</li> </ul> <p>Dismissal:</p> <ul style="list-style-type: none"> <li>• Teachers will accompany students to their designated Pod line.</li> <li>• For parents of students in K-3, Parents must remain physically distanced and wear masks when on school property.</li> </ul> <p><i>Note: No plush toys permitted.</i></p>

	<p><i>All students will be supported in handwashing/hand sanitizing upon entry to the class, before and after eating.</i></p> <p><i>Students will be assigned specific learning spaces and the sharing of materials will be minimized.</i></p> <p><i>All students to wear a mask when indoors.</i></p>
PE, Music, Learning Commons	<p><b>Physical Education (PE)</b></p> <ul style="list-style-type: none"> <li>• Where possible, PE will take place outdoors.</li> <li>• Classes may be held in the gym with cleaning of high touchpoints throughout the day.</li> <li>• Change rooms are open to single cohorts with masking and distancing.</li> <li>• Students are encouraged to come dressed in comfortable clothes</li> </ul> <p><b>Music</b></p> <ul style="list-style-type: none"> <li>• Wind instruments may be used indoors with distancing.</li> <li>• Singing may take place indoors with students wearing masks.</li> <li>• The music teacher will be travelling from class to class.</li> </ul> <p><b>Learning Commons</b></p> <ul style="list-style-type: none"> <li>• Learning Commons may be scheduled for one class at a time (book exchange permitted).</li> </ul>
Nutrition Breaks	<ul style="list-style-type: none"> <li>• Nutrition breaks will be staggered – alternating outdoor times so that half the students will be out at one time.</li> <li>• Students eat in their classrooms at their workspace area, while abiding by safety considerations that include washing/sanitizing hands prior to eating, before going outside and when returning inside.</li> <li>• No sharing of food or beverages.</li> <li>• Each class has a designated outdoor play area.</li> <li>• Outdoor play spaces have been marked.</li> <li>• Students may remove masks during outdoor play and place these in a secure area (ie. Pocket, brown paper bag etc).</li> </ul>
Washroom Use	<ul style="list-style-type: none"> <li>• Students will use washrooms closest to their classrooms.</li> <li>• Occupancy limits will be posted outside washrooms.</li> <li>• Markings outside washrooms for physical distancing of students awaiting entry.</li> <li>• Students maintain physical distancing while in washrooms.</li> <li>• Urinals and stalls: every other one marked off.</li> <li>• Students may use hand dryers or paper towels.</li> </ul>
Hydration Stations	<ul style="list-style-type: none"> <li>• Water fountains have been closed.</li> </ul>

	<ul style="list-style-type: none"> <li>• Students use Hydration Station to fill labelled water bottle.</li> <li>• Students will maintain physical distancing in line ups.</li> <li>• Students are encouraged to bring their own labelled water bottle.</li> </ul>
Clubs and Extracurriculars	<ul style="list-style-type: none"> <li>• Clubs and extracurriculars may take place for mixed cohorts (masking and distancing required).</li> <li>• No outside program providers will come into schools.</li> </ul>
Nutrition Programs	<ul style="list-style-type: none"> <li>• All Nutrition Programs such as Tastebuds are 'Grab and Go'.</li> <li>• Food is delivered in bins to each classroom.</li> <li>• Food sales have been suspended at this time.</li> </ul>
Ill or Injured Students	<ul style="list-style-type: none"> <li>• Ill or injured students will wait in a separate supervised area located outside of the office.</li> <li>• The school office will contact parents immediately to come to the school for pick up.</li> </ul>
Mask Rules	<ul style="list-style-type: none"> <li>• All students must wear a non-medical mask or face covering on school buses and in the school. Contact [insert contact info] if you have any concerns about your student wearing a mask/face covering.</li> <li>• Masks will be provided to students who forget to bring one.</li> </ul>

\*parents, guardians, caregivers