

Elementary School

Site Specific Plan and Routines for Parents*

School Name: Dalewood 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 905-528-8631 or email dalewood@hwdsb.on.ca
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 through phone and email. Contact the school at 905-528-8631 or dalewood@hwdsb.on.ca
Bus loading and unloading Taxis for students.	School buses will unload on Arnold Street. School buses will load on Arnold Street. Taxis/Buses for Special Education Students will load and unload in the school parking lot.
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 eg. Arnold Street.
Entry and Exit for Students	School starts at 8:15 and ends at 2:35. Supervision begins at 8:00 on the playground. Parents are asked to drop their children off near the school and students will walk onto the playground. When students enter the schoolyard, they are to proceed directly to their designated class location that will be marked with teacher's name. Students will line up behind the chair/pylon. Students/parents must physically distance (2m) from other families/staff while on school property. Adults must wear face coverings while on school property. At the end of the day, students will be dismissed and at dismissal, students must leave school property in a timely fashion.
Movement Around the School	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.
Student Belongings	Use of lockers/hooks/cubbies will only be used if we can ensure physical distancing. No shared use of lockers/hooks/cubbies. Students will keep work materials at their desks.
Class Set Up	A sink or hand sanitizer is available in all classrooms. Each student is assigned a workspace 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). There will be minimized use of shared materials. These must be cleaned before use by another student. Classes have been cleaned and disinfected. We have moved furniture to allow for distancing in the classroom. Where social distancing was not possible, we have changed class locations.
PE, Music, Learning Commons	Physical Education (PE) Where possible, PE will take place outdoors. Classes may be held in the gym with cleaning of high touchpoints between classes. Change rooms are closed. There is no sharing of equipment between class cohorts. Music No use of woodwind/brass instruments. Singing takes place outdoors only. Learning Commons Learning Commons is not used by classes/students (no book exchange). A team from the HWDSB Learning Commons is coming into the school to arrange for class based reading materials for students. This will limit the movement from class to Library in the school and minimize the sharing of materials.
Nutrition Breaks	A school recess plan has been designed for Dalewood students. Half of our school population will go out first, then the second half. This will give a larger open space for students. The grass area will be divided into sections to allow free play within class cohorts. Students eat in their classrooms at their workspace area. No sharing of food or beverages. Each class has a designated outdoor play area (2 m from other classes). Outdoor play spaces will be marked with pylons to identify play space for students. Students may remove masks during outdoor play.
Washroom Use	Students will use washrooms closest to their classrooms. Occupancy limits will be posted outside washrooms.

	<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 bottle.</p> <p>Markings to ensure physical distancing in line up.</p> <p>Students are encouraged to bring a water bottle to school that can be filled up at our water filtration stations.</p>
Clubs and Extracurriculars	<p>Clubs and extracurricular activities may only take place by a teacher directly connected with a class cohort.</p> <p>Cohorts will not be combined for extracurriculars</p> <p>No outside program providers will come in to schools.</p>
Nutrition Programs	<p>All Nutrition Programs are 'Grab and Go' when this program starts up.</p> <p>Food is delivered in bins to each classroom. Date TBD.</p> <p>Food sales have been suspended at this time.</p>
Ill or Injured Students	<p>Ill or injured students will wait in a separate supervised location.</p> <p>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 busses and in the school. Contact the school if you have any concerns about your student wearing a mask/face covering.</p>

[*parents, guardians, caregivers](#)