

Dalewood 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. Families/Guardians may contact the main office at 905-528-8631 or email dalewood@hwdsb.on.ca
<u>Attestation and Screening</u>	Attestation Parents and caregivers, and students over 18 years of age, are asked to complete one-time attestation to declare that you will participate in active daily screening. The attestation can be completed in the Parent Portal . Daily COVID-19 Screening For at least the first two weeks of school, students will submit a daily screening either on paper or a device to an educator for review. If the student does not have verification, they will remain in class, with a mask and distanced as much as possible from others. Parents will be contacted to verify screening.
Parent Access to School	Access to the school will be very limited for Families, 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 905-528-8631 or email dalewood@hwdsb.on.ca to speak with a teacher or principal
Bus loading and unloading	School buses will unload and load on Arnold St. Students will enter through the gate and proceed to their designated class line <i>Masks are required on the bus and a seating plan will be in place. Courtesy Transportation will not be approved until the end of September. Please contact the school if you have any questions.</i>

<p>School Parking Lot</p>	<p>Active transportation (walk/bike) is encouraged to reduce the amount of traffic at the start/end of the day. Families driving their children to school are encouraged to drop and walk at a location near to the school. **Using the gate from Arnold St. is ideal. The Parking lot is reserved for staff, specialized transportation and recreation centre participants.</p>
<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) and line up. Students must physically distance (2m) from others while on school property. Adults must wear face coverings while on school property.</p> <p>LATE Entry: Students who arrive late will need to ring the buzzer at the front door in order to be let in and then proceed directly to their classroom where they will be marked late by their classroom teacher.</p> <p>At the end of the day, students will be dismissed directly to the back field. Upon dismissal, students must leave school property in a timely fashion.</p> <p>Bus students will line up, physically distanced, along the fence line near the gate.</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 <i>where possible</i> to provide instruction. 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 will be permitted this year if physical distancing from students in other cohorts can be ensured. Students will keep work materials at their desks.</p>

<p>Class Set Up</p>	<p>A sink or hand sanitizer will be available in all classrooms. Each student will be assigned a work-space area that ensures distancing from others. All desks will be forward facing. Where tables are used, a physical divider (plexi) will be used to separate students (if possible). All required work materials will be located at student's workspace. Students may share learning materials with hand washing/sanitizing. These materials will be cleaned on a regular basis.</p>
<p>Lunch</p>	<p>Due to current Public Health guidelines, students will be expected to remain on property to ensure we are maintaining cohorts. We will continue to monitor this situation and update our families as we receive new direction.</p>
<p>PE, Music, Learning Commons</p>	<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. 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>
<p>Nutrition Breaks</p>	<p>Nutrition Breaks will take place at 10:15-10:55 and 12:35-1:15. Students will eat in their classrooms at their workspace area. They will not be permitted to move their desks or switch their seats. No sharing of food or beverage. Each class will have a designated outdoor play area (separated from other classes). Students may remove masks once they are in their designated cohort. Outdoor play spaces have been marked with yard paint. Staff will ensure students are aware of their cohort area. Students must stay with their own cohorts. At this time, we are recommending that students remain at school for nutrition breaks. We must endeavor to ensure physical distancing and the maintaining of cohorts. If you are permitting your student to go home on second nutrition break, you will need to complete the form in parent portal and your student will need to inform their teacher they are leaving and sign out at the office.</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. Dalewood has installed an additional Hydration Station this year. Students use Hydration Stations to fill labelled water bottles. Markings to ensure physical distancing in line up.</p>
Clubs and Extracurriculars	<p>Clubs and extracurriculars may take place for mixed cohorts (masking and distancing required). No outside program providers will come into schools. <i>Please watch for future information regarding extracurriculars.</i></p>
Nutrition Programs	<p>All Nutrition Programs are 'Grab and Go'. On Monday, Wednesday and Fridays, food is delivered in bins to each classroom and offered to students by staff. 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. The school office will contact family's immediately to come to the school for pick up. Please see the first page of this document for details on picking up your child. We will not be able to supervise students who are ill for an extended period of time. Please provide the office with updated emergency names and contact information.</p>
Mask Rules	<p>All students must wear a non-medical mask or face covering on school buses and in the school. Contact <i>Dalewood at 905-528-8631 or by email at dalewood@hwdsb.on.ca</i> if you have any concerns about your student wearing a mask/face covering. Masks will be provided to students who forget to bring one.</p>

[*Families, guardians, caregivers](#)