

Elementary School

Site Specific Plan and Routines for Parents

School Name: Dundana

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at 905 628 2622 or email dundana@hwdsb.on.ca
Parent Access to School	Access to the school will be very limited for parents and visitors. Contact the main office before coming to the school to speak with a staff member. No volunteers can be employed on site at this time either.
Parent Communication with School	Continue to communicate with teachers and the principal through phone and email. Contact the school at 905 628 2622 to speak with a teacher or principal (or by email at dundana@hwdsb.on.ca or kkeerybi@hwdsb.on.ca). A reminder that all student-specific questions or concerns should first go through the student's teacher.
Bus loading and unloading	School buses will unload in front of Kindergarten play yard fence School buses will load all along the school side of Dundana Avenue, beginning at the Dundana parking lot and all the way to mid-field (watch for bus loading signage) *Please ensure that you are keeping this area free of vehicles to allow our buses safe access.
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. Our school parking lot, at this time, will remain unblocked so vehicles can be safely driven to the front door area for a "kiss and ride" style drop off. We ask all families to proceed in and out of the parking lot carefully and at reduced speed. We ask that vehicles only stop to let a student out directly in front of the front doors. We also ask that drivers remain in the car and leave the parking lot once your child exits the car in order to keep the line moving. (Please note, we will be monitoring the parking lot area for safety of

	<p>students. If unsafe driving and drop off procedures are observed, the parking lot may be closed to all drop off traffic).</p>
Entry and Exit for Students	<p>For students in Grades 1 to 5, students will be asked to meet in the morning in their class cohort zones on the blacktop playground. To reduce the amount of people on our blacktop, we would ask parents, guardians and non-student visitors to say goodbye to your child from the grass area and allow them to proceed to their zone on the pavement. At pick up time, we would again ask parents and guardians to remain on the grass area and wait for your child to be dismissed to come to you.</p> <p>For students in Kindergarten, students will be asked to be dropped off in the Kindergarten pen. A staff member will then direct the student directly inside. We ask that parents, guardians and non-student visitors say goodbye to your child at the kindergarten pen gate and allow them to enter on their own.</p> <p>At pick up, Kindergarten parents are asked to remain outside of the Kindergarten fence and wait for your child to be dismissed by a staff member to come to you.</p> <p>When students enter the school yard, they are to proceed directly to their designated class location (marked) on the pavement and line up with their classmates. All students must have their masks on before entering the school building.</p> <p>Students/parents and non-school aged children 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</p> <p>Upon dismissal, students and families must leave school property in a timely fashion.</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</p> <p>Subject specific teachers will travel to classes to provide instruction</p> <p>When moving about the school, students/classes will walk on the right side, maintaining physical distancing</p> <p>When classes are escorted by staff in the building (e.g. to go outside for PE or outdoor learning), students will be asked to maintain physical distance, and walk on the right side of the hallways.</p>
Student Belongings	<p>At this time, we will not be able to use lockers and hallway hooks to store student materials. We ask that students only bring the minimum of materials to school. All items will be stored in the students' classrooms in their own desk area.</p> <p>Students will keep work materials at their desks. Students are asked not to bring personal items that can't be sanitized to school (e.g. stuffed animals, trading cards).</p> <p>We will not be able to maintain a lost and found at this time.</p> <p>Students are advised to ensure all of their items are clearly labelled, including cloth masks.</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 supports distancing from others</p> <p>All desks are forward facing</p> <p>All required work materials are located at student's workspace (not to be shared with other students)</p> <p>There will be minimized use of shared materials. These must be cleaned before use by another student</p> <p>Staff will also maintain physical distancing and wear PPE when instructing and supervising students.</p>
Kindergarten	<p>Our Kindergarten classes will take turns using the Kindergarten pen throughout the day without combining cohorts.</p> <p>Students in Kindergarten will be taken directly into their classrooms at entry by supervising staff.</p> <p>Kindergarten classes will be set up to allow students to physically distance but still providing some flexible seating and learning opportunities. Student play and learning materials will be provided in individual allotments as much as possible. Materials that will be used by multiple students will be cleaned in between uses.</p> <p>All of our students will be supported with frequent hand washing and sanitizing routines, and supervision to support physical distancing when around the school (e.g. use of washrooms, in the hallways).</p>
PE, Music, Learning Commons	<p>Physical Education</p> <p>Where possible, PE will take place outdoors</p> <p>Classes may be held in the gym with cleaning of high touchpoints between classes</p> <p>Changerooms are closed. Students must come prepared for PE activities each day.</p> <p>There is no sharing of equipment between class cohorts</p> <p>On days that a class does not have PE scheduled, the homeroom teacher will schedule in DPA/ABQ to ensure physical activity on each day. Weather permitting, DPA will also take place outdoors.</p> <p>Music</p> <p>Where possible, music classes will take place outdoors to allow singing.</p> <p>When music class is held inside, only non singing learning will be engaged in.</p> <p>Learning Commons</p> <p>Learning Commons is not used by classes/students</p> <p>Teachers and our Teacher Librarian will ensure classes have rotating access to library books delivered to the classroom for student use in class.</p> <p>No library books will be taken out of the school at this time.</p>
Nutrition Breaks	<p>Eating Time:</p> <p>Students will be instructed to wash/sanitize hands prior to eating.</p> <p>Students eat in their classrooms at their work space area.</p> <p>No sharing of food or beverages.</p>

	<p>Students will need to be independent in opening their food containers.</p> <p>Students will be asked to take home all recycling and garbage from their lunches to minimize contaminants in the classroom and reduce student movement around classroom during unmasked nutrition break time.</p> <p>Outdoor Time:</p> <p>Each class has a designated outdoor play area (their playground line up zones). When weather and field conditions permit, each class will be rotated into the larger, field zones to allow for greater play and exercise opportunities while remaining cohorted.</p> <p>Outdoor play spaces will be marked with line paint, and pylons, when necessary.</p> <p>Students may remove masks during outdoor play but students will be responsible for the safe storage of their mask while outside (e.g. fanny pack, lanyard, paper bag in pocket). All students must independently put masks back on before re-entering the school. Students will be instructed to wash/sanitize hands upon re-entry.</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> <p>Educators will work with students early on to teach these new washroom rules and supervise their use while students are learning the routines.</p>
Hydration Stations	<p>Water fountains have been closed</p> <p>Students use Hydration Station (by gym) to fill labelled water bottle</p> <p>Markings to ensure physical distancing in line up</p> <p>Students are encouraged to bring a reuseable water bottle labelled with their name on it.</p>
Clubs and Extracurriculars	At this time, extracurricular activities will be paused.
Nutrition Programs	Food sales have been suspended at this time, including pizza days, Lunch Lady days, and popcorn sales.
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 buses and in the school.</p> <p>If your child requires a medical exemption, please complete this information on the parent portal.</p>