

Dundas Central 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. Parents/Guardians may contact the main office at 905 627 3521 or email dundascentral@hwdsb.on.ca
Screening	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. Student 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.
Parent Communication with School	Continue to communicate with teachers and the principal through phone and email. Contact the school at 905 627 3521 or email dundascentral@hwdsb.on.ca to speak with a staff member, or principal.
Bus loading and unloading	School buses will unload at: Elgin Street School buses will load at: Elgin Street These areas must be kept clear for busses before and after school.
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 park and walk their child to the fence– please avoid Elgin Street (<i>our bus drop off and pick up area</i>).
Entry and Exit for Students	When students enter the school yard, they are to proceed directly to their designated class location (marked) and line up. Please remain behind the pylons (Primary area) and behind the school fence (Junior /Intermediate area). Staff will be on bus and yard supervision from 8:25 am to 8:40 am and from 3:00 pm to 3:15 pm.

	<p>Students/parents 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. Please remain behind the pylons and fence and wait for your child to come to you.</p> <p>Upon dismissal, students must leave school property in a timely fashion.</p> <p>At this time we ask that all family pets not enter the school grounds between 8:00 a.m. and 3:15 p.m.</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. Students move to the Library, Music Room and Gymnasium.</p>
Student Belongings	<p>Use of lockers/hooks/cubbies will ensure physical distancing.</p> <p>Shared use of lockers/hooks/cubbies may take place within a cohort.</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 tables are used, use of a physical divider (plexi) may be added to separate students.</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>
FDK	<p><i>Please drop off and pick up your Kindergarten student from their assigned enclosed play area each day. Kindergarten educators will communicate routines prior to the first day of school.</i></p>
PE, Music, Learning Commons	<p>Physical Education (PE)</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>Change rooms are open to single cohorts with masking and distancing. Students are encouraged to come to school dressed in comfortable clothes.</p> <p>There is no sharing of equipment between class cohorts.</p> <p>Music</p> <p>Wind instruments may be used indoors with distancing.</p> <p>Singing may take place indoors with students wearing masks</p> <p>Learning Commons/Library</p>

	Learning Commons/Library may be scheduled one class at a time (book exchange is permitted).
Nutrition Breaks	Students eat in their classrooms at their work space 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. Students may remove masks during outdoor play.
Washroom Use	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.
Hydration Stations	Water fountains have been closed. Students use Hydration Station to fill labelled water bottle. Markings to ensure physical distancing in line up.
Clubs and Extracurriculars	Clubs and extracurriculars may take place for mixed cohorts. Masking and distancing are required. No outside program providers will come in to schools.
Nutrition Programs	No Nutrition programs will be offered until further notice.
Ill or Injured Students	Ill or injured students will wait in a separate supervised location. The school office will contact parents immediately to come to the school for pick up.
Mask Rules	All students must wear a non-medical mask or face covering on school busses and in the school. Masks will be provided to students who forget to bring one. Contact 905 627 3521 or email dundascentral@hwdsb.on.ca if you have any concerns about your student wearing a mask/face covering. As directed by provincial guidelines, reasonable exceptions are in place where a student is unable to wear a mask. Exemption criteria includes medical, developmental, sensory or mental health needs. Parents are required to complete the student mask exemption form through the parent portal. This form attests for the need of an exception.

*parents, guardians, caregivers