



Earl Kitchener Elementary School

Site Specific Plan and Routines for Parents/Caregivers

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) 528-0223 or by email (earlkitchener@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/or Administrators through phone and email. Contact the school (phone number and email indicated above) to speak with a teacher, principal or vice principal.
Bus loading and unloading	School buses will continue to load and unload in front of the school on Dundurn Street.
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 and if it is necessary to use the school parking lot off of Stanley Street, this will need to be a very QUICK 'kiss and drop' (given anticipated congestion).
Entry and Exit for All Students	Parents are asked to drop their children off at playground gates either on Stanley Street or Homewood Avenue. When students enter the school yard, they are to proceed directly to their designated class location (marked) to wait for their teacher. Students/parents must physically distance (2m) from other families/staff while waiting. (NEW) Caregivers will wait for students outside the fenced playground area at the end of the day and will not be permitted to enter the playground at this time. At the end of the day, students (K – 3) will be dismissed directly to parents from their outdoor designated class location. Upon dismissal, students and/or caregivers must leave in a timely fashion.

<p>Movement Around the School</p>	<p>Students will remain with their class cohort throughout the day. Students generally 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.</p>
<p>Student Belongings</p>	<p>Use of lockers/hooks/cubbies will be used where we can ensure physical distancing. No shared use of lockers/hooks/cubbies. Students will keep work materials at their desks.</p>
<p>Class Set Up</p>	<p>A sink or hand sanitizer is available in all classrooms. Each student is assigned a work-space area that ensures distancing from others. All desks/tables 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/disinfected before use by another student.</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 between classes. There is no sharing of equipment between class cohorts. Music Singing takes place outdoors only. Learning Commons Learning Commons (library) will not be used by classes/students (no book exchange).</p>
<p>Nutrition Breaks</p>	<p>Outdoor Nutrition Break times are ‘staggered’ (FDK/Primary/Junior) to limit the number of students outdoor on the playground at any given time to ensure our ability to maintain physical distancing. 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 with pylons/cones). Students may remove masks during outdoor play.</p>
<p>Washroom Use</p>	<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: some stalls may be ‘marked off’ to ensure distancing measures. Students may use hand dryers or paper towels.</p>

Hydration Stations	Water fountains have been closed and Hydration Stations have been installed to fill (labelled) water bottles. There are markings to ensure physical distancing to line up. Please send your child/children with their own water bottle(s).
Clubs and Extracurriculars	Clubs and extracurriculars may only take place where led by a teacher directly connected with a class cohort. Cohorts will not be combined for extracurriculars. No outside program providers will come in to schools.
Nutrition Programs	All Nutrition Programs are 'Grab and Go'. Food is delivered in bins to each classroom. Food sales (e.g. milk/pizza/Lunch Lady) have been suspended at this time.
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. Contact the office if you have any concerns about your child wearing a mask/face covering.