

Elementary School

Site Specific Plan and Routines for Parents*

School Name: Elizabeth Bagshaw 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) 561-3520 or email https://www.hwdsb.on.ca/elizabethbagshaw/
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(s) through phone and email. Contact the school at (905) 561-3520 or email https://www.hwdsb.on.ca/elizabethbagshaw/ to speak with a teacher, principal or vice principal. **Please note that it will be important for parents to send their child(ren) with a packed lunches as parents will not be able to drop lunches off to the school throughout the day.
Bus loading and unloading	School buses will unload at: the corner of Albright Rd & Harrisford Rd. School buses will load at: the corner of Albright Rd & Harrisford Rd. If you have any questions regarding transportation, please contact their offices at (905) 523-2318 or 1-800-691-6402. Also note that courtesy transportation is cancelled until further notice.
School Parking Lot	Please remember that the school parking lot is for staff use and it can become unsafe having kids walking or running though the parking lot with staff driving in and out. 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 them off and walk at a location near to the school as it can become very busy along the front of the school.
Entry and Exit for Students	Parents are asked to walk their children off outside of the playground area. As classes will be expected to gather in socially distant designated areas it will be too crowded to have parents in the playground area as well as all the students.

	<p>When students enter the school yard, they are to proceed directly to their marked designated class location and line up. 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 K – Gr. 3 will be dismissed directly to parents from their outdoor designated class location. Upon dismissal, students must leave school property in a timely fashion.</p>
Movement Around the School	<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 to provide instruction. When moving about the school, students/classes will walk on the right side, maintaining physical distancing. They will be stickers along the floors and walls to remind students of these expectations.</p>
Student Belongings	<p>Use of lockers/hooks/cubbies will ensure physical distancing. No shared use of lockers/hooks/cubbies. Students will keep work materials at their desks. Please try to label all student items with their names. As the drinking fountains will not be accessible until further notice, it is recommended that students have a reusable water bottle that they can use throughout the day.</p>
Class Set Up	<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 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. As students will not be able to share materials, it is suggested that, if possible, parents sent their child(ren) in with their own materials, e.g. crayons; scissors; ruler; etc.</p>
FDK	<p>Parents are asked to walk their children off outside of the playground area. When students enter the school yard, they are to proceed directly to their marked designated class location and line up. Teachers can use pylons or hula hoops to indicate each class’s designated area. Physical distancing seating is created on the carpet/floor for small and whole groups (e.g. Hula hoops, tape squares, large dot stickers, etc.). Students can be spread out into different areas of the classroom during transition times (e.g., dressing, snack times, lunch time, and toileting).</p>
PE, Music, Learning Commons	<p>Physical Education (PE) 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 closed so students are asked to dress in comfortable clothing on the days they have physical education.</p> <p>There is no sharing of equipment between class cohorts.</p> <p>Music</p> <p>No use of woodwind/brass instruments.</p> <p>Singing takes place outdoors only.</p> <p>Learning Commons</p> <p>Learning Commons is not used by classes/students (no book exchange). Teachers will make every possible effort to select books from the library so students will have reading books in their desks for the week. On Fridays the books will be left out for 72 hours before being used again.</p>
Nutrition Breaks	<p>1st Nutrition Break: 10:30 – 11:10. 2nd Nutrition Break: 12:50 – 1:30</p> <p>Students eat in their classrooms at their work space area.</p> <p>No sharing of food or beverages.</p> <p>Each class has a designated outdoor play area (2 m from other classes). Outdoor play spaces have been marked with duct tape on the black top areas and spray paint of the grass to indicate cohort areas.</p> <p>Students may remove masks during outdoor play but must replace them upon re-entry. They will place masks in their pockets for safe keeping. Parents can also provide a magnetic lanyard so students can clip their masks on.</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>Teachers of younger students will make an effort to take classes down to the washroom when possible/convenient.</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>Another reminder that students should have their own reusable water bottle marked with their name.</p>
Clubs and Extracurriculars	<p>Clubs and extracurriculars 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'.</p> <p>Food is delivered in bins to each classroom.</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. The school office will contact parents immediately to come to the school for pick up.</p>

	Please remember that it is extremely important for the school to have up to date parent/guardian telephone numbers, as well as up to date emergency numbers.
Mask Rules	All students must wear a non-medical mask or face covering on school busses and in the school. Contact the principal at the school if you have any concerns about your student wearing a mask/face covering.