






Site Specific Plan and Routines for Parents

School Name: **Franklin Road**

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at 905-388-4731 or email franklinroad@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 the principal(s) through phone and email. Contact the school at 905-388-4731 or franklinroad@hwdsb.on.ca to speak with a teacher, principal or vice principal. Classroom Teacher to communicate preferred method of communication with parents early in year.

<p>Bus loading and unloading</p>	<p>School busses will unload at: front of school School busses will load at: front of school</p> <p>Please be mindful and do not park in bus loading and unloading zone when dropping off students. This area must be clear of vehicles</p>
<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.</p> <p>Parents driving their children to school are encouraged to drop and walk at a location near to the school. The parking lot is not available for pick up/drop off.</p>
<p>Entry and Exit for Students</p>	<p>Parents are asked to drop their children off at class/cohort designated area. Teachers will contact families during week of September 8 to advise of area.</p> <p>When students enter the school yard, they are to proceed directly to their designated class location (marked) and line up 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 in FDK – Gr. 3 will be dismissed directly to parents from their outdoor designated class location</p> <p>Upon dismissal, students must leave school property in a timely fashion.</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 with the exception of Physical Education.</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>Student Belongings</p>	<p>We will not be using lockers to start the year to ease hallway congestion. Students will keep their belongings and materials at their desk/work location. The exception will be Mrs. Reitsma/Ms. Pretto’s FDK class that does not have cubbies/hooks within their classroom.</p> <p>The remaining FDK classrooms will use cubbies and hooks in room while ensuring physical distancing. There will be no sharing of cubbies/hooks between students.</p>
<p>Class Set Up</p>	<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 in same direction 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>FDK</p>	<p>Specific information will be shared with families prior to school start.</p> <p>JK Orientation Dates: Sept. 10th and Sept. 11th. Parents will be contacted by their child’s teacher.</p>
<p>PE, Music, Learning Commons</p>	<p>Physical Education Where possible, PE will take place outdoors</p>

	<p>Classes may be held in the gym with cleaning of high touchpoints between classes Changerooms are closed There is no sharing of equipment between class cohorts If 2 classes/cohorts are in gym at one time, the middle divider will be lowered in place and there will be no interaction between the cohorts.</p> <p>Music No use of woodwind/brass instruments Singing takes place outdoors only</p> <p>Learning Commons Learning Commons is not used by classes/students (no book exchange).</p>
<p>Nutrition Breaks</p>	<p>Nutrition breaks will be staggered as per our usual practice.</p> <ul style="list-style-type: none"> - 10:10-10:30am half of school eats, half outside - 10:30-10:50am reverse - 12:30-12:50pm half of school eats, half outside - 12:50-1:10pm reverse <p>Students eat in their classrooms at their work space area No sharing of food or beverages</p> <p>Each class has a designated outdoor play area (2 m from other classes)</p> <p>Outdoor play spaces have been marked with flags and spray paint Teachers will communicate location to families during welcome call.</p> <p>Students may remove masks during outdoor play.</p>
<p>Washroom Use</p>	<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 Students may use hand dryers or paper towels</p>



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 only take place by a teacher directly connected with a class cohort. Cohorts will not be combined for extracurriculars.
Nutrition Programs	Details about school nutrition program will be communicated early in the year. Once established, the program will meet the following criteria: <ul style="list-style-type: none">- All Nutrition Programs are 'Grab and Go'- Food is delivered in bins to each classroom- Food sales 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 school at 905-388-4731 if you have any concerns about your student wearing a mask/face covering.