

Elementary School

Site Specific Plan and Routines for Parents*

School Name: Frank Panabaker School (North and South)

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the North office at 905-648-4115 or email frankpanabakernorth@hwdsb.on.ca or the South office at 905-648-4439 or frankpanabakersouth@hwdsb.on.ca .
<u>Screening</u>	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 Students 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(s) through phone and email. Contact the school at 905-648-4115 (North) or 905-648-4439 (South) to speak with a teacher, principal or vice principal. Continue to monitor the school website and Twitter feed @Panabaker_HWDSB, classroom in addition to teacher communication tools for updates and information specific to Frank Panabaker School.
Bus loading and unloading	School buses will unload at the South Site in front of the FDK area and at the North Site, in front of the Primary Wing. <i>Students will be directed to their marked class zone located on the field at each site.</i> School buses will load at the front entrance of each site. Please note, we may experience delays in transportation as we begin the school year. Subscribe to transportation through the website for timely updates and monitor bus delays at: https://www.hamiltonschoolbus.ca/delays.aspx

<p>School Parking Lot</p>	<p>The first half of our parking lot will continue to be open to vehicles. Our parking lot can be congested at the best of times. We ask that all families consider an alternate mode of transportation and access the school yard from another access point (see map below). Parents driving their children to school are encouraged to drop and walk from a location near to the school (see map below). Active transportation (walking/biking) is strongly encouraged to reduce the amount of traffic at the start/end of the day.</p> <p>For their safety, students must walk on sidewalks and only cross the parking lot at the crosswalk. We ask parents/students when travelling from one site to the other, to utilize sidewalks at the front of the school. There will be no access to walk behind the schools through the fields (zones).</p> <p>Once on school grounds, bikes must be walked on school property. As Staff members may be required to leave/return throughout the day, as a courtesy, we request that parents use only the parking spaces located along the fence line on the north side of Senior Drive.</p>
<p>Entry and Exit for Students</p>	<p>Parents are asked to drop their children off at one of the identified access points. When on school property, all adults must wear a mask.</p> <p>Once students have arrived in the school yard, they are to proceed directly to their marked, class zone. Teachers will meet their students at the bell and walk students into the school, while maintaining physical distance. Students will need to don their mask prior to entering the school building.</p> <p>Students/parents must physically distance (2m) from other families/staff while on school property.</p> <p>Parents are asked to remain outside of designated student zones. We ask that you observe signage directing students and/or limiting access to areas of the playground.</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 zone as shared by the classroom teacher.</p> <p>Upon dismissal, students must leave school property in a timely fashion. Older students will be dismissed ahead of younger students to ensure that they can meet younger siblings if necessary.</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. Subject specific teachers will travel to classes where possible to provide instruction.</p> <p>When moving about the school, students/classes will walk on the right side, maintaining physical distancing.</p>

Student Belongings	<p>Use of lockers/hooks/cubbies will ensure physical distancing from students in other cohorts. Shared use of lockers/hooks/cubbies may take place within a cohort or family. Students will keep work materials at their desks. <i>Teachers will share a list of materials that each student requires.</i></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 Students may share learning materials with hand washing/sanitizing. These materials will be cleaned on a regular basis.</p>
Kindergarten	<p>FDK classes will eat and play indoors during the nutrition breaks. FDK teachers will share their schedule with their classes. Students eat in their classrooms at their workspace area. <i>No plush toys permitted.</i></p>
PE, Music, Learning Commons	<p>Physical Education (PE) Where possible, PE will take place outdoors. Classes may be held in the gym with cleaning of high touchpoints throughout the day. Change rooms are open to single cohorts with masking and distancing. Students are encouraged to come dressed in comfortable clothes</p> <p>Music Wind instruments may be used indoors with distancing. Singing may take place indoors with students wearing masks.</p> <p>Learning Commons Once operational, our Learning Commons may be scheduled for one class at a time (book exchange permitted).</p>
Nutrition Breaks	<p><u>Nutrition Break Schedule</u></p> <p>Nutrition Break 1 9:55-10:15 Inside Eating: Grade 1,2,F5,F5/6,F6/7,6,5,5/6,6/7 Outside Play: Grades 3,4,F7/8,7,7/8,8 10:15- 10:35 Inside Eating: Grades 3,4,F7/8,7,7/8,8 Outside Play: Grades 1,2,F5,F5/6,F6/7,6,5,5/6,6/7</p> <p>Nutrition Break 2 12:15-12:35 Inside Eating: Grade 1,2,F5,F5/6,F6/7,6,5,5/6,6/7</p>

	<p>Outside Play: Grades 3,4,F7/8,7,7/8,8 12:35-12:55</p> <p>Inside Eating: Grades 4,F7/8,7,7/8,8</p> <p>Outside Play: Grades 1,2,3,F5,F5/6,F6/7,6,5,5/6,6/7</p> <p>**FDK classes will eat and play indoors during the nutrition breaks. FDK teachers will share their outdoor schedule with their classes.</p> <p>Students eat in their classrooms at their workspace area. No sharing of food or beverages. Each class has a designated outdoor play area (2 m from other classes). Outdoor play spaces have been marked with painted lines. Students may remove masks during outdoor play.</p> <p>Parents are asked to provide their child with a quick-release lanyard, waist pouch or other carrier to store their masks in while playing outside or eating.</p>
Washroom Use	<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: every other one marked off. Students may use hand dryers or paper towels.</p>
Hydration Stations	<p>Water fountains have been closed. Students use Hydration Station to fill labelled water bottles. Markings to ensure physical distancing in line up.</p>
Clubs and Extracurriculars	<p>Clubs and extracurriculars may take place for mixed cohorts (masking and distancing required). No outside program providers will come into schools.</p>
Nutrition Programs	<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>
Mask Rules	<p>All students must wear a non-medical mask or face covering on school buses and in the school. Contact the school if you have any concerns about your student wearing a mask/face covering. Masks will be provided to students who forget to bring one.</p>
Ventilation	<p>Parents may access information regarding ventilation at https://www.hwdsb.on.ca/about/school-renewal/ventilation/</p>

[*parents, guardians, caregivers](#)

