

## Elementary School

### Site Specific Plan and Routines for Parents\*

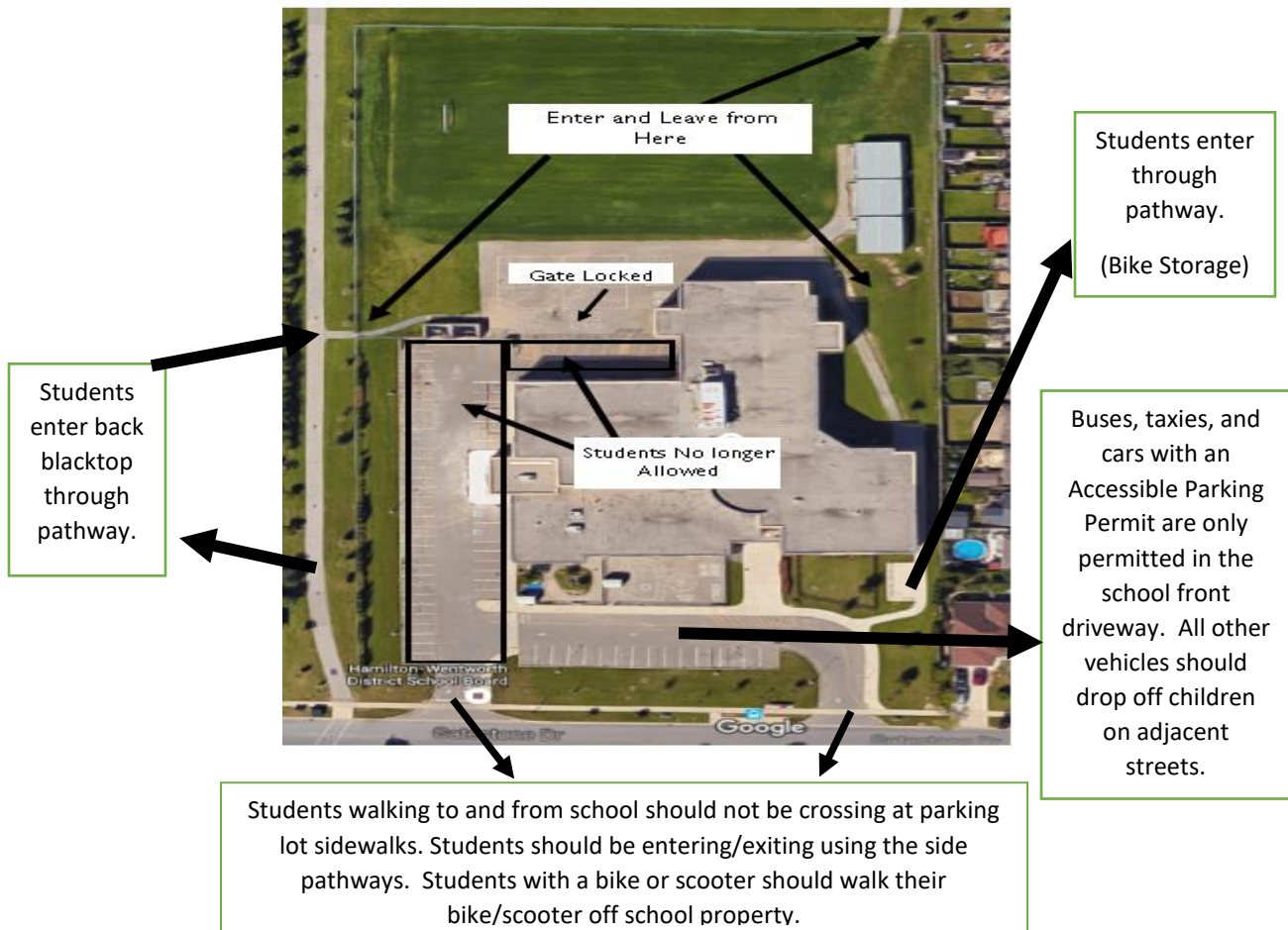
### School Name: Gatestone

| HWDSB Protocol and Requirements  | School Routines and Expectations   |
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| Student Registration             | All student registration will be virtual. Parents/Guardians may contact the main office at 905-573-7731 or email <a href="mailto:gatestone@hwdsb.on.ca">gatestone@hwdsb.on.ca</a>  |
| 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. Gatestone staff e-mail addresses are posted on our website under Gatestone Staff. Parents may also contact the school at 905-573-7731 to speak with a teacher, principal or vice principal.  |
| Bus loading and unloading        | School buses will load and unload at the front of our school in our main driveway. Students will exit the bus and head to their designated class line. Staff on supervision will support and direct students to their correct classroom cohort. At the end of the day, students waiting to ride the bus will sit in their designated cohort in our main foyer.   |
| School Parking Lot               | Gatestone is a “walking” school with busing for Kindergarten students and students with special needs only. Our parking lot and front driveway remains <b>closed</b> for all other vehicles during entry and dismissal times. 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 on adjacent streets near the school and walk with their child (primary students) to the school to drop off at the side gate (closest to our parking lot) or side pathway (near bike racks at front of school). A school map has been included below to review drop off and pick up routines. Students will walk, practicing physical distancing, to their assigned cohort (homeroom class). |

## PARKING AND DROP-OFF AREAS

Parking space is extremely limited. Although we are a walking school, parents in special circumstances needing to drop their child off by vehicle are asked to park on the streets adjacent to the school (where it is unsigned) at all times. **Please do not drop your child off right across the street from the school as traffic is very busy in this area. By-law will now enforce the lot.** Please pay attention to the posted signs.

**Students are to utilize the school sidewalks and paths, not the parking lot, to enter the back playground, and they are to follow the direction of the staff on duty in this area.**



*Thank you for working together to make our entry and dismissal travel safe for all!*

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| <p>Entry and Exit for Students</p>               | <p>Parents are asked to drop their children off at the following locations,</p> <ul style="list-style-type: none"> <li>• <i>Our side gate (near parking lot),</i></li> <li>• <i>Back gate at field/Eringate Park</i></li> <li>• <i>Bike rack area at front of school.</i></li> <li>• <i>Kindergarten students will be dropped off at the gate outside the Kindergarten fenced area.</i></li> </ul> <p>When students enter the school yard, they are to proceed directly to their designated class location (classroom) and line up. Staff on supervision will help children find their designated line until students are comfortable with the routine.</p> <ul style="list-style-type: none"> <li>• Primary Cohort Lines (Blacktop side near basketball courts)</li> <li>• Junior Cohort Lines (Blacktop near field)</li> <li>• Intermediate Cohort Lines (Gatestone walkway and side field – side of school)</li> </ul> <p>Students/parents must physically distance (2m) from other families/staff while on school property. <b>Adults must wear face coverings while on school property.</b></p> <p>At the end of the day, students <b>K – Grade 3</b>, will be dismissed directly to parents from their outdoor designated class location. Parents should wait for their child on the school field while physically distancing from others. Upon dismissal, students must leave school property in a timely fashion. Kindergarten parents will keep space and wait in line (if required) 2 meters apart as students are walked with physical distancing, to the appropriate gate exit for pick up at the front of the school. Parents picking up students Grades 1-3 are asked to spread out on our field (weather conditions permitting) to help maintain space as dismissal. All other students will be dismissed in organized lines in their cohort as they exit the school grounds.</p> |
| <p>Movement Around the School</p>                | <p>Students will remain with their class cohort 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 &amp; Locker/Cubby Use</p> | <p>Use of lockers/hooks/cubbies <b>will be on pause for Grades 1-8</b> during the September re-opening. We will re-assess locker and cubby use and areas when cooler weather arrives. Students should limit items they bring to school (lunch bag, supplies for program only, coat). Students will keep work materials at their desks and should not share materials between peers. Backpacks will be stored under desks and/or chairs.</p>  |

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| <p>Class Set Up</p>                | <ul style="list-style-type: none"> <li>• A sink with soap or hand sanitizer is available in all classrooms.</li> <li>• Each student is assigned a work-space area that ensures distancing from others.</li> <li>• All desks are forward facing 1 metre apart.</li> <li>• All required work materials are located at student’s workspace (not to be shared with other students).</li> <li>• There will be minimized use of shared materials. These must be cleaned before use by another student.</li> </ul>   |
| <p>Full Day Kindergarten</p>       | <ul style="list-style-type: none"> <li>• Entry/Dismissal students will sit in their cohort (class line) 2 metres apart waiting for the bell or to be dismissed. Parents must clear our pen area once children are dropped off or picked up at gate to allow for appropriate physical distancing.</li> <li>• Kindergarten classes will explore outdoor play in their cohort only.</li> <li>• Materials shared between a cohort will be sanitized regularly.</li> <li>• Students will sit at tables with appropriate distance and rotate to different centres in their “cohort table group” as much as possible.</li> <li>• Students have own washroom area that will be cleaned thoroughly throughout the day.</li> </ul>  |
| <p>PE, Music, Learning Commons</p> | <p><b>Physical Education (PE)</b></p> <ul style="list-style-type: none"> <li>• Where possible, PE will take place outdoors.</li> <li>• Classes may be held in the gym with cleaning of high touchpoints between classes.</li> <li>• Changerooms are closed.</li> <li>• There is no sharing of equipment between class cohorts.</li> <li>• Each class will have their own equipment bin and equipment will be sanitized before sharing between peers.</li> </ul> <p><b>Music</b></p> <ul style="list-style-type: none"> <li>• No use of woodwind/brass instruments.</li> <li>• Singing takes place outdoors only.</li> </ul> <p><b>Learning Commons</b></p> <p>Learning Commons is not used by classes/students (no book exchange). Classrooms will receive a resource bin and materials will be sanitized before sharing between peers in a cohort.</p> |
| <p>Nutrition Breaks</p>            | <ul style="list-style-type: none"> <li>• Breaks are staggered</li> <li>• Older students, Grades 5-8 will be outside for the first half of break then inside for remainder while Grades 1-4 head outside.</li> <li>• Students eat in their classrooms at their work space area.</li> <li>• No sharing of food or beverages.</li> <li>• Each class has a designated outdoor play area (2 m from other classes).</li> </ul>  |

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|                            | <ul style="list-style-type: none"> <li>• Outdoor play spaces have been marked with spray paint and pylons.</li> <li>• Students may remove masks during outdoor play, but must remain in their cohort.</li> <li>• Students may want to place their mask in a pocket or pouch</li> </ul>   |
| Washroom Use               | <ul style="list-style-type: none"> <li>• Students will use washrooms closest to their classrooms.</li> <li>• Occupancy limits will be posted outside washrooms.</li> <li>• Markings outside washrooms for physical distancing of students awaiting entry.</li> <li>• Students maintain physical distancing while in washrooms.</li> <li>• Urinals and stalls: every other one marked off.</li> <li>• Students may use hand dryers or paper towels.</li> <li>• Our Grade 1 &amp; 2 classes will also have a washroom schedule for the September start up to become familiar with new routines.</li> </ul> |
| Hydration Stations         | <ul style="list-style-type: none"> <li>• Water fountains have been closed.</li> <li>• Students should bring a full water bottle to school.</li> <li>• Markings to ensure physical distancing in line up.</li> </ul>  |
| Clubs and Extracurriculars | <ul style="list-style-type: none"> <li>• Clubs and extracurriculars may only take place by a teacher directly connected with a class cohort.</li> <li>• Cohorts will not be combined for extracurriculars</li> <li>• No outside program providers will come in to schools.</li> </ul>  |
| 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>  |
| Outdoor Education          | <p>When appropriate, classrooms will engage in learning as much as possible outside. Please have your child dress for the weather and send in comfortable clothing. Student should wear clothing which allows for them to store their mask (e.g, pockets, lanyard, pouch)</p>  |
| Mask Rules                 | <p>All students must wear a non-medical mask or face covering on school busses and in the school. Contact <i>the principal</i> (<a href="mailto:kreillys@hwdsb.on.ca">kreillys@hwdsb.on.ca</a>) if you have any concerns about your student wearing a mask/face covering.</p> <p><b>Parents and other visitors are required to wear a mask while on school property.</b></p>   |