

Elementary School

September 2021

## Site Specific Plan and Routines for Parents

School Name: Gatestone

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at 905-573-7731 or email <a href="mailto:gatestone@hwdsb.on.ca">gatestone@hwdsb.on.ca</a>
Screening	Parents must support students in screening for COVID symptoms prior to coming to school each day. There will be printed copies or an electronic process. 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. Our office e-mail is <a href="mailto:gatestone@hwdsb.on.ca">gatestone@hwdsb.on.ca</a> . Our office administrators will monitor this e-mail daily and respond as promptly as possible. 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. <b>Buses must have a seating plan for contact tracing. Students are required to sit in their assigned seat riding to and from school.</b>
Movement Around the School	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. When moving about the school, students/classes will walk on the right side, maintaining physical distancing.

<p>Student Belongings</p>	<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><b>*Due to limited storage of materials required in September, cubby and locker areas for Grade 1-8 students will open once cooler weather begins.</b></i>  <i><b>*Individual Cubby Storage in the Kindergarten Area is open for September due to available spacing and individual storage.</b></i></p>
<p>Class Set Up</p>	<ul style="list-style-type: none"> <li>• A sink 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.</li> <li>• Where tables are used, use a physical divider (plexi) where available to separate students (optional).</li> <li>• All required work materials are located at student’s workspace</li> <li>• Students may share learning materials with hand washing/sanitizing. These materials will be cleaned on a regular basis.</li> </ul>
<p>Kindergarten</p>	<p>Direct Entry will occur in the morning. Students will go directly to their cubby to drop off belongings and then engage in an activity at their work station prior to school starting. During Dismissal students will exit in cohort with appropriate spacing. <b>Parents must clear our pen area once children are dropped off or picked up at gate. This will allow for appropriate physical distancing and lessen traffic on our school grounds.</b></p> <ul style="list-style-type: none"> <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> <li>• Sorry - No plush toys permitted.</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 throughout the day.</li> <li>• Change rooms are open to single cohorts with masking and distancing. Students are encouraged to come dressed in comfortable clothes</li> </ul> <p><b>Music</b></p> <ul style="list-style-type: none"> <li>• Wind instruments may be used indoors with distancing.</li> <li>• Singing may take place indoors with students wearing masks.</li> </ul>

	<p><b>Learning Commons</b></p> <ul style="list-style-type: none"> <li>• Learning Commons may be scheduled for one class at a time (book exchange permitted).</li> </ul>
Nutrition Breaks	<ul style="list-style-type: none"> <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> <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>• Outdoor play spaces have been marked with pylons and markers on the grass.</li> <li>• Students may remove masks during outdoor play within their cohort.</li> <li>• Students may want to place their mask in a pocket or pouch</li> <li>• Students will attend outdoor breaks (20 minutes each) twice a day and engage in DPA outside and inside during the day to stay physically active.</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	Water fountains have been closed. Students use Hydration Station to fill labelled water bottles. Markings to ensure physical distancing in line up.
Clubs and Extracurriculars	Clubs and extracurriculars may take place for mixed cohorts (masking and distancing required). No outside program providers will come into schools.
Nutrition Programs	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 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. <b>Parents/Visitors that need to access the school for special circumstances are required to wear the HWDSB medical mask</b>
Ventilation	Parents may access information regarding ventilation at <a href="https://www.hwdsb.on.ca/about/school-renewal/ventilation/">https://www.hwdsb.on.ca/about/school-renewal/ventilation/</a>
School Parking Lot	Gatestone is a “walking” school with busing for Kindergarten students and students with special needs only. Our parking lot and

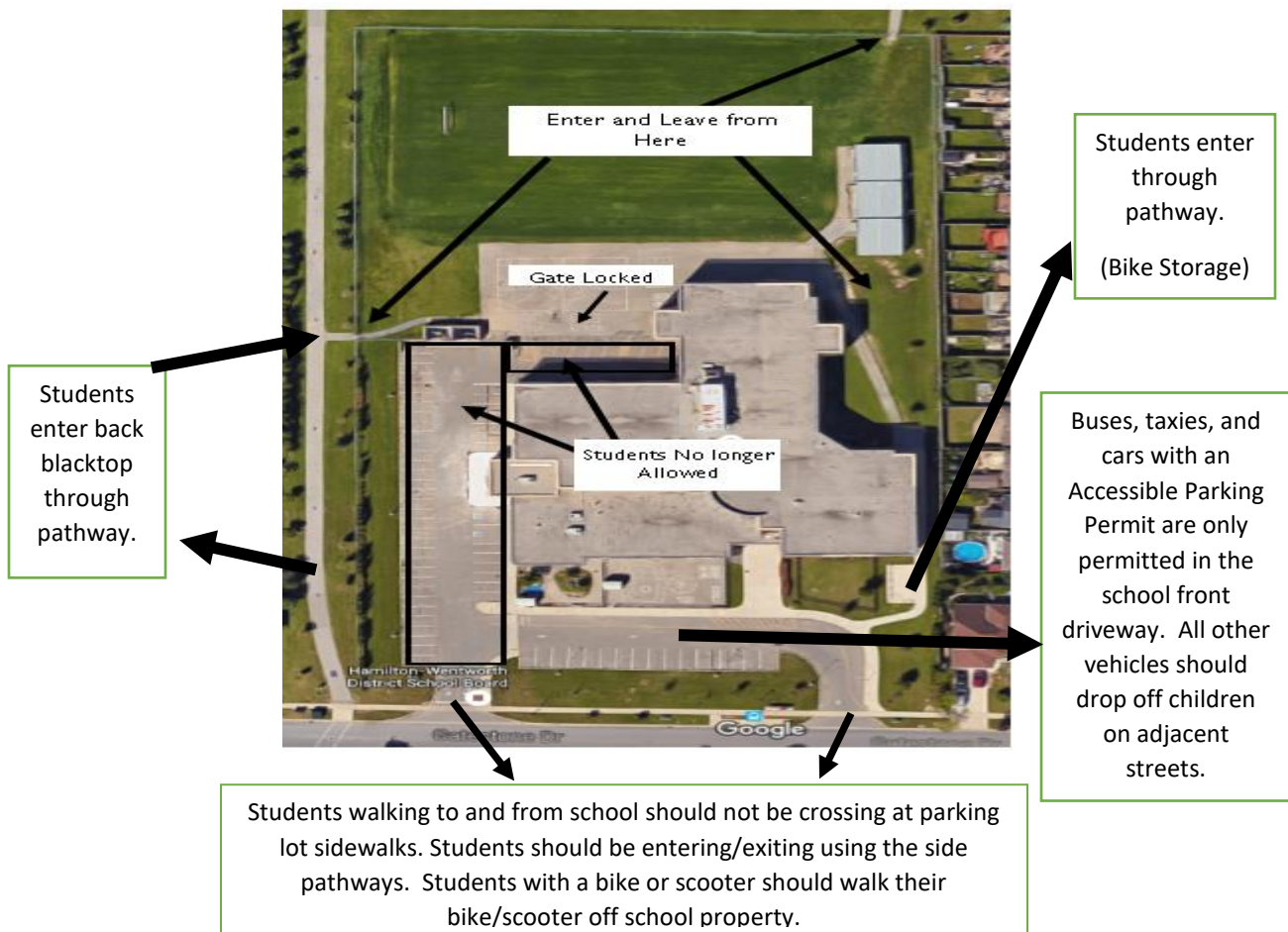
	<p>front driveway remains <b>closed</b> for all other vehicles during entry and dismissal times. Active transportation (walk/bike) is encouraged to reduce the amount of traffic at the start/end of the day. Parents driving their children to school are encouraged to park on adjacent streets near the school 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).</p>
<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><b>To avoid traffic on school grounds, parents/caregivers of children in Grades 4 and up should not be entering school grounds unless there is a special circumstance.</b></p> <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 of primary students 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>

\*parents, guardians, caregivers

## 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 supervising in this area.**



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