

Site Specific Plan and Routines for Parents*

School Name: George L Armstrong

School Phone: 905-385-5337 georgelarmstrong@hwdsb.on.ca

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at 905-385-5337 or email georgelarmstrong@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 to speak with a teacher, principal or vice principal.
Bus loading and unloading	School buses will load and unload on East 18th. Masks are required when riding the bus. There will be no courtesy bussing at this time.
Parking near the school	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 and walk at a location near to the school. It is important to obey the signage as the Bylaw Officers do ticket cars parked in no parking areas around the school property. The parking lot is reserved for staff.
Entry and Exit for Students	Parents are asked to drop their children off at the gate entry points around the property. 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. Adults must wear face coverings while on school property. Kindergarten students will arrive to and will be dismissed directly to parents from their outdoor designated class location on East 19th. Please wait outside of the fenced area. Upon dismissal, students must leave school property in a timely fashion. Students who arrive at school late will need to ring the buzzer at the East 19th door in order to be let in and then proceed directly to

	<p>their classroom where they will be marked late by their classroom teacher. Parents are not permitted to enter the building.</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.</p>
Student Belongings	<p>While we get used to all of the new rules and routines, students will be asked to keep their belongings with them in the classroom. We will look into using lockers at a later date. When we do so, we will ensure physical distancing and no sharing of lockers. Students will keep work materials at their desks and these materials will not be shared.</p>
Class Set Up	<p>A sink and/or hand sanitizer is available in all classrooms. Students are permitted to have their own hand sanitizer but it must be 60ml or less in size and preferably unscented. 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 each student's workspace and will not be shared with others. There will be minimized use of shared materials. These must be cleaned before use by another student.</p>
FDK	<p>Kindergarten students will line up outside their classroom doors in the Kindergarten play area maintaining social distance. They will enter and exit from this area. Each class will have outdoor time in individual classroom cohorts.</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 between classes. Changerooms are closed. There is no sharing of equipment between class cohorts.</p> <p>Music No use of woodwind/brass instruments. Singing takes place outdoors only. The music teacher will travel to classroom cohorts, they will not be travelling to the music room at this time.</p> <p>Learning Commons (Library) Learning Commons is not used by classes/students (no book exchange at this time. We will look into a book exchange system in the future).</p>
Nutrition Breaks	<p>Students eat in their classrooms at their work space area. No sharing of food or beverages. Gr. 7 & 8 students will not be permitted to go out for lunch at this time as we cannot ensure social distancing and maintaining cohorts off of school property.</p>

	<p>Each class has a designated outdoor play area (2 m from other classes).</p> <p>Outdoor play spaces have been marked with pylons, yard paint and signs.</p> <p>Students may remove masks during outdoor play but they will need to keep the mask with them to put back on for re-entry back in to the school.</p>
Washroom Use	<p>Students will use washrooms closest to their classrooms.</p> <p>Occupancy limits will be posted outside washrooms.</p> <p>There will be markings outside of washrooms for physical distancing of students awaiting entry.</p> <p>Students must 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>
Hydration Stations	<p>Water fountains have been closed.</p> <p>Students will use the Hydration Station to fill their own labelled water bottle. Please send the water bottle full for the start of the day to avoid long lines in the morning.</p> <p>There will be markings to ensure physical distancing in line up.</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 into schools.</p>
Nutrition Programs	<p>All Nutrition Programs are 'Grab and Go'.</p> <p>Foods will arrive pre-packaged.</p> <p>Food is delivered in bins to each classroom and will be distributed by staff who will be wearing masks, shields and gloves.</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.</p> <p>The school office will contact parents immediately to come to the school for pick up. Please provide the office with emergency contact names and phone numbers in case we are unable to contact you or if you are unable to come and pick-up. We will not be able to supervise students who are ill or injured for extended periods of time.</p>
Mask Rules	<p>All students must wear a non-medical mask or face covering on school busses and in the school. Contact the school if you have any concerns about your student wearing a mask/face covering.</p>
Items from Home	<p>Students may bring items that they require for the school day. This should be limited to lunches, masks, water bottles, school supplies and items for medical needs.</p>

*parents, guardians, caregivers

