

Elementary School

Site Specific Plan and Routines for Parents*

School Name: Green Acres School

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All new student registrations will be virtual. Parents/Guardians may contact the main office at 905-662-7021 or email greenacres@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 through phone and email. Contact the school at 905-662-7021 <i>and</i> greenacres@hwdsb.on.ca to speak with a teacher, principal or vice principal.
Bus loading and unloading	School buses will unload at: the playground entrance via Randall School buses will load at: the playground entrance via Faircourt Students will proceed immediately to their class line until the bell.
School Parking Lot	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.
Entry and Exit for Students	Parents are asked to drop their children off on the school playground. 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. At the end of the day, students K – Gr. 3 will be dismissed directly to parents from their outdoor designated class location. Upon dismissal, students must leave school property in a timely fashion.
Movement Around the School	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.

Student Belongings	Students will keep work materials at their desks. Student will not have access to lockers to begin the school year. This is to ensure social distancing is maintained. Backpacks will hang on the back of their classroom chair. This will be re-evaluated at a later date. Kindergarten students will use their cubbies but will be assigned to ensure physical distancing is in place.
Class Set Up	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 (not to be shared with other students). There will be minimized use of shared materials. These must be cleaned before use by another student.
FDK	Kindergarten students will enter using the Kinder Pen or the Primary doors. The kindergarten students will be escorted directly to their classroom. Kinders will have outdoor play with their cohort only. No sharing of snacks is allowed.
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. Washrooms will not be used to change prior to PE class. On days that students have physical education, they should come to school ready to participate with appropriate clothing and shoes. There is no sharing of equipment between class 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>
Nutrition Breaks	<p>1st Nutrition Break: 10:33 – 11:13 10:33 – 10:53 Primary Hall Outdoor Recess; Jr./Int. Hall Indoor Eating 10:53 – 11:13 Primary Hall Indoor Eating; Jr./Int. Hall Outdoor Recess</p> <p>2nd Nutrition Break: 12:49 – 1:29 12:49 – 1:09 Primary Hall Outdoor Recess; Jr./Int. Hall Indoor Eating 1:09 – 1:29 Primary Hall Indoor Eating; Jr./Int. Hall Outdoor Recess Students eat in their classrooms at their work space area. Students will place their mask in a paper bag while eating. No sharing of food or beverages. Each class has a designated outdoor play area (2 m from other classes). Outdoor play spaces will be marked with <i>pylons, chalk, spray paint on grass, duct tape, etc.</i> Students may remove masks during outdoor play.</p>

Washroom Use	<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.</p> <p>Students use paper towels.</p>
Hydration Stations	<p>Water fountains have been closed.</p> <p>Students use Hydration Station to fill labelled water bottle. Please ensure your child brings a refillable water bottle to school.</p> <p>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 in to schools.</p>
Nutrition Programs	<p>All Nutrition Programs are 'Grab and Go'.</p> <p>Food is delivered in bins to each classroom.</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.</p> <p>Come to the main door and buzz the office. Indicate who you are and a staff member will bring your child to you.</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 at 905-662-7021 if you have any concerns about your student wearing a mask/face covering.</p>

*parents, guardians, caregivers