

Elementary School

Site Specific Plan and Routines for Parents*

School Name: Helen Detwiler

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at 905-574-2662 or via email at helendetwiler@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 905-574-2662 to speak with a teacher, principal or vice principal. Our school website is what we use to send out important updates throughout the year. Please subscribe to our website at www.hwdsb.on.ca/helendetwiler/subscribe to stay up-to-date with the most current information.
Bus loading and unloading	Location: Main entrance on Brigade Drive (<i>West side of building</i>) 8:20-8:45 am School buses will unload 2:45-3:10 pm School buses will load For the safety of all our students, please avoid parking your vehicles on Brigade Drive during school bus loading and unloading times. Bus Seating Plan – As per public health, a seating plan will be created for all students and provided to bus drivers. The seating plan will be reviewed with students prior to dismissal on the first

	<p>day of school. It is an expectation that students, following the first day, sit in their designated seats on the bus to and from school.</p> <p>Please review and reinforce this message with your children.</p> <p>Where possible, siblings will be seated together and/or students in the same bubble (cohort/class).</p> <p>At dismissal, students will line up in the gym prior to boarding the bus.</p> <p>Face Coverings – All bus riders MUST wear a face covering while on the bus.</p> <p>Courtesy Busing – Please note that courtesy bussing will be considered in October based on available spaces for those that qualify. Please contact the main office if you have any questions as they pertain to courtesy busing.</p>
School Parking Lot	<p>Active transportation (walk/bike) is encouraged to reduce the amount of traffic at the start/end of the day. Bike racks are located outside the main doors of the school on the west side of the building.</p> <p>As in previous years, and to ensure student safety, access to our staff parking lot* will be closed during morning drop off and afternoon pickup times. *There are accessible parking spots available, in our staff parking, for families that have been issued an accessible permit only.</p> <p>Parents driving their children to school are encouraged to drop and walk at a location near to the school. Please follow all city by-laws when finding a parking spot on a neighboring street.</p> <p>Our Kiss and Ride will be open this year for parents to quickly and safely drop off their children. The Kiss and Ride area is located off Brigade Drive on the South-East side of the school building (<i>near the Kindergarten wing of the building</i>).</p> <p>Kiss and Ride area will be monitored by an educator during drop off between 8:20 am - 8:35 am and at the end of the day between 2:55 pm and 3:10 pm</p> <p><i>If using the Kiss and Ride area to drop off/pick up children, drivers MUST remain in their vehicles at all time and cannot park. We ask</i></p>

	<p><i>for everyone's cooperation to keep the Kiss and Ride moving quickly and safely.</i></p> <p><i>Please DO NOT double park in the Kiss and Ride area as this is extremely unsafe for students.</i></p> <p><i>The general parking lot located to the east of the Kiss and Ride loop is available for families to use where parking permits.</i></p>
Entry and Exit for Students	<p><u>Entry</u></p> <p>When students enter the school yard between 8:20 am and 8:35 am, they are to proceed directly to their Home Quad (designated class location) on the field which will be indicated by a spray-painted grass markings and sign (e.g., Ms Graham's class).</p> <p>Students must gather in their Home Quad location. When the entry bell rings, students will be greeted by their homeroom teacher in their Home Quad and then guided into the school. Students will be required to put on a face covering prior to entering the school as they are not required to wear a face mask while in their designated Home Quad.</p> <p>Students/parents must physically distance (2m) from other families/staff while on school property.</p> <p><u>Adults must</u> wear face coverings while on school property (indoors and outdoors). We kindly ask that families stay out of the student Home Quads.</p> <p><u>Dismissal</u></p> <p>At the end of the day, students K – Gr. 3 will be dismissed directly to family members from their outdoor Home Quad locations.</p> <p>All students must be picked up at 2:55 pm. Upon dismissal, students and families must leave school property in a timely fashion.</p> <p>INCLEMENT WEATHER PROCESS:</p> <p><u>Entry</u></p> <p>If it is not possible for students to remain in their outdoor Home Quads (e.g., severe weather/temperatures), students will directly enter the school from an entrance that is closest to their classroom. Students can enter the school building beginning at 8:20am and onwards. No students are to enter the school before 8:20am. Thank you in advance for your cooperation. Students must wear a face covering BEFORE entering the building.</p>

	<p><u>Dismissal</u></p> <p>Families are asked to remain outdoors, while physically distancing, and wearing a face covering in the back playground to receive their children at the end of the day. Please do not enter the school to pick up your children.</p>
Movement Around the School	<p>Students will remain with their class bubble (cohort) throughout the day.</p> <p>Subject specific teachers will travel to classes to provide instruction (where possible)</p> <p>When moving about the school, students/classes will walk on the right side, maintaining physical distancing (where possible).</p> <p>All students are required to wear a face covering while in the school and to physically distance from one another (where possible).</p>
Student Belongings	<p>Use of lockers/hooks/cubbies will ensure physical distancing from students in other cohorts.</p> <p>Shared use of lockers/hooks/cubbies may take place within a cohort or family.</p> <p>Students will keep work materials at their desks.</p> <p>Students will be allowed to use their locker/hooks/cubbies when it is safe to do so and permission has been given by the classroom educator. This will allow for physical distancing where possible.</p> <p>Routines for lockers/hooks/cubbies will be reviewed and practiced with their classroom teacher on the first day of school.</p> <p>It is strongly recommended that parents do not drop off items during the school day.</p>
Class Set Up	<p>A sink or hand sanitizer is available in all classrooms.</p> <p>Each student is assigned a work-space area that ensures distancing from others.</p> <p>All desks are forward facing.</p> <p>Where tables are used, a physical divider (plexi) where available to separate students may be used.</p>

	<p>All required work materials are located at student's workspace.</p> <p>Students may share learning materials with hand washing/sanitizing. These materials will be cleaned on a regular basis.</p>
Kindergarten	<p>Junior Kindergarten Orientation will take place on Wednesday, September 8th. More information will be coming from our Kindergarten team and/or main office. Please get your child accustomed to wearing a mask BEFORE they arrive for the first day of school.</p> <p><u>Kindergarten Arrival & Entry</u> <i>8:20 - 8:35 am</i></p> <p>Kindergarten students will meet their educators in the fenced in area at the South end of the school (just outside of the Kiss and Ride loop). Kindergarten students will stand with their class bubble (cohort) in their designated Home Quad area as marked by a pylon and grass markings. Students will need to stay in these Home Quads each morning when they arrive prior to entering the building. Students must put on a face covering before entering the building. If weather does not permit students to be outdoors, students will go directly into the building to their classroom.</p> <p>We kindly ask that all family members remain outside of the fenced area while practicing physical distancing. All adults on school property must wear a face covering. Educators will reinforce the correct way of wearing a mask.</p> <p>Kindergarten students who arrive at school by bus will be greeted by an educator who will walk students to their Home Quads in the fenced in areas on the South side of the school.</p> <p>Students will be supported in handwashing/hand sanitizing upon entry to the classroom.</p> <p><u>Kindergarten Dismissal</u> <i>2:55 pm</i></p> <p>Kindergarten students will be dismissed from their Home Quads at the end of the day. Please be on time when picking up your child from school.</p> <p>Kindergarten students who ride the bus home will be guided to the bus loading area by an educator who will ensure students sit in their assigned seat as per the Bus Seating Plan.</p>

	<p><u>Kindergarten Nutrition Break & Snacks</u></p> <p>Students will be able to eat when they are hungry during the school day at a designated space within the Kindergarten classroom. The routines will be established with the children during the month of September. Classroom educators may send out class specific information at the beginning of the year.</p> <p>Students will be supported in handwashing/hand sanitizing before and after eating.</p> <p>Students will remain with their bubble (cohort) to eat and remain physically distanced from others while eating.</p> <p><u>Kindergarten Class Centres</u></p> <p>Students will be assigned specific learning spaces and materials by educators.</p> <p>Sharing of materials will be done on a limited basis ensuring adequate disinfection prior to use.</p> <p>Further information may be forthcoming from your child's classroom educators.</p> <p><u>Kindergarten Outdoor Play</u></p> <p>Each classroom bubble (cohort) will be accessing the outdoors when possible. Only one bubble will be permitted outdoors per space. Physical distancing between other cohorts will be maintained where possible. Please refer to your specific classroom educators' plan for further details.</p> <p>In order to maintain physical distancing between staff members and children, please send your children to school with clothing that allows for students to be independent while dressing (e.g., clothing with limited buttons/zippers; shoes with Velcro straps). Verbal instructions will be provided to students if they require assistance getting dressed.</p> <p>For specific classroom routines/expectations, more information will be available shortly from child's Kindergarten Educator team.</p>
PE, Music, Learning Commons	<p><u>Physical Education (PE)</u></p> <p>Where possible, PE will take place outdoors. Classes may be held in the gym with cleaning of high touchpoints throughout the day.</p>

	<p>Students are encouraged to come dressed in comfortable clothes and appropriate footwear.</p> <p>Music Wind instruments may be used indoors with distancing. Singing may take place indoors with students wearing masks.</p> <p>Learning Commons Learning Commons may be scheduled for one class at a time (book exchange permitted).</p> <p>In early October, we will begin book exchange from the Learning Commons. We ask that students keep these library materials in their backpack when not in use. Students will not be allowed to borrow new materials until their previous borrowed ones have been returned.</p>
Nutrition Breaks	<p>Nutrition Break times will follow the same schedule as previous years.</p> <p>For 2020-2021, the schedule for eating/outdoors has been slightly modified. The plan is as outlined below.</p> <hr/> <p>Nutrition Break #1 (10:23am – 11:03am) 10:23am-10:43am – <i>Grade 1 – 5 eating inside their classrooms.</i> <i>Grade 6 – 8 – Outdoors in the Home Quads.</i></p> <p>10:43am – 11:03am - <i>Grade 1 – 5 – Outdoors in their Home Quads</i> <i>Grade 6 – 8 – eating inside their classrooms.</i></p> <hr/> <p>Nutrition Break #2 (12:39 - 1:19pm) 12:39 - 12:59pm - <i>Grade 1 – 5 eating inside their classrooms.</i> <i>Grade 6 – 8 – Outdoors in the Home Quads.</i></p> <p>12:59 – 1:19pm - <i>Grade 1 – 5 – Outdoors in their Home Quads</i> <i>Grade 6 – 8 – eating inside their classrooms.</i></p> <p>*Grade 7 & 8 students are allowed to go home for lunch during 2nd Nutrition Break with the direct consent (phone call to main office from parent/guardian) for the specific day. Students are not permitted to leave school property without a phone call. Students</p>

	<p>leaving school property must only go home during this time. Visiting local establishments/restaurants is not permitted.</p> <p>If you wish to make arrangements for your child to leave school property on a regular/consistent basis at 2nd Nutrition Break, please call the main office to discuss.</p> <p>If picking up your child for lunch, please call the school in advance @ 905-574-2662. When you arrive, please buzz the main office and wait in the foyer on the specified marked spot.</p> <p>For students remaining at school, please ensure they are sent to school with all of their lunch for the day as visitor access for lunch drop off is discouraged.</p> <hr/> <p>Students eat in their classrooms at their workspace area.</p> <p>No sharing of food or beverages.</p> <p>Each Home Quad/designated outdoor play area has been safely spaced 2 m from other Home Quads ensuring students mingle only with others in their bubble (class/cohort). Students are not required to wear face coverings while in their Home Quad outside.</p> <p>Home Quads on the field have been marked with spray-painted grass markings. Students MUST remain in their Home Quad for the duration of their outdoor portion. Please review this expectation with your child(ren) at home. Students are permitted to take off their mask while playing in their cohorts.</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 may use hand dryers or paper towels.</p>
Hydration Stations	<p>Water fountains have been closed.</p>

	<p>Please send with your child a filled, clearly labelled, reusable water bottle for use throughout the day.</p> <p>It is suggested that the water bottle be taken home daily for proper sanitization.</p> <p>Students can access the centrally located Hydration Station to refill their labelled water bottle throughout the day, as needed.</p> <p>Floor markings will be used to ensure physical distancing at the Hydration Station while in line.</p>
Clubs and Extracurriculars	<p>Clubs and extracurriculars may take place for mixed cohorts (masking and distancing required).</p> <p>No outside program providers will come into schools.</p> <p>As we begin to reintroduce activities, information will be communicated about the specific event to ensure that we follow the guidelines from our local Public Health Unit and our School Board.</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> <p>We are hoping to have the Tastebuds Breakfast program running by the middle of September.</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>Please ensure that the main office has your most up-to-date contact information including phone number(s), email and emergency contacts. Please call the school at 905-574-2662 if you believe we may not have the most current information.</p>
Mask Rules	<p>All students must wear a non-medical mask or face covering on school buses and in the school. Contact Helen Detwiler School @ 905-574-2662 or via email at helendetwiler@hwdsb.on.ca if you have any concerns about your student wearing a mask/face covering.</p> <p>Masks will be provided to students who forget to bring one.</p>

Ventilation	Parents may access information regarding ventilation at https://www.hwdsb.on.ca/about/school-renewal/ventilation/
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*parents, guardians, caregivers

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