

Elementary School

Site Specific Plan and Routines for Parents*

School Name: Hillcrest Elementary School

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at 905-549-3076 or email hillcrest@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 at 905-549-3076 or email hillcrest@hwdsb.on.ca to speak with a teacher, Ms. Turner (VP) or Mr. Blunsdon (P).
Bus loading and unloading	School buses will unload at: Front of school walk way School buses will load at: Front of school walk way <i>School staff with will support students loading and unloading</i>
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 students off along the front walk way ("Kiss and Ride); staff will support students as the proceed walking along walkway to the playground.
Entry and Exit for Students	Parents are asked to drop their children off at playground gate entrances. 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. However we are encouraging parents to support social distancing and consider not coming onto the playground. 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.

	<p>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 and when using the stairs remain at a three step distance from each other.</p>
Student Belongings	<p>Use of lockers/hooks/cubbies will ensure physical distancing. No shared use of lockers/hooks/cubbies. Students will keep work materials at their desks. Students are not permitted to leave belongings at school and will take materials back and forth.</p>
Class Set Up	<p>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.</p>
FDK	<p>Entry Students will be dropped off to the gate at the back of the school, near the FDK play area. Parents are not in the play area. Students will be supporting joining into their assigned class cohorts. NB Students eat in their classrooms at their area No sharing of food or beverages. Each class has a designated outdoor play area Outdoor play spaces have been marked Limiting outdoor materials to support physical distancing Class centers Physical distancing will be upheld Students will have individual work bins/materials Shared materials will be cleaned between use Any sensory play will done individually with labelled materials outdoor play</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. Music No use of woodwind/brass instruments. Singing takes place outdoors only. Learning Commons Learning Commons is not used by classes/students (no book exchange).</p>

Nutrition Breaks	<p><i>(Share school Nutrition Break Times- Junior students outdoor NB time 1st, P/INT students outdoor NB time 2nd)</i></p> <p>Students eat in their classrooms at their work space area. No sharing of food or beverages. Each class has a designated outdoor play area (2 m from other classes). Outdoor play spaces have been marked with <i>(rainbow flags/pylons, chalk, spray paint on grass)</i>. Students may remove masks during outdoor play. Each class will have a marked bin with individual student mask bags.</p>
Washroom Use	<p>Students will use washrooms closest to their classrooms. Occupancy limits will be posted outside washrooms. Markings outside washrooms for physical distancing of students awaiting entry. Students maintain physical distancing while in washrooms. Urinals and stalls: every other one marked off. Students may use hand dryers or paper towels.</p>
Hydration Stations	<p>Water fountains have been closed. Students use Hydration Station to fill labelled water bottle (across from the Nutrition Room). Markings to ensure physical distancing in line up.</p>
Clubs and Extracurriculars	<p>Clubs and extracurriculars are on pause. No outside program providers will come in to schools.</p>
Nutrition Programs	<p>All Nutrition Programs are 'Grab and Go'. Food is delivered in bins to each classroom. Food sales have been suspended at this time (pizza day, milk).</p>
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>
Mask Rules	<p>All students must wear a non-medical mask or face covering on school busses and inside the school. Contact Ms. Turner or Mr. Blunsdon if you have any concerns about your student wearing a mask/face covering.</p>

*parents, guardians, caregivers