

James MacDonald Elementary School 2021-2022

Site Specific Plan and Routines for Parents*

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at 9053853267 or email jamesmacdonald@hwdsb.on.ca
<u>Daily Screening</u>	Parents must support students in screening for COVID symptoms prior to coming to school each day. The school will provide a Daily Calendar Log that must be completed each day. This log will be sent home on the first day of school. *A one-time Attestation must be filled out in the Parent Portal prior to the first day of school
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 to assist you.
Parent Communication with School	All students in Kindergarten to Gr. 6 will be provided agendas. We ask that families communicate with teachers via phone calls, emails and agenda.
Bus loading and unloading	School buses will unload and load at the front of the school. We remind families to refrain from parking in this area as it is bus zone. Students will be assigned a seat, and must sit in their assigned seat every day. This includes both in the morning and at the end of the day. Students are required to wear a mask at all times on the bus.
School Parking Lot	Our parking lot is closed for drop off and pick up. Active transportation (walk/bike) is encouraged to reduce the amount of traffic at the start/end of the day.

	<p>Parents driving their children to school are encouraged to drop and walk at a location near to the school.</p>
Entry and Exit for Students	<p>When students enter the school yard, they are to proceed directly to their designated class location (marked) and line up on the blacktop at the back of the school.</p> <p>Students/parents must physically distance (2m) from other families/staff while on school property. Adults must wear face coverings while on school property.</p> <p>Parents/caregivers are reminded to stay on the pathways or field at the beginning and end of the day.</p> <p>At the end of the day, students in Kindergarten to Gr. 3 will be dismissed directly to parents from their outdoor class lines at 3:10 pm.</p> <p>Upon dismissal, students must leave school property in a timely fashion.</p>
Movement Around the School	<p>Students will remain with their class throughout the day, including lunch time.</p> <p>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>Use of lockers/hooks/cubbies will ensure physical distancing from students in other classes.</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. All desks are forward facing. Where tables are being used, students will be physically distanced.</p> <p>Students may share learning materials with hand washing/sanitizing. These materials will be cleaned on a regular basis.</p>
Kindergarten	<p>All Kindergarten students are to be dropped off at the Kindergarten playground area. Parents are reminded to stay outside of the fenced area. Students will enter and line up in their class area (signs posted). This is the same routine for pick up at 3:10 pm.</p> <p>Students are to bring a nut-free snack/lunch and a refillable water bottle.</p> <p>A reminder that plush toys are permitted to come to school for safety purposes.</p>

PE, Music, Learning Commons	<p>Physical Education (PE) Where possible, PE will take place outdoors. Students are encouraged to come dressed in comfortable clothes and must be dressed for the weather.</p> <p>Music Singing may take place indoors with students wearing masks.</p> <p>Learning Commons Classes may be scheduled for a visit one class at a time.</p>
Nutrition Breaks	<p>All students will eat in their classrooms at their work space area. There is no sharing of food or beverages.</p> <p>Each class has a designated outdoor recess zone (2 m from other classes). Outdoor zones have been marked with chalk spray paint on the grass.</p> <p>Students may remove their masks during outdoor play and need to have a plan for storing their mask on their person during this time.</p>
Washroom Use	<p>Students will use the washrooms closest to their classrooms. Occupancy limits are posted outside each washrooms. Floor markings are outside washrooms for physical distancing of students who are awaiting entry.</p> <p>Students are to maintain physical distancing while in washrooms, and every other stall/urinal are marked off for use.</p>
Hydration Stations	<p>Students will have access to a Hydration Station to fill water bottles from home. It is a good idea to label your child's bottle. Floor markings are visible to ensure physical distancing if there is a line up.</p>
Clubs and Extracurriculars	<p>More information will be shared once clubs/teams begin.</p>
Nutrition Programs	<p>Food sales have been suspended at this time (e.g., pizza days).</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. Please have a plan if you work or are far away from the school and your child needs to be picked up.</p>
Mask Rules	<p>All students must wear a non-medical mask or face covering on the school bus and in the school. If your child forgets to bring one, the school will provide a non-medical mask. If you have questions about the masking protocols, please contact the office.</p>

	<p>Students must wear masks when arriving and leaving the school property and when lining up on the blacktop.</p> <p>Adults must wear a face covering when on school property and ensure physical distance from others.</p>
Ventilation	<p>Parents may access information regarding ventilation at https://www.hwdsb.on.ca/about/school-renewal/ventilation/</p>

*parents, guardians, caregivers