



Elementary School

Site Specific Plan and Routines for Parents*

Lawfield

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at 905-387-0062 or email Lawfield@hwdsb.on.ca
Parent Access to School	Access to the school will be very limited for parents, volunteers and visitors. Contact the main office by phone 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 905-387-0062 or email Lawfield@hwdsb.on.ca to speak with a teacher, principal or vice principal.

Bus loading and unloading	School buses will loaded and unloaded at the bus loading zone located at the front of school. Once students arrive at school they will immediately go their Hub location on the playground. Students will be dismissed from their Hub locations on the playground to a bus loading zone at the front of the school.
School Parking Lot	As in years past the School Parking lot will be closed to parents. Parents may use the “kiss and ride” area to drop off students. 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	When students enter the school yard, they are to proceed directly to their designated class Hub location (you will find posted signs that show teacher names) Students are then to line up in their designated location. 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. Must of their time will be spent in their individual classroom. 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	To start the school year students will not be using lockers, hooks or cubbies. Students will keep all work and materials at their desks.
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 shared materials must be cleaned before use by another student.

	
Kindergarten	Specific information will be shared with families prior to school start. JK Orientation Dates: Sept. 10th and Sept. 11th. Parents will be contacted by their child's teacher.
PE, Music, Learning Commons	Physical Education (PE) Where possible, PE will take place outdoors. Classes may be held in the gym with cleaning of high touch points between classes. Change rooms are closed therefore, students are to wear comfortable clothes that allows easy movement and breathability. There is no sharing of equipment between class cohorts. Music No use of woodwind/brass instruments. Singing will take place outdoors only. Learning Commons Learning Commons will not be used by classes/students and there will be no book exchange.
Nutrition Breaks	Once again this year we will have two Nutrition Breaks: First Nutrition Break: 10:40 – 11:20 am Second Nutrition Break: 1:00 – 1:40 am Here is the breakdown of when students are inside and when they are outside: 20 min Inside/Outside Gr 1-5 English/Gr 1-4 FI 20 min Outside/Inside: Gr 6-8 English/Gr 5-8 FI Students will eat in their classrooms at their work space area. There will be 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 spray paint on the grass and posts. Students may remove masks during outdoor play.
Washroom Use	Students will use washrooms closest to their classrooms. Occupancy limits will be posted outside washrooms.

	There will be markings outside the washrooms for physical distancing of students awaiting entry. Students maintain physical distancing while in washrooms. Every other urinal and stall will be marked off. Green stickers indicate the stall or urinal that can be used. Red stickers indicate the stall or urinal that cannot be used Students will be required to wash their hands after washroom use. Students may use hand dryers or paper towels to dry their hands.
	
Hydration Stations	Please make sure that your child brings a reusable, labelled water bottle. Water fountains have been closed and will not be used. Students will use the Hydration Station to fill labelled water bottles. Markings on the floor will be set out to ensure physical distancing in the line up.
	
Clubs and Extra-curriculars	Clubs and extracurriculars may only take place by a teacher directly connected with a single class cohort. Cohorts will not be combined for extracurriculars. No outside program providers will come in to schools.
Nutrition Programs	All Nutrition Programs will be 'Grab and Go'. Food will be delivered in bins to each classroom. Food sales have been suspended at this time (ie., Pizza Day)
Ill or Injured Students	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.
Mask Rules	All students must wear a non-medical mask or face covering on school busses and in the school. Contact 905-387-0062 if you have any concerns about your student wearing a mask/face covering.

*parents, guardians, caregivers

We have been working hard to ensure we have a safe and healthy start to our school year! We look forward to seeing you soon!



Ms. Goodman and Ms. Miscal