

Elementary School

Site Specific Plan and Routines for Parents*

School Name: Lincoln Alexander

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 – 4044 or email lincolnalexander@hwdsb.on.ca .
Screening	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. Our office email is lincolnalexander@hwdsb.on.ca . Our office administrator will monitor this email daily and respond as promptly as possible. Parents may also contact the school at (905) 574-4044 to speak with a teacher or the principal.
Bus loading and unloading	School buses will load and unload at the front of our school on Ravenbury Drive . Students will exit the bus and head directly to their designated class line. Staff on supervision will support and direct students to their correct classroom cohort. At the end of the day, students waiting to ride the bus will line up in their designated cohort in the front hallway. Buses must have a seating plan for contact tracing purposes. Students are required to sit in their assigned seat riding to and from school.
School Parking Lot	As always parents will be able to park/drop off in the Umbrella Parking lot across from the kindergarten pen/play area only (see attached maps) .

	Active transportation (walk/bike) is encouraged to reduce the amount of traffic at the start/end of the day.
Entry and Exit for Students	<p>Parents are asked to drop their children off at the following locations (see attached maps):</p> <ul style="list-style-type: none"> • The sidewalk leading past kindergarten play area. • Across the field by the primary doors. • At the path in the back leading up from the wooded area by the LINC. • Kindergarten students will be dropped off at the gates outside the Kindergarten fenced area. <p>To avoid traffic on school grounds, parents/caregivers of children in Grades 4-6 should not be entering school grounds unless there are special circumstances.</p> <p>When students enter the school yard, they are to proceed directly to their designated classroom location (marked) on the blacktop and line up (see attached maps). Staff on supervision will help children find their designated line until students are comfortable with the routine.</p> <p>Students/parents must physically distance (2m) from other families/staff while on school property.</p> <p>Adults must wear face coverings while on school property.</p> <p>At the end of the day, students in K – Grade 3 (unless bussing) will be dismissed directly to parents from their outdoor designated class location. Parents should wait for their child on the school field while physically distancing from others.</p> <p>All other students will be dismissed in organized lines in their cohort as they exit the school grounds. Upon dismissal, students/parents must leave school property in a timely fashion.</p>
Movement Around the School	<p>Students will remain with their class cohort throughout the day.</p> <p>Students remain in their classrooms throughout the day.</p> <p>Subject specific teachers will travel to classes where possible to provide instruction.</p> <p>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 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>
Class Set Up	<ul style="list-style-type: none"> • A sink or hand sanitizer is available in all classrooms.

	<ul style="list-style-type: none"> Each student is assigned a work-space area that ensures distancing from others. All desks are forward facing. Where tables are used, use a physical divider (plexi) where available to separate students (optional). All required work materials are located at student's workspace Students may share learning materials with hand washing/sanitizing. These materials will be cleaned on a regular basis.
Kindergarten	<p>Kindergarten students will line up with their class cohort in the kindergarten play area first thing in the morning prior to entry. During dismissal students will exit with cohort maintaining appropriate spacing. Parents must clear our kindergarten pen/play area once children are dropped off or picked up at the gate. This will allow for appropriate physical distancing and lessen traffic on our school grounds.</p> <ul style="list-style-type: none"> Kindergarten classes will explore outdoor play in their cohort only. Materials shared between a cohort will be cleaned regularly. Students will sit at tables/desks with appropriate distance. Students have their own washroom area that will be cleaned thoroughly throughout the day. Sorry – No plush toys are permitted.
PE, Music, Learning Commons	<p>Physical Education (PE)</p> <ul style="list-style-type: none"> Where possible, PE will take place outdoors. Classes may be held in the gym with cleaning of high touchpoints throughout the day. Students are encouraged to come dressed in comfortable clothes on PE days. <p>Music</p> <ul style="list-style-type: none"> Wind instruments may be used indoors with distancing. Singing may take place indoors with students wearing masks. <p>Learning Commons</p> <ul style="list-style-type: none"> Learning Commons may be scheduled for one class at a time (book exchange permitted).
Nutrition Breaks	<ul style="list-style-type: none"> Students eat in their classrooms at their work space area.

	<ul style="list-style-type: none"> • No sharing of food or beverages. • Each class has a designated outdoor play area (2 m from other classes). • Grades 4-6 students will be outside for the first half of nutrition break then inside for the remainder, while Grades 1-3 head outside for the second half of break. • Outdoor play spaces have been marked with chalk and spray paint on grass. • Students may remove masks during outdoor play within their cohort. • Students may want to place their mask in a pocket or pouch while outside.
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.</p> <p>Students maintain physical distancing while in washrooms. Urinals and stalls: every other one marked off. Students may use hand dryers or paper towels.</p> <p>Our Grades 1-3 classes will also have a washroom schedule for the September start up to become familiar with new routines.</p>
Hydration Stations	<p>Water fountains have been closed.</p> <p>Students use Hydration Station to fill labelled water bottles. Markings to ensure physical distancing in line up.</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>
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. The school office will contact parents immediately to come to the school for pick up. Please ensure that we have up-to-date contact information for you on file at the office.</p>
Mask Rules	<p>All students must wear a non-medical mask or face covering on school buses and in the school. Contact the school 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	<p>Parents may access information regarding ventilation at https://www.hwdsb.on.ca/about/school-renewal/ventilation/</p>

*parents, guardians, caregivers