

## Elementary School

### Site Specific Plan and Routines for Parents\*

School Name: Lisgar

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at 905 389 1309 or email <a href="mailto:lisgar@hwdsb.on.ca">lisgar@hwdsb.on.ca</a>
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 through phone and email. Contact the school at 905 389 1309 and/or email <a href="mailto:lisgar@hwdsb.on.ca">lisgar@hwdsb.on.ca</a> to speak with a teacher or principal.
Bus loading and unloading	School buses will unload at: front of the school School buses will load at: front of the school  <i>Masks are required on the bus. Courtesy Transportation will not be approved until the end of September. Please contact the school if you have any questions.</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 and walk from a safe location near to the school. The Parking lot is reserved for staff. Please <b>do not</b> drop off and pick up on Anson Ave.

<p>Entry and Exit for Students</p>	<p>Students should arrive no earlier than 8:35am.</p> <p><b>Kindergarten:</b> Students in Room 17 and Room 18 will enter/exit at the front of the school. Room 4 at the side of the school.</p> <p><b>Grades 1-8:</b> When students enter the school yard they are to move directly to their designated class location (marked) and line up. There is no play prior to the bell. Students/parents must physically distance (2m) themselves from other families/staff while on school property. Parents for students in grades 4-8 are encouraged to stay off the playground before and after school. Adults must wear face coverings while on school property.</p> <p>At the end of the day, <b>students K-3</b> will be dismissed directly to their caregiver from their <b>outdoor</b> designated class location. <b>Grades 4-8</b> will have a staggered dismissal to maintain hallway safety. Students will wait at their designated playground area until the dismissal bell rings at 3:10 pm.</p> <p>Upon dismissal, students must leave school property in a timely fashion. There is no play on the playground at the end of the day.</p> <p><b>Lates:</b> Students who arrive late will need to come to the front doors and ring the bell in order to be let in. Students will proceed directly to their classroom where they will be marked late by their classroom teacher. Parents will not be permitted to enter the building with late student(s).</p>
<p>Movement Around the School</p>	<p>Students will remain with their class cohort throughout the day. 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. Signage will be posted around the school as a reminder.</p>
<p>Student Belongings</p>	<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.</p>
<p>Class Set Up</p>	<p>A sink or hand sanitizer is available in all classrooms. Each student is assigned a work-space area that ensures distancing from others.</p>

	<p>All desks are forward facing. Where tables are used, a physical divider (plexi) will be used to separate students (if possible). All required work materials are located at individual workspaces. Students may share learning materials with hand washing/sanitizing. These materials will be cleaned on a regular basis.</p>
FDK	<p>Kindergarten students will enter individually between 8:50-9:00 am, and will go directly to their classes. Each class will have outdoor play. Nutrition breaks will be in their classrooms. Personal belongings will be in backpacks in the classrooms. Belongings should be limited to a change of clothes, lunch, water bottle. Students should come to school in running shoes and comfortable clothing. <i>No plush toys permitted.</i></p>
PE, Music, Learning Commons	<p><b>Physical Education (PE)</b> Where possible, Physical Education will take place outdoors. Classes may be held in the gym with cleaning of high touch points throughout the day. All students should come to school in comfortable clothes and running shoes each day.</p> <p><b>Music</b> Wind instruments may be used indoors with distancing. Singing may take place indoors with students wearing masks.</p> <p><b>Learning Commons</b> Learning Commons may be scheduled for one class at a time (book exchange permitted).</p>
Nutrition Breaks	<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) where they can socialize without wearing masks. Outdoor play spaces have been marked. Students must stay with their own cohorts. Students will not be permitted to go out for lunch. We need to ensure social distancing and maintain cohorts throughout the day. <b>Parents will not be able to drop off food in the office and there will be no Uber eats etc. delivery of food to the school.</b></p>
Washroom Use	<p>Students will use washrooms closest to their classrooms. Occupancy limits will be posted outside washrooms. Limits are based on the number of urinals and stalls. Every other one is marked off. 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 practice hand hygiene.</p>

Hydration Stations	Water fountains have been closed. Students use Hydration Stations to fill labelled water bottle. Markings to ensure physical distancing in line up.
Clubs and Extracurriculars	Clubs and extracurriculars may take place for mixed cohorts (masking and distancing required). No outside program providers will come into schools. <i>Please watch for future information regarding extracurriculars.</i>
Nutrition Programs	All Nutrition Programs are 'Grab and Go'. Food is delivered in bins to each classroom. Food sales have been suspended at this time.
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. We will not be able to supervise students who are ill for an extended period of time. <b>It is very important that parents keep all contact information updated, including emergency contacts. It is important to have a plan to pick up your child during the day if they are feeling ill.</b>
Mask Rules	All students must wear a non-medical mask or face covering on school buses and in the school. Contact the principal, Ms. Elliott, at 905 389 1309, if you have any concerns about your student wearing a mask/face covering. Masks will be provided to students who forget to bring one.

\*parents, guardians, caregivers