

## Elementary School

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

School Name: Mary Hopkins 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 905-689-7905 or email <a href="mailto:maryhopkins@hwdsb.on.ca">maryhopkins@hwdsb.on.ca</a>
Parent Access to School	Access to the school will be limited for parents, volunteers and visitors. Contact the main office via phone before coming to the school to speak with a staff member. You can also speak with the office staff via the front door buzzer or personal cell phone. Your child will be brought to the front door by a staff member if a mid-day pick up is necessary.
Parent Communication with School	Continue to communicate with teachers and the principal(s) through phone and email. Contact the school 905-689-7905 or email <a href="mailto:maryhopkins@hwdsb.on.ca">maryhopkins@hwdsb.on.ca</a> to speak with a teacher or principal. In person and face to face meetings will be limited, however we have virtual tools to support family communication and meetings. Your child's teacher will be contacting you regarding their preferred method of communication.
Bus loading and unloading	School buses will unload at: <i>Front of school (Mill St.)</i> School buses will load at: Front of school (Mill St.) Student will be given a colour coded tag to indicate which bus they should take. No courtesy busing will be granted. Students will receive a colour coded bus tag on the first day. Be sure to leave this on your child's backpack for easy identification.
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 at a location near to the school. Parents can use the parking lot as a roundabout between 8:55 am and 9:10 am. Be ready, drive up to the gate one by one, drop off on the passenger side. <b>Parents should not park or walk through the school parking lot from 8:30 am – 3:45 pm.</b>
Entry and Exit for Students	Grade 1-5 families are asked to drop their children off at the back of the school.

<p><b>We ask that you limit pick up and drop off to one caregiver</b></p>	<p>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. 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.</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, with the exception of Physical Education, will travel to classes to provide instruction. When moving about the school, students/classes will walk on the right side, maintaining physical distancing. Stairwells may be designated up or down. Students must maintain distancing in stairwell by keeping 4 steps apart.</p>
<p>Student Belongings</p>	<p>Use of hooks &amp; cubbies will be limited and ensure physical distancing. No shared use of hooks &amp; cubbies. Students will keep work materials at their desks. Please limit the number of items sent to school. Teachers will communicate with families around their preferred expectations around managing personal items.</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. 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. Where possible, lessons will take place outdoors. Movement within the classroom will be limited to essential travel.</p>
<p>FDK</p>	<p>Drop off and pick up of Kindergarten students will take place in the front pen area off Mill St. Please line up along the fence line and keep the sidewalks clear for the bus lines and walkers. Until routines are in place, pick up and drop off will be a bit slower. Please be patient as we have 5 Kindergarten classrooms.</p>
<p>PE, Music, Learning Commons</p>	<p><b>Physical Education (PE)</b> Where possible, PE will take place outdoors. Classes may be held in the gym with cleaning of high touch points between classes. There will be no opportunity to change, so please send your child in clothing and shoes that allows for physical activity.</p>

	<p>There is no sharing of equipment between class cohorts.</p> <p><b>Music</b>  No use of woodwind/brass instruments.  Singing takes place outdoors only.  Students should be dressed appropriately for outdoor classes.  Classes held indoors will be in homerooms.  No sharing of instruments between class cohorts.  Students will be spaced appropriately during movement/dance.</p> <p><b>Learning Commons</b>  Learning Commons is not used by classes/students (no book exchange). Our school will develop a protocol for classrooms to access the books in the learning commons.</p>
Nutrition Breaks	<p>Students eat in their classrooms at their work space area.  No sharing of food or beverages. Student will be encouraged to take any garbage and recycling home in their lunch bags. Strive for a litter less lunch.  Each class has a designated outdoor play area (2 m from other classes).  Outdoor play spaces have been marked with pylons and spray paint on the grass and blacktop.  Students may remove masks during outdoor play. They will be re-masked when prior to re-entering the school.</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.  Markings to ensure physical distancing in line up.  All students are asked to come to school with a refillable water bottle. To reduce the number need for movement, students are asked to arrive with a full water bottle.</p>
Clubs and Extracurriculars	<p>Clubs and extracurriculars may only take place by a teacher directly connected with a class cohort.  Cohorts will not be combined for extracurriculars  No outside program providers will come in to schools.</p>
Nutrition Programs	<p>Food sales and lunch programs 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.</p>
Mask Rules	<p>All students must wear a non-medical mask or face covering on school busses and in the school. Contact <i>[insert contact info]</i> if you have any concerns about your student wearing a mask/face covering.</p>

[\\*parents, guardians, caregivers](#)

*Our school plan will reviewed regularly and updated and revised accordingly.*