

Site Specific Plan and Routines for Parents*

School Name: [École Élémentaire Michaëlle Jean](#)

| HWDSB Protocol and Requirements | School Routines and Expectations |
|---|--|
| Student Registration | All student registration will be virtual. Parents/Guardians may contact the main office at 905.545.6216 or email michaellejean@hwdsb.on.ca |
| 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 905 692 5436 or michaellejean@hwdsb.on.ca to speak with a teacher or the principal. |
| Bus loading and unloading | School buses will unload and load on in front of the school. While riding the bus, students must adhere to the seating plan and wear a mask. Upon arrival, students will be greeted by a staff member and directed to join their class at their designated area on the playground. At dismissal, student will be called via PA to line up 2 meters apart social and then be escorted by a staff member to their bus. |
| School Parking Lot | <p>Drop Off: Parents driving their children to school must follow the one way signs and drive slowly and carefully. Students are to walk directly to their cohort waiting area on the playground to await entry to the school. Young children must not be released to walk through the parking lot alone.</p> <p>Pick Up: Parents/caregivers picking up Gr. 1-8 will meet students on the playground where they will wait in their cohort groups. The parking lot is available for families although parking is limited. Parents driving their children to school are to drop off no earlier than 8:45 am and escort their children to the side walkway of the school. Children then proceed to walk along the side of the school to their playground cohorts.</p> <p>Please note that parking is limited and the bus loading area in the front of the school must be kept clear at all times.</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. Students/parents must physically distance (2m) from other families/staff while on school property. Adults must wear face coverings/masks at all times while on school property.</p> <p>At the end of the day, students in Grade 1 – 8 will be dismissed directly to parents from their outdoor designated class location. The school day begins at 8:50am and ends at 3:10pm.</p> |
| Movement Around the School | <p>Students will remain with their class cohort throughout the day. Students remain in their classrooms throughout the day. Subject specific teachers (e.g. Music, Phys. Ed., Library / Media) 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>All student belongings including backpacks and coats will be kept at student desks. Anything that students require during the day (e.g., indoor shoes, change of clothes, lunches) need to be packed and kept in student backpacks.</p> |
| Class Set Up | <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.</p> |
| PE, Music, Learning Commons | <p>Physical Education (PE) PE will take place outdoors with the exception of inclement weather. Students are to dress for the weather. Classes may be held in the gym with cleaning of high touchpoints between classes. Masks must be worn at all times in the building. There is no sharing of equipment between class cohorts.</p> <p>Music Singing takes place outdoors only.</p> <p>Learning Commons Learning Commons is not used by classes/students (no book exchange). To start the school year, books will be assigned by the class teacher and remain at the student’s desk.</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). Outdoor play spaces have been marked with pylons, duct tape, spray paint on grass and signs)</p> |

| | |
|------------------------------------|--|
| | Students may remove masks during outdoor play. Students must put masks on before entry so they must secure them in a pocket or pouch while outdoors. |
| Washroom Use | 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 paper towels. |
| Hydration Stations | Water fountains have been closed. Students use Hydration Station to fill labelled water bottle. Markings to ensure physical distancing in line up. Students are asked to come to school with a filled, reusable water bottle daily. |
| Clubs and Extra-curriculars | Clubs and extra-curriculars may only take place by a teacher directly connected with a class cohort. Cohorts will not be combined for extra-curriculars No outside program providers will come in to schools. |
| Nutrition Programs | All 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. When you arrive at the school, please ring the bell and wait at the front doors. Students will be released by office administrator / educator without parent/caregiver having to enter the school. |
| Mask Rules | All students must wear a non-medical mask or face covering on school busses and in the school. Contact the school if you have any concerns about your student wearing a mask/face covering. All adults must wear a face covering/mask while on school property. This includes outside on the playground. |

*Parents, guardians and caregivers