

Elementary School

Site Specific Plan and Routines for Parents*

School Name: Mount Albion

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at <i>[insert phone number]</i> or email <i>[insert school email]</i>
<u>Screening</u>	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. Contact the school at <i>[insert number and email]</i> to speak with a teacher, principal or vice principal. <i>[add any new information relevant to your school]</i>
Bus loading and unloading	School buses will unload at: New Bus loading zone on school property School buses will load at: New Bus loading zone on school property <i>Add any relevant routines that are different than usual.</i>
School Parking Lot	<i>School parking lots (upper and lower) are closed to families. Please park on the street in front of the school. Observe parking signage.</i> 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. Park on Kennard and on side streets. FDK students will be greeted in the FDK play area at the back of the school. Grades 1-8 will line up with their cohorts on the back playground. Walkways to back playground are via the South addition path and around the North addition paths.
Entry and Exit for Students	Parents are asked to drop their children off on Kennard. There is NO KISS AND DROP anymore. Please avoid driving up the driveway (which is ONE WAY). This driveway is strictly for buses before and after school.

	<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.</p> <p>Adults must wear face coverings while on school property.</p> <p>At the end of the day, students K – Gr. 3 (unless bussing) will be dismissed directly to parents from their outdoor designated class location.</p> <p>Upon dismissal, students must leave school property in a timely fashion from their cohort areas.</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 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	<p>A sink or hand sanitizer is available in all classrooms.</p> <p>Each student is assigned a work-space area that ensures distancing from others.</p> <p>All desks are forward facing.</p> <p>Where tables are used, use a physical divider (plexi) where available to separate students (optional).</p> <p>All required work materials are located at student’s workspace</p> <p>Students may share learning materials with hand washing/sanitizing. These materials will be cleaned on a regular basis.</p>
Kindergarten	<p><i>FDK classes will meet in the lower FDK area each morning by the FDK team members. If you are late for school with your child, please come to the front entrance and ring the doorbell. We will gladly admit your child to class. – No plush toys permitted.</i></p>
PE, Music, Learning Commons	<p>Physical Education (PE)</p> <p>Where possible, PE will take place outdoors.</p> <p>Classes may be held in the gym with cleaning of high touchpoints throughout the day.</p> <p>Change rooms are open to single cohorts with masking and distancing.</p> <p>Students are encouraged to come dressed in comfortable clothes</p> <p>Music</p> <p>Wind instruments may be used indoors with distancing.</p> <p>Singing may take place indoors with students wearing masks.</p> <p>Learning Commons</p>

	Learning Commons may be scheduled for one class at a time (book exchange permitted). More information to follow.
Nutrition Breaks	<p><i>Nutrition Breaks are at 10:55-11:35 a.m. and 1:15-1:55</i></p> <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 <i>either spray paint or pylons. This will change when our back playground is paved in the coming weeks.</i> Students may remove masks during outdoor play.</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 however we have added additional bottle filling stations to our school during construction. 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). No outside program providers will come into schools.</p>
Nutrition Programs	<p>All Nutrition Programs are 'Grab and Go'. Food is delivered in bins to each classroom. 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 we have updated contact information for your family.</p>
Mask Rules	<p>All students must wear a non-medical mask or face covering on school buses and in the school. Contact <i>your school administrator</i> if you have any concerns about your student wearing a mask/face covering. 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

