

Elementary School

Site Specific Plan and Routines for Parents*

School Name: **Mountview**

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at 905-388-1677 or email mountview@hwdsb.on.ca for assistance.
Parent Access to School	<p>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.</p> <p>If you are late: please bring your child to the front door, ring the bell, a staff member will meet your child at the door, sign them in and ensure they get to their class.</p> <p>If you are picking up early: please ring the bell at the front door, let us know who you would like and we will bring them to you.</p> <p>Please send everything to school with your child, we will not be able to accept lunches, forgotten items etc at the office during the school day.</p>
Parent Communication with School	<p>We encourage you to follow our school website and Instagram accounts to get up to date information. Instagram: mountview_hwdsb.on.ca Website: https://www.hwdsb.on.ca/mountview/</p> <p>Due to social distancing we are discouraging impromptu meetings and encouraging you to reach out and book appointments with educators. See below for contact options: Phone: 905-388-1677 Email: mountview@hwdsb.on.ca</p> <p>MS Teams: To download the Teams program to your computer please use the following instructions.</p>

	<p>https://www.hwdsb.on.ca/wp-content/uploads/2020/06/Parent-Guide-MS-Teams-Instructions.pdf</p> <p>Specific modes of communication for your child’s class</p>
<p>Bus loading and unloading</p>	<p>School buses will unload at: the front door</p> <p>School buses will load at: the front door</p> <p>When students arrive at school, they will be met by duty staff, students will be led to the back playground where they will find their ‘class bubble’, students will join that bubble and remain there until their teacher meets them.</p>
<p>School Parking Lot</p>	<p>The parking lot will be used for staff only.</p> <p>Active transportation (walk/bike) is encouraged to reduce the amount of traffic at the start/end of the day.</p> <p>Parents driving their children to school are asked to drop students off near the path on San Antonio.</p> <p>We are asking to keep the front of the school clear for the buses.</p> <p>Students will not be allowed to walk through the K pen to get to the playground as they have in past years.</p>
<p>Entry and Exit for Students</p>	<p>Parents are asked to drop their children off at the path on San Antonio Drive.</p> <p>When students enter the school yard, they are to proceed directly to their designated ‘class bubble’. Students, parents, staff need to be careful to not enter other ‘class bubbles’ while moving around the playground.</p> <p>Students/parents are encouraged to physically distance (2m) from other families/staff while on school property.</p> <p>While dropping off and picking up students, parents/guardians must wear face masks while on school property.</p> <p>At the end of the day, students K – Gr. 6 will be dismissed directly to parents or home (depending on age and family plan) from their outdoor designated ‘class bubble.’</p> <p>Upon dismissal, students must leave school property in a timely fashion.</p> <p>Class bubbles will be designated for the first few days with balloons to help students locate their classes.</p> <p>Grade 1 Mrs. DeRoo – Purple</p> <p>Grade ½ Mrs. Bailey – Red</p> <p>Grade 2/3A Ms. Stewart – Green</p> <p>Grade 2/3B Mrs. Bishop – Pink</p> <p>Grade ¾ Mrs. Wilson – Blue</p> <p>Grade 4/5 Mr. Ottaway – Orange</p> <p>Grade 4/5B Ms. Metni – Yellow</p> <p>Grade 6 Mrs. Matteucci - Turquoise</p>

	<p>Students will engage in proper hand washing/sanitizing procedures while in their bubble under the supervision of school staff. Once hands are clean students will replace masks if they are off. Classes will be brought into the school, one at a time, socially distanced. Students will then be supported to properly hang their backpacks and store items brought to school.</p> <p>In the event of extreme weather, students will be directed to immediately enter their classrooms and sit in their assigned space.</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 to provide instruction. When moving about the school, students/classes will walk on the right side of the halls, maintaining physical distancing. “we are going to stay tight to the right” Signage will be posted to support students.</p>
Student Belongings	<p>Students will be assigned lockers. Please do not send any classroom materials (crayons, pencils etc) to school. Individual educators will let students know what is needed. Please do not bring any toys from home at this time, we can re-evaluate this once routines are established. Please send a labelled re-usable water bottle.</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.</p>
FDK	<p>JSA Abbott/Ward - Room 1 JSB Evangelista/Daynes – Room 2 JSC Price – Room 7 Room 1 – Drop off and pick up will occur via the K enclosure on the side of the school Room 2 – Drop off and pick up will occur via the Courtyard on the playground FDK students are required to wear face masks. Students will be supported with frequent handwashing/sanitization opportunities upon entry to the class, before and after eating and at other times throughout the day. Other educators who are providing programing for FDK will do so within the K classroom or their assigned outside space.</p>
PE, Music, Learning Commons	<p>Physical Education (PE) Where possible, PE will take place outdoors. Classes may be held in the gym with cleaning of high touchpoints between classes.</p>

	<p>Students will not be changing for gym, please dress appropriately.</p> <p>Music Singing can occur indoors with masks or outdoors without masks.</p> <p>Library /Learning Commons Will be open this year for book exchange</p>
Nutrition Breaks	<p>Students will engage in handwashing/sanitization procedures prior to eating.</p> <p>We are asking for students to bring a litterless/boomerang lunch. Students will remain in their assigned spot during lunch therefore, all containers, wrappers etc. will come home in their lunch pails. Students eat in their classrooms at their assigned work space. No sharing of food or beverages.</p> <p>Each class has a designated outdoor 'class bubble' (2 m from other classes).</p> <p>Outdoor play spaces have been marked with spray paint. Students may remove masks during outdoor play. Please speak to your child about how they will store their mask safely (paper bag, lanyard etc)</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.</p> <p>Students maintain physical distancing while in washrooms. Urinals and stalls: every other one marked off (green-ok to use, red-closed)</p> <p>Students may use hand dryers or paper towels.</p>
Hydration Stations	<p>Students use Hydration Station to fill labelled water bottle. Markings to ensure physical distancing in line up.</p> <p>A new hydration station in the primary hall was installed during the summer. We now have a station in each hallway.</p>
Clubs and Extracurriculars	<p>Clubs and extracurriculars may take place in a limited fashion with contact tracing rules in place.</p> <p>No outside program providers will come in to schools.</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> <p>If students display or communicate any Covid symptoms, the Students Showing Symptoms at School protocol will be enacted.</p>
Mask Rules	<p>All students must wear a non-medical mask on school busses and in the school.</p>

[*parents, guardians, caregivers](#)

