

Elementary School

Site Specific Plan and Routines for Parents*

School Name: Norwood Park Elementary 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 905-575-9808 or email norwoodpark@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. Dropping off items for students (food, clothing etc.) is for strongly discouraged and is for emergencies only. Students are to come prepared for dry and wet conditions outside. Students may be outside during light rain or on wet grass.
Parent Communication with School	Continue to communicate with teachers and the principal(s) through phone and email. Contact the school at 905 575 9808 or norwoodpark@hwdsb.on.ca to speak with a teacher, principal or vice principal. Please sign up for our website notifications and follow us on Twitter @Norwood_hwdsb
Bus loading and unloading	School buses will unload at: Warren Avenue (no change). Socially distancing rules apply as students exit and make their way to their designated class outdoor space. School buses will load at: Warren Avenue (no change) Socially distancing rules apply as students exit and make their way to their designated class outdoor space. Grades 1-3 students will line up in the Gym for attendance before boarding. They will be called directly from their classrooms to come to the gym for attendance and will be supervised by staff. Grades 4-8 will line up directly at the bus before boarding. Students in families will sit together and by cohort where possible. A bus loading map has been uploaded.
School Parking Lot	School parking lot is for staff and Before/After Care access only. Active transportation (walk/bike) is encouraged to reduce the amount of traffic at the start/end of the day.

	<p>Parents driving their children to school are encouraged to drop and walk at a location near to the school. Possible locations include the parking lot for the small church (corner of Warren and South Bend). <i>(insert map/location of nearby parking locations)</i></p>
<p>Entry and Exit for Students</p>	<p>Parents are asked to drop their children off at the back playground. All classes 1-8 will have an assigned, marked zone on the school. There are 21 classes. All marked zones are spread across the field using fence posts as a guide. Each area has 4 fence posts of space per class for entry and exit. During outdoor recess the area is roughly 8 fence posts wide. When students enter the school yard, they are to proceed directly to their designated class location that is marked and line up. Staff will meet their cohort of students and walk them into their classroom safely.</p> <p>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 Gr.1 – 3 will be dismissed directly to parents from their outdoor designated class location.</p> <p>Bus students will be called down to the gym (during instructional time) to line up for attendance with supervision.</p> <p>Upon dismissal, students must leave school property in a timely fashion.</p> <p>After Care students will be dismissed by NP teachers and walk on the playground to the After-Care staff in their designated area.</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.</p> <p>Classes will enter and exit the school following a specific order. Furthest classes from the door will enter first and exit last.</p>
<p>Student Belongings</p>	<p>First month of school all materials to be kept in each classroom (no use of lockers/ hooks).</p> <p>Use of lockers/hooks/cubbies to be reviewed at end of the month and will ensure physical distancing if used.</p> <p>No shared use of lockers/hooks/cubbies.</p> <p>Students will keep work materials at their desks in individual containers or desk.</p> <p>Space is limited and students should only bring what is essential. School items should not go back and forth between home and school. Digital communication and resources will be promoted for home use.</p> <p>There is no lost and found.</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. Students have been cohorted based on location in one of four Before and After Care classes. Siblings in the same grade have been placed in the same class.</p>
<p>PE, Music, Learning Commons</p>	<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. Changerooms are closed. There is no sharing of equipment between class cohorts.</p> <p>Music No use of woodwind/brass instruments. Singing takes place outdoors only. The music teacher will teach students in their cohort classrooms.</p> <p>Learning Commons Learning Commons is not used by classes/students (no book exchange) except for Before/After Care. Book exchange will continue with only teachers accessing the Learning Commons. HWDSB system teacher librarians are setting up a curated book exchange for schools.</p>
<p>Nutrition Breaks</p>	<p><i>10:55 –11:15 Nutrition Break Grades 1-4 eating, Grades 5-8 outside</i> <i>11:15 –11:35 Nutrition Break Grades 1-4 outside, Grades 5-8 inside</i> <i>1:15 – 1:35 Nutrition Break Grades 1-4 eating, Grades 5-8 outside</i> <i>1:35 –1:55 Nutrition Break Grades 1-4 outside, Grades 5-8 inside</i></p> <p>Students eat in their classrooms at their workspace area. No sharing of food or beverages. Each class has a designated outdoor play area (2 m from other classes). The designated outdoor areas are also where students meet in the morning and exit from at the end of the day.</p> <p>Outdoor play spaces have been marked with spray paint. Students may remove masks during outdoor play. They will carry their masks outside in provided paper bags. Teachers, during instructional time, before eating breaks, will ensure students engage in hand sanitizing, washroom requirements and getting lunches out of bags.</p>
<p>Washroom Use</p>	<p>Students will use washrooms closest to their classrooms. Occupancy limits will be posted outside washrooms.</p>

	<p>Markings outside washrooms for physical distancing of students awaiting entry.</p> <p>Students maintain physical distancing while in washrooms.</p> <p>Urinals and stalls: every other one marked off.</p> <p>Students may use hand dryers or paper towels.</p>
Hydration Stations	<p>Water fountains have been closed.</p> <p>Students use Hydration Station to fill labelled water bottle.</p> <p>Markings to ensure physical distancing in line up.</p> <p>Class schedules for water bottle refilling.</p>
Clubs and Extracurriculars	<p>Clubs and extracurriculars may only take place by a teacher directly connected with a class cohort.</p> <p>Cohorts will not be combined for extracurriculars</p> <p>No outside program providers will come into schools.</p>
Nutrition Programs	<p>Food sales have been suspended at this time.</p> <p>Lunch Lady, Pizza days etc will not be running.</p> <p>Students should bring food they can easily open on their own.</p> <p>Students are encouraged to bring lunches with as little litter as possible to reduce garbage (recycling is paused at this time).</p>
Ill or Injured Students	<p>Ill or injured students will wait in a separate supervised location.</p> <p>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 the school office if you have any concerns about your student wearing a mask/face covering.</p>