

Elementary School

Site Specific Plan and Routines for Parents*

School Name: NORWOOD PARK

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 Each educator has a voicemail for parents to access.
<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. Dropping off items for students (food, clothing etc.) is 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, 905 575 9808 or norwoodpark@hwdsb.on.ca to speak with a teacher, principal or vice principal. There is now voice mail for all staff. 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 and or line. 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.

	<p>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.</p> <p>Grades 4-8 will line up directly at the bus before boarding.</p> <p>Students in families will sit together and by cohort where possible.</p>
<p>School Parking Lot</p>	<p>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> <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).</p>
<p>Entry and Exit for Students</p>	<p>Parents are asked to drop their children off at the back playground (off South Bend Ave) and avoid congestion areas around Warren (buses).</p> <p>All classes 1-8 will have an assigned, marked zone on the school for breaks and a line up location.</p> <p>All marked zones are spread across the field and were sprayed with lines. When students enter the school yard, they are to proceed directly to their designated line location or play area (play area will be shown to students on day 1) that is marked and line up. Staff will meet their cohort of students at the line up area on Day 1 and walk them into their classroom safely.</p> <p>Students in the following classes line up outside a portable:</p> <p>Mme Anderson/Mme Stojadinovic (facing field) Mme Bechard (facing field) Mme Lundy (facing school) Mme Amodeo (facing school)</p> <p>Students in Mme Collins, Mme Huffman, Mme DeWolfe and Mme Lane line up near the back playground door on the black top closet to the portables.</p> <p>Students in Mme Schilthuis, Mme Sayer Bernal, Mme Margarti, and Mme Gallagher line up on the blacktop near door middle door on playground (where the building joins at an angle)</p> <p>Students in Mme Denomme's room line up outside her classroom second classroom from parking lot fence on black top.</p> <p>Students in Mme Thompson, Mme Long, Mme Montpetit and Mme Burrows class line up in the middle Junior door.</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>
Movement Around the School	<p>Students will remain with their class cohort throughout the day.</p> <p>Students remain in their classrooms throughout the day.</p> <p>Subject specific teachers will travel to classes to provide instruction.</p> <p>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. The furthest classes from the door will enter first and exit last.</p>
Student Belongings	<p>Use of lockers/hooks/cubbies will ensure physical distancing from students in other cohorts. Shared use of lockers/hooks/cubbies may take place within a cohort or family. Students will keep work materials at their desks.</p> <p>There is no lost and found bin.</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. Where tables are used, use a physical divider (plexi) where available to separate students (optional). All required work materials are located at student’s workspace Students may share learning materials with hand washing/sanitizing. These materials will be cleaned on a regular basis.</p>
Kindergarten	<p><i>n/a no Kindergarten program</i></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 throughout the day. Change rooms are open to single cohorts with masking and distancing. Students are encouraged to come dressed in comfortable clothes</p> <p>Music Wind instruments may be used indoors with distancing.</p>

	<p>Singing may take place indoors with students wearing masks.</p> <p>Learning Commons Learning Commons may be scheduled for one class at a time (book exchange permitted).</p>
Nutrition Breaks	<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> <ul style="list-style-type: none"> • <i>Except Mme Gallagher, Mme Long and Mme Thompson classes go outside first</i> <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 at the end of the day.</p> <p>Outdoor play spaces have been marked. 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>
Washroom Use	<p>Students will use washrooms closest to their classrooms or in 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 bottles. Markings to ensure physical distancing in line up. Class schedules for water bottle refilling.</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>Food sales have been suspended at this time.</p>

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.
Mask Rules	All students must wear a non-medical mask or face covering on school buses and in the school. Contact the office if you have any concerns about your student wearing a mask/face covering. Masks will be provided to students who forget to bring one.
Ventilation	Parents may access information regarding ventilation at https://www.hwdsb.on.ca/about/school-renewal/ventilation/

*parents, guardians, caregivers