

## Elementary School

### Site Specific Plan and Routines for Parents

School Name: Prince of Wales

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	<p>All student registration will be virtual. Parents/Guardians may contact the main office at 905-667-5870 or email <a href="mailto:princeofwales@hwdsb.on.ca">princeofwales@hwdsb.on.ca</a></p> <p>No in person registrations will be accepted at this time.</p>
Parent Access to School (Illness/Injury/Early Pickup/Forgot Items)	<p>Access to the school will be very limited for parents, volunteers and visitors. Medical grade masks must be worn if entering the building, one will be provided if you do not have one. Contact the main office before coming to the school to speak with a staff member.</p> <p><b>Illness</b></p> <p>The school will call you to let you know your child is ill and needs to go home. When you arrive please use the door buzzer to let us know you have arrived, you will remain outside. For FDK- Gr.5 will walk your child to you at the front door to ensure a safe handoff. For Gr. 6-8 we will send the student to you.</p> <p><b>Injury</b></p> <p>We will triage the severity of the injury, calling 911 if necessary, we will work with parents/guardians/caregivers, ensuring safety, to get the student the aid they need.</p> <p><b>Early Pickup</b></p> <p>Please call the school 905-667-5870 or use school messenger to let us know a student needs to be picked up early. We will have the student at the office ready to go. When you arrive use the buzzer to let us know you have arrived you will remain outside. For FDK-gr 5 will walk your child to you at the front door to ensure a safe handoff. For gr 6-8 we will send the student to you.</p>

	<p><b>Dropping Off an Item</b></p> <p>If it is necessary to drop off an item. Please come to the front door and use the buzzer. A staff member will greet you at the door to pick the item. We will deliver it for you. Please try to have students bring their lunch everyday when possible.</p>
<p>Parent Communication with School</p>	<p>Continue to communicate with teachers and the principal(s) through phone and email. Contact the school at 905-667-5870 or email to <a href="mailto:princeofwales@hwdsb.on.ca">princeofwales@hwdsb.on.ca</a> to speak with a teacher, principal or vice principal.</p> <p>We will take messages at the office. Staff will return the call when they become available.</p>
<p>Bus loading and unloading</p>	<p>School buses will unload at: Melrose Ave in front of the school.</p> <p>School buses will load at: Melrose Ave in front of the school.</p> <p>Masks must be worn on the bus to the school and back home.</p>
<p>Entry and Exit for Students</p>	<p><b>Arrival</b></p> <p>Parents are asked to drop their children off at the following spaces:</p> <p>Grade 1-4 North Playground at the gates entrances to the playground</p> <p>Grade 5-8 South Playground at the gates entrances to the playground</p> <p>FDK students staff will greet FDK students at their designated doors and be let into their classrooms starting 15 mins prior to the bell, which is 8:15 am.</p> <p>When students enter the school yard, they are to proceed directly to their designated class location (marked). Classes are a cohort which means they can be together under guidelines. Classes cannot mix; once a student enters the playground, they must go to their class location only.</p> <p>Students/parents must physically distance (2m) from other families/staff while on school property. We are asking the parents to not enter the playground areas as space is limited. We recognize the first few days will be an exception as we work together to get organized and set routines.</p> <p>When the bell rings staff will proceed outside to pick up their class and enter one at a time to maintain class distancing.</p> <p><b>Dismissal</b></p> <p>Adults must wear face coverings while on school property. Please remain off the playgrounds while you wait.</p> <p>FDK will be dismissed from their doors. Staff will be ready at the doors, please line up staying 6 ft apart as you arrive. We will hand</p>

	<p>off the student to you. Further details will be provided directly to parents from teachers the first week back.</p> <p>Grade 1-8, staff will take their classes outside to their designated areas. Which is why we are asking to stay off playgrounds.</p> <p>Grades 1-4 Once all classes are out, parents can proceed to their child's classroom space to pick up.</p> <p>Grades 5-8 will be dismissed at the bell.</p> <p>Upon dismissal, students must leave school property in a timely fashion.</p>
Late to School	<p>In the morning</p> <p>Students who are late to school will come to front door and line up, 6 ft distanced. A staff member will let students in one at a time from the front door.</p> <p>At other points during the day:</p> <p>Students will buzz to be let in following the instructions of the office admin.</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>
Student Belongings	<p>Use of lockers/hooks/cubbies will ensure physical distancing.</p> <p>No shared use of lockers/hooks/cubbies.</p> <p>Students will keep work materials at their desks.</p> <p>A backpack/bag for lunch and school materials is highly recommended.</p> <p>We do not have enough lockers to give one to one. For the month of September students will not have the use of a locker. Once we know how many students are attending we will plan for the eventual necessity of having a place to store cold weather clothing.</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>All required work materials are located at student's workspace (not to be shared with other students).</p> <p>There will be minimized use of shared materials. These must be cleaned before use by another student.</p>
FDK	<p>FDK Teaching Teams will communicate directly with parents drop off and pick up procedures.</p>
PE, Music, Learning Commons	<p><b>Physical Education (PE)</b></p> <p>Where possible, PE will take place outdoors.</p> <p>Classes may be held in the gym with cleaning of high touchpoints between classes.</p> <p>Changerooms are closed.</p> <p>There is no sharing of equipment between class cohorts.</p> <p><b>Music</b></p> <p>No use of woodwind/brass instruments.</p>

	<p>Singing takes place outdoors only.</p> <p><b>Learning Commons</b> Learning Commons is not used by classes/students (no book exchange).</p>
Nutrition Breaks	<p>Nutrition Breaks are at the same times but split up into 4 groups.</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>indicate school marking system- pylons, chalk, spray paint on grass, duct tape, etc</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. Students use Hydration Station to fill labelled water bottle. We have one per floor. Floor markings to ensure physical distancing in line up.</p>
Clubs and Extracurriculars	<p>Clubs and extracurricular may only take place by a teacher directly connected with a class cohort. Cohorts will not be combined for extracurricular No outside program providers will come into schools. School vs school sports/clubs/meets are paused for now.</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. Breakfast items will be available, but the breakfast room is closed. These items will be grab and go on a need basis.</p>
Mask Rules	<p>All students must wear a non-medical mask or face covering on school busses and in the school. Contact school admin at 905-667-5870 or email princeofwales@hwdsb.on.ca if you have any concerns about your student wearing a mask/face covering.</p>
Paused Activities	<p>These activities are paused right now Volunteers in schools (except for the preparation of Nutrition Programs) Fundraising Assemblies School Stores Any lunch programs such as pizza days.</p>

\*parents, guardians, caregivers