

## Elementary School

### Site Specific Plan and Routines for Parents\*

School Name: Queensdale 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 905-387-5744 or email <a href="mailto:queensdale@hwdsb.on.ca">queensdale@hwdsb.on.ca</a>
<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 905-387-5744 or <a href="mailto:queensdale@hwdsb.on.ca">queensdale@hwdsb.on.ca</a> to speak with a teacher, principal or office administrator. For the most current information please visit HWDSB's website ( <a href="http://www.hwdsb.on.ca">www.hwdsb.on.ca</a> ) <i>School Website <a href="http://www.hwdsb.on.ca/queensdale">www.hwdsb.on.ca/queensdale</a></i>
Bus loading and unloading	School buses will unload at: the front of the school School buses will load at: the front of the school <i>There will be seating plans on the buses and students will sit with family members when possible. There is no curtesy busing this year.</i>
School Parking Lot	<i>Our parking lot is closed to visitors as we have limited parking for our staff.</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. There is parking available on neighboring streets: Queensdale, Prince George & Inverness ( behind the school)
Entry and Exit for Students	Parents are asked to drop their children off at the back playground.

	<p>When students enter the school yard, they are to proceed directly to their designated class location (marked) and line up.</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 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.</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 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> <p><i>Students will be required to bring home the belongings they bring each day. Please keep this to a minimum.</i></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</p> <p>Students may share learning materials with hand washing/sanitizing. These materials will be cleaned on a regular basis.</p>
Kindergarten	<p><i>Kindergarten students will enter and leave school at a designated door at the side or back of the school. Please note: This depends on what class they are in. An Educator will guide the students to their entry/exit location.</i></p> <p><i>Students will have two Nutrition Breaks during the school day, please pack food and snacks that are easy for students to open independently.</i></p> <p><i>The FDK program focuses on play-based learning which will be implemented in a safe manner within in the classroom and during outdoor play. There is a focus on Literacy, Math and Student Well Being. Outdoor play will occur as much as possible Students will remain in their class cohorts throughout the day.</i></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 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><b>Music</b></p> <p>Wind instruments may be used indoors with distancing.</p> <p>Singing may take place indoors with students wearing masks.</p> <p><b>Learning Commons</b></p> <p>Learning Commons may be scheduled for one class at a time for book exchange. We are working on a schedule for classes to access the learning commons.</p>
Nutrition Breaks	<p><i>First Nutrition Break:</i></p> <p><i>10:30-10:50 Primary – Outdoor Play - Junior / Intermediate -Eat Inside</i></p> <p><i>10:50 -11:10 Junior / Intermediate – Outdoor Play / Primary – Eat Inside</i></p> <p><i>12:50-1:10 Primary -Outdoor Play – Junior/Intermediate -Eat Inside</i></p> <p><i>1:10-1:30 Junior/Intermediate -Outdoor Play – Primary-Eat Inside</i></p> <p>Students eat in their classrooms at their work space area.</p> <p>No sharing of food or beverages.</p> <p>Each class has a designated outdoor play area (2 m from other classes).</p> <p>Outdoor play spaces have been marked with <i>painted lines on the playground &amp; Lines on the field</i></p> <p>Students may remove masks during outdoor play. We will continue to reinforce physical distancing while playing outside.</p>
Washroom Use	<p>Students will use washrooms closest to their classrooms.</p> <p>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 paper towels.</p>
Hydration Stations	<p>Water fountains have been closed.</p> <p>Students use Hydration Station to fill labelled water bottles.</p> <p>Markings to ensure physical distancing in line up.</p> <p>Please send your child to school with a reusable water bottle that is labelled with their name.</p>
Clubs and Extracurriculars	<p>Clubs and extracurriculars may take place for mixed cohorts (masking and distancing required).</p> <p>No outside program providers will come into schools.</p>
Nutrition Programs	<p>All Nutrition Programs are ‘Grab and Go’.</p> <p>Food is delivered in bins to each classroom.</p> <p>Food sales have been suspended at this time.</p>

	Queensdale’s Nutrition Program will not be up and running for the first few weeks of school. We will communicate details with families at a later time.
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. <i>Parents will notify the office of their arrival via the buzzer. Office staff will confirm identify and dismiss student. Parents will wait for their children outside on the sidewalk.</i>
Mask Rules	All students must wear a non-medical mask or face covering on school buses and in the school. Contact <i>the school</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. All parents/visitors are also required to wear a mask on the property. We suggest sending a extra mask to school with your child.
Ventilation	Parents may access information regarding ventilation at <a href="https://www.hwdsb.on.ca/about/school-renewal/ventilation/">https://www.hwdsb.on.ca/about/school-renewal/ventilation/</a>

\*parents, guardians, caregivers