

Elementary School

Site Specific Plan and Routines for Parents*

School Name: QUEEN VICTORIA 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 905-667-5880 or email queenvictoria@hwdsb.on.ca
Parent Access to School	Access to the school will be very limited for parents, volunteers and visitors. Contact the main office by phone (905-667-5880) 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 905-667-5880 and queenvictoria@hwdsb.on.ca to speak with a teacher, principal or vice principal.
Bus loading and unloading	School buses will unload at: Ferguson Ave. doors School buses will load at: Bus students will wait in gymnasium in their bus cohort and will be loaded onto buses at Ferguson St. doors. All students must wear a mask on the bus and sit in their designated seat as outlined in the seating plan.
School Parking Lot	<i>The school parking lot will be closed daily from 8:10 – 8:30 a.m. and from 2:30 – 3:00 p.m. Cars will not be permitted to drop off in the parking lot.</i> Active transportation (walk/bike) is encouraged to reduce the amount of traffic at the start/end of the day. We have a sufficient number of bike racks to lock up bikes if needed. Parents driving their children to school are encouraged to drop and walk from a location near to the school (<i>ie. Corktown Park</i>).
Entry and Exit for Students	Parents are asked to drop their children off at the entrance to the following playgrounds: <ul style="list-style-type: none"> • Grades 2 – 8 (large playground at the back of the school) • Grade 1 (Walnut St. – Playground B) • 2nd Floor Kindergarten (Wilson / Kuzmichuk) Walnut St. – Playground A

	<ul style="list-style-type: none"> • Kindergarten (James/Daunheimer) – Forest Avenue (front Kindergarten Playground) • 1st Floor Kindergarten (Smith / Dykstra/ M. Wilson) – enter directly into exterior classroom door located in front playground. <p>When students enter the school yard, they are to proceed directly to their designated class location (classroom signs marked on fences) and line up. Students must physically distance (2m) from other students. Parents may wait on the sidewalk on the other side of the school yard fence if they wish. At the end of the day, students will be dismissed from their outdoor designated class location. This will be the same location as they are dropped off in the morning. 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. Students remain in their classrooms throughout the day. Subject specific teachers (Music/French) will travel to classes to provide instruction. When moving about the school, students/classes will walk on the right side of the hallway, maintaining physical distancing. Teachers will directly supervise all movement in the building.</p>
Student Belongings	<p>There will be no use of lockers at this time. Students will keep work materials at their desks as well as backpacks and personal belongings. Kindergarten students will keep personal belongings and backpacks in designated areas in the classroom such as hooks and cubbies.</p>
Class Set Up	<p>A sink, soap, and hand sanitizer is available in all classrooms. Each student is assigned a designated work-space area that ensures distancing from others. All desks / tables must remain 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. All materials must be cleaned/sanitized before use by another student.</p>
Kindergarten	<p>Kindergarten cohorts will remain physically distanced. In Class Procedures:</p> <ul style="list-style-type: none"> • Students will be supported in handwashing/hand sanitizing upon entry to the classroom • Students will be directed by educators to store materials in cubbies, when physically distancing allows

	<ul style="list-style-type: none"> • Students will be assigned specific learning spaces and materials by educators • Sharing of materials will be done on a limited basis ensuring adequate disinfection prior to use • Washroom visits will ensure physical distancing <p>Nutrition Break Procedures:</p> <ul style="list-style-type: none"> • Kindergarten students should bring snacks for both nutrition breaks. Food is not to be shared between students. • Students will be supported in handwashing/hand sanitizing before and after eating • Students will remain with their cohort to eat and remain physically distanced from others while eating <p>Outdoor Procedures:</p> <ul style="list-style-type: none"> • Scheduling efforts have been made to provide individual kindergarten cohorts with frequent outdoor time • Students will be coached to safely remove and store masks (paper bag or envelope and each student will be provided with a lanyard to hook mask to when not in use).
Physical Education, Music, Learning Commons	<p>Physical Education (P.E.) Where possible, P.E. will take place outdoors. Classes may be held in the gym with cleaning of high touchpoints between classes. Change rooms will be closed. There is no sharing of equipment between class cohorts. All children will require running shoes for gym class. Each classroom will receive a bag of equipment for outdoor play and Daily Physical Activity (DPA).</p> <p>Music No use of woodwind/brass instruments. Singing takes place outdoors only.</p> <p>Learning Commons Learning Commons is not used by classes/students (no book exchange).</p>
Nutrition Breaks	<p>Students will have two 40-minute nutrition breaks daily. 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). This will be marked off on playground(s). We will use all playground space on our property for nutrition breaks. Outdoor play spaces have been marked with fence signs and tape / chalk on the blacktop.</p>

	<p>Students may remove masks during outdoor play. Staff may remove their face shield outside if they are able to maintain social distancing. Staff face masks are to remain on outdoors.</p> <p>Grade 1 -8 students will be scheduled for one 40 minute outdoor nutrition break and one 40 minute indoor break daily. Teachers will also be providing (weather permitting) additional outdoor learning time and outdoor physical breaks. An outdoor learning schedule has been integrated into the school timetable for each class to safely schedule outdoor break times.</p>
Washroom Use	<p>Students will use the washrooms closest to their classrooms. Occupancy limits are posted outside washrooms. (2-3 students at a time only)</p> <p>Markings on the floor outside washrooms have been placed to ensure physical distancing of students awaiting entry.</p> <p>Students must maintain physical distancing while in washrooms.</p> <p>Urinals and stalls: Every other one has been marked off and closed to ensure physical distancing.</p> <p>Hand dryers, paper towels, and soap is supplied in each washroom. Proper hand hygiene will be taught in all classrooms.</p>
Hydration Stations	<p>Water fountains have been closed.</p> <p>Students can use the Hydration Station to fill labelled water bottles. We have one station located on the 1st floor. Each classroom also has sinks.</p> <p>Floor markings have been placed to ensure physical distancing in line up.</p> <p>Students are encouraged to bring their own reusable water bottle marked clearly with their name.</p>
Clubs and Extra-Curricular Activities	<p>Clubs and extra-curricular activities may only take place by a teacher directly connected with a class cohort.</p> <p>Cohorts will not be combined for extra-curricular activities.</p> <p>No outside program providers will come in to schools except for before and after school providers. (YMCA before and after daycare and Wesley daycare)</p>
Nutrition Programs	<p>All Nutrition Programs are 'Grab and Go'. Only prepackaged food can be used in our nutrition program.</p> <p>Nutrition bins will be delivered to each classroom before student entry.</p> <p>Food sales have been suspended at this time. There will be no milk sales, school store, pizza days, fundraising.</p> <p>Parents are not permitted to bring food of any kind into the building for shared purposes.</p>
Ill or Injured Students	<p>Ill or injured students will wait in a separate supervised location.</p> <p>Our isolation room will be located in the nurse's room inside the</p>

	<p>school office. The school office will contact parents immediately to come to the school for pick up if a child is ill. Students requiring First Aid will be attended to in the Nutrition Room by members of our First Aid Team.</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 at 905-667-5880 at if you have any concerns about your student wearing a mask/face covering.</p> <p>Please complete the Mask Attestation form on-line if your child is unable to wear a mask. This information will be recorded and shared with appropriate educators.</p>

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