

Elementary School

Site Specific Plan and Routines for Parents*

School Name: Ray Lewis

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at 905-318-3131 or email raylewis@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.
Parent Communication with School	Continue to communicate with teachers and the principal(s) through phone and email. Contact the school at 905-318-3131 to speak with a teacher, principal or vice principal. <i>[add any new information relevant to your school]</i>
Bus loading and unloading	School buses will unload and load at: the front of the school
School Parking Lot	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 avoiding the bus unloading and loading zones. Parking lot is for staff use only.
Entry and Exit for Students	Parents are asked to drop their children off no earlier than 8:55am Parents of grade 1-8 students are asked to drop their child off at the back of the school and then leave promptly to limit the amount of congestion and to allow for greater physical distancing. When students enter the school yard, they are to proceed directly to their designated class location (marked by pylons) and line up. Students/parents must physically distance (2m) from other families/staff while on school property. Adults must wear face coverings while on school property. At the end of the day, students will be dismissed directly to parents from their outdoor designated class location. Upon dismissal, students must leave school property in a timely fashion.

	<p>Pick up at the bell is strongly encouraged as access to the school will be limited and we cannot have any students or parents in the hallways.</p> <p>Please make every effort to schedule an appointment if you MUST pick up your child early and before the regular dismissal time. Kindergarten students will be dropped off at the front gate or Kindergarten playground enclosure. They will line up in their designated area. They will be dismissed in the same 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 will travel to classes to provide instruction. When moving about the school, students/classes will walk on the right side, maintaining physical distancing.</p>
Student Belongings	<p>No shared use of lockers/hooks/cubbies.</p> <p>The use of individual hooks when needed will require and maintain physical distancing.</p> <p>Students will keep work materials at/below their desks.</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>Parents are asked to drop their Kindergarten children off at the Kindergarten play area enclosure. When students enter the enclosure, they are to proceed directly to their designated class location marked by a pylon and line up.</p> <p>Students/parents must physically distance (2m) from other families/staff while on school property and remain outside of the enclosure</p> <p>Adults must wear face coverings while on school property.</p> <p>Please send lunches, containers and clothing that your student can easily manage independently.</p> <p>At the end of the day, students will be dismissed directly to parents from their outdoor designated location within the enclosure.</p> <p>Two separate doors will be utilized by the classes to maximize distancing.</p> <p>Upon dismissal, students must leave school property in a timely fashion</p> <p>During the school day outdoor play time will be staggered so that only one class at a time is outdoor.</p>
PE, Music, Learning Commons	<p>Physical Education (PE)</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. <i>(Add site-based information)</i></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>We will have grade 1-4 outside first for 20 minutes at each Nutrition Break followed by the grade 5-8s. This allows each class to have more space and drastically reduces the total number of students out on the playground at one time.</p> <p>Students eat in their classrooms at their workspace area</p> <p>No sharing of food or beverages</p> <p>Each class has a designated outdoor play area (2m from other classes) on the Tarmac and the field</p> <p>Outdoor play spaces have been marked with duct tape, and spray paint on grass</p> <p>Students may remove masks during outdoor play</p> <p>Masks will be placed in a labelled paper bag and then into a bin for that cohort.</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 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>
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 in to schools.</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 <i>[insert contact info]</i> if you have any concerns about your student wearing a mask/face covering.</p>

*parents, guardians, caregivers