

Elementary School

Site Specific Plan and Routines for Parents*

School Name: **R.L. Hyslop 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 905.662.8425 or email rhyslop@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 905.662.8425 or email rhyslop@hwdsb.on.ca to speak with a teacher, principal or vice principal.
Bus loading and unloading	School buses will load and unload at the front doors of R.L. Hyslop 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.
Entry and Exit for Students	Parents are asked to drop their children off at the steps out front . When students enter the school yard, they are to proceed directly to their designated class location (marked) 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 K – Gr. 3 will be dismissed directly to parents from their outdoor designated class location. Upon dismissal, students must leave school property in a timely fashion.
Movement Around the School	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.
Student Belongings	Use of lockers/hooks/cubbies will ensure physical distancing.

	<p>No shared use of lockers/hooks/cubbies.</p> <p>Students will keep work materials at their desks. Students will not have access to lockers to begin the school year. This is to ensure social distancing is maintained. They will hang their backpacks on the back of their chair. This will be re-evaluated in October.</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>Kindergarten students will be met by their Early Childhood Educator and escorted to class. The Early Childhood Educator will be ready to begin taking students into class by 8:40 am.</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>Change-rooms are closed. On days that students have physical education they should come to school ready to participate. Washrooms will not be used for students to change in this year.</p> <p>There is no sharing of equipment between class cohorts.</p> <p>Music</p> <p>No use of woodwind/brass instruments.</p> <p>Singing takes place outdoors only.</p> <p>Learning Commons</p> <p>Learning Commons is not used by classes/students (no book exchange).</p>
Nutrition Breaks	<p>1st Nutrition Break: 10:38 am – 11:18 am</p> <p>10:38 am – 10:58 am = Primary outdoor recess; Junior & Intermediate indoor eating.</p> <p>10:58 am – 11:18 am = Junior & Intermediate outdoor recess & Primary indoor eating.</p> <p>2nd Nutrition Break: 12:54 pm – 1:34 pm</p> <p>12:54 pm – 1:14 pm = Primary outdoor recess; Junior & Intermediate indoor eating.</p> <p>1:14 pm – 1:34 pm = Junior & Intermediate outdoor recess & Primary indoor eating.</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 spray paint.</p> <p>Students may remove masks during outdoor play.</p>
Washroom Use	<p>Students will use washrooms closest to their classrooms.</p>

	<p>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. Markings to ensure physical distancing in line up. Please ensure your child brings a water bottle to school or a refillable cup.</p>
Clubs and Extra-curriculars	<p>Clubs and extra-curriculars may only take place by a teacher directly connected with a class cohort. Cohorts will not be combined for extra-curriculars No outside program providers will come in to schools.</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. We do not have a nutrition program at R.L. Hyslop</p>
Ill or Injured Students	<p>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.</p>
Mask Rules	<p>All students must wear a non-medical mask or face covering on school busses and in the school. Contact Mrs. Brown in the office or Ms. Hogan if you have any concerns about your student wearing a mask/face covering. 905.662.8425</p>

*parents, guardians, caregivers