

Elementary School

Site Specific Plan and Routines for Parents*

School Name: Rosedale P.S.

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at 905-549-4233 or email rosedale@hwdsb.on.ca . If did not comply with the registration deadline for the Parent Portal your child is expected to come to school and cannot be enrolled in on-line learning until October 14 th at the earliest.
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. Access will be restricted to staff and students except in extreme circumstances.
Parent Communication with School	Continue to communicate with teachers and the principal through phone and email. Contact the school at 905 549-4233 to speak with a staff member. <i>Please subscribe to our website at www.hwdsb.on.ca/rosedale.</i> <i>The first step for contact is your child's teacher and then if you require further assistance you can contact Ms. Neville at sneville@hwdsb.on.ca. I am also on Twitter @PrincipalSN so please feel free to follow me. My goal is to be more active and communicative on Twitter this school year.</i>
Bus loading and unloading	<ul style="list-style-type: none">• School buses will unload at: the front of the school• School buses will load at: the front of the school Masks MUST be work on the bus. Students must sit in family groups and a seating plan will be developed which must be adhered to.

	<p><i>In accordance to Public Health Protocols, all students on the bus must wear a mask and sit in their assigned seats. Family members will be seated together.</i></p> <p>Any behavior issues on the bus will lead to suspension of bus privileges.</p> <p>Buses are for eligible students only – there will not be any courtesy busing this year. That means Kindergarten students must be 1.2 KM away from the school and Grades 1-5 must be 1.6km. If you are eligible for transportation you will be contacted by transportation.</p> <p><i>There is no parking anywhere in front of the school – it is a no stopping zone. Bylaw will be called if people fail to follow these regulations.</i></p>
<p>School Parking Lot</p>	<p><i>Parking lot is for the use of staff only.</i></p> <ul style="list-style-type: none"> • 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. Please do not block driveways or sidewalks.
<p>Entry and Exit for Students</p>	<p>Parents are asked to drop their children off at <i>the back playground area as close to the start of the day as possible – 8:30am.</i></p> <ul style="list-style-type: none"> • When students enter the school yard, they are to proceed directly to their designated class location (marked) and line up. • There will be no use of playground equipment or playing together before school or at dismissal. The city of Hamilton play structure is OUT OF BOUNDS for the entire school day – before, during, and after school. • To eliminate crowding and to maintain 2m distancing, parents are encouraged to drop students at the gate for them to move directly to their designated meeting area on the playground.

- Classes are to stay in their class cohort in their designated area and will be picked up by their classroom teacher.
- **Children will be dismissed to the same areas with their teachers at slightly staggered times to avoid crowding in the hallways and will be dismissed directly to parents when they arrive.**

Please be on time to pick up your child.

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 in K – Gr. 3 will be.

***Kindergarten* – Parents are to remain outside of the kindergarten fencing area and will pick up their child at the gate.**

Parents of FDK students:

- One parent only may accompany a student to the kindergarten pen entry gate. Educators will accompany students to their cohort line.
- Parents must wear masks when on school property.
- Bussed students will be supervised from and to the bus loading area.

Each Kindergarten class will have a designated area in the enclosure where their class will meet for entry and exit and staggered entry and exit times.

Upon dismissal, students must leave the school property in a timely fashion.

Please note:

- *Upon dismissal, all students must leave school property in a timely fashion.*
- *Adults must wear face coverings while on school property.*
- *Students/parents must physically distance (2m) from other families/staff while on school property.*
- *Students are not required to wear a mask while outside but must have one in place prior to entering the school building.*

	<p><i>**All students K-5 must wear a non-medical mask while in the school. Exceptions can be made for KNOWN medical conditions by completing the form on the Parent Portal. Masks are a vital part of the enhanced public health protocols to keep all students and staff safe and healthy at school. **</i></p>
<p>Movement Around the School</p>	<p>Students will remain with their class cohort throughout the day.</p> <ul style="list-style-type: none"> • 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. There will be signage and markings both inside and outside of the school building.
<p>Student Belongings</p>	<ul style="list-style-type: none"> • Use of lockers/hooks/cubbies will ensure physical distancing. • No shared use of lockers/hooks/cubbies. • Students will keep work materials at their desks. <p><i>It will be important that student belongings are minimized as much as possible and items are to be taken home daily.</i></p> <p><i>**Please note: All personal items (toys, stuffies, cards, balls etc.) must be kept at home.</i></p>
<p>Class Set Up</p>	<ul style="list-style-type: none"> • A sink or hand sanitizer is available in all classrooms. • Each student is assigned a work-space area that ensures distancing from others. • All desks are 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. These must be cleaned before use by another student.

	<p><i>Masks must be worn by all students. Classroom routines will include lessons on hand washing, physical distancing, personal space, respect for differences, proper use of masks, etc.</i></p>
<p>PE, Music, Learning Commons</p>	<p>Physical Education (PE)</p> <ul style="list-style-type: none"> • Where possible, PE will take place outdoors. • Classes may be held in the gym with cleaning of high touchpoints between classes. • Change rooms are closed. • There is no sharing of equipment between class cohorts. <p><i>Each class will have access to their own equipment.</i></p> <p>Music</p> <ul style="list-style-type: none"> • No use of woodwind/brass instruments. • Singing takes place outdoors only. <p>Learning Commons</p> <ul style="list-style-type: none"> • Learning Commons is not used by classes/students (no book exchange).
<p>Nutrition Breaks</p>	<p><i>Nutrition breaks will remain 40 minutes with 20 minutes for eating and 20 minutes for outdoor time. However, half of the students will be outside for the first 20 minutes while the other half eats and then they will switch to reduce the number of students outside at any given time.</i></p> <ul style="list-style-type: none"> • 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). Each class must remain in this play area and may not intermingle with other classes. • Outdoor play spaces have been marked with either pylons or spray paint. • Students may remove masks during outdoor play.
<p>Washroom Use</p>	<ul style="list-style-type: none"> • 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. Each class will be given a laminated magnetic name tags (Cards). Students stick name on washroom door before they go in to monitor how many kids are in the washroom at one time. • Students maintain physical distancing while in washrooms.

	<ul style="list-style-type: none"> • Urinals and stalls: every other one marked off. • Students may use paper towels. <p><i>Any misuse of the washroom routines will necessitate more stringent rules and routines.</i></p>
Hydration Stations	<ul style="list-style-type: none"> • Water fountains have been closed. • Students use Hydration Station to fill labelled water bottle. • Markings to ensure physical distancing in line up.
Clubs and Extracurricular	<ul style="list-style-type: none"> • 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 in to schools. • There will be no food days – students are not to share food.
Ill or Injured Students	<ul style="list-style-type: none"> • 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><i>If contacted by the school, you are required to pick up your child immediately and follow the Covid 19 Public Health protocols which will be provided. DO NOT send you child to school if they are sick in any way.</i></p>
Mask Rules	<p>All students must wear a non-medical mask or face covering on school busses and in the school. Contact Ms. Neville if you have any concerns about your student wearing a mask/face covering.</p> <p>**All students K-5 must wear a non-medical mask while in the school. Exceptions can be made for KNOWN medical conditions by completing the form on the Parent Portal. ‘Won’t wear one’ is not a valid excuse for not wearing a mask. We</p>

	<p>will have many breaks for children to take off masks throughout the day as long as physical distancing can take place. Masks are a vital part of the enhanced public health protocols to keep all students and staff safe and healthy at school. **</p>
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[*parents, guardians, caregivers](#)

More information will be shared as it becomes available – please check the Rosedale website regularly for updates.