

Elementary School

Site Specific Plan and Routines for Parents*

School Name: SPENCER VALLEY SCHOOL DRAFT 1 September 2020

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at 905 628 1788 or email spencervalley@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 through phone and email. Contact the school at 905 628 1788 to speak with a staff member or email them directly.
Bus loading and unloading	School buses will unload at the bus loop School buses will load at the bus loop. Students waiting to load will do so in their bus cohorts on the school playground, following Social Distance guidelines. They will be called by teacher on duty and proceed to load bus with their masks on- and go to their assigned seats.
School Parking Lot Drop off and Pick up	<p><i>School parking lots will be closed during the school day.</i></p> <p>Active transportation (walk/bike) is encouraged to reduce the amount of traffic at the start/end of the day.</p> <p>DROP OFF: Parents driving their children to school are encouraged to Kiss and Ride in the morning only through the bus loop. NOTE: Buses will take priority for entrance to the loop. When buses are arriving-cars wait on the road until they have departed before entering the loop.</p> <p>PICK UP: Park your car off-site and walk in to meet your child on the playground at the end of the day at a designated location if your child is not bussed and in Grades K-3. Practice physical distancing and wear a mask. (Map with location to be provided).</p>

	<ul style="list-style-type: none"> • All Students/parents must physically distance (2m) from other families/staff while on school property, and wear a mask while on school property. • Parents of older students can arrange with their children where they will meet up. • Younger children can be collected by the older siblings- if parents have notified the teachers/
<p>Entry and Exit for Students</p>	<p>ENTRY: Upon drop off, students being driven or bused in will be met at the bus loop by a staff member, beginning at 8: 10 am up until 8:25 am. There is no supervision out of doors after that time. Parents of younger students K-3 may escort them to the back playground.</p> <p>When students enter the school yard, they are to proceed directly to their designated outdoor class location (Map to be provided) and line up with their classroom cohort.</p> <p>All Students must physically distance (2m) from other classroom cohorts and staff while on school property.</p> <p>Teachers will be out to gather classes up and walk them to their respective classrooms.</p> <p>EXIT: At the end of the day, students K – Gr. 3 will be brought to their outdoor classroom location by their teachers and dismissed directly to parents from that designated class location. Adults must wear face coverings while on school property, and practice 2m distancing.</p> <p>Older students should go to the pre-arranged pick up area, as pre-arranged with parents.</p> <p>Please do not be late. We have no supervision on the school yard after 3:00pm.</p> <p><i>* Both entry and exit occurs through different doors of the school.</i></p> <p><i>*Upon dismissal, students must leave school property in a timely fashion.</i></p> <p><i>*Supervision is provided on the school yard from 2:45 – 3 :00 pm</i></p> <p><i>*Make sure your child comes to school dressed for inclement weather as required..</i></p>
<p>Movement Around the School</p>	<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 to provide instruction.</p> <p>When moving about the school, students/classes will walk on the right side, maintaining physical distancing.</p>
<p>Student Belongings</p>	<p>No use of lockers/hooks/cubbies.</p> <p>No cell phones at school- if your child has a specific emergency reason for having one, please let the teacher know- it needs to remain in his/her backpack all day. Phones that are brought to the school are the responsibility of the owner.</p>

	<p>Students will keep work materials / school items and backpacks at their desks.</p> <p>Students must come to school with masks, and preferably a container in which to store it at recess, or a break-apart lanyard to hold it, or pockets in which to store a mask when eating or out-of-doors.</p> <p>You may wish to send your child to school with:</p> <ul style="list-style-type: none"> • A plastic container to hold his/her own pencils, markers, etc... • A cut up yoga mat material square to use as a sit-upon for outdoor use. • A 60 ml bottle of hand sanitizer • A clipboard with a pencil or pen tied to it to use for outdoor learning <p><i>*Please minimize what you send to school with your child daily.</i> <i>*Dress for inclement weather!</i></p>
<p>Class Set Up</p>	<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 and spaced 1 metre apart.</p> <p>All required work materials are located at student’s workspace (not to be shared with other students).</p> <p>There will be very limited use of shared materials. Items such as iPads to be shared must be cleaned before use by another student.</p>
<p>FDK</p>	<p>FDK students will have their own entry and exit and play areas.. FDK teachers will be contacted by the classroom educators for specific routines</p>
<p>PE, Music, Learning Commons</p>	<p>Physical Education (PE) Where possible, PE will take place outdoors. Classes may be held in the gym with cleaning of high touchpoints between classes. Changerooms are closed. There is no sharing of equipment between class cohorts.</p> <p>Music No use of woodwind/brass instruments. Singing takes place outdoors only.</p> <p>Learning Commons The Learning Commons is not used by classes/students (no book exchange).</p>
<p>Nutrition Breaks</p>	<p>Nutrition Break Times: 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 will be indicated</p> <p>Students may remove masks during outdoor play</p> <p>The climber will be off limits</p>
Washroom Use	<p>Students will use washrooms at scheduled breaks</p> <p>Occupancy limits will be posted outside washrooms</p> <p>We will have markings outside washrooms for physical distancing of students awaiting entry</p> <p>Students will maintain physical distancing while in washrooms</p> <p>Urinals and stalls: every other one will be marked off</p> <p>Students may use hand dryers or paper towels</p> <p>Students who require toileting will be assisted by staff wearing full PPE</p>
Hydration Stations	<p>Students can use a specific Water Station to re-fill their labelled water bottle at scheduled times. Our water is not potable - we have bottled water available at re-fill stations.</p> <p>Markings to ensure physical distancing in line up</p> <p>Water Tower fill up breaks will be provided and supervised by staff</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>
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> <p>The canteen will be closed</p> <p>There will be no pizza days</p>
Ill or Injured Students	<p>Ill or injured students will wait in a separate supervised location by a staff member in full PPE</p> <p>The school office will contact parents to come to the school for pick up immediately. Please make arrangements that you have someone available for pick up and that any such parties you authorize for a pick up -parents, guardians, caregivers- are added to your emergency contact information forms.</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 office if you have any concerns about your student wearing a mask/face covering.</p>

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