

Elementary School

Site Specific Plan and Routines for Parents

School Name: **SPRING VALLEY**

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at 905-627-7822 or email springvalley@hwdsb.on.ca . If you are new to the area and/or to the school Board you must register for remote learning until the first scheduled change option date in October. You can register for online learning by sending an email to Remote@hwdsb.on.ca
Parent Access to School	Access to the school will be very limited for parents, volunteers and visitors. Please 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 905-627-7822 or springvalley@hwdsb.on.ca to speak with a teacher or staff member. <i>Your child's teacher may also make arrangements for parent contact through an alternate platform/app/email, etc.</i>
Bus loading and unloading	School buses will unload and load in the school parking lot. Only one bus will be unloaded at a time and students will be directed/escorted to their designated location to line up prior to school entry. Students will have assigned seats on buses and will be required to wear masks while on the buses for safety.
School Parking Lot	Parents driving their children to school are encouraged to drop and walk at a location near to the school. <i>Please be aware that Governor's Road is very busy-be careful!</i> Pparents will not be able to drop off/pick up students in the school parking lot while buses are loading /unloading. The parking lot is not a large space and we want to keep all students and staff safe. More information and details to follow.

Entry and Exit for Students	When students arrive on the school buses, they are to proceed directly to their designated class location (marked) and line up. Adults must wear face coverings while on school property.
Movement Around the School	Students will remain with their class cohort throughout the day. Students remain in their classrooms throughout the day, with the exception of outdoor break time and outdoor Gym periods. 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 only one class in the halls at one time.
Student Belongings	No shared use of lockers/hooks/cubbies will be allowed. Students will keep work materials at their desks and will hang coats and backpacks on the back of chairs or on a designated hook where safe to do so. Indoor footwear is recommended. Please send in an extra pair that can be left at school. Please ensure that students bring footwear that they can do up independently –e.g. Velcro or slip-ons. Please do not send in any unnecessary items with students (toys, etc.)
Class Set Up	A sink or hand sanitizer will be available in all classrooms. Each student is assigned a work-space area that ensures distancing from others and 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 (e.g. technology). These must be cleaned before use by another student
FDK	<i>FDK teachers will be sharing specific information with parents. Kindergarten students will be met by their teachers at the buses and escorted to the playground and then to their classrooms. JK/SK will have their own supervised outdoor learning time and will not be outside when other grades are outside. Please send snacks and containers that students are able to open independently if possible, as well as refillable water bottles. We are planning carefully in order to deliver a safe and engaging Kindergarten program. Students will practice social distancing within the classroom but will have opportunities for interaction with peers as well.</i>
PE, Music, Learning Commons	Physical Education Where possible, PE will take place outdoors Classes may be held in the gym with cleaning of high touchpoints between classes when possible. There is no sharing of equipment between class cohorts (each class will have a bin of equipment to access)

	<p>Music Singing takes place outdoors only</p> <p>Learning Commons Learning Commons will not be used by classes/students (no book exchange at this time) <i>-more details to follow</i></p>
Nutrition Breaks	<p><i>(Share school Nutrition Break Times- staggered by division as required)</i></p> <p>Students eat in their classrooms at their work space area No sharing of food or beverages Please send snack/food containers and packages that can be opened independently by students. Each class has a designated outdoor play area (2 m from other classes) Outdoor play spaces have been marked with <i>(marking system- pylons, paint on grass/tarmac)</i> Students may remove masks during outdoor play <i>(please provide your child with a break away lanyard, clip, etc. to attach mask to during play to ensure it does not get lost)</i></p>
Washroom Use	<p>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 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 <i>Please ensure that your child has a labelled, refillable water bottle that they can refill independently.</i></p>
Clubs and Extra-curriculars	<p>Clubs and extra-curriculars may be starting up later in the school year after we become more familiar with the new protocols and school procedures and as safety allows.</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 JK-Grade 7 must wear a non-medical mask or face covering on school buses and in the school. Please send an additional face mask in a ziplock bag in your child's backpack to use as a back-up. Contact <i>the principal at blmcvitt@hwdsb.on.ca</i> if you have any concerns about your student wearing a mask/face covering.</p>