

Elementary School

Site Specific Plan and Routines for Parents*

School Name: **Spring Valley Elementary 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 289-346-9534 or email springvalley@hwdsb.on.ca
<u>Screening</u>	<p>Parents must support students in screening for COVID symptoms prior to coming to school each day. Please refer to the information on the HWDSB website https://www.hwdsb.on.ca/blog/screening-measures-attestation-self-screening/</p> <p>The school will provide a sign off document to be completed each day.</p> <p>Grade 7 and 8 students will have access to the screening tool on a device or with a paper copy and will be required to show proof of screening to their period one teacher daily.</p>
Parent Access to School	Access to the school will be very limited for parents, volunteers and visitors. Contact the main office or leave a message on the teacher's voicemail 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 289-346-9534 to speak with a teacher, office administrator or the principal.
Bus loading and unloading	<p>School buses will load and unload at our bus loading/unloading circle near the end of the Rembrandt Path. Please refrain from parking in this area.</p> <p>Students will be supervised by teaching staff when loading and unloading. One bus line at a time will walk to/from the playground area where additional teaching staff are on supervision duty.</p> <p>Once bus lists are finalized a seating plan will be developed and students will receive a colored tag to clip to their backpack which will correspond with the color assigned to their bus</p>
School Parking Lot	There will be no parking lot access for parents at the start and end of the school day. Our parking lot is very busy with buses arriving/leaving, school and day care staff parking, as well as parents dropping off/picking up daycare children. Please do not drive through the parking lot to drop off or pick up your children.

	<p>Active transportation -walk/bike is encouraged to reduce the amount of traffic at the start/end of the day.</p> <p>Parents driving their children to school are encouraged to drop and walk at a location near to the school.</p> <p>There are two visitor spots for those who need to be at the school outside of arrival/departure time periods. Please do not park in these spots at the start or end of the day.</p>
Entry and Exit for Students	<p>Parents are asked to drop their children off at their closest playground entry point.</p> <p>When students enter the school yard, they are to proceed directly to their designated class location and line up. Signs will be posted for the first few days and staff will be available and visible with orange vests. Parents are requested to drop children at entry points and not enter the playground.</p> <p>Students/parents must physically distance (2m) from other families/staff while on school property.</p> <p>Adults must wear face coverings while on school property.</p> <p>At the end of the day, students in K – Gr. 3 (unless bussing) will be dismissed by teachers and will be instructed to go directly to parents from their outdoor designated class location. A pre-arranged meeting spot would be a good idea.</p> <p>Upon dismissal, all students must leave school property in a timely fashion.</p>
Movement Around the School	<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 where possible to provide instruction.</p> <p>When moving about the school, students/classes will walk on the right side, maintaining physical distancing.</p>
Student Belongings	<p>Use of lockers/hooks/cubbies will ensure physical distancing from students in other cohorts.</p> <p>Shared use of lockers/hooks/cubbies may take place within a cohort or family.</p> <p>Students will keep work materials at their desks.</p> <p>Parents are asked to please send only necessary belongings (ie. No toys, etc.) as space is limited.</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>Where tables are used, use a physical divider (plexiglass stand) may be used to separate students.</p> <p>All required work materials are located at student's workspace</p> <p>Students may share learning materials with hand washing/sanitizing. These materials will be cleaned on a regular basis.</p>
Kindergarten	<p><i>FDK students will be dropped off/picked up at the Kindergarten play yard by parents or escorted to/from buses.</i></p>

	<p><i>DECE staff will supervise FDK students during Nutrition Breaks. Students will face forward and be physically distanced while masks are removed for eating. Students will be able to access shared classroom items with frequent hand washing and materials will be sanitized regularly. Masks do not have to be worn during outdoor play.</i></p>
PE, Music, Learning Commons	<p>Physical Education (PE) Where possible, PE will take place outdoors. Classes may be held in the gym, when weather is not favorable for outdoor activities, with cleaning of high touchpoints throughout the day. Change rooms are open to single cohorts with masking and distancing. Students are encouraged to come dressed in comfortable clothes and be prepared to participate in outdoor activities.</p> <p>Music Singing may take place indoors with students wearing masks.</p> <p>Learning Commons Learning Commons may be scheduled for one class at a time. Book exchange will be permitted. Students will remain physically distanced in the Learning Commons and during book sign out process. Books will be returned to a central drop box and will be cleaned prior to being placed back on the shelves.</p>
Nutrition Breaks	<p>Students eat in their classrooms at their work space area. No sharing of food or beverages. Students are responsible for cleaning up their own eating area (garbage, containers, etc). Students will be bringing home lunch items and garbage. Teaching staff will be circulating through classrooms to ensure that students are safe. Each class has a designated outdoor play area (2 m from other classes). Classes rotate on a weekly basis through play areas. Outdoor line areas and play spaces have been marked with pylon. Students may remove masks during outdoor play. Physical distancing will be encouraged.</p>
Washroom Use	<p>Students will use washrooms closest to their classrooms. Occupancy limits will be posted outside washrooms. Markings have been placed on floors 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 bottles. Markings to ensure physical distancing in line up have been placed on the floors.</p>
Clubs and Extracurriculars	<p>Clubs and extracurriculars may take place for mixed cohorts (masking and distancing required). Student attendance in clubs/extracurricular will be tracked.</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> <p>Please ensure that the school office is notified of any contact changes.</p>
Mask Rules	<p>All students must wear a non-medical mask or face covering on school buses and in the school. Contact Public Health if you have any concerns about your student wearing a mask/face covering. Masks will be provided to students who forget to bring one.</p>
Ventilation	<p>Parents may access information regarding ventilation at https://www.hwdsb.on.ca/about/school-renewal/ventilation/</p>

[*parents, guardians, caregivers](#)