

Elementary School

Site Specific Plan and Routines for Parents*

School Name: Tapleytown

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual (taken by phone, e-mail or video conferencing). Parents/Guardians may contact the main office at 905-662-2297 or email tapleytown@hwdsb.on.ca . Please do not come to the school in-person to register.
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 905-662-2297 or tapleytown@hwdsb.on.ca to speak with a teacher, principal or vice principal. A staff directory can be found on our school website at www.hwdsb.on.ca/tapleytown
Bus loading and unloading	School buses will unload at: Front of School – West Entrance (closest to the portable) School buses will load at: Main Entrance
School Parking Lot	Please use the gravel parking lot at the west end of the school (closest to the portable) – Park along the fence bordering the schoolyard so that students are not crossing in front of moving traffic. Parents driving their children to school must park as indicated above so that buses and through traffic is not blocked and students aren't crossing in front of moving vehicles. Parents and students must practice physical distancing from others in the parking lot.
Entry and Exit for Students	Parents are asked to drop their children off at West Entrance (closest to the portable) and go directly to the back playground. When students enter the schoolyard, they are to proceed directly to their designated class location (marked by signs on the wall) and line up, maintaining 2m apart.

	<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 K – Gr. 3 will be dismissed directly to parents from their outdoor designated class location (same place where students gather at morning entry).</p> <p>Upon dismissal, students must leave school property in a timely fashion.</p> <p>Parents picking up children may no longer wait inside the school.</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 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.</p> <p>No shared use of lockers/hooks/cubbies.</p> <p>Students will keep work materials at their desks.</p> <p>Students will not stop at hooks or lockers when they enter. All belongings must be taken into the classroom and the teacher will facilitate storing of items at hooks or lockers as to maintain physical distancing.</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 Teachers and Early Childhood Educators will provide all details directly to families at the JK orientation on Thursday September 10. Watch your e-mail inbox for more information!</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>We do not have changerooms.</p> <p>There is no sharing of equipment between class cohorts.</p> <p>Please ensure your child is dressed for physical activity outdoors.</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 (Library) is not used by classes/students (no book exchange).</p> <p>Classroom teachers may sign out books to be used exclusively by their class (cohort).</p>

Nutrition Breaks	<p>Primary students eat indoors for the first 20 minutes of the break and then go outside of the second 20 minutes. Junior/Intermediate students go outside for the first 20 minutes and then eat inside for the second 20 minutes so that greater physical distancing is possible on the playground.</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 pylons and spray paint on grass.</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.</p> <p>Markings outside washrooms for physical distancing of students awaiting entry.</p> <p>Students maintain physical distancing while in washrooms.</p> <p>Urinals and stalls: every other one marked off.</p> <p>Students may use hand dryers or paper towels.</p>
Hydration Stations	<p>Water fountains have been closed.</p> <p>Students use Hydration Station to fill labelled water bottle.</p> <p>Markings to ensure physical distancing in line up.</p> <p>Please ensure your child has a refillable water bottle at school.</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>Food sales have been suspended at this time (no pizza, Pita Pit, TCBY or popcorn).</p>
Ill or Injured Students	<p>Ill or injured students will wait in a separate supervised location near the office. The school office will contact parents immediately to come to the school for pick up.</p> <p>Please ensure you have established an emergency plan for someone that can pick up your child if they are sick and you are not available. For the safety of others, we cannot keep them at school!</p>
Mask Rules	<p>All students must wear a non-medical mask or face covering on school busses and in the school. Contact the principal if you have any concerns about your student wearing a mask/face covering.</p>

*parents, guardians, caregivers