

Yorkview Elementary School

Site Specific Plan and Routines for Parents, Guardians and Caregivers

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	<p><i>All student registration will be virtual.</i> Parents/Guardians may contact the main office at 905-628-8212 or email yorkview@hwdsb.on.ca</p>
Parent Access to School	<p>Access to the school will be very limited for parents, volunteers and visitors. <i>Contact the main office by phone before coming to the school to speak with a staff member or pick up a student.</i></p>
Parent Communication with School	<p><i>Continue to communicate with teachers and the principal through phone and email.</i> Contact the school at 905-628-8212 to speak with a teacher or Ms. Rodney, the principal. Mrs. Cochlin, in the main office, may also respond to your request. Please check our school website at www.hwdsb.on.ca/yorkview as well as your child's communication bag (younger students) or agenda (older students) for any updates that may come home.</p> <p>Students in older grades will have agendas, which they can use independently. Younger students will have communication bags for taking important papers to and from home. If you need to communicate with your child's teacher please email or call.</p> <p>Written notes will NOT be accepted.</p>
Bus loading and unloading	<p>School buses will unload in the morning at: 86 Cameron Avenue, in front of the school in the designated bus loading area, and students will be supervised as they walk on the path, maintaining a safe distance, to the rear playground, where they will go straight to their class lines.</p> <p><u>At the end of the day, bus students will go to the gym</u> to line up for their buses, and be supervised to walk to their bus, maintaining a safe distance. School buses will load at: 86 Cameron Avenue, in front of the school in the designated bus loading area.</p> <p>Bus students will be assigned seats, and assigned to cohorts on their bus.</p> <p>Buses will be unloaded front to back and loaded back to front to ensure physical distancing.</p>

	<p>Please contact transportation through www.hwdsb.on.ca to confirm your intentions to NOT ride the school bus. There will be NO courtesy transportation this year.</p>
<p>School Parking Lot</p>	<p>Yorkview school parking lot is CLOSED to visitors, and for student drop off and pick up at all times. ONLY STAFF may use the parking lot.</p> <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, along Cameron Avenue outside of the designated bus area, and along the North side of McKay Rd. Please be aware of parking/stopping bylaws surrounding Yorkview. There are no safety or bus patrollers at this time, so please ensure your child safely crosses the street if needed before saying goodbye at the edge of the school yard.</p>
<p>Entry and Exit for Students</p>	<p>Parents are asked to drop their children off at the outside perimeter of the school yard, rain or shine, sleet or hail...we are not permitted to enter the gym because it would mean mixing cohorts.</p> <p>When students enter the school yard, they are to proceed directly to their designated class location on the black top and line up.</p> <p>Each class line up area will be marked and safely distanced from other classes. Teachers will meet their classes at their lines and take attendance before walking them to their entry door. Each class will have their own entry and exit door to prevent cohorts from mixing.</p> <p>There will be no use of the play equipment, sand pit or yard before and after school; please exit the school yard immediately after leaving or collecting your child, and help your child to understand that they are to go directly to their line before school, and directly off of the playground after school.</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 K – Gr. 3 will be dismissed directly to parents from their outdoor designated class location. Classes will be outdoors as much as possible, and pick up may begin at 2:35PM; at the 2:45 bell, all teachers except the duty teacher will re-enter the school.</p> <p>Upon dismissal, students must leave school property in a timely fashion.</p> <p>Students in the YMCA before and after school programs will enter the school in the mornings using the front portapac door (the door closest to the YMCA), to the left of the kindergarten door. This will also be the door for parent pick up at the end of the school day.</p> <p>YMCA students and parents will not use the main school doors in</p>

	<p>the morning or the afternoon. Please adhere to the ENTER and EXIT signs.</p> <p>Information about YMCA before and after school care information on screening and procedures/protocols will be coming directly from YMCA staff to those families who have registered for care.</p>
<p>Movement Around the School</p>	<p>Students will remain with their class cohort throughout the day. Students remain in their classrooms throughout the day; when weather permits, learning will also occur outside where physical distancing can be maintained without masks on.</p> <p>Subject specific teachers will travel to classes to provide instruction (for example, French, library, the arts, etc.).</p> <p>When moving about the school, students/classes will walk on the right side, maintaining physical distancing. Staff will provide signage to help students with this in hallways and stairwells.</p>
<p>Student Belongings</p>	<p>Use of hallway hooks for student belongings will ensure physical distancing. Only some students will be able to access hooks and others will keep their materials in the classroom.</p> <p>No shared use of hooks or cubbies.</p> <p>Students will keep work materials and lunches at their desks. Both staff and students will be participating in Boomerang Lunches and will need containers for all their food! Students will need to be able to open and close all items in their lunches, as well as all belongings, independently...please practise at home to ensure the most positive experience.</p> <p>At this time, students will not be changing their shoes (indoor/outdoor), to prevent congregating, and because there are no carpets in classrooms. Please ensure that your child wears appropriate footwear for participating in physical education/daily physical activities when they attend school. We will be spending a great amount of time outside, light rain or shine, at nutrition breaks.</p> <p><i>If you are able to provide any of the following items for your child, please do so. We appreciate students having their personal items. These personal items will be kept at school in your child's desk (grades 1-5), and you may choose to put the items in a container/pencil case, which your child can independently open, repack, and close. Please make sure all items are labelled:</i></p> <ul style="list-style-type: none"> • Sharpened pencils (grades 1-5) • Eraser (grades 1-5) • Centimeter Ruler (grades 1-5) • Crayons/sharpened pencil crayons (grades 1-5) • Washable markers (grades 1-5) • Scissors (grades 1-5)

	<ul style="list-style-type: none"> • Children’s scissors (FDK) • Glue stick (grades 1-5) • Fanny pack (all students will have a paper bag for storing their mask once they go outside; they will be able to place their paper bag in their fanny pack so they can keep track of their bagged mask for school re-entry) • Water bottle (must come home each day with lunch bag) • Towel/small blanket or yoga mat to sit on for outdoor learning • Sunscreen for outdoor learning (please ensure that your child is able to put sunscreen on independently) • Small personal package of tissues • Calculator (grades 4-5) • Container of play dough (FDK, grade ½ classrooms) • Small personal whiteboard, approx. Paper size 8x11” (FDK) • Dry erase markers and eraser (FDK) <p>If your child forgets to bring something that they need to school, there will be a table outside of the Yorkview front doors where you can leave the item(s) when you bring them. Please make sure they are labelled with your child’s name, and let the office know that you are leaving/have left the item by calling or emailing. A staff member will ensure the item is brought inside and delivered to the appropriate classroom.</p>
Class Set Up	<p>A sink or hand sanitizer is available in all classrooms (<i>please practise hand-washing with your child, without singing, which we will not be permitted to do inside of the school for health and safety reasons</i>).</p> <p>Each student is assigned a work-space area that ensures distancing from others. Please discuss the importance of following teacher rules/routines that will be practiced within the first weeks of school. Ask your child about them when they come home.</p> <p>All Grade 1-5 student desks are forward facing and 1m 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 minimized use of shared materials. These must be cleaned before use by another student. Students may not share toys/items from home while at school.</p> <p><i>Teaching area will be 2m from student desks.</i></p>
FDK	<p>FDK classes will each have their own separate and independent entry and exit doors:</p> <ul style="list-style-type: none"> • <i>Ms Tower/Mrs. Muller’s FDK will line up, enter and exit at the single front door in the FDK playground</i> • <i>Ms Henry/Mrs Dunnigan’s FDK will line up, enter and exit at the portapac door beside the FDK playground gate.</i> <p>FDK cohorts (classes) will have separate outside playground times/areas, and spend as much time learning outside as possible.</p>

	<p>FDK classrooms have eating areas with seats 1m apart.</p> <p>FDK classrooms will have individual carpet squares to delineate learning through play areas in the classroom, and personal bins for table learning. Whiteboards, markers, children’s scissors, etc. provided by parents will be placed in each student’s bin. Bins and other learning materials will be provided by the school. Donations are appreciated.</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 (for example with heat advisory or heavy rainfall) with cleaning of high touchpoints between classes. There is no sharing of equipment between class cohorts.</p> <p>Music Singing takes place outdoors only.</p> <p>Learning Commons Learning Commons (also known as the Library) is not used by classes/students (no book exchange). <i>Librarian/Prep Teacher may bring library books to the classroom; any book a student uses will be set apart for 72 hours minimum before being used by another student.</i></p>
<p>Nutrition Breaks</p>	<p><i>Nutrition Break times will be the same as last year, with students eating in their classroom (1st break 10:05-10:25 lunch; 10:25-11:45 recess; 2nd break 12:25-12:45 lunch; 12:45-1:05 recess).</i></p> <p>Students eat in their classrooms at their work space/desk area.</p> <p>No sharing of food or beverages or moving about the classroom while masks are off for eating. Boomerang Lunches will support this.</p> <p><i>Students need to be able to independently open and re-pack all lunch items for the Boomerang Lunch. Please practise at home and do not send food packaging that they cannot manage on their own.</i></p> <p>Each class has a designated outdoor play area (2 m from other classes). <i>Students may not leave their designated area to go into another cohort’s area.</i></p> <p>Outdoor play spaces have been marked with spray paint and orange cones.</p> <p>Students may remove masks during outdoor play. <i>Paper bags with the child’s name will be provided for each student to place their mask in after they exit the building. Please practise safely removing and replacing a mask, as we will at school, trying to touch only the elastic ear straps. Students are encouraged to wear a “fanny pack” to place their paper bag in while playing outside, so they are able to quickly locate their mask when it is time to re-enter the school.</i></p>
<p>Washroom Use</p>	<p>Yorkview has one set of student washrooms for grades 1-5. FDK has washrooms inside their classes.</p> <p>Occupancy limits will be posted outside washrooms (a maximum of 2-3 students inside the room at a time to ensure safe distancing).</p>

	<p>Markings will be placed outside washrooms for physical distancing of students awaiting entry.</p> <p>Students are to maintain physical distancing while in washrooms.</p> <p>Urinals and stalls: every other one marked off as not available.</p>
Hydration Stations	<p>Water fountains have been closed.</p> <p>Students will use Hydration Stations to fill labelled water bottle from home, which will be taken home each night for washing.</p> <p>Markings will be in the hallway by refill stations to ensure physical distancing in line up, and classes will take turns as scheduled for refilling on hot days and as needed.</p>
Clubs and Extracurriculars	<p><i>At this time, there will be no extracurricular activities/clubs, as cohorts cannot be mixed for health and safety.</i></p>
Nutrition Programs	<p>Food sales (milk, pizza and Lunch Lady) have been suspended at this time.</p>
Ill or Injured Students	<p>Ill or injured students will wait in a separate supervised location within the school. The school office will contact parents immediately to come to the school for pick up. If you need to pick up your ill/injured child, please park at the street (the Yorkview parking lot is not available to anyone except school staff at any time) and walk to meet your child at the front door, where they will be brought outside to you by the supervising staff member.</p>
Mask Rules	<p>All students must wear a non-medical mask or face covering on school busses and in all areas of the school. Contact Ms. Rodney directly if you have any concerns (medical, physical or sensory) about your student wearing a mask/face covering.</p>