

## Queen Mary Elementary School

### Site Specific Plan and Routines for Families

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the main office at <b>905-547-0321</b> or email <a href="mailto:queenmary@hwdsb.on.ca">queenmary@hwdsb.on.ca</a>
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. In most circumstances, family meetings will be done virtually, via phone call, or email.
Parent Communication with School	Continue to communicate with teachers and the principal/vice principal through phone and email. Contact the school at <i>905-547-0321</i> to speak with a teacher, principal or vice principal.
Bus loading and unloading	School busses will unload at: staff parking lot School busses will load at: staff parking lot <i>There will be no courtesy transportation this year (Kindergarten distance must <b>exceed 1.2 km</b>, Gr. 1-8 must <b>exceed 1.6 km</b> to qualify for bussing)</i>
School Parking Lot	Active transportation (walk/bike) is encouraged to reduce the amount of traffic at the start/end of the day. Parents/caregivers driving their children to school are encouraged to drop and walk from a safe location near to the school. Please do not pick up and drop off on Province St.

<p>Entry and Exit for Students</p>	<p>Students should arrive no earlier than 8:45 am, and no later than 9:00 am.</p> <p><b>Kindergarten:</b> Students should be dropped off at the kindergarten entrance. Students will line up and wait to go into their class cohort as quickly as possible, maintaining social distancing.</p> <p><b>Grades 1-8:</b> When students enter the school yard, they are to proceed directly to their designated class location (marked) and line up. There is no play prior to the bell. Students/parents must physically distance (2m) from other families/staff while on school property. Parents for students in grades 4-8 are encouraged to stay off the playground before and after school. <b>Adults must wear face coverings while on school property.</b></p> <p>At the end of the day, students K – Gr. 3 will be dismissed directly to parents from their <b>outdoor</b> designated class location. Gr. 4-8 students will have a staggered dismissal to maintain hallway safety. Students will wait at their designated playground area until the dismissal bell rings at 3:20 pm.</p> <p>Upon dismissal, students must leave school property in a timely fashion. There is no play on the playground at the end of the day.</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 with minor exceptions (specialized programming, movement to the gym/outdoors). 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. Signage will be posted throughout the school as a reminder.</p>
<p>Student Belongings</p>	<p>Use of lockers/hooks/cubbies will be phased in to ensure physical distancing. There will be no sharing of these spaces. Students will keep work materials at their desks. Some classes will use agendas. These will not be collected by staff. <i>As we work on our physical distancing norms, lockers will not be used during September; backpacks will remain in classrooms.</i></p>
<p>Class Set Up</p>	<p>A sink or hand sanitizer is available in all classrooms. Each student is assigned a work-space area that ensures distancing from others. All desks are forward facing. All required work materials are located at individual workspaces, 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 students will enter individually between 8:45-9:00, and will go directly to their classes. Each class will have outdoor play each day. Nutrition breaks will be in their classrooms. Personal belongings will be in individual cubbies or on hooks in classrooms. Belongings should be limited to a change of clothes, Litterless lunch, water bottle. Students should come to school in running shoes and comfortable clothing.</p>
PE, Music, Learning Commons	<p><b>Physical Education</b>  Where possible, Physical Education will take place outdoors. Classes may be held in the gym with cleaning of high touch points between classes.  Change rooms are closed.  There is no sharing of equipment between class cohorts.  All students should come to school in comfortable clothes and running shoes each day.</p> <p><b>Music</b>  No use of woodwind/brass instruments.  Singing takes place outdoors only.</p> <p><b>Learning Commons</b>  Learning Commons is not used by classes/students (no book exchange).  Decisions regarding a book sign-out system will be forthcoming.</p>
Nutrition Breaks	<p>Students will eat in their classrooms, at their work space area.  No sharing of food or beverages.  <b>Parents will not be able to drop off food in the office and there will be no Uber eats etc. delivery of food to the school.</b>  Each class has a designated outdoor play area (2 m from other classes) where they can socialize without wearing masks. Students may not leave their designated area.  Outdoor play spaces have been marked.  <b>Students may leave at 2nd nutrition break to go home for lunch only. Students are not permitted to leave the school to go to stores or restaurants etc. Parents will need to send in a letter to confirm their child has permission and that they understand it is only to go home.</b></p>
Washroom Use	<p>Students will use washrooms closest to their classrooms.  Occupancy limits will be posted outside washrooms. Limits are based on the number of urinals and stalls; every other one is marked off.</p> <p>Students must practice hand hygiene.</p>
Hydration Stations	<p>Water fountains have been closed.  Students may use Hydration Stations to fill labelled water bottles.  Markings will help to ensure physical distancing in line up.  <i>We have ordered additional hydration stations for each floor.</i></p>

Clubs and Extracurriculars	Clubs and extracurriculars may only take place by a teacher directly connected with a single class cohort. Cohorts will not be combined for extracurriculars.
Nutrition Programs	All Nutrition Programs are 'Grab and Go'. Food is delivered in bins to each classroom by designated individuals. Food sales have been suspended at this time including pizza and milk.
Ill or Injured Students	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. <b><i>It is very important that parents keep all contact information updated, including emergency contacts. It is important to have a plan to pick up your child during the day if they are feeling ill.</i></b>
Mask Rules	All students must wear a non-medical mask or face covering on school busses and in the school. Contact Principal McCrory or Vice Principal Dunford at 905-547-0321 if you have any concerns about your student wearing a mask/face covering.