

Elementary School

Site Specific Plan and Routines for Parents*

School Name: Frank Panabaker North and South

HWDSB Protocol and Requirements	School Routines and Expectations
Student Registration	All student registration will be virtual. Parents/Guardians may contact the north office at 905-648-4115 or email frankpanabakernorth@hwdsb.on.ca or the south office at 905-648-4439 or frankpanabakersouth@hwdsb.on.ca .
Parent Access to School	Access to the school will be very limited for parents, volunteers and visitors. Parents should report absences and early dismissals through School Messenger or a direct phone call to the school. Please attempt to book any appointments for students (e.g., medical) outside of the regular school day. Contact the main office by email or phone before coming to the school.
Parent Communication with School	Continue to communicate with teachers and the principal or vice-principal through phone or email. Contact the north site at 905-648-4115 or frankpanabakernorth@hwdsb.on.ca or the south site at 905- 648-4439 or frankpanabakersouth@hwdsb.on.ca to speak with a teacher, principal or vice principal. Continue to monitor the school website and Twitter feed @Panabaker_HWDSB, classroom in addition to teacher communication tools for updates and information specific to Frank Panabaker School.
Bus loading and unloading	School buses will unload at the South Site in front of the FDK area and at the North Site, in front of the Primary Wing. <i>Students will be directed to their marked class zone located on the field at each site.</i> School buses will load at the front entrance of each site. Please note, we have been informed of bus driver shortages and pick up and drop off times can be as late as 1-2 hours. Subscribe to transportation through the website for timely updates and monitor bus delays at: https://www.hamiltonschoolbus.ca/delays.aspx

School Parking Lot	<p>The first half of our parking lot will continue to be open to vehicles. Our parking lot can be congested at the best of times. We ask that all families consider an alternate mode of transportation and access the school yard from another access point (see map below). Parents driving their children to school are encouraged to drop and walk from a location near to the school (see map below). Active transportation (walking/biking) is strongly encouraged to reduce the amount of traffic at the start/end of the day.</p> <p>For their safety, students must walk on sidewalks and only cross the parking lot at the crosswalk. We ask parents/students when travelling from one site to the other, to utilize sidewalks at the front of the school. <i>There will be no access to walk behind the schools through the fields (zones).</i></p> <p>Once on school grounds, bikes must be walked on school property.</p>
Entry and Exit for Students	<p>Parents are asked to drop their children off at one of the identified access points. <i>When on school property, all adults must wear a mask.</i></p> <p>Once students have arrived in the school yard, they are to proceed directly to their marked, class zone. Teachers will meet their students at the bell and walk students into the school, while maintaining physical distance. Students will need to don their mask prior to entering the school building.</p> <p>Students/parents must physically distance (2m) from other families/staff while on school property.</p> <p>Parents are asked to remain outside of designated student zones. We ask that you observe signage directing students and/or limiting access to areas of the playground.</p> <p><i>Adults must wear face coverings while on school property.</i></p> <p>At the end of the day, students K – Gr. 3 will be dismissed directly to parents from their outdoor designated class zone as shared by the classroom teacher.</p> <p>Upon dismissal, students must leave school property in a timely fashion. Older students will be dismissed ahead of younger students to ensure that they can meet younger siblings if necessary.</p>
Movement Around the School	<p>Students will remain with their class cohort throughout the day. Students remain in their classrooms throughout the day with the exception of physical education and outdoor learning. 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 at all times.</p>

Student Belongings	<p>Planned use of lockers/hooks/cubbies will ensure physical distancing.</p> <p>There will be no shared use of lockers/hooks/cubbies.</p> <p>Teachers will direct small groups of students to access lockers or cubbies to ensure physical distancing.</p> <p>Students will keep work materials at their desks.</p> <p><i>Teachers will share a list of materials that each student requires.</i></p>
Class Set Up	<p>A sink or hand sanitizer is available in all classrooms. Students are encouraged to bring a personal hand sanitizer no larger than 60 mL to be kept in their workspace.</p> <p>Each student is assigned a work-space area that ensures distancing from others.</p> <p>All desks are forward facing except for FDK.</p> <p>All required work materials are located at student 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>
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 or fitness room with cleaning of high touchpoints between classes.</p> <p>Changerooms are closed.</p> <p>There is no sharing of equipment between class cohorts.</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 is not used by classes/students. Learning Commons may be used by specialized groups, Gifted, ESL, etc.</p> <p><i>Teacher Librarians will be sharing information regarding book loans from our library in the near future.</i></p>

Nutrition Breaks	<p><u>Nutrition Break Schedule</u></p> <p>Nutrition Break 1 10:05-10:25 <i>Inside Eating:</i> Grade 1,2,3 (Lisson, Diminie, Hoy), F7/8, 8 <i>Outside Play:</i> Grade 3 (Commission, Zilinskas, Turnbull), 4, 5, 6, 7, 7/8 10:25- 10:45 <i>Inside Eating:</i> Grades 3 (Commission, Zilinskas, Turnbull), 4, 5, 6,7,7/8 <i>Outside Play:</i> Grades 1,2,3 (Lisson, Diminie, Hoy), F7/8, 8</p> <p>Nutrition Break 2 12:25-12:45 <i>Inside Eating:</i> Grade 1,2,3 (Lisson, Diminie, Hoy), F7/8, 8 <i>Outside Play:</i> Grade 3 (Commission, Zilinskas, Turnbull), 4, 5, 6, 7, 7/8 12:45-1:05 <i>Inside Eating:</i> Grades 3 (Commission, Zilinskas, Turnbull), 4, 5, 6,7,7/8 <i>Outside Play:</i> Grades 1,2,3 (Lisson, Diminie, Hoy), F7/8, 8</p> <p><i>**FDK classes will eat and play indoors during the nutrition breaks. FDK teachers will share their outdoor schedule with their classes.</i></p> <p>Students eat in their classrooms at their workspace area. No sharing of food or beverages. Students will be required to open their own packaging and containers. Classes will be split going out for NB, ½ school eats first, ½ school goes outside, etc. Each class has a designated outdoor play area (2 m from other classes). Outdoor play spaces have been marked with spray paint and signage. Students may remove masks during outdoor play. Once lined up, students will need to don their masks for entering the school. Parents are asked to provide their child with a quick-release lanyard, waist pouch or other carrier to store their masks in while playing outside or eating.</p>
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Washroom Use	<p>Students will use washrooms closest to their classrooms.</p> <p>Occupancy limits will be posted outside washrooms.</p> <p>There are markings outside washrooms for physical distancing of students awaiting entry.</p> <p>Students maintain physical distancing while in washrooms.</p> <p>Every other urinal and stall is marked and closed 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 personal, labelled water bottle.</p> <p>Markings are in place to ensure physical distancing in line up.</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 into schools.</p>
Nutrition Programs	<p>The North Site apple program has been paused at this time.</p>
Ill or Injured Students	<p>Ill or injured students will wait in a separate supervised location.</p> <p>The school office will contact parents immediately to come to the school for pick up.</p>
Mask Rules	<p>All students must wear a non-medical mask or face covering on school busses and in the school. Contact the school office if you have any concerns about your student wearing a mask/face covering.</p> <p>Adults are required to wear a mask when entering the school property.</p>

*parents/guardians/caregivers

