

Hillmount Public School

Return to School

Manual for Parents

2021-2022



The Critical Role of Families

Families play a critical role in supporting health and safety in our school. The most important thing that families can do to help mitigate the transmission of COVID-19, is to screen their children daily for any COVID-19 symptoms and keep them home from school if they are sick or have had close contact with anyone diagnosed with COVID-19. Parents/guardians should also encourage their child to adhere to the health and safety measures put in place and outlined in both the TDSB's Return to School guide and specific to Hillmount below. This includes following physical distancing, practicing good hygiene habits, including hand washing, and wearing a mask while inside.

Many of our routines such as drop off and pick up have to change and we ask that you read this information carefully so you know what the expectations are for supporting our efforts to keep everyone safe.

Classroom Organization

This year, the majority of students are returning to in-person learning. Our in-person classroom organization is as follows:

JK/SK	Room 104	Ms. Khan/Ms. Powell
JK/SK	Room 103	Ms. Tavares/Ms. Farhana
Grade 1	Room 142	Mrs. Hui
Grade 1/2	Room 101	Ms. Lee
Grade 2	Room 205	Ms. Tam
Grade 2/3	Room 201	Mrs. Dunning
Grade 3	Room 208	Ms. McKay
Grade 4	Room 204	Mr. Sadhwani
Grade 5	Room 207	Ms. Wong

For those families who selected Virtual Learning on the parent survey sent out in August, student learning will take place virtually, using a Hub model. Hillmount students will be hosted by teachers from local schools. Our Grade 2/3 virtual class is hosted by Hillmount. All other students who are attending school virtually, will be taught by teachers and educators from Cliffwood P.S., Crestview P.S., Arbor Glen P.S. and Pineway P.S. Specifics about class placement will be sent by the Principals of those schools. The Virtual teachers will contact you with information about how to login to your classroom.

Hygiene Practices

According to Toronto Public Health, hand washing is one of the most effective ways to minimize the risk of transmission of COVID-19. Signage about hand washing and proper

respiratory etiquette will be prominent in Hillmount. Teachers will be building regular hand-washing time into their timetables. Non-scented, alcohol-based sanitizers will be available in each class and throughout the school and at designated entry and exit points. Please take the time to view the videos below about proper handwashing and how to use hand sanitizer:

<https://www.youtube.com/watch?v=ETbleaNS7dM&feature=youtu.be>

<https://www.youtube.com/watch?v=hH23hzGkGwU&feature=youtu.be>

All classrooms will have non-scented hand sanitizer, soap and paper towels. Students may bring their own hand sanitizer from home to keep at their desks, but please remember this must be scent-free.

There will be hand sanitizer stations throughout the school including entry points.

Personal Protective Equipment (PPE)

All staff members will be provided with the appropriate PPE (medical masks and face shields) to safely interact with each other and with students. **All students are required to wear masks.**

We encourage you to send at least 2 masks with your child. Masks should be labelled with your child's name. Please teach your child how to wear a mask, how to store it and change it, and the importance of wearing it properly. Please see the following videos regarding mask-wearing:

https://www.youtube.com/watch?v=9Tv2BVN_WTk

All classroom teachers will have extra masks for students, just in case. For students who are eating lunch at school, please provide a container or paper bag in the child's lunch bag. The purpose of this bag is so that students have a sanitary place to put their mask while eating lunch. Ziploc bags are not recommended by Toronto Public Health.

Students are required to wear masks while inside the school. This means that they will need to take their mask outside during recesses, outdoor time at lunch and during physical education. In order to ensure that masks do not get lost when they are removed during outdoor play, there are a few methods that you may want to consider.

- a fanny pack, worn around the waist
- a snap-away lanyards that can be worn around the child's neck (lanyards that do not snap-way are a choking hazard and will not be accepted)

-a carabiner to clip to a belt or belt loop

The school has purchased badge clips, so that the masks can be clipped to the child's clothing while outside, if necessary. In addition, some of our teachers have come up with age-appropriate ways to store the masks safely. They will communicate with you to let you know if there is something they need you to provide to support safe mask-wearing.

Cleaning and Other Additional Measures

Caretaking staff will perform routine cleaning of general facilities throughout the day and will conduct enhanced cleaning of high touch surfaces such as light switches, handrails, door handles, etc. twice daily. Shared items will be used minimally and will be cleaned between users. Mechanical HVAC systems have been checked to ensure they are operating as designed, and we will increase the frequency of filter changes. In addition, the intake settings will be adjusted to increase the amount of fresh air and reduce recirculation.

HEPA filters have been provided for each classroom learning environment.

Well-Being and Supports for Students

Returning to school after many months away will require time to address the social and emotional needs of students and we continue to provide ongoing support to students who need it. All staff have a role to play in supporting students' mental health and well-being. Building relationships and connections, offering support and building capacity of school-based staff will help ease the transition back to school and help meet the needs of students. Professional learning has been provided to staff to help identify students' specific needs and appropriate strategies during the return to school.

Hillmount Specifics

Direct and indirect contacts in school for elementary students should be limited to approximately 50. This has informed many of our school-wide decisions where more than one cohort or class will be in around the same area. This includes our entry and exit routines, the movement of students inside the school, washroom routines, classroom supplies, outdoor learning opportunities, recess and lunch. These routines are similar to what was followed last year for in-person learning.

We will continue to be flexible and responsive to the public health data and recognize that we may need to adjust plans and practices based on current health information. This will be an ongoing process throughout the year.

Entering, Moving Through and Exiting School:

Students and staff will practice physical distancing and remain 2 metres apart to the maximum extent possible. Classrooms will be organized to encourage the maximum space between students. The floors have directional arrows and footprints that give an indication of how far students should be from each other while in the hallways. The arrows control the direction of flow for students. There are decals in front of the washrooms asking students to stop before entering. There are a number of posters and signs reminding students about proper hygiene and social distancing. Our goal is to maintain physical distancing whenever possible. In order to reduce the potential for larger gatherings of students, we will be limiting occupancy levels in common areas such as hallways, stairwells and the library. Coat hooks will only be used when physical distancing is possible. This means some classes will need to keep backpacks and coats in their classrooms. Your child's teacher will send you specific information about this. Since many students will have to keep all their belongings with them at their desk, we ask that only the very bare necessities be brought back and forth from home and school.

Student Drop Off and Pick Up

We know that as parents, you are anxious and want to be sure your child is safe and in line. One integral part of our Hillmount community is the parental involvement and the relationships you have with each other and with staff. This year, in order to maintain safety, we continue to request that you drop off your child to their line and then leave. This should be done as close to entry as possible (8:50) so that we do not have too many people congregated together in one spot. Staff will be supervising starting at 8:40. Similarly with pick up, we ask that you do not spend time in the school yard after school. Please pick your child up and leave. We recognize that this is counterintuitive to everything we value about the "community" aspect of our school and trust you understand that we are doing this solely for the health and safety of everyone.

In addition, please remember that all adults and students on TDSB school property must be wearing a mask. This policy is in place both inside and outside the building.

Entry and Exit

Each class has been assigned a specific area to line up and a specific door that they are to use for entry and exit. When you arrive on the first day of school, you will notice that there are signs indicating the start of the line for each class.. This is where students line up - behind their class sign, maintaining a distance of 6 feet. Students will be expected to wear a mask while in line so that they will have it on when they enter the school.

Entry Doors:

Door 4: Room 208 -Ms. McKay
 Room 207- Madame Wong

Room 201 - Mrs. Dunning

Room 101 - Ms. Lee

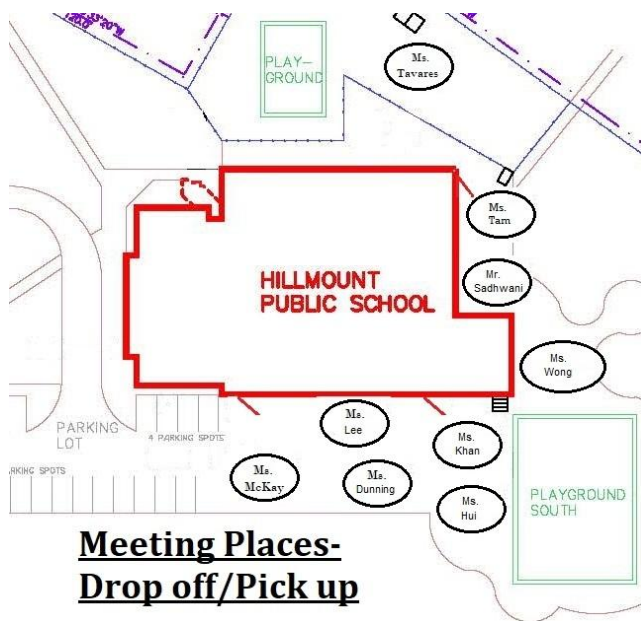
Door 3: Room 205 -Ms. Tam
Room 204 - Mr. Sadhwani

Door 3B: Room 142 - Mrs. Hui
Room 104 -Ms.Khan/Ms. Powell

Door 2: Room 103 - Ms. Tavares/Ms. Farhana
(Meet your educators outside the Kindergarten Play area, the class will start their day outside and then enter through the front door of the school with their educators)

Parents are encouraged to say good-bye to their child either at the kiss 'n ride area of the parking lot, or if they are walking them to their line, to say good-bye quickly and then leave. Please see the attached Drop Off and Pick Up map for designated parking areas.

Please see the maps below which show the entry doors and the meeting areas for each class:



Outdoor Learning and Recess

The schedule will be as follows:

8:50 Entry Bell Rings
8:55 Instructional Time begins

10:05-10:20	Recess (Outdoors)
11:40-12:40	Lunch Period (Outdoors)
12:45	Instructional Time Begins (Outdoors)
2:05-2:20	Recess
3:30	Dismissal

When students are outside for recess and the lunch period, cohorts (2 classes) will be assigned to designated areas that they must stay in while they play. This will allow us to ensure that each cohort is distancing from other cohorts. Each day of the week, cohorts will rotate through the different play areas in the yard.

Teachers will also have the opportunity each day to teach lessons outside in designated areas. 3 classes will be able to be outside at one time. In addition, our physical education classes will be held outside as much as possible. Students should come to school prepared for being outside for extended periods of time, so things like a hat, jacket or sweater and sunscreen they can apply by themselves will be useful. All of this is weather dependent and once things start to get cold, we will have to revisit this.

Lunch

Students are encouraged to go home for lunch whenever possible. Students should not return to school until 12:40. For the students who are staying for lunch, our routines have changed to meet the requirement that students eat with their class in their classrooms.

For Kindergarten classes, we will continue with last year's routine:

11:40-12:05	Students each lunch in their classes with lunchroom supervisors
12:05-12:40	Classes will go outside with lunchroom supervisors in 2 separated areas to maintain distancing. ECEs will join for supervision at 12:15.

For Grades 1-5:

11:15-11:40	Students will eat lunch in their classrooms during instructional time with their teacher
11:40-12:40	Outdoor play -each class will stay in their designated areas while outside

For lunch, students must bring their own lunch and will not be allowed to share food. All lunch programs, such as Lunch Lady and pizza days will not be taking place at this time. There will be no access to microwaves to heat up lunches. Students must take all food waste and wrappers home with them. As you prepare for the start of school, please think about how you or your child can pack lunches that do not create waste. We will not be providing recycling or garbage bins for food waste during the lunch hour. **Because we must limit people in the building, we ask that you send your child to school with lunch and not drop it off later in the morning.**

Washroom Routines

The use of washrooms will be a difficult one to monitor but we expect that students will use the facilities responsibly and with extra care. We will be instructing students to stop at the entrance of the washroom to see if another student is in there. If so, they will wait in the hallway (2 metres apart) and wait until they can enter. Soap dispensers will be checked regularly to ensure that they are operating correctly and have enough soap. Please remind your child about hand washing routines. On the main floor, only one student will be allowed to be in the washroom at a time. On the second floor, three students will be allowed in the washroom at a time.

Classroom Supplies

Students are encouraged to have individual writing and learning tools. Handwashing will be required before and after using shared materials. Our teachers have ordered most of these for each class. A list of additional recommended items may be sent to you via your child's teachers at the beginning of the year. If it is a challenge for you to purchase any of these additional items, please contact your child's teacher.

Digital Platforms

Each teacher will maintain a digital platform (either Google Classroom or Brightspace) where assignments and information is shared with parents. Depending on the grade level, assignments may be submitted this way as well. This is NOT a replacement for in-class learning. Students who are away for a couple of days can look to Google Classroom or Brightspace to see some of the work that was missed, but it will not have all the learning and/or assignments that happened in the classroom on any given day.

Visitors to the School

When you need to pick up your child from school early, we ask that you ring the bell, let our office staff know who you are picking up and then wait outside for them. If your child is late and their class has already entered the school, they can buzz the main door and a staff member will let them in and do a screening upon entry at the main door.

Very often parents will drop-off lunches or items students have forgotten at home. This is going to be strongly discouraged. We are limiting hallway traffic as well as the number of people in the building. Please try your very best to send your child to school with everything that is needed for the entire day. A drop-off table will be in the main office where you will be asked to leave any items you absolutely have to drop off. Office staff will not be calling students down to pick up the items.

Contact Us

We cannot stress enough how much we have missed the staff, students and their families and we are very excited to see everyone again! We know that things continue to look and feel different and it is our sincere hope that we can support all stakeholders as we navigate this new learning environment.

If you have questions or concerns, please do not hesitate to contact us at the school. Please call 416-395-2550, where you can speak to Ms. Portolese, our Office Administrator or email me at elizabeth.mankiewicz@tdsb.on.ca

Take Care!

E. Mankiewicz, Principal