



Pick-Up and Drop-Off Procedure

Adapted for the 2020-2021 School Year

Elementary and High School

1. Morning Drop-Off

HWS will be using a Kiss and Ride approach to morning drop off. In order to facilitate physical distancing, and in an effort to keep class cohorts as separate as possible, HWS requests that parents stay in their cars.

Please pull into the Kiss and Ride area (the curved area directly opposite of main doors of the school), and send your child on their way. The area at the end of the parking lot – facing the playground – is a no parking zone. This space is needed for cars to turn in, to allow easy access to the Kiss and Ride area.

- Children dropped off between 8:00 – 8:10 will wait in the lower soccer field, in the area designated for their class.
- For children dropped off from 8:10-8:25, they will join their classmates in their designated area on the lower soccer field.
- For students in Grades 6-11, they may enter into their classrooms – using the school entrance assigned to their grade – beginning at 8:10.
- Grades 1-5 remain outside until the bell rings at 8:25.

Late Arrivals:

Any children arriving after the 8:25 bell must be dropped off in the Kiss and Ride, enter through the main front doors, and check in at the desk.

Additional Supports

HWS recognizes that some children require additional emotional support at drop-off. Should your child need you to accompany them in person to the drop off area, please park in a proper parking spot, or on the street. HWS requests that parents keep physical distance from faculty, students, and other parents. Please refrain from having personal conversations with teachers or friends, so that your child can be dropped off as quickly as possible, while still ensuring they feel the extra love and safety they require.

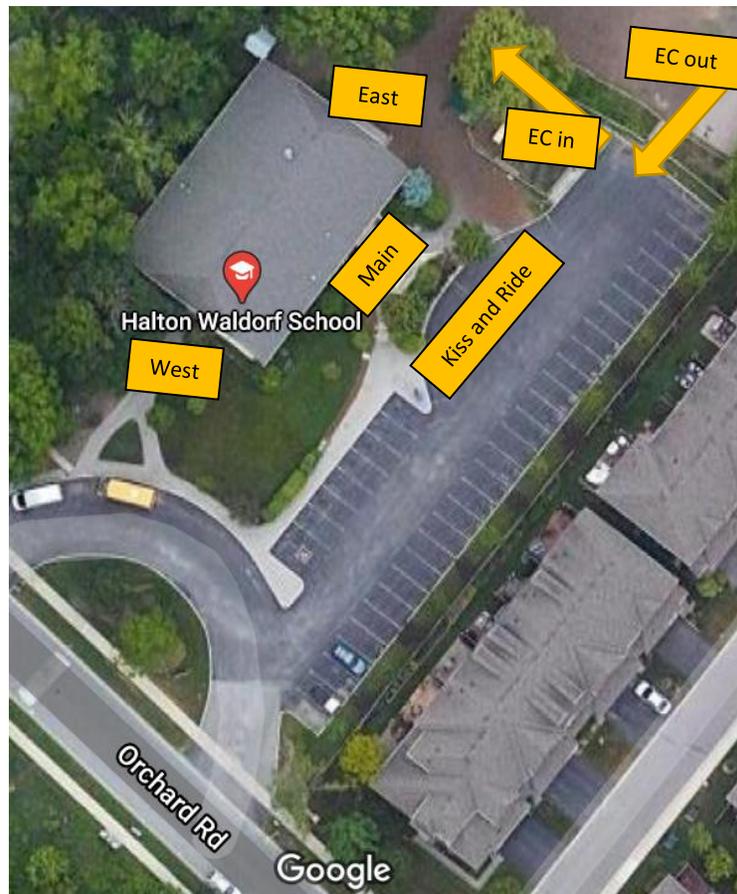
Entrances into the School:

After the bell rings at 8:25, classes will use different entrances in order to ease the congestion at the playground door. These entrances/exits will also be used at recess and the end of day.

Grades 4 and 8 use the Main doors

Grades 3, 6, and 1 use the East doors (playground doors)

Grades 2 and 7 use the West doors (bus doors)



In case of inclement weather

The Kiss and Ride will stay the same but the children will go straight from the car to their class' usual entry point, where a duty teacher will greet them and help arrivals maintain physical distance as they make their way to their respective classrooms.

2. End of Day Pick-Up

Class cohorts will wait in one of two areas: Grades 1-4 will wait in the traditional line up area between the school and the garden, and Grades 5-8 will wait in lines on the basketball court, and grades 9-11 will wait at the end of the portable (facing the basketball court).

Parents will pull their cars into the Kiss and Ride area. The faculty member directing traffic will call the names of the children whose car has arrived. Children in Grades 1-4 approach the cars as usual, waiting until the duty teacher says it is safe to proceed to the car. Students in Grades 5-11 will come up from the field via the new bridge that is being built at the end of the parking lot, and follow the path up the side of the garden, and then proceed safely to their cars.

- Bus students leave the school with their class and go immediately to the grassy area next to the buses, where a faculty member will facilitate safe waiting and boarding.
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The Kiss and Ride area is not for parking – the driver must remain in the vehicle at all times. The area at the end of the parking lot – facing the playground – is a no parking zone. This space is needed for cars to turn in, to allow easy access to the Kiss and Ride area.

Kindergarten and Preschool

HWS recognizes that a Kiss and Ride approach is not preferable for the youngest members of our student body. As such, we ask that families in the Early Childhood program adhere to these guidelines, as they bring their child to their assigned outdoor space:

Drop-Off and Pick-Up

- Park as usual, and head towards to playground. However, please follow the path at the end of the parking lot that runs between the garden and the playground fence (through the wooden gate, and past the willow tree). Please do not walk down the area between the garden and the school, as this is where the elementary and high school students will be gathering.
- Bring your child to their playground area, and drop them off with their teacher, giving all the hugs and kisses required for a lovely day.
- Please refrain from conversations with teachers, other than any comments that must be shared that are relevant to your child's day.
- Return promptly to your car, by walking past the edge of the basketball court and exit through the new gate beside the high school portable. This keeps traffic flowing in a circle, preventing congestion on the garden pathway.
- This same procedure will also be used for pick-up at the end of the day.
- Should you prefer a little more space, or perhaps a short nature walk with your child either in the morning or at the end of the day, families are welcome to approach the kindergarten areas from the forest. To do so, simply follow the forest path along the north edge of the school (between HWS and the Montessori school next door). This will take you directly to the various kindergarten areas. Ms. Shannon's class area is accessible from the path. For Ms. Vinita's and Ms. Ani's classes, please go directly to the appropriate gate, accessed through the back of the playground. Ms. Rihanna's preschool class is located in the play area by the Grade 5 portable.

Inclement Weather

- If your child's class begins indoors due to the weather, please park in an appropriate spot or on the street, and use the main doors to enter the school. Please respect physical distancing, and refrain from holding personal conversations.
- Proceed with your child directly to their classroom door, give hugs and kisses, and exit the school building promptly.
- Please note that all family members entering the building to drop off a preschool or kindergarten child, must fill out a health screening form. Forms are located at the main entrance.

The Kiss and Ride area is not for parking – the driver must remain in the vehicle at all times. The area at the end of the parking lot – facing the playground – is a no parking zone. This space is needed for cars to turn in, to allow easy access to the Kiss and Ride area.

Parent and Child

For families enrolled in the Parent and Child program, please park in an appropriate spot in the school parking lot, or along Orchard Road. Then, parents and children may proceed directly to the outdoor Parent and Child area.

Commitment to Safe Arrival and Departure

As we work together to create a warm and familiar school environment, we are relying upon our community of parents and caregivers to prioritize the experience of the students as they return to a school program that differs from the one they left in mid-March. We would ask that when you are on school grounds please be mindful that our children take their cues from the adults that surround them. We will all have varying risk profiles and tolerances, as well as unique viewpoints, perspectives, and experiences. While we, of course, respect your choices, we kindly ask that you please refrain from discussions about COVID-19 in front of the children while on school grounds.

We are working our way through this process together, one step at a time and your cooperation and goodwill have been an incredible gift to us all through the whole journey thus far.

With campus re-opening, our parents are also looking forward to connecting with friends and other members of the HWS community. In efforts to maintain safe spaces for the children, we would like to request that parents **do not gather on the school grounds**.

The school yard and campus spaces are being utilized and maximized for our student's use and safety. We ask that if you are meeting other members of the school community that you gather off of school property. Some suggestions on where to meet include:

- Orchard Woodlot
- Trail Head Parkette
- Brada Woods Park
- Bronte Provincial Park