



Welcome to the 2023-2024 school year!

We are so excited to welcome all new and returning students and families to Primrose this September! This memo contains important information about Back to School 2023-2024.

The Primrose Elementary School Newsletter for September will be sent via email after the first week and will be put on the school website.

Please note that there is no staggered entry for Junior Kindergarten students. All students start school on September 5, 2023 at 9:00 am.

Important Dates:

- Sept. 5, 2023: First day of school. *****Please note*** that there is no *Staggered Entry in Kindergarten this year. All students, including Kindergarten, will start school on Sept. 5, 2023.*
- Dec. 25, 2023-Jan. 5, 2024: Winter Break
- March 11-15, 2024: March Break
- June 27, 2024: Last day of school for students (elementary)

To see the full School Year Calendars, including statutory holidays and PA Days, please visit the board website: <https://www.ugdsb.ca/schools/school-year-calendars/>

What to Bring to School

Please keep your child's personal items to a minimum. To support a safe and comfortable environment, students are asked to bring the following items clearly labelled with the student's name:

- Knapsack or tote bag for personal belongings
- Personal water bottle (Water coolers will be on each floor for students to fill their water bottles)
- Seasonal outdoor wear. ***We will be outside a lot! Unless the weather conditions are extreme students will be outside. Please keep an eye on the forecast so that your child is prepared for changes in temperature or damp conditions.***
- Indoor shoes with rubber soles that fit securely and are suitable for the gym
- Only those items that are necessary for the day (e.g., pencil case, pens, pencils)
- Students may bring their own devices. All students in grades 6, 7, and 8 will complete B.Y.O.D. (Bring Your Own Device) Training. The school is not responsible for broken or missing devices.

Arrival on the First Day

The first official day of school for all students in grades JK-8 is Tuesday, September 5th.

Our yard supervision begins at 8:35 AM therefore students may not be dropped off before that time. The entry bell rings at 9:00 AM. Most students will arrive by school bus.

Your child needs to know their grade. Once on the yard they will make their way to the signage indicating their grade (i.e. grade 4). Our teachers will meet them and direct them to the appropriate line up where they will join their classmates.

We will have staff on the yard to help the children find their new teacher.

In the event that it is raining on the first day students will return to their June classroom and staff will support them in transitioning to their new room.

SCHOOL HOURS	
9:00 - 11:00	Instructional Time
11:00 - 11:20	Primary Lunch / Junior & Intermediate Recess
11:20 - 11:40	Junior & Intermediate Lunch / Primary Recess

11:40 - 1:20	Instructional Time
1:20 - 1:40	Primary Lunch / Junior & Intermediate Recess
1:40 - 2:00	Junior & Intermediate Lunch / Primary Recess
2:00 - 3:20	Instructional Time

Morning Drop Off For Students Not Riding a Bus

Returning students please use the Kiss and Ride as you did last year. We ask that parents do not drive up to the front of the school. Students who are dropped off will walk through the school by the east doors (Kiss and Ride) and out to the tarmac. Your child needs to know their grade. Once on the yard they will make their way to the signage indicating their grade (i.e. grade 4). Our teachers will meet them and direct them to the appropriate line up where they will join their classmates. We will have staff on the yard to help the children find their new teacher.

New students please park and bring your child to the front of the school. A staff member will greet you at the entrance. New students will be directed to the Gym where they will remain until other students have entered the building and settled in the room. It will be helpful if your child knows their grade. At 9:00 AM staff supporting new students will escort them to their new class and introduce them.

JK & SK students If you decide to drop your child off on the first day of school, please remember there is no parking at the kiss and ride. This is a drop off only area. If you would like to stand and wait with your child, please park your car in a parking space and walk your child to the fenced-in kindergarten gate near the Kiss and Ride door. Here your child will be met by an educator, and will be taken to the fenced-in kindergarten area where they will meet with their classmates and classroom educators. JK students will receive a name tag with their teacher name. Please say goodbye to your child at the gate.

Late Arrivals

If you arrive after class has begun, the front doors will be locked. Parents/guardians will need to phone the school office or use the buzzer to the right of the door when they have arrived to let us know their children are here. Students will wait at the front door, with their parent/guardian, until an office staff lets them in. The classroom teacher will be notified that the child has arrived. The student will be taken directly to their classroom to join their class.

Morning Drop Off For Students Riding the Bus:

A staff member will greet each bus and direct students.

Returning students will be directed to their grade area on the yard to meet their teacher and classmates.

New students will be taken to the Gym (Kindergarten to Grade 8)

JK Students If your child arrives on the bus, an educator will be there to meet them and guide them to the kindergarten fenced-in area where they will meet their classroom educators and classmates. They will receive a name tag with their teacher's name.

How to Find My Bus Number and Pick Up/Drop Off Times?

1. Go to <https://www.findmyschool.ca>
 2. Click on Parent Portal
 3. If you have an account put in your email and password
 4. If you do not have an account click on Create Account
- While you are there, sign up to receive email notifications of late and cancelled busses
- Your child may not be assigned a bus yet if you registered in the last few weeks.
 - Please contact 1-519-824-4119 OR 1-888-292-2224
 - Please contact the office by **Friday September 1st** if:
 - **Your child is not riding the bus or not riding it regularly (this includes students who were driven last year)**
 - **This information needs to be updated each school year.**

How Will I know What Class My Child Is In?

Students will find out who their teacher is once at their designated meeting spot.

Returning Students will be in the yard with their grade teacher. Teachers will ensure that students know which class they are in.

New Students will find out their teacher when waiting in the Gym (Kindergarten to Grade 8). Teachers supervising will ensure that students get to their new classroom.

Dropping Off Meds:

- Please ring the bell or call the office to let the OC (Tricia Boynton) know you are here to drop off meds
- Make sure to leave updated plan of care forms and that all meds are labelled
- You may also need to sign a consent form to have staff administer meds for this school year

While on the Bus:

School Bus Code of Conduct

Our school bus drivers are trained professionals who are committed to providing a safe environment for your child while they are traveling to and from school. I would encourage parents to discuss appropriate bus behaviour with your child(ren) . You can visit <https://stwdsts.ca/> to view safety videos and for a detailed list of responsibilities of students, parents and guardians. I would also encourage you to sign up to receive notifications regarding bus delays and cancellations.

- Please follow the bus guidelines attached below (click on the links below)

[BUS GUIDELINES FOR STUDENTS](#)

[BUS GUIDELINES FOR PARENTS](#)

Information During the Day

Handwashing:

Throughout the day the children will be asked to wash their hands before and after eating, before and after recess, after using the washroom and as needed.

Ventilation:

Our school is mechanically ventilated, but we also have portable Hepa air filters placed in each classroom.

Recess Information:

- Recess will be flipped to allow more space outside to play. Half of the school will eat while the other half are having recess. .
- Playground structure will be open after the first week.
- Staff will be going over the rules for the Natural Playground and Traditional Playground.

Breakfast/Snack Program:

We will start the year with “Grab and Go” breakfasts/snacks. All students are welcome to participate in this program.

- All food is individually packaged
- Staff will be responsible for distributing snacks

Lunch Procedures:

- Wash / sanitize hands before and after eating.
- Recycling and compost have resumed. Teachers will teach students how to use the bins in the classroom.
- Students are to remain seated when eating.
- Students are to bring their own personal water bottles. Students can fill their water bottles with water coolers which will be located throughout the school. If your child forgets their water bottle the office will contact you.

Classroom Instruction

While significant portions of instruction will continue to happen in the classroom, outdoor learning will also be encouraged.

End of Day Procedures:

For Students Taking the Bus:

- Students will exit through their designated doors with their teacher.
- There will be markers indicating bus locations.
- Students on the First Wave will wait behind their bus number at the fence until their bus is called by a teacher.
- Students on Second Wave will wait with a teacher, ECEs and EAs in the gym. They will load their bus once the first wave has left.
- Student Bus Patrollers will help get kindergarten and grade 1 students to their buses.
- JK/SK and Grade 1 students will have name tags attached to their backpacks with their bus number. Please ensure these tags stay on the backpacks so we can get your children on the correct bus.

For Students Being Picked Up:

- **We are encouraging students to take the bus to and from school as parking is limited. You are not to park on the road or you may be ticketed/towed.**
- If your child is normally a bus student and is getting picked up, you will need to let the office know by 2:30 PM. Please include the bus number and the teacher's name.
- If your child is in grade **5 to 8** they will wait at the Kiss and Ride to be picked up. A staff member will be there to dismiss your child. You will drive through the Kiss and Ride to pick up your child.

- If your child is in **grade 1 to 4** they will go to the gym to wait. Parents/Guardians will need to park in designated spots in the parking lot and walk to the front of the school. You will be asked to line up outside the front doors as indicated by markers at the front of the school (south sidewalk towards the Kiss and Ride). There will be a staff member in the gym who will dismiss students from the gym to the staff member at the front door. Your child will then be dismissed to their parent/guardian. .
- Students in Kindergarten will be brought to the gym by an ECE
- Parents/Guardians - Please be aware this procedure will take longer at the start of the year. This will improve once we get to know everyone.

Note: No parents/guardians in the building for safety reasons. It is busy and staff need to make sure students are accounted for and leave with the appropriate caregiver.

Communication with the School

Communication with the School

- The office will be sending home our regular package of information during the first week of school. Please complete the forms and return them to your child's teacher as soon as you can. The school will be using X (formally known as Twitter), emails and the school website [Primrose Elementary School](#) to communicate to the community.
- We encourage families to sign up for School Messenger (available on the app store for free)
- Teachers will share their preferred form of communication.
- Each teacher will have access to voicemail. Please check the school website for your teacher's extension. The school phone number is 519-925-3939.
- We ask parents/guardians to call the office if picking their child up by 2:30 pm.
- Parents/Guardians cannot enter the school without calling or using the doorbell to buzz in. We want to keep all our students safe.
- If you are interested in being a new volunteer please contact Ashley Hopkins ashley.hopkins@ugdsb.on.ca or your child's teacher. Those who had a police check last year will be able to submit an Annual Offence Declaration for the Current School Year. More information to follow.

We are looking forward to a terrific school year. We can't wait to celebrate all the wonderful things that our students do! Please remember to follow us on X (formally known as Twitter), visit our school website and go into your child's Google Classroom to see announcements and all the wonderful work they are doing.

If you have any questions or concerns please feel free to call or email us at Marianne Millsap Principal 519-925-3939 ext 223 marianne.millsap@ugdsb.on.ca Ashley Hopkins Vice Principal 519-925-3939 ext 224 ashley.hopkins@ugdsb.on.ca