



Elder's Mills: The Eagle Eye
Soaring on Wings of Character, Community and Diversity
120 Napa Valley Avenue, Woodbridge, L4H 1L1
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Trustee Dr. Elizabeth Sinclair	Superintendent Otilia Olteanu	Principal Eugenia Korinis	Vice-Principal Omari White	Office Admin Team Cathy Consiglio Stella Ditri
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2023/2024 DAILY SCHEDULE

Supervision begins	8:30 a.m.
ENTRY BELL	8:37 a.m.
Class Time	8:45 a.m. to 10:25 a.m.
Recess	10:25 a.m. to 10:55 a.m.
Class Time	10:55 a.m. to 12:35 p.m.
Lunch	12:35 p.m. to 1:35 p.m.
Class Time	1:35 p.m. to 3:15 p.m.
Dismissal	3:15 p.m.
Supervision Ends	3:30 p.m.

First Day Procedures

On the first day of school, teachers will greet students outside in our playground. Teachers will have class lists in order to assist students (and parents) to find the correct class. Once teachers have all (or the majority) of their students, the class will proceed inside.

School Bus Transportation

School bus information for the 2023 - 2024 school year will be available the last week of August.

Please visit schoolbuscity.com for eligibility and route information. If your child is eligible for school bus transportation, as per YRDSB's Transportation Policy, it is recommended that students take the school bus to reduce traffic at the school as parking at the school is limited and arrival and dismissal times are very busy.

Please notify the school if your child has a different drop off or pick up address from your home address.



Visit www.schoolbuscity.com for route info.

GETTING READY FOR SCHOOL

Here are some tips to assist children and families to make an easy and safe transition:

- Make lunches with your child(ren) the night before school to save time in the morning
- Have your child(ren) put their completed homework in their backpack every night
- Make sure your child(ren) have everything that they need for school (**lunch bag, agenda, snow gear, extra clothes, water bottle, etc.**) before they leave for school
- When picking up your child(ren) from school at dismissal, please be sure to come to the kiss and ride area and not wait on the sidewalk or street.

Following these tips will help foster independence and responsibility in your child.

OUR SCHOOL WEBSITE

The Elder's Mills website contains a wealth of information such as school newsletters, school council minutes, calendars, and resources.

We also send out **weekly updates** via email and often post information on our Edsby River. If you are not receiving these updates in September, please contact the school office.

Website: www.elders.mills.ps@yrdsb.ca

Follow us on Twitter: [@EldersMills](https://twitter.com/EldersMills)



Student Medication

Students who require medication at school for allergies, asthma or other related conditions, must have the YRDSB "Medication" forms completed and filed in the school office. **All medication must be kept in the office.**

If your child is anaphylactic it is imperative that you fill in the forms and provide the school with **two epi-pens**. One will be kept in the office and the other will remain with your child (e.g. on their person in a fanny-pak). Ensuring the school is kept up to date on the condition of your child provides a safe learning environment.

SAFE ARRIVAL & ATTENDANCE

Ensuring the safety of our students is our top priority. Our Safe Arrival Program is in place so that we can account for the whereabouts of absent students. If you know your child(ren) will not be at school, parents may inform the school office of their child's absence in three different ways:

1. Absences can be entered into **Edsby** which is available 24 hours/day, 7 days a week. Future absences can be reported at any time;
2. Send an email to the school attendance email address at: elders.mills.ps.attendance@yrdsb.ca or;
3. Parents may choose to contact the school office at 905-893-1631 before 8:45 am to use the automated system or between 8:30 a.m. and 9:00 a.m. on the day of the absence. Please ensure that you speak to a school secretary.

We invite all parents/guardians to create an EDSBY account, as this tool is also used as a form of communication from school and home. If you do not have an EDSBY account, please click on the link below to create your account.

[Tip Sheet: Creating an Edsby Account](#)



EXTENDED HOLIDAYS

Sometimes families plan extended holidays during the school year. During these times, the parent/guardian is responsible for providing the learning experiences for the student. For example, maintaining a journal, written or video, of the experience, keeping up with reading (in French), making real-world connections to math concepts and more. Teachers are not expected to provide or assess work and assignments missed during vacations such as these. When your child returns to school, you may find that they need to catch up on concepts missed. Please ensure to advise your child's teacher and the school office of any planned vacation time.

Please remember that for each week of absence, a child would be missing approximately 25 hours of instructional time.

School Supplies and Agenda

It is recommended that your child comes to school with a backpack, lunch bag, reusable water bottle, comfortable clothing, indoor shoes (non-marking soles) and a change of clothes. Students will have materials such as pencils, erasers, crayons, markers, paper, notebooks etc. available to them in their classroom. All students will be provided a school agenda upon their return in September.



Snack and Lunch

Please send your child to school with nut-free snacks and lunches as we have students with severe allergies to nut products (this includes Nutella, peanut butter, and or other products that contain nuts). Lunches from 'fast food' vendors are discouraged as there are no guarantees these are peanut/nut safe products (e.g. Tim Horton's, McDonald's). All students are highly encouraged to stay at school during the lunch break.

Moving? New Contact Info?

If you are moving, or your personal information changes, please let the office know, so we can update our records.

Lunch Assistants Wanted!

Can you spare one hour of time to be a lunch assistant? If so, please see us in the office for more information. This can be either a paid or volunteer position.

Late Arrival and Student Sign Out During School Hours

Students who arrive late or need to leave during school hours **must** sign in and out at the office. We encourage parents to try and set up medical and dental appointments for students after school hours. If you need to sign out your child during the school day, please ring the front door bell upon your arrival and we will accompany your child outside. It is helpful for the teacher and the office if parents send written communication to the school indicating information about the appointment.

Before and After Care

If you are in need of before or after care for your child(ren), please contact Elder's Mills Child Care (an Upper Canada Child Care Centre). You may email stveronica@duccc.ca or call 905-653-4859 to arrange before or after care.



**Welcome to Elder's Mills Public School
Home of the Eagles**

Drop-off & Pick-up Safety

Our Kiss and Ride is supervised in the morning between 8:30 and 8:45 a.m. and after school from 3:15 – 3:30 p.m. If you decide to use this method for drop-off or afternoon pick-up, we ask that you follow the flow of traffic and stay in your car when dropping off or picking up your child(ren). All children are to exit and enter the vehicle on the passenger (right) side. If you wish to walk your child into the school, please park your car on one of the side streets and use the sidewalks leading up to our school. The loop at the front of our school is for our school buses and emergency vehicles only. For the safety of all, please help us keep this loop free of vehicles at all times.

