



<b>Trustee</b> Dr. Elizabeth Sinclair	<b>Superintendent</b> Otilia Olteanu	<b>Principal</b> Eugenia Korinis	<b>Vice-Principal</b> Ayesha Mondal	<b>Office Admin Team</b> Cathy Consiglio Stella Ditri
--	---	-------------------------------------	--	---

## ARRIVING ON THE FIRST DAY:

- Staff supervision begins at 8:30. Students should not arrive prior to 8:30.
- At 8:45, the entry bell will ring and teachers will escort their students into the building and to their classes.
- When students arrive at school on the first day, they will go to the paved yard at the back of the building and meet their teachers in the area designated for their grade.
- If it is raining, students will enter the building at the designated doors. See the list below. **Adults are not permitted to enter the building.**



Grade	Area if raining
2	In the gym
3	Enter using Door #3 (South) and meet in the gym
4	Enter using Door #2 (SouthEast) and line up in the hall by classrooms 110 - 113
5	Enter using Door #2 (SouthEast) and go to the library
6	Enter using Door #3 (South) proceed upstairs and line up in the hall by classrooms 223 - 224 and 225
7 & 8	Enter using Door #1 ( NorthEast) proceed upstairs and line up in the hall by classrooms 207 - 217

---

## HOW DO YOU GET TO AND FROM SCHOOL AND WHAT TO DO:

**BUS:** Bus students will be dropped off in the bus loop and directed to the back of the school to find their teacher and enter their classroom (on the first day only).



If your child is eligible for bussing, it is best to put them on the bus right from the first day.

- Visit <http://net.schoolbuscity.com/> for information on your bus stop location, pickup and drop off times.
  - This information will be available on Friday, August 30.
  - Check regularly for updates.
- It is recommended that you arrive at your assigned stop 10 minutes early.
- Please be patient in the first few weeks as it may take longer than usual for the bus to arrive as drivers become familiar with their riders and their routes.
- Please direct any requests or concerns regarding bussing to the school email: [elders.mills.ps@yrdsb.ca](mailto:elders.mills.ps@yrdsb.ca).

### **DRIVE to school by parent/caregiver:**

There is **no parking** for families in the staff parking area during morning drop off and afternoon dismissal times.

- Families who are driving their children to school will use the Kiss 'n' Ride (enter and exit on Rota Ave) to drop off their children.
- **This is a single lane entry.**
- Students will disembark from the car on the passenger side and go to the back of the school.
- Staff will be in the schoolyard to help them find their classes.
- **Please do not leave your vehicle unattended** in the Kiss 'n' Ride.
- We ask for your cooperation with this to ensure a smooth start to the school day.
- Please follow road signs and staff directions.

### **END OF DAY DISMISSAL - COMMUNICATION:**

Please let the school know how your child will be getting home by completing the form shared here and submitting it by **Friday, August 30 12:00 noon.**

- CLICK HERE: [Dismissal Routine for My Child](#)
- The information gathered will be shared with office staff and your child's classroom teacher to support a safe, smooth end of day routine.

**Bussed** students will be dismissed to the gym to line up in their bus lines.

- Please emphasize to your child the importance of lining up at their designated bus line during dismissal.
- Ensure both you and your child know the bus number.
- This will avoid them missing their bus and having to wait for a parent/guardian to come and pick them up.

Students who get **picked up and driven home** from school:

- At dismissal, they will gather in the fenced area by the Kiss n Ride.
- **Please do not park in the Kiss'n Ride lane**
- **Do not leave your vehicle unattended.**
- Staff will be on duty in this area to support student dismissal.
- If you park your car on the street, please meet your child at the fenced area on school property.

---

### **LATE ARRIVAL TO SCHOOL:**

Students are expected to be in class, ready for learning at 8:45 a.m. Your child is considered late for school if they arrive to class after this time. If you are late bringing your child to school, come to the main entrance, buzz the office and a staff member will sign-in your child.

---

## **ATTENDANCE:**

We invite all parents/guardians to create an EDSBY account, as this tool is used as a form of communication from school and home. If you do not have an EDSBY account, please click on the link to create your account. [Tip Sheet: Creating an Edsby Account](#)

## **On vacation? Not returning in September?**

If you have decided that your child will not be attending Elder's Mills in September, please call our office or send us an email to let us know. Please share your name, your child's name and a number where you can be reached.

If you are not arriving on the first day of school and plan to be at Elder's Mills, please ensure attendance is marked for your child and inform the office, in writing, of your expected date of return. Unexplained absences lead to students being de-mitted in the first days of school.

## **Contact information:**

Please ensure the school has the most current contact information on file for your child. This includes parent/guardian contacts and emergency contacts. Send the school an email to update this information.

---

## **MEDICATION AND HEALTH NEEDS:**

Please provide the office with your child's medication from the first day of school. You may drop off the medication after morning arrival, by ringing the front bell and office staff will greet you to retrieve your child's medication.

If you have not already done so, please download any required medical forms and email the completed forms to Elder's Mills PS <[elders.mills.ps@yrdsb.ca](mailto:elders.mills.ps@yrdsb.ca)>



- [Anaphylaxis Health Care Plan](#)
- [Asthma Health Care Plan](#)
- [Diabetes Health Care Plan](#)
- [Epilepsy Seizure Disorder Health Care Plan](#)
- [Staff Administration of Medication](#)
- [Self-Administration of Medication](#)

For students who are anaphylactic, please send your child to school with 2 epi-pens. One will be kept in the office and the other will remain with your child throughout the school day.

---

## WHAT TO BRING TO SCHOOL:

### 1. Backpack:

- a. One that is easy to carry and to open (no wheeled bags).
- b. Avoid hanging toys and other items from the backpack.



### 2. Snack and Lunch:

- a. Easy to open containers.
- b. Boomerang snack and lunch - all waste returns home.
- c. Ensure your child has enough snacks, food and drink for the day.
- d. Peanut and nut-free snack and lunch.

### 3. Change of clothes:

- a. Especially for younger students.
- b. Recommended to put in a large resealable bag with the child's name.
- c. Clearly labeled and that can be left at school.

### 4. Refillable water bottle - clearly labeled with your child's name.

### 5. Be prepared for outdoor activities throughout the day:

- a. Dress appropriately for the weather.

### 6. School supplies: If you wish to provide your child's own school supplies (ex. a sturdy pencil case or box, crayons, pencils, erasers, markers or pencil crayons) please understand these are for your own child's use. The school will provide materials needed for daily instructional purposes. Please label everything.

### 7. Personal items:

- a. **DO NOT** send your child to school with personal items, such as toys and games from home (Poppits, trading cards etc...).

#### **b. Mobile phones:**

- Cell phones and other personal tech devices **must be turned off and kept out of sight during the instructional day (including recess and lunch).**
- When a student has not complied with the above, they will be expected to submit their phone to the main office until dismissal.
- All classrooms and the school office have phones in case of emergency. If your child needs to reach you they may use the school phones. If you need to reach them, please call the school.



Review [YRDSB's Information Technology Acceptable Use Agreement linked here.](#)

## **MASKING:**

Elder's Mills is a mask-friendly school. Mask use is optional for students, staff and visitors in schools, school board offices and on student transportation, except in circumstances outlined in the [Covid-19 School and Child-Care Screening Tool](#).

We know that many students may choose to continue to wear their own personal masks and expect that families provide their children with a supply of masks to use. Individual choices regarding masking will be respected. As a school community we will continue to promote a respectful, welcoming and inclusive environment.

---

## **SCHOOL ASSISTANTS NEEDED!**

- School assistants are an important part of school daily operations. They support the supervision of students during the lunch hour. If you are interested in being a School Assistant at Elder's Mills, please email the school at [elders.mills.ps@yrdsb.ca](mailto:elders.mills.ps@yrdsb.ca). This is a paid position.



## **FOR MORE INFORMATION:**

- Expect to receive the School Start-Up Package the first week of school. Please review, sign and submit the forms in this package as soon as possible after receiving them.
- A weekly newsletter is shared at the end of each school week. It will come directly to your email and be titled 'Week (#) @ EMPS'. This is a communication from the administration team with information about what's happened and what's happening at Elder's Mills as well as information items for families. Please take some time to read it.
- The school website is updated weekly with the newsletter. A calendar of school events is also maintained on the site and linked to EDSBY.

If you have any questions, please call (905) 893-1631 or email : [elders.mills.ps@yrdsb.ca](mailto:elders.mills.ps@yrdsb.ca).

---

We look forward to seeing you on September 3rd!

*The staff and administration team @ Elder's Mills!*

