



Principal
Anna Bruno

Vice-Principal
Janis Castle-Jones

Head Secretary
Rosemary Costa

Secretary A
Anna Cristinziano

Caretaking Team
Renato D'Andrea
Garry Palikrousis
Mike Melanson
Frank Russo
Justin Landolfi

Superintendent of Schools
Gillian Gibbons
(905) 764-6830

Trustee
Nadeem Mahmood
(416) 616-7925

155 MELVILLE AVE.
MAPLE, ON L6A 1Y2
TEL: 905.832.4922
FAX: 905.832.0807

School Email
michaelcranny.es.yrdsb.ca
School Twitter
@michaelcrannies



FROM THE ADMINISTRATION

Welcome to our 2021 - 2022 school year at
Michael Cranny
Elementary School.
We hope your summer was
enjoyable and relaxing!



Your child matters. We at Michael Cranny want to start conversations about your child, about your school and about your community. This means as parents, you need to be involved in your child's education.

Why would we want parents to be involved in their child's learning?

According to the research:

- Students do better in school and in life. They are more likely to earn higher grades and test scores, graduate from high school, and go on to higher education.
- Parents become empowered. Parents develop confidence by helping their children learn at home.
- Teacher morale improves. Teachers who work with families expect more from students and feel a stronger connection to and support from the community.
- Schools get better. When parents are involved at home and at school, in ways that make them full partners, the performance of all children in the school tends to improve.
- Communities grow stronger. Families feel more invested in the school system, and the school system becomes more responsive to parent and community needs.

Please join the Michael Cranny family in making our students and school a great success. We intend to maintain high expectations and with your support and guidance, continue to lead your children, our students, on the path to being not only productive but respectful and responsible members of society.

We are very excited and proud as administrators of Michael Cranny Elementary School to work with a wonderful staff. All our staff have been working very hard over the summer in preparation for our school's reopening. We owe our caretaking staff gratitude for their work in preparing the school building for the opening of another school year. We are looking forward to working together with all of you as we collaborate to do what's best for the students at MCES.

Please note regular updates, announcements, and school news will be communicated through INFROM and this year we will introduce the usage of the school board platform EDSBY as a communication tool for parents to use. For more information please see page 7 and 8.

Anna Bruno
Principal

Janis Castle-Jones
Vice-Principal

School Information

Staff Name	Position
Ms. Carmosino/Ms. McConnell	K1/K2A
Ms. Ciufu/Ms. Ciccone	K1/K2B
Ms. Ngo *LTO for Ms. Gosselin/Ms. Bibassis	K1/K2C
Ms. Lennox	1
Ms. Hempseed	1
Mr. Nemirov	1/2
Ms. Franz	2
Ms. Milligan	2/3
Ms. Viterbo	3
Ms. Chianello	3/4
Ms. Coulson	4
Ms. Sikakane	5
Ms. D'Andrea *LTO for Ms. Speers	5/6
Ms. DeStephanis	5/6
Ms. Hazan *LTO for Ms. Marchese	7
Ms. Di Marco	7/8
Ms. Osborne * LTO for Ms. Gahiri	8
Ms. Shin *LTO for Ms. Kim	G45
Ms. Davies	G45
Ms. McLeod	G6
Ms. Din-Lovinescu	G7
Mr. Millette	G8
Ms. Batlawala *LTO for Ms. Celebre	PR DD CC
Ms. Evangelho	JR INT DD CC
Ms. Ferrari	PR SERT/RR
Ms. Cucullo	JR INT SERT/SSC
Mr. Milne	Music/Prep
Ms. Vexler	Prep
Ms. Shea	Prep
Ms. Mancini	Prep
Ms. Russo	French
Ms. Fernandes	French
Ms. Ferrari	Library/ELL
Ms. Horky	Support Staff
Ms. Manganaro	Support Staff
Ms. Chaudhry	Support Staff
Ms. Commock	Support Staff
Ms. Morris	Support Staff
Ms. DiPaola	Support Staff
Ms. Costa	Head Secretary
Ms. Cristinziano	Secretary
Mr. D'Andrea	Lead Caretaker
Mr. Palikrousis	Caretaker
Mr. Melanson	Caretaker
Mr. Russo	Caretaker
Mr. Landolfi	Caretaker

*LTO means Long Term Occasional teacher. This is someone who is covering for a permanent contract teacher on leave. The contract teacher has the right to return to their position at a moments notice.

This is our **TENTATIVE** school organization
for the **2021-2022** school year.

Please note that due to enrolment changes and Ministry of Education class size compliance, we may need to reorganize classes later in September.

School Day Organization

School Day Organization: Kindergarten - Grade 8

8:00 a.m. - 2:35 p.m.

8:00 - 8:15: **Staggered Entry**

8:15 - 9:55: **Instructional Time**

9:55 - 10:15 : **Recess**

10:15-11:55: **Instructional Time**

11:55-12:55 Lunch

12:55-2:35: **Instructional Time**

2:35: Dismissal

Professional Activity & Training

1. Wednesday, September 1, 2021
2. Thursday, September 2, 2021
3. Friday, September 3, 2021
4. Friday, November 19, 2021
5. Friday, January 14, 2022
6. Friday, February 4, 2022
7. Thursday, June 2, 2022

School Holidays

- Labour Day Monday, September 6, 2021
- Board Holiday Tuesday, September 7, 2021
- Board Holiday Wednesday, September 8, 2021
- Thanksgiving Day Monday, October 11, 2021
- Winter Break Monday, December 20, 2021 to Friday, December 31, 2021
- Family Day Monday, February 21, 2022
- Mid-Winter Break Monday, March 14, 2022 to Friday, March 18, 2022
- Good Friday Friday, April 15, 2022
- Easter Monday Monday, April 18, 2022
- Victoria Day Monday, May 23, 2022

Parent Information

Attendance and Safe Arrival

Reporting your child's absence:

- 1) Parents/guardians must telephone the school at 905-832-4922 before 8:00 a.m. to leave a message with your child's name, teacher, and the reason for the absence. This is part of our new INFORM process. Please speak clearly and spell your child's name when leaving a message. Families may also login and use EDSBY.
- 2) Contact the school if your child will be arriving late, or if not returning after lunch.
- 3) Put a note in your child's agenda indicating an appointment that requires that he/she will arrive late or must leave the school during the day.

Students must sign in and out of the school using the binder in the school office.

IF YOUR CHILD IS NOT AT SCHOOL AND IS NOT ACCOUNTED FOR BY A NOTE OR TELEPHONE CALL, THE SCHOOL WILL:

- 1) Call home to check (and if not accounted for)
- 2) Call the parents at work (and if the child is still not accounted for)
- 3) Call the emergency numbers (and if the child is still not accounted for)
- 4) **We will then telephone the York Regional Police, as per our safe arrival policy.**



Please note that our school voicemail service is available outside of our regular office hours of 8:00 a.m. to 2:35 p.m. You may leave a message at any time.

Bussing Information

York Region District School Board Policy states that the walking distance for students from Kindergarten to grade 3 is 1.2 km and for students from grades 4 - 8 is 1.6 km. Students who live within our boundaries but beyond the distances stated above, are eligible for bus transportation as long as they adhere to safety and behaviour rules.

As well, students **MUST** ride the bus to which they have been assigned. They must also get on and off the bus at their assigned stop. Students will not be allowed to switch buses or to take friends home on the bus unless their parent/guardian sends a written request to the school for that particular day. If there is room on the bus, the office will sign the note and the driver may allow the student on their bus.

Please keep the school bus website www.schoolbuscity.com and telephone hotline 1-866-287-7837 handy to check route updates for your child. Each year, your child's bus number and route may change as students move in and out of the area. Once set for the year (usually by mid-September), the school will advise you of any changes to your child's route.

Bring Your Own Device: What Parents Need to Know

The possession of and use of a variety of electronic devices is definitely part of today's fast paced society. Students must sign a waiver with their homeroom teacher if they would like to use a device to help them with their school assignments. The responsibility for this device lies solely with the student and the school cannot be responsible for theft or damage.

However, at Michael Cranny the use of cell phones during the school day to make phone calls, text or use social media for personal purposes is **not allowed**. If your child needs to contact you during the day, s/he may come to the school office and request the use of the landline. Should your child bring a cell phone to school, it needs to be turned off or silenced upon entering the building and may only be used for online access under the direct supervision of the teacher for educational purposes.

Parent Information

Lunch Assistants Needed

At this time we are looking for Lunch Assistants for the 2021-2022 school year and to be on our back-up list.

Lunch Assistants will be required to help in our school during the full lunch hour each day (11:55pm – 12:55pm).

The duties include:

- Supervise classroom(s) during lunch hour
- Supervise outdoor or indoor (depending on weather) recess.



Only serious applications who are available everyday please apply.

If you have an hour to spare in your day, please contact Ms. Costa or Ms. Castle-Jones at 905-832-4922 or email us at michaelcranny.es.yrdsb.ca for more information.

Being Prepared - Helpful Tips for Parents

Here are some additional items that are very helpful for parents to consider:

- Send an inexpensive pair of indoor shoes to be kept at school and to ensure your child's feet are dry and clean. This will also assist in maintaining cleanliness of the school.
- For Kindergarten and Primary Students, send an extra set of clothing (i.e., undergarments, pants and tops), masks, etc. in a labelled, clear bag. This goes a long way in the event of accidents or wet weather.
- A bag or backpack and reusable lunch bag will allow your child to bring important school notices and homework back and forth to school in good condition.
- Labelling your child's clothing would be helpful. Our lost and found is often full with unclaimed items. Lost items are kept in our Lost and Found box in the front hall.

School Council Meeting



Our first school council meeting for the 2021-2022 school year will take place on:

Tuesday, October 5th, 2021

Virtually at 7:00 p.m. (link to be shared closer to the date)

We encourage all our parents/guardians to come to the meeting, learn about our school, and participate in our shared work to support the learning and well-being of your children. **All are welcome and encouraged to attend!** At the first School Council meeting, elections will be held to determine our 2021-2022 chair/co-chairs, secretary, treasurer, and executive members. The School Council Candidate Nomination Form is included in the School Startup Package sent home to all families. You don't need to be an executive member to participate, attend and lend your voice to the discussion.

We look forward to seeing you there!

Parent Information

Creating Safe and Healthy Schools for Children with Allergies

School staff and parents are responsible for creating safe and healthy environments for students. Our school has a number of students and staff with food allergies, some of which can be life-threatening. While we take every step to create a risk-free environment, school staff and parents can take important steps to minimize potentially fatal allergic reactions. It is especially important that parents communicate a life-threatening allergy to the school as soon as they are aware of it. Please notify the principal and your child's teacher so that we take the steps to create accurate records and inform staff of the established protocol. Parents will also be required to fill in a medical form.

Parents, **do not send any food items** to celebrate a birthday, as they will not be distributed, both in support of our anaphylaxis policy and healthy schools policy. Please refer to the Healthy Schools insert in the School Start-Up Package for more details.

—Medical Forms—

If your child requires any other type of medication, please see the school office where you will be required to fill in a medical form. Students may not keep medication with them in their desks, lockers or schoolbags, with the exception of puffers and epi-pens.

Stay Informed and Follow Us

Follow Us!!

Please follow Michael Cranny's Twitter feed, where school information such as events, news, etc, will be posted. You are encouraged to follow the school's twitter feed @michaelcrannyes



YRDSB's Virtual Town Hall - School Reopening Information

To answer families' most pressing questions about school reopening, the Board will be holding a live streamed **Virtual Town Hall** on **Thursday, September 2 from 2:00 p.m. to 4:00 p.m.** The live stream link will be made available on this [page](#) prior to the event.

We will address questions submitted by the public through the form below. We thank you in advance for submitting your questions.

Please [submit your questions](#) for our upcoming town hall no later than Tuesday, August 31 at 12:00 noon.

Please feel free to listen in for up to date information!



Parent Information

First Day Procedures for September 9, 2021

To ensure that the first day of school on September 9th goes smoothly, we are seeking your cooperation in following the instructions outlined below:

1. START THE YEAR ON THE RIGHT FOOT!

Have your child(ren) walk to and from school if possible. This will go a long way to alleviating the inevitable traffic congestion on Melville Avenue. Please remember with the large amount of busses at our school each year, we kindly ask parents not to come into the parking lot at the beginning or end of each school day..

2. BE ON TIME!

- Yard/Staggered supervision begins at 8:00 a.m. Our school bell rings at 8:15 a.m. for classes to begin.
- Kindergarten students will meet their teachers in the fenced play yard. Please note that the school will be emailing families in the coming days about the specific routines for first day of school and staggered entry for our first year Kindergarten students in JK.
- Grades 1-8 will meet at the back of the tarmac and line up by your class sign taped on the walls of the school. At 8:15 a.m., staff will make their way out to the tarmac area at the back of the school and have students line up based on their class assignment. Please note an email will be sent out shortly with more information.
- Once all the students have lined up with their appropriate classes, students will be brought in grade by grade.
- Please ensure students and parents/guardians are wearing a mask and maintain a two metres distance.
- If your child is new or not on a staff list, please make your way to the front doors of the school to access the office for assistance. If there is a large line, families may also go home and call the school at 905-832-4922 for office staff to assist with registration.
- At 2:35 p.m., students will be brought back to the same location they met in the morning for dismissal.
- An email will be sent closer to September 9th outlining first day procedures with more detailed information.

3. COME PREPARED TO LEARN AND WORK HARD!

Ensure your child(ren) get at least 8 hours sleep, eat a good breakfast and bring a nutritious snack for the morning recess and lunch along with a water bottle each and every day! Reminder due to Covid-19, no lunches/snacks, etc. will be accepted at the school once the bell has gone.

4. DRESS APPROPRIATELY

Summertime temperatures often extend well into September. A T-shirt and shorts are always in fashion and will help keep your child cool. Please check the weather daily as we do go outside everyday in all types of weather! Pack extra clothes labelled in a ziplock.



Parent Information

New this Year: School Communication via Edsby Site and App



Welcome to Edsby

York Region District School Board has partnered with Edsby to provide a secure platform for families to connect with what's happening at school and with your child's education.

Edsby offers many different features that YRDSB will be rolling out over the next several years. Some of these features include:

- Absence reporting
- A news river with school events and information
- Appointment bookings for Parent-Teacher Interviews/Student-Led Conferences
- Program registration
- Extra-curricular Groups and Activities
- Access to your child's schedule and upcoming events.

Our school will communicate more information as features become available.

For Edsby to be effective, it contains personal information about you and your family that is collected by the Board at registration. This information is used to provide services and support to you and your family. Edsby has been designed as a secure system that protects the privacy of this information for our families.

Setting up your Edsby Account for the first time

Should you require assistance setting up Edsby or accessing your current account please connect with the office who can share instructions on how to create an Edsby account. Make sure the school office has your **current email address on file.**

If you do not see the email, please check your junk mail folder to ensure you do not miss this opportunity.

1. Click the link in the email. The browser will send you to a screen like the one on the right.
2. Click the "I don't have an Edsby parent account" button. **Your username will be your email address. You will choose your password.** Similar to a banking password, it is important to choose a strong password. Please do not share your password.
3. Click "Create Edsby Account." A "Welcome to Edsby" message will be sent to your email address.

**YOU DO NOT HAVE TO RECREATE AN ACCOUNT IF YOU ALREADY HAVE ONE FOR ATTENDANCE!
MESSAGES WILL BE PUSHED TO FAMILIES VIA YOUR EMAIL ON FILE SO PLEASE UPDATE!**

****The Key on the app/site is to ALLOW NOTIFICATIONS!**

Parent Information

New this Year: School Communication via Edsby Site and App

**More Mobile?
Download the Edsby App**



For questions about your Edsby account, please contact your child's school.

Frequently Asked Questions



What can I do if I do not see the invitation in my email inbox?

Check your junk mail and/or mail settings for an email issued from YRDSB. Your email address on file at your child's school must match the email address for Edsby. If they do not match, contact your child's school to update your email address and reissue an invitation. Updates to email addresses for using Edsby take 24 hours.

What if I accidentally decline the invitation from my child's school?

You will need to contact your child's school so they may issue a new invitation to your email address.

What do I do if I forgot my password?

Go to the Edsby login page (<http://yrdsb.edsby.com>), then click "Can't log in" at the bottom of the page. You will be prompted to enter your username (full email address on file). A temporary password will be sent to your email address and you will be asked to create a new password.

What do I do if I forget my login information?

Your Edsby username is your full email address that you provided to your child's school. If you forgot your username or changed your username, you will need to contact your child's school to verify the email address on file. Updates to email addresses for Edsby logins will take at least 24 hours.

Why does my Edsby account not show correctly on my screen?

Make sure to enable cookies and JavaScript on your browser (consult the help section of your browser). Edsby supports Google Chrome, Apple Safari, Mozilla Firefox, and Internet Explorer (IE 10 or higher).

How do I sign in using the Edsby App?

Download the Edsby app for your mobile device. Open the app. Enter "yrdsb" for your server address when asked. Then enter your Edsby username (full email address) and password.

Why can I not see my other child(ren) or messages from their school(s)?

If you have children at other schools, you will receive a separate invitation for those students. When you select the link in the email, you will select "I have an Edsby account" and enter your login and password. Your children will be added to your account. As long as you are using the same email address, your children should all appear. If you do not see a child in your Edsby account, please contact the school of that child.



****The Key on the app/site is to ALLOW NOTIFICATIONS!**