



# The PRIME

October, 2017

Volume 6, Issue 1

**Kathy Lott**  
Principal

**Tara Wagg**  
Vice Principal

**Debbie Wong**  
Office  
Administrative  
Assistant

**Mary-Lena  
Gruppuso**  
Secretary

**Rose Ferruzzo**  
Secretary

**Peter Tse**  
Superintendent of  
Schools  
905.940.7800

**Billy Pang**  
Trustee

**SCHOOL DAY  
TIMES**  
For all Students JK-8

7:50-8:00 a.m.  
Yard Supervision

7:55 a.m.  
Entry Bell

8:05-9:45 a.m.  
Learning Block

9:45-10:15 a.m.  
Recess

10:15-11:55 a.m.  
Learning Block

11:55 a.m.-12:55 p.m.  
Lunch (all students  
outside from 11:55 a.m.-  
12:30 p.m.)

12:55-2:35 p.m.  
Learning Block

2:35 p.m.  
Dismissal

**Sir John A. Macdonald Public School**  
45 Murison Drive, Markham, ON, L6C 0J4  
t. 905.888.5777 f. 905.927.2082  
www: <http://sirjohnamacdonald.ps.yrdsb.ca/>  
email: sir.john.a.macdonald@yrdsb.ca  
twitter: @sjamps



## Administrator's Message

Our first month at Sir John A. Macdonald Public School has been a very busy and exciting one! **Our staff have been working together to learn about each student's** strengths, interests and areas of need as we work towards creating lessons and units to engage all of our learners. Staff review individual student profiles and class profiles and discuss how best to support and plan for student achievement. All teachers are working diligently to create the classroom routines and practices to allow for differentiated instruction to meet the needs of each learner in our classes. We take great pride in knowing our learners and programming for their needs ~ as we look forward to a wonderful year of learning and growing together. Thanks to the many parents who were able to make it out to join us at our annual Curriculum Night held September 28<sup>th</sup>.

On Thursday, October 5th, we will hold our first School Council meeting of the year where we elect a new Council to represent our school community.

Thanks to those parents who were involved in our Council leadership and Council events during this past school year.

Our 2016-2017 School Council Executive members--

- Co-Chairs: Lisa Zhou and Rahim Surani
- Treasurer: Amy Xie
- Communications Officer: Katharine Chen-Sy and Katie Sears

We look forward to our upcoming 2017-2018 School Council elections! All are welcome to attend!

Each year, our students celebrate the long-standing tradition of Halloween.

Students celebrating this occasion in costume at our school must comply with the **Safe School's policy. Costume accessories including, but not limited to, toy guns, knives, axes, swords, etc. are not in compliance with York Region District School Board's Safe Schools Policy #668.0.**

Please note that this policy applies to all students at all levels, including Kindergarten.

Thank you for your understanding.

We look forward to having a safe and enjoyable Halloween.

**Reminder! Photo Day is happen  
on Monday, October 16th!**



2017-2018  
Professional  
Activity &  
Training Days  
(No School for  
Students)

Friday, October 20, 2017

Friday, November 24,  
2017

Friday, January 19, 2018

Friday, February 2, 2018

Friday, June 4, 2018

Thursday, June 28, 2018  
11:05 a.m. DISMISSAL  
FOR ALL STUDENTS

Friday, June 29, 2018

2017-18  
School Holidays  
(School Closed)

Thanksgiving  
Monday, October 9, 2017

Winter Break  
December 25, 2017-  
January 5, 2018

Family Day  
Monday, February 19,  
2018

March Break  
March 12-16, 2018

Good Friday  
Friday, March 30, 2018

Easter Monday  
Monday, April 2, 2018

Victoria Day  
Monday, May 21, 2018

## A Message from Trustee, Bill Pang

As we begin the 2017-2018 school year, I want to take this opportunity to welcome all of our new and returning students and families. This is an exciting time of year and I hope you are starting this new school year as trustees are - with optimism and a commitment to working together to continue advancing student achievement and well-being.

An important part of that commitment is working together with staff members, families and communities to ensure our schools provide an environment that is safe, welcoming and inclusive. This takes on increasing importance given recent local and global events. We take pride in the diversity of our communities and will continue striving to uphold the values of equity and inclusivity in our system.

Trustees have had a busy summer, welcoming our [new Human Rights Commissioner](#) and beginning the [process for selecting a new Director of Education](#) as we continue to move forward implementing the [Minister's Directions](#).

An important part of the director selection process includes collecting input from students, staff, families and community members - input that will be used to shape the job description, interview questions and more. I encourage everyone to share their thoughts through the [survey](#) available in September. We will continue to keep you updated as this work progresses.

Our schools are stronger when we work in collaboration with families and communities. Partnerships with parents and families are essential to achieving the goals we have for our students, and I hope that you will find opportunities to get engaged with the school and **your child's learning this year.**

I wish you all the best for the upcoming school year.

## Convenant House

On November 7th and November 10th, Convenant House will be coming to SJAM to give a presentation to our grade **6-8 students**. **Convenant House is Canada's largest** agency service at-risk, homeless and trafficked youth. They change lives by providing the widest range of services and support to as many as 250 youth a day. There is no cost for this presentation. However, we are asking that students bring in a non-perishable item or toiletries (shampoo, soap, deodorant) to donate to this amazing organization and to support other kids in need.

## Bikes and Scooters

A huge thank you and congratulations to the many students who have been using their bikes and scooters as a means for transportation to and from school.

What a great way to promote healthy, active living - while children take initiative and practice responsibility.

## ALLERGY ALERT

### Ensuring a Safe and Healthy School for All Children



We have students attending our school who have life-threatening allergies. It is important that all parents help to make our school an allergy sensitive environment and minimize potentially fatal allergic reactions. In keeping with best practices around the Board and issues of student health and safety, **we are vigilant and insist that all food in the school meets “nut-free” and “allergy-safe” guidelines.**

ALL STUDENTS are asked to NOT bring any foods that may contain peanuts and/or nuts. In MANY CLASSES we also ask for parents to consider not sending in other foods where severe allergies exist. Classroom teachers will communicate this need to parents directly based on the individual situation in their classroom.

**Please check the list of ingredients carefully when selecting food for your children’s lunches and snacks. Please avoid products that say “may contain peanuts/nuts”. Imported products have different labeling requirements, so please read the labels carefully when sending these products to school. If you are unsure about a chosen product, please do not send it to school. Thank you for your cooperation. Remember, we must all work together to keep children safe!**

## FOOD GUIDELINES FOR STUDENT SAFETY

To best ensure the safety of students and staff members who may suffer from life-threatening food allergies, and to support the religious and cultural values of many of our families, we continue to ask that parents **please DO NOT send food to school to celebrate your child’s birthday.** For the reasons mentioned above, many students are unable to eat various foods and therefore, too often, food that arrives at school is unable to be shared. If you do wish **to send something to school on your child’s birthday, then** please consider some alternatives to food. Colourful and decorative pencils, erasers, book marks and stickers are always well received by children, as are small loot bags containing a few dollar store items. Alternatively, why not consider donating an age-appropriate book to your child’s classroom library?

If a teacher determines that a specific situation or event in the classroom may/can include food, families will be **informed ahead of time, and all food will be confirmed as “nut free” and “allergy safe”, according to product ingredient labels.**

**Your ongoing support of this very important practice is appreciated. Please feel free to contact your child’s teacher, or Ms. Lott if you have questions about this practice.**

## Character Assembly/Terry Fox Run

Thanks to all the parents who came to our first Character Assembly! Parents of students who are the monthly award recipients will be invited to attend to help us celebrate our VIP Jags.

This school year has opened with many opportunities for students including – Cross Country, Intramurals, Lunch time student leaders, Intermediate Girls Volleyball, Flag Football, Eco Team Enthusiasts,

**This year’s Terry Fox run was a huge success!** Thanks to our SJAM community support, together we far surpassed our school goal - as we reached to \$4,700.00 collected this year for the Terry Fox Foundation.

This week we welcome Junglesport to our school gym. All students will have scheduled sessions to participate. Please do check out our Twitter feed for pictures and updates.

## Always Choose Student Safety!

Traffic congestion on the streets surrounding the school, obeying traffic signs and the rules of the road, and being on time every morning for school are things we write about often in the PRIME. Parents, you must remember your obligation to model the need to follow rules with your children! Our society is founded on the responsibility of individuals to uphold rules that support everyone. Traffic laws are no exception and must be followed when you are dropping your children off at school! Watch for and obey these signs posted around our school and remember to always choose student safety over convenience!

### **Parking Lot & Kiss 'n Ride Safety**

Safety is always our top priority at SJAM. For the safety of students, parents, and staff, all vehicle pick-ups and drop-offs should occur in the kiss 'n ride lane in front of the East Field and Kindergarten Yard. Parents may park in any of the parking spaces in our lot if they wish to accompany their children to their designated entry door. Under no circumstances should parents park in handicapped spaces (unless you have a permit), park on the sidewalks surrounding the parking lot, or leave their car unattended in the kiss 'n ride. These rules help keep everyone safe! If you have any questions or concerns, please contact Mrs. Lott in the main office.

### **Safe Arrival Procedures at SJAM Parents, Please Call to Report Your Child's Absence**

To best ensure the safe arrival of all students we ask you to PLEASE NOTIFY THE SCHOOL IF A STUDENT IS GOING TO BE ABSENT OR LATE. This will save a phone call to your home or office. We have an answering service on at all times when the school is closed. If a child is going to be late or absent, or if a parent wishes their child to leave school prior to regular dismissal time, a note should be sent on the day BEFORE the absence whenever possible.

If a student is not in school and his/her absence has not been explained by a note or telephone call, school office staff will take the following action:

- Call home.
- Call the parents at work.
- **Call the emergency number listed on the student's Emergency Form.**
- Call the York Regional Police.

### Be On Time!

THANK YOU!

We would like to thank you for your cooperation with our daily student entry and exit procedures. Beginning every morning at 7:50 a.m., students are supervised in the school yard by several staff members. Parents are encouraged to make sure that their children arrive well before the entry bell rings at 7:55 a.m. All children are also dismissed at recess, lunch, and at 2:35 p.m., using only their classroom's assigned door. All staff are expected to ensure their students use their door and to make sure that the students have exited the building to head home with a sibling, parent, guardian, or to board a school bus.

### Indoor and Outdoor Shoes

Please make sure your child has a pair of indoor shoes for the school. With the wet, and soon to be slushy weather, outdoor shoes track mud into the halls and classrooms. If the students are able to change into indoor shoes when they are in the building, this will contribute to a cleaner school environment for us all. Thanks for your support!



# Kernels Popcorn is coming to SJAM!

Beginning **Tuesday, October 3**, interested students, will be able to take part in our Healthy Schools Club Popcorn fundraiser. Every cent raised will go directly to SJAM!

Teaming up with Healthy Schools Club is Kernels Popcorn, a well recognized and trusted Canadian brand offering flavours that meet the 'Sell Most (Low Sodium/ Low Fat)' Nutrition Guidelines for the Ministry of Education School Food and Beverage Policy (PPM 150). In addition, a few of their regular store flavours will be available for purchase. Kernels has been awarded the « Parent Tested, Parent Approved » (PTPA) Winner's seal of Approval. The popcorn will be made at the Kernels facility, they do not bring in any nuts or peanuts, nor do any of their raw materials contain any nuts or peanuts.

### Flavours available for purchase

Low Fat Caramel	Dill Pickle	Salt and Vinegar
White Cheddar	Ketchup	Jalapeño Jack ***
Say Cheese Cheese ***	Buttersalt	

\*\*\* Regular store flavours

Price for each popcorn bag is \$2.00

Popcorn will be sold every Tuesday from 9:30-10:00 outside the Multipurpose Room



**Autumn is officially here.** *A time to give thanks.*

We are excited to bring back our first annual seasonal lunch this month along with other favourites.

**It is never too late to order.** The Kid's Kitchen hot lunch program is fully flexible and convenient. Place orders at any time for as many days as you like that suits your lifestyle.

Please visit [www.kidskitchen.ca](http://www.kidskitchen.ca) to view our full menu.

### THANKSGIVING SPECIAL LUNCH

Our popular Thanksgiving Special is available for the month of October only!

**Roast Turkey Slices with gravy, Mashed Potatoes, Peas and carrots with a Mini homemade pumpkin spice cupcake.**

Don't delay, place your orders today at [www.kidskitchen.ca](http://www.kidskitchen.ca).

The Thanksgiving lunch is available each day we service your school for the month of October.



### OCTOBER SPECIALS

Each month, we feature new specials and combos to bring you even more variety!

For the month of October your child can enjoy:

**Salisbury steak with steamed veggies or  
BLT sandwich on a Kaiser bun (with turkey bacon)**

These are available as an entrée only or as a combo.

Our October specials are only available till October 31<sup>st</sup>. Place your orders today!



### Now available - fresh baked pumpkin pies and pumpkin spice cupcakes!

**Our in-house nut free bakery The Sweet Dish is currently featuring fresh pumpkin pies and pumpkin spice cupcakes.**

Order for your Thanksgiving celebrations with family & friends. These goodies and more are nut-free and baked fresh to order!

Need something different to wow your guests? Ask about our novelty cake jars and push pops!

**Call us to order for your next event.**

**905.604.6447 | [thesweetdish.ca](http://thesweetdish.ca)**

**[mytreats@thesweetdish.ca](mailto:mytreats@thesweetdish.ca)**



### Made from scratch every day.

Your child(ren)'s lunches will always be made fresh in the morning. If we can't make something, we only use suppliers that share our passion for high quality food.

### Stay in the know! Don't miss any important lunch updates.

Be sure to subscribe to Kid's Kitchen emails for specials, reminders and account updates.

Create your account or sign in at [www.kidskitchen.ca](http://www.kidskitchen.ca). In your Account Profile, check the box "Send me lunch reminders and details for specials."

### Ordering is easy!

Login to place your orders at [www.kidskitchen.ca](http://www.kidskitchen.ca)

Orders are accepted until 10am the previous business day (on Friday for Monday orders).

### Spend more quality time with your kids. Leave the lunches to us!

**905.944.0210 | [www.kidskitchen.ca](http://www.kidskitchen.ca) | [information@kidskitchen.ca](mailto:information@kidskitchen.ca)**



From the list below, select what you need help with in order to find or secure sustainable employment:

- |   |  |
|---|--|
| <input type="checkbox"/> Finding and using information          | <input type="checkbox"/> Using digital technology (computer skills)                    |
| <input type="checkbox"/> Communicating ideas and information    | <input type="checkbox"/> Managing your learning (goal setting and action plans)        |
| <input type="checkbox"/> Understanding and using numbers (math) | <input type="checkbox"/> Engaging with others ("soft skills" such as customer-service) |

The iWIN Program is offered at no cost to eligible learners by the York Region District School Board, with support from the Ministry of Training, Colleges and Universities.

## Book your assessment today!

Date: \_\_\_\_\_ Time: \_\_\_\_\_

www.yrdsb.ca  
@YRDSB  
YRDSBMedia

**EMPLOYMENT  
ONTARIO**

**York** Region  
DISTRICT SCHOOL BOARD  
*Inspire Learning!*



# DESIGN YOUR PATH TO SUCCESS



This program is right for you if you are a resident of Ontario (19+) and need to:

- Enhance your employability skills
- Gain or upgrade computer skills for the workplace
- Prepare for college, university or apprenticeship programs
- Prepare for a High School Credit program or GED
- Gain confidence in life, work and studies

Our **iWIN Program** will help you reach your goals faster! Get individualized support from a highly qualified and experienced instructor and create a class schedule that **works for you.**

Select the program(s) you'd like to learn:

### Basic Computer Skills

Minimum time commitment - 8 classes

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Getting to Know a Computer</b> <ul style="list-style-type: none"><li>- Terminology</li><li>- Hardware and software</li><li>- Mouse skills</li><li>- Keyboarding</li></ul>                          | <input type="checkbox"/> <b>File Management</b> <ul style="list-style-type: none"><li>- Saving files to a hard drive or USB</li><li>- Creating folders</li><li>- Moving files</li></ul>  |
| <input type="checkbox"/> <b>Getting Started with Email</b> <ul style="list-style-type: none"><li>- Setting up a new address</li><li>- Sending/receiving email</li><li>- Attaching a document (résumé, picture, etc.)</li></ul> | <input type="checkbox"/> <b>Basic Text and Image Skills (in MS Word)</b> <ul style="list-style-type: none"><li>- Working with documents</li><li>- Moving text</li><li>- Inserting pictures, clip art, shapes</li><li>- Formatting images and shapes</li><li>- Creating a basic chart/table</li><li>- Using spell-check</li><li>- Inserting, editing and removing a header/footer</li></ul> |
| <input type="checkbox"/> <b>Internet Searches</b> <ul style="list-style-type: none"><li>- Conducting searches</li><li>- Making searches more effective</li><li>- Choosing reliable sites</li></ul>                             |  |

### Digital Technology for Effective Job Searches and Online Applications

Minimum time commitment - 8 classes

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Email for Employment</b> <ul style="list-style-type: none"><li>- Subject line</li><li>- Address: to, cc, bcc</li><li>- Reply, reply all, and forward</li><li>- Body of email</li><li>- How to attach a file</li><li>- Formal/informal tone</li><li>- Purpose of email</li></ul> | <input type="checkbox"/> <b>Résumés and Cover Letters</b> <ul style="list-style-type: none"><li>- How to format</li><li>- Salutations and closings</li><li>- Purpose of letter</li><li>- Appropriate language and tone</li><li>- Inserting, editing and removing a header/footer</li><li>- Applying to positions online</li></ul> |
|---|---|

### Soft Skills and Successful Oral Communication

Once a week

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Conversation Group</b> <ul style="list-style-type: none"><li>- Weekly topics for discussion</li><li>- Appropriate language and tone</li></ul> | <ul style="list-style-type: none"><li>- Workplace culture and etiquette</li><li>- Body language</li><li>- Enhanced pronunciation</li><li>- Confidence building</li></ul> |
|---|--|

### High School Credit or GED Preparation

- Get individualized support and instruction while preparing for your high school credit program or GED (high school equivalency). All subjects are offered.

### Computer Skills for Employment and Further Education

Blended learning using training software and instructional support

Minimum time commitment - 8 classes

- Microsoft Office Skills Introduction**
- Word: creating and editing original documents, using proofing tools, templates, setting page layout
  - Excel: entering data, formatting worksheets, setting worksheet layout, creating formulas, exercises
  - PowerPoint: creating simple presentations
  - Publisher: creating basic publications, formatting objects, duplicating an existing tri-fold brochure
  - Outlook: making contacts, using the calendar
  - Access: creating relational database tables, field properties
- Microsoft Office Skills Intermediate to Advanced**
- Word: working with tabs, bullets and numbering, drawing objects, using building blocks, tables, mail merge, macros. Creating flyers using WordArt, images and tables
  - Excel: conditional formatting, sorting and filtering data, pivot tables and charts, security features, larger orders and charts
  - PowerPoint: slide show view, animations, inserting sound, charts, tables and objects. Creating presentations using animation and sound. Delivering presentations to a group.
  - Publisher: using master pages, customizing schemes, page set-up and layout. Creating an original tri-fold brochure and other business stationary such as gift certificate and flyers
  - Outlook: tasks, folders, mailbox options
  - Access: queries, creating forms, form and report controls, macros
- Google at Work**  
Once a Week
- Gmail
  - Calendar
  - Drive
  - Sharing documents
  - Hangouts
- Increasing Keyboarding Speed**

### Employment and Academic Skills Upgrading

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Math</b><br>Minimum time commitment - 8 classes  | <input type="checkbox"/> <b>English Language Skills</b><br>Minimum time commitment - 8 classes   |
| <ul style="list-style-type: none"><li>- Basic arithmetic</li><li>- Money math</li><li>- Time (time sheets, calendars)</li><li>- Math for college</li></ul> | <ul style="list-style-type: none"><li>- Grammar: parts of speech, word order, parts of a sentence</li><li>- Mechanics: punctuation, capitalization, spelling</li><li>- Writing complete sentences</li><li>- Verb tenses, agreement</li></ul> |





# BUILD A BETTER FUTURE!

## FREE CLASSES FOR ADULTS



- English as a  
Second Language (ESL)

- Language Instruction  
for Newcomers (LINC)

- Academic Upgrading and  
Computer Skills

- Citizenship and IELTS Preparation

Have a question? We are just  
one phone call away!

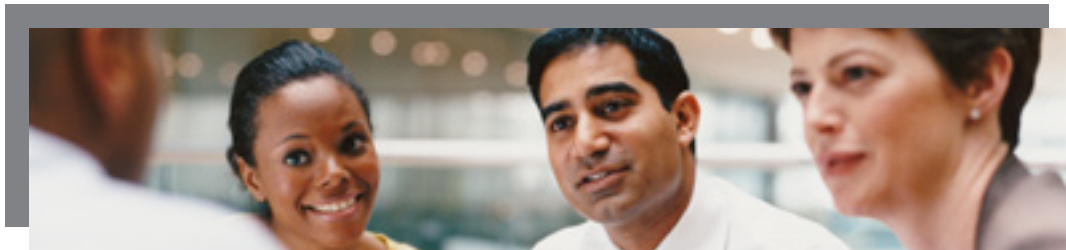
**905-731-9557**

[www.yrdsb.ca](http://www.yrdsb.ca)

# REGISTRATION IS ONGOING

Please call **905-731-9557** or email [uplands@yrdsb.ca](mailto:uplands@yrdsb.ca) for more information.

ESL Course Descriptions	Page 2
LINC Course Descriptions	Page 4
Employment and Academic Preparation Course Descriptions	Page 4
Course Locations and Schedule	Page 5



## COMMUNITY PARTNERSHIPS

York Region District School Board would like to acknowledge and thank our community partners for their ongoing support and contribution to the success of our language and skills training programs. We value and cherish your dedication to the needs of our community!



Immigration, Refugees and Citizenship Canada

Immigration, Réfugiés et Citoyenneté Canada



# ENGLISH AS A SECOND LANGUAGE (ESL)

## EVERYDAY ENGLISH

*Courses are available from ESL Literacy to CLB 10*

Develop effective language skills in speaking, listening, reading, and writing for daily life in Canada.  
*Varied course offerings based on learner's current CLB's.*

## SKILL-BASED COURSES

*Courses are available from CLB 3 to 10*

Single level courses based on learner's current CLB's in Speaking & Writing. This course is divided into two parts: Listening/Speaking & Reading/Writing.

### Listening & Speaking

Focus on listening and speaking to develop effective communication skills for daily life, employment, and academic study.

### Reading & Writing

Focus on reading and writing to develop effective communication skills for daily life, employment, and academic study.

## SPECIALIZED COURSES

*Varied course offerings based on learner's academic and professional needs and areas of interest.*

### Conversation

*Courses are available from CLB 1 to 10*

Focus on listening and speaking to develop and enhance effective conversation strategies for success in Canadian society, education system, and workplace. Whether interviewing for a job, speaking to your child's teacher, or speaking to any other professional, this course will enable you to communicate with more confidence and clarity of speech.

*Varied course offerings based on learner's current CLB's.*

### Pronunciation

*Courses are available from CLB 2 to 8*

Learn to speak English with confidence and clarity by learning to form the sounds, use the natural rhythm and correct stress of the English language. Varied course offerings based on learner's current CLB's.

# SPECIALIZED COURSES

## Citizenship

*Minimum requirement of CLB 3 in Speaking*

This course will develop effective language skills in preparing learners to take the Canadian Citizenship test through a focus on specific vocabulary and necessary concepts.

## Workplace Preparation

*Minimum requirement of CLB 5*

Develop effective speaking, listening, reading, and writing skills for success in Canadian workplaces. This course addresses original Resume and Cover Letter writing, successful interview and presentation skills, Health and Safety training, and computer skills for employment.

## Entrepreneurial World Of Business

*CLB 6-9*

Develop effective speaking, listening, reading, and writing skills for success in the real world of business. This course addresses the language and concepts of good hiring practices, managing people effectively, team work, and starting your own business in Canada.

## Professional Business English

*CLB 6-9*

Develop effective speaking, listening, reading, and writing skills for success in the professional world of business in Canada including workplace related communication and computer skills.

## Reading & Writing through Novel Studies

*CLB 6 - 10*

Enhance reading and writing skills and develop effective academic strategies through the study of novels.

## IELTS Preparation

*Minimum requirement of CLB 5*

Take this course to become familiar with the International English Language Testing System (IELTS) exam format, acquire effective test-taking strategies, and expand your academic vocabulary and communication skills.

## Culturally Specific Language Circles

Work with others from the same background to improve conversation and pronunciation skills while networking and building relationships in your community.

## Language Classes For Seniors

Work with others from your community to develop effective communication and language skills and become more independent in daily life.

**VISITING  
CANADA?  
TAKE ONE OF  
OUR COURSES!**

Must be 18 years of age.  
Call to register!

**905-731-9557**

# LANGUAGE INSTRUCTION FOR NEWCOMERS TO CANADA (LINC)

## *CLB 2 to 5*

Develop effective communication skills in speaking, listening, reading, and writing for successful integration in Canadian society, workplace, and academic study. Enhance language skills for Citizenship and employment preparation. Build important computer skills for life in Canada.

## EMPLOYMENT AND ACADEMIC PREPARATION

### **Basic Computer Skills**

Develop basic computer skills (Microsoft Office, E-mail, Internet) for success in Canadian workplaces and post-secondary education. Whether looking to upgrade your employability skills, prepare for college, or use computers in daily life, this course will build your confidence and abilities while working at your own pace.

### **Computer Skills Upgrading**

Develop practical computer skills (Microsoft Word, Excel, PowerPoint, Outlook, OneNote, Publisher, E-mail, Internet, Google) for success in Canadian workplace and post-secondary education. Work at your own pace to advance your computer skills for employment, college preparation, or use in daily life.

### **Employment and Academic Skills Upgrading**

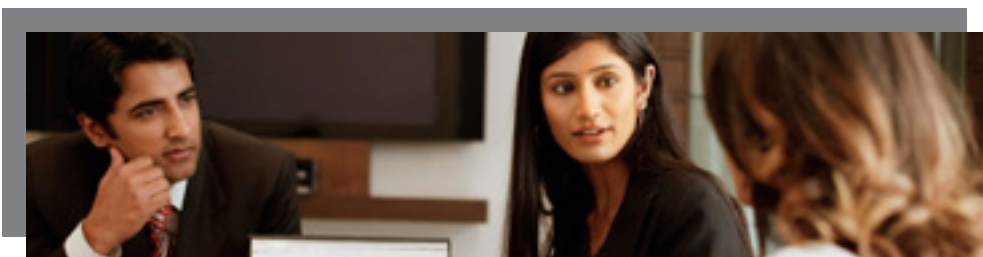
Upgrade your reading, writing, math, computer and/or soft skills in order to pursue a degree or career. Whether preparing for Adult Credit School, Apprenticeship or College, returning to work or education, this course will provide individualized instruction at your own pace.

### **GED Preparation**

Get individualized support and instruction while preparing for your GED. All subjects are offered.

### **Literacy and Computer Skills for Adults with Special Needs**

Through individualized instruction and support, adults with varying levels of abilities build and enhance their employability and life skills for success and independence at their own pace.





# COURSE LOCATIONS AND TIMES

MAPLE & VAUGHAN	Morning	Afternoon	Evening	Saturday
Ahmadiyya Mosque	√			
Al Palladini Community Centre	√			
Discovery Public School	√			
Dufferin Clark Library	√			
Maple Library	√			
Maple High School			√	
North Thornhill Community Centre	√			
Pierre Berton Resource Library	√			
St. Andrew's Presbyterian Church	√			
Woodbridge College			√	
Woodbridge Library	√			
Woodbridge Lions Club	√			
Woodbridge Public School	√	√		
MARKHAM & UNIONVILLE				
Angus Glen Library	√	√		
Aldergrove Public School		√		
Armadale Public School	√			
Bridle Trail Baptist Church	√	√		
Ellen Fairclough Public School	√			
Markham Chinese Cultural Centre of FCCM	√	√		
Markham Chinese Baptist Church	√	√		
Markham South Welcome Centre	√	√	√	
Milliken Gospel Church	√	√		
Milliken Mills Library	√			
Parkland Public School	√			
Pierre Elliott Trudeau High School			√	
Social Services Network		√		
Unionville Alliance Church	√	√		
Unionville High School				√
AURORA & NEWMARKET				
Alexander Muir Public School			√	
Aurora High School	√		√	
Bethel Church	√			
RICHMOND HILL				
Bayview Hill Community Centre	√	√		
Bayview Secondary School			√	√
Richmond Hill United Church	√	√		
Richmond Hill Chinese Baptist Church	√	√		
Richmond Hill Christian Community Church	√	√		
Rouge Woods Community Centre	√	√		
STOUFFVILLE				
Whitchurch-Stouffville Museum and Community Centre	√			
EastRidge Evangelical Missionary Church	√	√		
THORNHILL				
Bathurst Clark Resource Library		√		√
Thornhill Baptist Church	√			
Thornhill Community Library	√	√		
Uplands Community Learning Centre	√	√	√	

CITIZENSHIP				
Markham Chinese Baptist Church		√		
Richmond Hill Chinese Baptist Church		√		
Uplands Community Learning Centre			√	
COMPUTER TRAINING, GED PREP, SKILLS UPGRADING/LBS				
York Works - Stouffville	√	√		
Uplands Community Learning Centre	√	√	√	
Participation House	√	√		
LANGUAGE INSTRUCTION FOR NEWCOMERS (LINC)				
Uplands Community Learning Centre	√			

**Click the table for specific location information and directions.**

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