



# Walter Scott Public School

500 Major Mackenzie Dr. E., Richmond Hill, ON L4C1J2  
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[walter.scott.ps@yrdsb.ca](mailto:walter.scott.ps@yrdsb.ca)

*"A Place Where Everyone Belongs"*

**September 2019**

## Administrative Team

Principal: Andrea Welburn  
[andrea.welburn@yrdsb.ca](mailto:andrea.welburn@yrdsb.ca)

Vice Principal: Janine Franklin  
[janine.franklin@yrdsb.ca](mailto:janine.franklin@yrdsb.ca)

## Administrator Assistants

Foroozan Aleyassin  
Maria Egnatis

## Superintendent of Schools

Michael Cohen  
905.884.4477

## Trustee

Corrie McBain  
416.219.7426

## Transportation

[www.schoolbuscity.com](http://www.schoolbuscity.com)

## School Hours

8:15 a.m.	Staggered Entry
8:30	Morning Bell
8:30-9:10	Period 1
9:10-10:10	Period 2
10:10-10:40	Recess
10:40-11:40	Period 3
11:40-12:20	Period 4
12:20-1:20	Lunch
1:20-2:20	Period 5
2:20-3:00	Period 6

## Important Dates

Sept. 3	First Day of School
Sept. 23	PA Day (no school)
Sept. 26, 27	Picture Day
Oct. 3	Curriculum Night



## From Your Administrative Team!

Welcome to a New School Year! It is indeed an honour to welcome every student, parent and staff member to Walter Scott Public School! We are very excited to kick off the 2019 - 2020 school year. A tremendous amount of work goes into starting a new school year. We would like to thank the staff for their continued hard work and dedication to students.

Our school office administrative assistants, Ms. Aleyassin and Ms. Egnatis have put in countless hours in preparation for our September opening. Mr. Donaldson and the caretaking team have worked hard at cleaning the school and moving all of the furniture and other fixtures into the classrooms. Our teachers have worked hard at ordering materials and have spent hours setting up their classrooms for our September start.

Parental involvement is a key factor in student achievement and success in school. We invite all parents to become involved in our School Council. Please see the School Start Up Package for further information. At Walter Scott, it is our goal to have regular communication between home and school. We aim to achieve this in a variety of ways: student agendas, email updates, e-Newsletters, and scheduled meetings. Phone calls are always welcome.

We welcome several new staff members to Walter Scott PS!

- Ms. Carr (Prep Coverage)
- Ms. Hopkins (Jr/Int Community Class)
- Ms. Martens (Prep Coverage)
- Ms. Malik (gr. 5/6)
- Ms. Lue (gr. 1/2)
- Ms. Sohbaty (JK/SK)
- Ms. Jacobson (Educational Assistant)
- Ms. Rose (Educational Assistant)

Welcome back Ms. Pepin (gr. 7) and Ms. Kastelic (EA) who are returning from maternity leave.

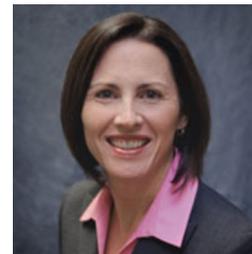
We look forward to the challenges and successes that lie ahead. We also look forward to a strong partnership between home and school to ensure that each student reaches their fullest potential.

Sincerely,  
Andrea Welburn  
Principal

Janine Franklin  
Vice-Principal

## Message from our Trustee

I am so pleased to welcome all of our new and returning families to another school year. As your school board trustee, it is my role to advocate for quality public education in York Region, and to ensure that our students remain at the centre of all of our decision making. The [Board of Trustees](#) makes [policy](#) and [budget](#) decisions, and communicates with the public, among other [responsibilities](#).



We are also responsible for setting direction for the school board, through our [Multi-Year Strategic Plan](#). This plan sets out four priorities: Foster Well-Being and Mental Health, Build Collaborative Relationships, Champion Equity and Inclusivity, and Empower Ethical Leadership.

As we start the new school year, I want to highlight the importance of relationships. We want to build and maintain relationships with our families that are built on trust, respect and responsive communication. To support that, I will continue to keep you informed of our work and priorities, and I encourage you to [contact me](#) if you have any questions or concerns. You can also find the [message from the Chair of the Board](#) on the Board's website.

In addition, I invite you to share your feedback on our Board policies. Policies govern everything from field trips, school volunteers, equity and inclusive education, student discipline and much more, and we greatly value input from families on these important matters. We regularly post on our website the [policies that are under review](#) and available for comment as well as information about how to share your feedback. I hope you will take a look.

I know school staff are excited to welcome back students, and I look forward to meeting more of our families throughout the upcoming school year. I encourage you to build a relationship with the staff members and community at your school. There are so many [different ways to get involved](#) and support your child's education. I hope you have a great start to the school year and wish you a happy, safe and successful year ahead.

Corrie McBain, Trustee, Richmond Hill Wards 1, 2 and 4

## Family Contact Information (Office Index Card)

A copy of your family contact information that we currently have on file will be sent home on September 10th. Please carefully review and update this information. If your information has changed, please write the change on the sheet and return it to the office by September 13th. This information is important as we rely on it for communication with parents or in case of an emergency or injury.

## School Start-Up Forms

You will be receiving an important package of forms. Included in the package is information for students with respect to lunch procedures, use of technology and walking in the neighbourhood. Please read over BOTH SIDES of the pages and sign as required. Kindly return all forms to school on or before Friday, Sept. 6th.

## Lost & Found

Please label your child's belongings so that found items can be returned to them. Lost & found bins are located in the Primary and Junior/Intermediate hallways. Check the bins periodically throughout the year. You'll be surprised at what you find!

## School Visitors

All parents and visitors are required to sign in at the office and wear a visitor's pass. As well, we ask that families wait for their children outside the exit door. If you need to speak to your child's teacher, please send a note or call to request an appointment.

Following these procedures fosters independence in students and ensures a greater degree of safety for all.

## Litterless Lunches!

Walter Scott P.S. is committed to being an ECO school, thus we ask families to send Litterless/Waste-Free lunches. This reduces waste in the environment. This also lets parents see how much food is not being eaten and can therefore plan lunches accordingly. Using reusable containers vs. disposable packaging is great for the environment and is financially rewarding!



Did You Know? The [Eco Watch Energy and Waste Website](#) is a great tool for students and staff to learn about energy consumption and waste generation within their own school/building.

Please send lunches to school with students in the morning. If this is not possible, lunches can be dropped off on the shelf outside the office. Be sure your child's name is on it so they know it is theirs. Parents are asked to have a conversation with their children, advising them that if a lunch is not put in their lunch bag, they are to check the shelf outside the office at lunch time.

## Staggered Entry

Staggered entry maximizes instructional time and promote student well-being. Important details include:

- 8:15 a.m. side doors are open for students to enter school and prepare for the day
- No outside supervision
- Teachers supervise inside, rotating between classrooms
- 8:30 a.m. the three side entry doors are locked
- Students arriving after 8:30 are late, must enter through the front door, and go directly to class
- Students arriving between 8:30-8:45 are marked late by the teacher
- O'Canada will start promptly at 8:30
- Teachers will begin instruction immediately after O'Canada and announcements
- 8:45 a.m. the front door is locked
- Students arriving after 8:45 must stop at the office for a late slip
- 8:00-8:30 Students attending the Breakfast Program enter through the front door

**Please do not drop your children off for the Breakfast Program before 8:00 am.  
Teacher supervision begins at 8:15 in the hallways.**

## Email Communication

In keeping with our eco-theme, Walter Scott P.S. uses email to send notices and newsletters. If you are not receiving our newsletter, please notify the office and we will be sure to add or correct your email information.



## Drop Off & Pick Up Safety

Student safety is our number one priority. We have had some situations during morning drop off and afternoon pick up where students were almost hit by cars and seriously injured. We have a crosswalk beside our parking lot. Cars entering and exiting the parking lot put student safety in danger as they drive through the crosswalk.



Please adhere to the following:

- There are to be no cars in the bus loop between 8:15 a.m - 8:45 a.m. and 2:45 - 3:15 p.m.
- The bus loop is similar to a one-way street. Please do not exit the bus loop through the entrance. Use the south exit.

- Cars that enter the parking lot before 2:45 p.m. will not be able to exit until 3:15 p.m. after the students have finished using the crosswalk and the buses have left the bus loop.

Please:

- Drop students off on the west side of Sussex Ave. so students don't have to cross the street in a high traffic zone.
- Park on a side street, walk to the school and make arrangements to meet your child at their appropriate exit door.
- Consider carpooling or partnering with another family to walk to school.

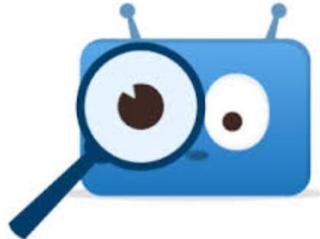
We appreciate your continued commitment in ensuring student safety during pick up and drop off times.

## Attendance / Safe Arrival

We check our attendance twice each day. After morning recess announcements and afternoon entry, class lists are sent to the office identifying students who are absent.

If a child is going to be absent or late, parents are asked to send a note in advance to the homeroom teacher or call the school office. The answering machine is on at all hours, so parents can leave a message whenever it is convenient.

By calling, you are letting us know that your child is safe and it saves our secretaries from having to interrupt you at work or to try to locate you. You can also report absences through EDSBY.



When a student is not in school and is not accounted for we will:

- Call home to see if the child is there, then
- Call the parent/guardian at work/mobile, then
- Call the emergency contact numbers on file, and finally (if we are unable to speak to anyone to confirm the child's safety),
- Call the York Regional Police

This call is a safety check; in accordance with the YRDSB Safe Arrival Policy #665.

*Please Call Us When Your Child is Absent*

## Punctuality is Important!

Students need to be on time everyday. When late, children miss learning (often Literacy and Math) and then have difficulty trying to catch up.

Punctuality is an important life-skill that is valued by school, employers, and society. At school each day, the bell rings at 8:25 a.m. so students have time to enter the building, get their belongings put away and go to their classroom ready to learn by 8:30 a.m.

Children learn from what they watch us do. Parents/Guardians are asked to strive to have students arrive at school on time each day and start their day off on the right foot!



## School Agendas \$5

School agendas are used by all students Grade 1 to 8 on a daily basis, to help students organize homework and important dates. It provides a place for students to write their timetable, review school policies, and develop time management skills.

The agenda is also a place where you can communicate with your child's teacher. We ask that you support your child's use of the agenda by signing it on a regular basis.

Kindly pay \$5.00 by Friday, September 6th through School Cash Online. You can access through our school website [www.yrdsb.ca/schools/walterscott.ps](http://www.yrdsb.ca/schools/walterscott.ps)



### School Cash ONLINE

Our school will be accepting online payments through School Cash Online. School related expenses and permission forms such as pizza, field trips, and fundraisers will be online for you to make payment through credit card or debit.

Please register using the information in the School Package. You will need your child's student number which can be found on their June Report Card. You can register using the School Cash Online button on the bottom of the school website at <http://walterscott.ps.yrdsb.ca/>

Please register as soon as possible.



### Cell Phones & Personal Technology

It is expected that students will only use cell phones and personal technology during the school day, under the supervision of their teacher as part of the instructional program. We want students focusing on their learning and directing their energy in this regard.

Students may bring a cell phone or technology to school, but they may not use the device unless supervised by a staff member.

Students and families are expected to establish routines for communication that do not involve the use of cell phones during the school day. Parents may contact the office to get a message to their child and are asked not to send texts or emails to students during the school day. Please be aware the school is not responsible for lost or stolen devices.

Your support in making our school environment a place that values learning is much appreciated.

### Twitter

York Region District School Board are on Twitter as part of our ongoing effort to enhance parent, family and community engagement in public education.

The following information can be found over the next school year:

#### @YRDSB

- Busing and transportation
- Board policy information
- Student programs and events
- Board meetings and agendas
- New content on YRDSB website
- Board events and photos
- Media releases



## Breakfast Club

BREAKFAST CLUB starts again this year on September 9th! Volunteers prepare and serve a nutritious breakfast each morning starting at 8:00 a.m. for children who are unable to have breakfast before coming to school. Students are welcome to come, enjoy breakfast and then go outside to play.

There is no charge as the Breakfast Club is funded by a small grant from the Ontario Breakfast for Learning Fund and private donations from our school families and individuals. New volunteers are always needed to help prepare and serve breakfast. If you are able to volunteer please contact the school office.

We welcome financial contributions and a tax receipt will be provided. Cheques may be made out to the Richmond Hill United Church (Breakfast Club).



## School Council Nominations

The Walter Scott School Council is an advisory group that meets to discuss issues that are pertinent to the education of all children who attend WSPS and to the Walter Scott community. This is a wonderful opportunity for you to be involved, have a voice, and make a difference at your child's school. Outlined below is a summary of the purpose and function of this group.

### PURPOSE:

- To work together to create a School Improvement Plan that supports the learning of all students
- To assist the school staff in responding to areas of interest to the community
- To develop and maintain strong communication with students, parents and educators

### COMMITMENT:

- Meetings typically occur from 12:20-1:20 on Fridays. Dates have yet to be determined.
- All members are expected to attend all meetings
- The group will work together in a spirit of cooperation and collaboration

### MEMBERSHIP:

- Parents, teachers, support staff, principal, vice-principal, community member

If you are interested in joining the Walter Scott School Council, please complete the nomination form that was emailed and return to the school office by Friday, September 14th. Our first meeting will be Friday, September 13th from 12:15 to 1:15 p.m. at WSPS.

If you have any questions about the School Council process or to obtain an additional copy of the nomination form please contact the school office.

## 360 Kids - After School Program

The 360 Kids After School Program (360 ASP) provides students across YRDSB with activities that promote healthy and active lifestyles, in both body and mind. The program includes a variety of physical

## Before & After School Daycare Program

The before and after school program at WSPS is run by the

activities and sports, cooking classes, a daily healthy snack, guest speakers, some reading and homework help, along with self-esteem building activities.

The first day of program will be **Monday September 9<sup>th</sup>** upon dismissal! Walter Scott PS will be offering a double program for students grade 6, 7 and 8 from 3:00-6:00 p.m.

Group 1: Mon/Wed/Thurs  
Group 2: Tues/Wed/Thurs



Space is limited so please make sure you register right away to join in on all the fun. You can register online at <http://www.360kids.ca/programs-and-services/after-school-program/> or pick up a registration form in your office.

Looking forward to a great year!  
The 360 Kids Staff Team

YMCA. This program is available for students in Kindergarten up to the age of 12. The hours of operation are from 7:00 a.m.-8:30 a.m. and from 3:00-6:00 p.m. For more information, call Mason at 416-843-1004



## Creating Safe and Healthy Schools for People with Allergies

School staff and parents are responsible for creating safe and healthy environments for students and staff. This is an additional challenge for schools attended by children with life threatening allergies. While it is impossible to create a risk-free environment, school, staff and parents can take important steps to minimize potentially fatal allergic reactions as there are implications for the whole school, not just individual classrooms.



**Please communicate a child's life-threatening allergy to the school as soon as you are aware of it.** Please notify the office and your child's teacher so that we have accurate records and establish the protocol to follow with your child.

### *What can you do?*

- Read the label on foods sent to school
- Remind your child not to share food
- Pack foods that are free from products which contain nuts or nut by-products. Even tiny amounts of peanut/nut residue on containers, utensils, jars, etc., can be harmful
- If there is a risk a food contains or has been in contact with nuts, it should not be sent to school

### **\*\*\*Medication Alert\*\*\***

If your child requires medication (e.g., inhaler, Epi-pen), please bring it to the office immediately or call the office to let us know you are sending it with your child.

It is important that these medications are on hand and available to your child in the event of an emergency. We also need to complete the required documentation for the administration of the medication. You can pick the form up from the office, or we will send it home to you.

Any medications sent to school must be stored at the school office.

- Be aware that nuts are not the only allergen, others include: shellfish (shrimp, lobster), fish, eggs, milk, latex and insects (bees, yellow jackets, hornets, wasps)
- In some products, the life-threatening allergen may be “hidden” (e.g., chocolate bars, granola bars, cookies, playdough, stuffed toys)
- Be aware of cross-contamination. This is when a safe food comes into contact with an allergen. This causes the safe food to be unsafe. Cross contamination is a frequent cause of anaphylactic reactions and can occur by means of hand-to-food or food-to-food
- Remind your child not to share any implement involving oral contact, such as a musical instrument mouthpiece, water bottle, cup or glass, fork, etc.



We appreciate your support in working towards providing a safe environment for all our students.

[www.schoolbuscity.com](http://www.schoolbuscity.com)

### Student Transportation Services Website

The STS website is a valuable tool for families and contains important transportation information including:

- Bus stop location, route information and service times for all schools
- Daily late bus listings
- First time rider safety events
- Answers to frequently asked questions
- STS information brochure
- Policies and procedures

Please visit the website, for answers to transportation questions.



### Helpful Student Transportation Tips for Families

Please consider the following helpful tips when preparing for your child to ride the bus to and from school.

- Often parents want to drive children to school on the first day. Student Transportation Services recommends that if you drive your children to school on the first day, you also pick them up
- Communicate any changes to daycare locations to your child’s school prior to the start of the school year to ensure your child is placed on the correct bus
- JK, SK and Grade 1 students must be met at the bus stop by a parent/guardian
- Keep current phone and emergency contact numbers up to date with the school office
- Record the bus company and route # for your child and keep it in a safe and accessible place
- Have an alternative arrangement for your child should unexpected circumstances such as traffic delay or any other emergency occurs

Student Transportation Services of York Region would like to thank you for your cooperation as we continually focus on providing safe and efficient transportation for students.

### September School Bus Transportation Notice

Each summer, Student Transportation Services of York Region makes adjustments to bus route schedules to accommodate new students and new school openings. As a result, some students experience changes in their bus schedule or route number. Please confirm bus stop service for September by checking [www.schoolbuscity.com](http://www.schoolbuscity.com). If you are unable to find the information you require, please contact your school.

During the first two weeks of school, students should arrive at their bus stop *ten minutes early*. After this, students are asked to arrive 5 minutes early, as each bus route develops its regular routine and service times.

#### Transportation Eligibility

In accordance with Board policies, transportation is provided for students who live within their designated Home School attendance area and outside their grade appropriate Non-Transportation Zone. Transportation eligibility changes throughout a student's school career. **Please note students currently in Grade 3 and Grade 8 who use school bus service may see a change in their eligibility as they transition to Grade 4 and Grade 9.**

#### Eligibility JK-Grade 8

- All students in Grade JK-3 who live within 1.2 km of school are not eligible for transportation
- All students in Grade 4-8 who live within 1.6 km of their school are not eligible for transportation
- All students in Grade 9-12 who live within transit served area are not eligible for transportation

Parents of students entering Grade 4 and Grade 9 may confirm their transportation eligibility to accessing the Bus Stop Information tab at [www.schoobuscity.com](http://www.schoobuscity.com). Students not eligible for transportation who wish to obtain York Region Transit information should visit their website at [www.yrt.ca](http://www.yrt.ca) or phone 1.866.668.3978.

# September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <b>Labour Day (no school)</b>	3 Day 1 First Day of School SK-8  JK 9:30 to 11:30 a.m.	4 Day 2 First full day for JK students  Back to School Assembly	5 Day 3	6 Day 4 School Start-up Forms Due	7
8	9 Day 5 Breakfast Club Begins	10 Day 1 Office Index Cards Sent Home	11 Day 2	12 Day 3	13 Day 4 School Council Nominations School Council 12:15 - 1:15 pm  Office Index Cards Due	14
15	16 Day 5	17 Day 1	18 Day 2	19 Day 3	20 Day 4 Pizza Orders Due through School Cash Online	21
22	23 Day 0 <b>PA Day (no school)</b>	24 Day 5 Gr. 7 to Swan Lake (Ms. Pepin)	25 Day 1 Gr. 7 to Swan Lake (Mr. Branoff)	26 Day 2 Gr. 4 to Swan Lake (Ms. Johnsen, Ms. Lu, Ms. Fixler)  Picture Day	27 Day 3 Picture Day	28
29	30 ♦ Rosh Hashanah  Scholastic Book Fair for the Week!	<b>Walter Scott Public School (905) 884-2693</b>				