


# Yorkhill Elementary School

350 Hilda Avenue Thornhill, ON L4J 5K2  
Phone: (905)764-5292 Fax: (905)764-5294  
email: [yorkhill.es@yrdsb.ca](mailto:yorkhill.es@yrdsb.ca)  
website: <http://yorkhill.es.yrdsb.ca>

## Our Touchstone

At Yorkhill Elementary School, we welcome everyone with open arms, open minds, and open smiles  
Looking past people's differences and valuing each others' strengths makes us stronger  
We accept ourselves for who we are and treat others as we would like to be treated  
Taking pride in ourselves and our work, we do our best and make good choices  
We learn from our mistakes and grow with every new opportunity  
Respect is essential. Bullying is not tolerated  
Communicating in a polite and gentle way, we use words to solve problems  
We encourage each other to live out our goals, hopes, and dreams  
We understand  
We care about those in need; selfishness has no place at Yorkhill  
We strive to make a positive difference in our world; to care about the environment is to care about ourselves  
We keep on moving. Forward is the only direction.

 we can!

## Start-Up Information Package

2019/20



# Yorkhill Elementary School



350 Hilda Avenue Thornhill, Ontario L4J 5k2

Tel: (905) 764-5292 Fax: (905) 764-5294

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## Administrator's Message

*Dear Parents/Guardians,*

*Welcome to all our new and returning families. We hope you had a wonderful, relaxing summer and are looking forward to the new school year.*

*This package includes important information about our school, including forms you need to complete and the Guide to the 2019/20 School Year.*

*Please review and sign the documents contained in the accompanying Book of Forms. The package includes important information about the school, and a number of forms that you need to complete for each child.*

**Return the completed forms to your child's teacher by September 10, 2019**

*We have a dedicated staff with a strong commitment to student well-being and achievement, and to creating an environment where everyone feels safe, welcome and respected.*

*We look forward to speaking and working with you in the months ahead. Please do not hesitate to contact the school if you have any questions. We welcome the opportunity to speak with you.*

*Visit our school website <http://yorkhill.es.yrdsb.ca>*

*We wish you all a happy, safe and successful school year.*

*Sincerely,*

*Josie O'Hara Principal  
Yorkhill Elementary School*

## Our School

Office hours: 8:15a.m to 4:15p.m

### School Day Organization:

Period	Times
Before school	8:35-8:50 a.m.
Period 1	8:50-9:50
Period 2	9:50-10:30
Recess	10:30-10:50
Period 3	10:50-11:50
Period 4	11:50-12:30
Lunch	12:30-1:30
Period 5	1:30 - 2:30
Period 6	2:30 – 3:10
Dismissal	3:10



### Punctuality

**Punctuality is a life skill that is valued by school, employers in the workplace, and society. Regular attendance ensures continuity of program and assists students in achieving academic success. The first entry bell rings at 8:45 a.m. and classes begin at 8:50. Students are expected to be in the school yard at least five minutes prior to the 8:45 a.m. bell. Please ensure your child arrives to school on time.**

We will inform parents if a student's attendance is a matter of concern. Severe cases will be referred to the York Region District School Board's attendance counselor.

### School Cash On-Line

School Cash Online provides the following benefits:

- A convenient fee payment option that saves time
- Reduces paper
- No more need to send cash or cheques to school
- A quick way to register. It takes less than 5 minutes to register.

Notifications will be sent to parents/guardians regarding online purchases throughout the school year.

### Allergies/Medical Conditions

There are students and staff members in our school who have life-threatening allergies to nuts and other allergens. If they smell or come into contact with these foods, they may have an anaphylactic reaction. **To help create an allergen-safe environment, do not bring peanuts, nuts, sesame seeds or products containing peanuts, nuts or sesame seeds to school.** If your child has a serious or life-threatening allergy or medical condition, let the school know immediately and speak to the school office about completing the appropriate medical forms.



### PEANUTS, NUTS AND SESAME SENSITIVE ENVIRONMENT

In order to protect our many students with life-threatening allergies to peanuts, nuts and sesame seeds, we remind all parents and guardians that Yorkhill E.S. depends on your cooperation in ensuring that your child/children do not bring food to school which contains peanuts, nut products or sesame seeds.



### Attendance

Regular attendance and punctuality are important to keep up to date on lessons and learning experiences. In order to maintain the integrity of the program by exposing the students to their required hours of formal instruction, we

discourage students from taking vacations during the school year. The school is not responsible for providing extra work while students are on vacation during the school year. Students who miss school for whatever reason, are responsible for lessons, tests and assignments missed during their absence. Students/parents should speak with those teachers involved to get missed work if they are absent due to illness or emergencies.

### **Announcements**

Important information is shared with students during the morning announcements. Students should listen attentively and respectfully during the announcements.

### **Arrivals and Departures**

**In an effort to make drop off/pick up as orderly and safe as possible we ask that parents/guardians who drive their children to school please park in the Garnett Williams parking lot behind the school and use the path which connects this parking lot to the back of Yorkhill.**

**Please note that cars are not permitted to drive through, stop or park in the bus loop at any time. The loop is for buses only. Parking in the bus loop is strictly prohibited at any time of the day. This is the fire route and we require that this area remain open in the event that emergency vehicles need access to the school.**

**Students who use bicycles, rollerblades, skateboards or scooters to travel to school:**

- Must wear a helmet.
- Must walk while on school property.
- Should lock bicycles on the bike rack.
- Must store rollerblades, skateboards or scooters in their locker or backpack.

The school is not responsible for any lost or damaged personal items. Note: Skateboards and rollerblades are not allowed on school property.

### **Bus Policy**

All students are expected to behave in a manner that allows the driver to focus on transporting students safely and that ensures all students have a safe and comfortable experience while on the bus.

Students are expected to:

- ride on the bus to which they have been assigned
- listen to instructions from the driver
- remain seated at all times
- be courteous and respectful to each other and the bus driver
- refrain from boisterous behaviour, fighting and the use of profane language
- use quiet voices
- refrain from throwing objects
- refrain from eating, drinking or littering
- be responsible for any willful damage or vandalism to the school bus



### **Bus Information**

More information about bus routes and times can be found at [www.schoolbuscity.com](http://www.schoolbuscity.com) or contact 1-877-330-3001. Parents/guardians, it is important to remember your child's bus number and pick-up/drop-off times.



### **CODE OF STUDENT CONDUCT**

Students are expected to demonstrate behavior that is respectful and courteous at all times. This includes demonstrating respect for each other and our communities. These expectations are indicated in our school's Code of Conduct. Students are expected to follow these rules of behavior on school property and during Board or school-sponsored events and activities.



### **THE YORKHILL TOUCHSTONE AND CODE OF CONDUCT ARE BASED ON RESPECT**

We believe that students learn best in an environment which is safe from physical and verbal abuse. Students learn best when they feel respected, valued and celebrated.

We believe that teachers work best in an environment where learning and teaching are central to all school activities and where they too, are respected, valued and celebrated.

We believe that parents are partners in the education of all students.

### **CLASS PLACEMENTS**

Due to late registrations and enrolments, there may be staffing changes and class reorganization during the first few weeks of school. We do our best to keep these changes to a minimum and to support students during any transitions.

### **COMMUNICATION BETWEEN HOME AND SCHOOL**

Parents/guardians are our most important partners in educating children. We communicate with you in a variety of ways throughout the year.

### **Agenda**

The student agenda serves as a useful way for educators and parents/guardians to communicate.

Parents/guardians, please check your child's agenda daily. We may also communicate through regular newsletters.

### **Canada's Anti-Span Legislation (CASL)**

Canada's Anti-Span Legislation (CASL) impacts how schools, staff and school councils communicate electronically to parents. CASL prohibits the sending of any type of electronic message that is commercial in nature (e.g. registration fees, pizza days, field trips, fundraising, etc.) unless the recipient has provided specific and informed consent. CASL does not apply to electronic information messages or to hard copy formats.

To subscribe or unsubscribe to commercial electronic messages, parents/guardians should visit the school website and, using the link provided, submit a valid email address.

### **Email**

To improve communication between home and school and reduce paper use, we coordinate an email distribution list. The list will be maintained and used only by school staff to communicate electronically to parents/guardians. Your email will not be sold, distributed or publicly posted. As well, notices and email blasts are sent home when additional information needs to be circulated. We endeavor to send newsletters and other pertinent information home through email as much possible.

### **Stay Connected Online**

You can also stay connected online through our school website <http://yorkhill.es.yrdsb.ca> Some classrooms also have blogs, Twitter feeds or newsletter to help you stay connected. Your child's teacher will provide more information.

In addition, you can follow Board news and updates at [www.yrdsb.ca](http://www.yrdsb.ca) or on Twitter @YRDSB

### **DRESS CODE**

Students are to dress at all times in modest comfortable clothing that is respectful of themselves and others. This includes keeping midribs and shoulders covered. Students must remove hats and any other non-religious head coverings.

Students are asked to wear outdoor shoes during recess and lunch hour and clean shoes indoors.

### **EMERGENCY INFORMATION**

Let the office know as soon as possible if any of the following information changes:

- Address, work or home numbers or other contact information
- Emergency contacts and telephone numbers

- Changes in custody agreements
- Medical Alert or changes in health condition (e.g. allergies, medications)

### **EXCURSION/COMMUNITY WALKABOUTS**

Teachers may take classes on walks around the community to support classroom programs. As well, many physical education classes and other activities are held outdoors, weather permitting. You will be informed whenever school vehicles are used for longer trips

### **HOMEWORK**

Homework is an important part of success in school. It helps reinforce the learning that takes place at school. Help your child develop the “homework habit” early. Schedule a “homework time” on a regular basis. Provide a quiet location where your child will be free of interruptions. Certainly help your child with his/her homework but do not do it for him/her. The homework policy has been revised in accordance with the board’s commitment to both achievement and well-being for all students. The policy has been broadened beyond a literacy context and places increased attention on the importance of personalization and home-school balance in support of student learning and well-being.

### **LUNCH TIME AGREEMENT**

Students who remain at school for lunch will eat in their classrooms where they are supervised by teachers and school assistances. Unless students are going home for lunch, students are expected to remain on school property for the entire lunch period. Students who leave school property for lunch must complete the lunch time form in the book of forms package and return it to their teacher.

**Only Grade 8 students are permitted to go off school property at lunch time** (i.e. the plaza) A form will be sent home for grade 8 students. Please fill out the Lunch Time Form for Grade 8’s and return it to the office.

Special forms will be sent home for students wishing to participate in pizza lunches, sub lunches, or the Kids Kitchen program, which are all available on specified days and payable through Cash On-Line.

If you choose to drop off your child’s lunch at the school, please come to the office by **12:15 p.m.** and leave it on the designated table at the entrance. Please ensure your child’s name is clearly written on the lunch.

### **SCHOOL COUNCIL**

As parents/guardians, there are many ways you can be engaged in your child’s learning at home and at school. This includes getting involved with the school council. Contact the school office staff for more information.

### **STUDENT PERSONAL INFORMATION**

Schools routinely collect, use and release student personal information, in keeping with the Education Act and other laws. Whenever your child’s personal information is collected, its use will be explained to you.

If you have any questions about your child’s privacy protection, please contact the school principal or the information Access and Privacy Office at 905 727-0022 ext. 2015

### **STUDENT PERSONAL INFORMATION**

Please see below for a list of examples of when permission will be sought. Please note that is a non-exhaustive list of examples.

<b>Typical Uses (No Permission Needed)</b>	<b>Typical Disclosures (Permission Needed)</b>
<ul style="list-style-type: none"><li>• In-school displays</li><li>• Yearbooks</li><li>• Teaching videos</li><li>• Assemblies, graduation</li><li>• Honour Roll</li><li>• Transition between elementary and secondary school</li><li>• Video surveillance for safe schools purposes</li></ul>	<ul style="list-style-type: none"><li>• Public displays</li><li>• Media interviews</li><li>• School website</li><li>• Digital yearbooks</li><li>• Pre-transfer approval</li><li>• Ministry reporting requirements</li><li>• Webcasts, video conferences</li><li>• External third parties e.g. lawyers, agencies</li></ul>

### **USE OF NON-BOARD ELECTRONIC DEVICES**

**Students are not permitted to use cell phones/smart phones while at school. Cell phones and other personal communication devices must be turned off and kept out of sight for the duration of the school day, including recess and lunch, (i.e. 8:50 a.m. -3:10 p.m.) except with the clear permission of the classroom teacher for instructional purposes.**

Students may use the courtesy phone in the office if they need to contact their parents.

Discussions will take place in our classrooms throughout the year about the impact of digital footprints and how a positive attitude towards using technology supports collaboration, learning and productivity. Camera and/or video functions on mobile devices are not permitted for use on school property without clear permission from the principal or teacher. Infractions will be dealt with as student discipline, under Board Policy #668.0, Caring and Safe Schools and its related procedures.

There are expectations for students who need specific devices as per their Individual Education Plan, such as voice recorders and laptops. The use of these tools is managed by Board staff.

At no time may electronics devices be used in washrooms or change rooms.

Students are responsible for the care and security of their personal devices. The school is not responsible for any damage, loss or theft.

### **VISITORS**

All visitors, including parents/guardians, must:

- use the main entrance of the school
- check in at the school's main office when they arrive. The office staff can get important messages and materials to your child.
- Sign in and obtain a visitor pass to wear while in the school. This pass signals to staff members and students that you have signed in at the office.



### **VOLUNTEERING IN THE SCHOOL**

We welcome and encourage the important role that parents/guardians and community members play in education. There are many opportunities for you to get involved at the school. For more information, contact the school office staff or review Policy and Procedure #280.0, Volunteers in Our Schools. If you are interested, please complete the Volunteers in Our School Form and return it to the school office, Attention Jennifer Angel.

Please note: All volunteers will require a Vulnerable Sector Screening Check.

### **ACCIDENTS AND INSURANCE**

All accidents should be reported to a teacher and the school office so that a record of the incident can be completed. The York Region District School Board provides insurance plans with several options for insurance. Applications are available in the school office in September. **Parents are strongly encouraged to participate in one of these plans.**

### **SAFE ARRIVAL PROGRAM-INFORM ATTENDANCE SYSTEM**

Yorkhill Elementary School is now using INFORM for Safe Arrival of our students. If your child will be absent or late, you must call the school at 905 764-5292 before 8:50 a.m. When you call the school you will be prompted by an automated message. Please follow the prompts in order to report your child's absence or lateness. If you have not called in by the bell time 8:50 a.m. you will receive an automated phone call from INFORM at which time you will be able to report your child's absence or lateness by following the prompts. Please be sure to answer your phone after 8:50 a.m. in order to report the absence or lateness. If you did not answer the phone call from INFORM, the school will call you to verify the absence.

- For absences that are planned, please inform your child's teacher by note, giving the date and time of the expected absence and by entering the information for the absence on EDSBY.
- In the case of a student returning from a prolonged absence (3 or more days), a written note explaining the reason for the absence is required.
- Attendance checks on students unaccounted for by **9:00** a.m. will begin with a call to your home from the INFORM automated system and then followed by the office. If there is no answer at your home, we will make the following calls:
  - ✓ to your place of business
  - ✓ to the emergency contacts as listed by you
  - ✓ to the police for assistance if we are still unable to locate your child.

Students arriving late, must come to the office for an admit slip. Students leaving the school early, must check out at the school office. A note from a parent/guardian is necessary in order to have a child dismissed early. Please make arrangements ahead of time as it is disruptive to classes to pass messages to students during instructional time.

### **EDSBY**

Yorkhill Elementary School is also using EDSBY. Please be sure to set up an account. You will receive an EDSBY invitation from the school via email. Please be sure to open up the email and click on the link sent to you by YRDSB. You will then be given the option to Accept or Decline the invitation. In order to except the invitation, you must have an active email with the school on file. We have included instructions for EDSBY in this package. Please follow the instructions to set up an account.

### **PLAYGROUND SUPERVISION**

The field and playground are supervised by staff members from **8:35 - 8:50 a.m.**, during morning recess, and throughout the lunch hour. **Parents are advised to ensure their children are not in the playground before 8:35 a.m. or after 3:10 p.m. as there is no supervision at those times.**

### **STUDENT ILLNESS**

**On many occasions, parents** send notes requesting that their children remain indoors during recess because they are not feeling well. This is not possible because there are no facilities for proper supervision in the office or in classrooms. If your child is ill, he/she should remain at home until he/she is well enough to participate in all school activities, including going outside for recess.

### **EXTRA CURRICULAR ACTIVITIES**

Extra-curricular activities are many and varied at Yorkhill. Most activities occur during the lunch hour. In the course of the year teachers will offer a variety of choices for all grades. In the past these have included art, choir, drama both English and French, sports, chess, friendship circle just to name a few. Most are free and will be announced to students over the PA and shared with parents through the Weekly Highlights sent out electronically.

### **LOCKERS**

Lockers are provided for all students in grades six to eight. Students in grade 6, 7 and 8 are expected to purchase combination locks. Students are responsible for keeping their combinations private and providing them to the homeroom teacher. At Yorkhill, it is the expectation that all students' belongings are secured in their lockers at all times.

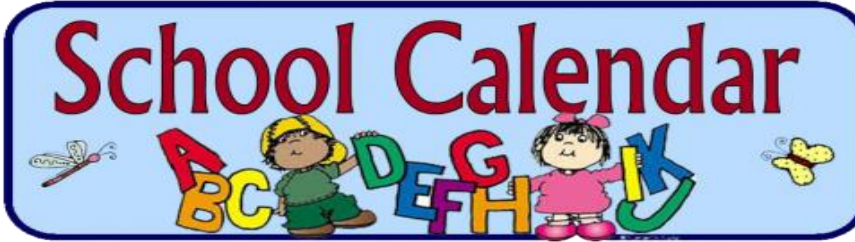


### **LOST AND FOUND**

The Lost and Found boxes are located across from the gymnasium. Parents/guardians are invited to go through the boxes and retrieve personal property. We ask parents/guardians to sign in at the office prior to entering the hallways to check the Lost and Found boxes. Please ensure that students clothing and belongings are labeled with their names. At the end of each term, items not claimed will be given to charitable organizations.



# School Calendar



## BOARD SCHOOL YEAR CALENDAR

### School Holidays

Labour Day  
Thanksgiving Day  
Christmas Vacation  
Family Day  
Mid Winter Break  
Good Friday  
Easter Monday  
Victoria Day

Monday September 2, 2019  
Monday October 14, 2019  
Monday December 23, 2019 – Friday January 3, 2020  
Monday February 17, 2020  
Monday March 16, 2020- Friday March 20, 2020  
Friday April 10, 2020  
Monday April 13, 2020  
Monday May 18, 2020

### Professional Activity and Training Days

Monday September 23, 2019  
Monday October 21, 2019  
Friday November 15, 2019  
Friday January 17, 2020  
Friday January 31, 2020  
Monday June 1, 2020  
Friday June 26, 2020

***\*\*\*Please Note that these dates are subject to change. Please check our website for updates\*\*\****

### ADDITIONAL INFORMATION

You can find more information on these and other topics in the Guide to the School Year included with this package or on the York Region District School Board website at [www.yrdsb.ca](http://www.yrdsb.ca)

## Information about School Council Nomination

A new 'School Councils' regulation under the *Education Act*, which came into effect in December, 2000 sets out specific requirements regarding elections. A Committee must be established to deal with the School Council elections of parent members. Several parents will form this committee along with the Principal. If an election is necessary, ballots will be available at our **first School Council meeting on Tuesday September 24, 2019**

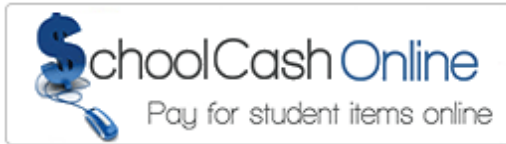
Each parent seeking election must be nominated or self-nominated in writing, must have a child registered at the school and must declare if he/she is employed by the York Region District School Board. Only the names of successful candidates shall be made public. A list of candidates and vote results will be kept on file by the Council for use in the event a vacancy on Council occurs. All individuals standing for election shall be notified of the results before the results are released to the school community.

All parents or guardians of a student enrolled at Yorkhill are eligible both to vote for and to run as parent candidates. Self-nomination will suffice. Candidates should be prepared to summarize their reasons for running for School Council. Parents may nominate themselves or other parents on the appropriate forms on the next two pages. ***Please return these forms to the school no later than Tuesday September 10, 2019*** If the number of candidates is less than or equal to the number of positions, the candidates will be acclaimed. No individual campaign literature for School Council elections may be distributed or posted in the school. Election Day proceedings shall be publicized at least 14 days prior to the election. Consider this as the information being publicized. School resources, both human and materials, may not be used to support candidates or groups of candidates.

Election Day proceedings will be conducted by secret ballot and supervised by the Principal who will conduct a lottery to determine the ballot position of each candidate. Voters must be present at the school, during pre-set hours (both daytime & evening) for voting. Elections will take place on **Tuesday September 24, 2019** in the library, at our School Council meeting.

All eligible voters shall be entitled to cast one vote for each of the candidate positions available. Ballots shall be counted by the Principal in the presence of at least 2 parents who are not election candidates. If there is a tie for the final position for a representative on School Council, the winner should be determined by lot.





[Disclaimer](#)

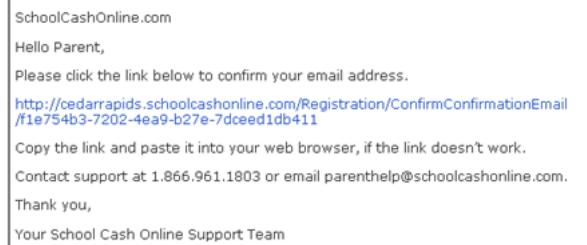
## **Step 1: Register**

- Click on the School Cash Online button on our school's website at <http://yourschool.ps.yrdsb.ca/> and select the **"Get Started Today"** button.
- Complete each of the three Registration Steps

**\*For Security Reasons your password, requires 8 characters, one uppercase letter, one lowercase letter and a number.**

## **Step 2: Confirmation Email**

A registration confirmation email will be automatically forwarded to you. Click on the link provided inside the email to confirm your email and School Cash Online account. The confirmation link will open the School Cash Online site prompting you to sign into your account. Use your email address and password just created with your account.



## **Step 3: Find Student**

**NOTE: A STUDENT NUMBER IS REQUIRED**

*This step will connect your children to your account.*

- Enter the School Board Name
- Enter the School Name
- Enter Your Child's Student # and Last Name
- Select **Continue**
- On the next page confirm that you are related to the child, check in the Agree box and select **Continue**
- Your child has been added to your account

## **Step 4: View Items or Add Another Student**

If you have more children, select **"Add Another Student"** option and repeat the steps above. 5 children can be added to one parent account.

If you do not wish to add additional children, select **"View Items For Students"** option. A listing of available items for purchase will be displayed.

## **NEED HELP?**

**If you require assistance, select the [GET HELP](#) option in the top right hand corner of the screen or contact School Cash Online – Parent Help Desk at 1-866-961-1803 or [parenthelp@schoolcashionline.com](mailto:parenthelp@schoolcashionline.com).**



## Information for Parents

### We are now accepting donations online

#### What qualifies as a donation?

**Donations** must meet the Canada Revenue Agency (CRA) criteria for a tax receipt:

- there is no benefit to the donor,
- the directed gift does not benefit any person not dealing at arm's length with the donor, and
- decisions about how the donations will be used will be made by the charity (in this case the school).

#### What does not qualify as a donation?

Examples of payments which do not qualify as donations (no tax receipt provided) and which **should not be made through the online donation module** include (but are not limited to):

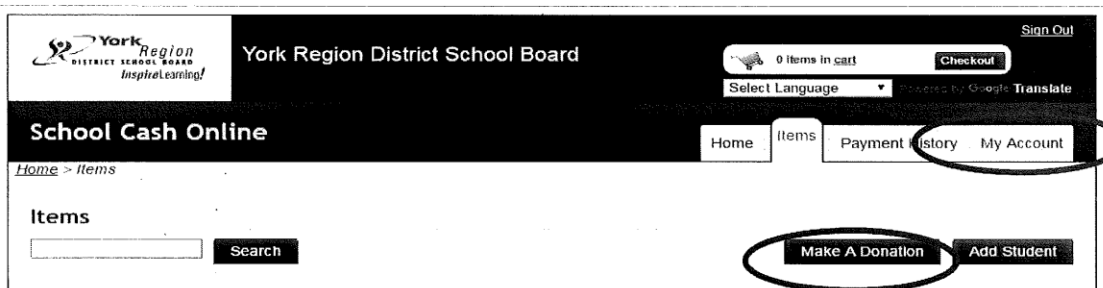
- donations to external charities (i.e. Terry Fox Run),
- payment for a table at a fun fair to sell parent crafts, and
- donations where the donor has requested that the gift be used for a specific purpose or person(s).

#### Questions?

If you have questions about donations and process please contact the school. For support with School Cash Online call 1.866.961.1803. School Cash Online support is available 24 hours a day, 7 days a week.

### Using YRDSB School Cash Online to make a donation

1. Sign into your School Cash Online account
2. Click on "Make A Donation"



**Note** - The School Cash Online Account Holder name appears on the tax receipt. Account holder name should not be the student name. Please ensure the Account Holder name is correct by clicking on "My Account".

3. Select the amount you wish to donate
4. Choose the school name from the "Fund Destination" drop down

**School Cash Online** [Home](#) [Items](#) [Payment History](#) [My Account](#)

[Home](#) - [Items](#) - [Items](#)

**Give To York Region District School Board**

Please retain this receipt for tax purposes. The Board is a registered Canadian Charitable organization and your donation may be deducted when computing taxable income.

**Gift Information**

I would like to make a donation of:  \$20  \$50  \$100  \$250  \$500  \$1000 Other Amount:

Fund Destination: **Select a Fund Destination** ▼

**Tribute Information**

This gift is:  Not a tribute gift  Tribute gift Name of honoree:

**Message to School Board**

Message (Optional):

**Tax Receipt**

A donation receipt will be emailed to you upon completion of your cart checkout.


[Back](#) [Add To Cart](#)

5. Under Message to School Board, you can provide further details such as Student Name/Classroom.
6. Select "Add To Cart"
7. Other items can be purchased online (ie: field trip, hot lunch..) and can also be added to the cart before going to Checkout
8. Proceed to checkout to complete your order
9. Print your Donation Tax Receipt

[Print this page](#) | [Close](#)

York Region District School Board  
60 Wellington Street West  
Aurora, ON  
(905) 727-3141

**RECEIPT**



<b>Leanne Shaw</b>	<b>Receipt #:</b> 00006
Board Donation	\$150.00
	<b>Total: \$150.00 CAD</b>

Donated By Leanne Shaw 24 Glenmorris St. Burlington, N1R7J4 CANADA	Tender: CreditCard XXXX XXXX XXXX 5454 Reference #: 799596 Donation Date: Jan 22, 2013 Issue Date: Jan 22, 2013
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Official Receipt For Income Tax Purposes  
 Charity Name: ABC Educational Foundation  
 Registered Charity Number: 325-3252

Officer: Jane Smith  
 Position: Treasurer

SchoolCashOnline.com



# 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.

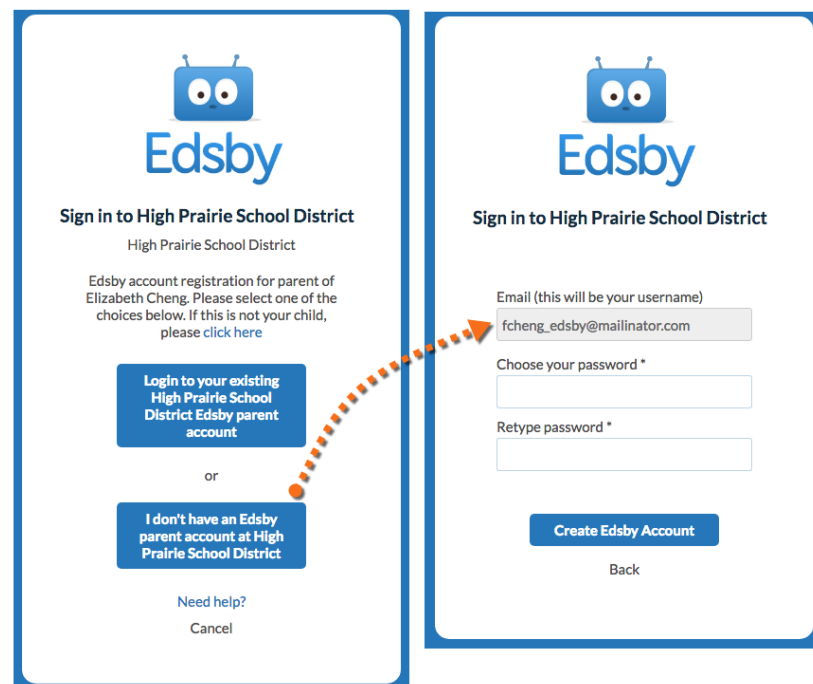
For Edsby to be effective, it contains personal information about you and your family that is collected by the Board at registration. This information is used to provide services and support to you and your family. Edsby has been designed as a secure system that protects the privacy of this information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

## Setting up your Edsby Account for the first time

**An email from York Region District School Board would have been sent to you with 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.



**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.

