

Dear Clairlea Families,

Welcome back to school!

We hope that everyone had a great summer and first week of school! In supporting our status as an Eco-School, our weekly newsletters will continue to be paperless. Our goals this year will continue to be grounded in JOY, ENGAGEMENT and BELONGING. Staff is focused on building trusting relationships with students and performing initial diagnostic assessments to guide instructional practices in our classrooms. September is a month to learn about your school, create partnerships with our staff and reinforce our high expectations for respectful social interactions and putting forth a strong effort to build academic skills for success. Once we are up and running, you can expect an email each Friday afternoon with information items for the upcoming week. We will also provide a monthly newsletter celebrating all our learning/successes from the prior month. We will continue to use and update regularly our school website <https://schoolweb.tdsb.on.ca/clairlea>

Please Join us at our first Parent School Council Meeting and Elections on September 28th at 6:00pm

Class Placements

Throughout the summer we have had an unprecedented number of requests from parents/guardians regarding class placements. As part of our forward planning, we did send out messaging to all families for placement input during the month of May in the weekly Clairlea updates as we greatly value parent input. However, we undergo the process of hiring staff and placing students in classrooms for the 2023-24 school year in June/Aug. We work diligently as a school team to ensure each child is placed in a classroom that will allow them to flourish academically, socially, and emotionally. We also endeavour to place students with others who they have had a positive connection with. Though there is always the possibility of a school-wide reorganization at the end of September, we will not be making any further changes to existing class placements at this time.

Sincerely,

Jerome Trevena, Marcia Dixon, and Elaine Yuen

The Proud Administration Team at Clairlea Public School

École Clairlea P.S.

Parent Handbook 2023-24

Entry Times

- *Start Time: 8:58 am
- *Recess (am): 10:10-10:25 am
- *Lunch: 11:45 am- 12:42 pm
- *Recess (pm): 2:05 - 2:20 pm
- *End Time: 3:30 pm

Update Parent/Contact Information (Phone numbers, Emails)

If your contact information has changed, please make sure to update the information with the office staff @ 416- 396-6165. This ensures that we will be able to contact you promptly if a need arises. The office is open from 8:00 am to 4:00 pm on school days, Monday to Friday.

Communication from Classroom Teacher

There will be specific communication coming from your child's classroom teacher about their particular program. This communication will include information regarding class routines, preferred method of communication (e.g., email or phone call), etc. Google Classroom or Brightspace will be a common platform established for posting assignments and communication in Kindergarten – Grade 8 throughout the school year.

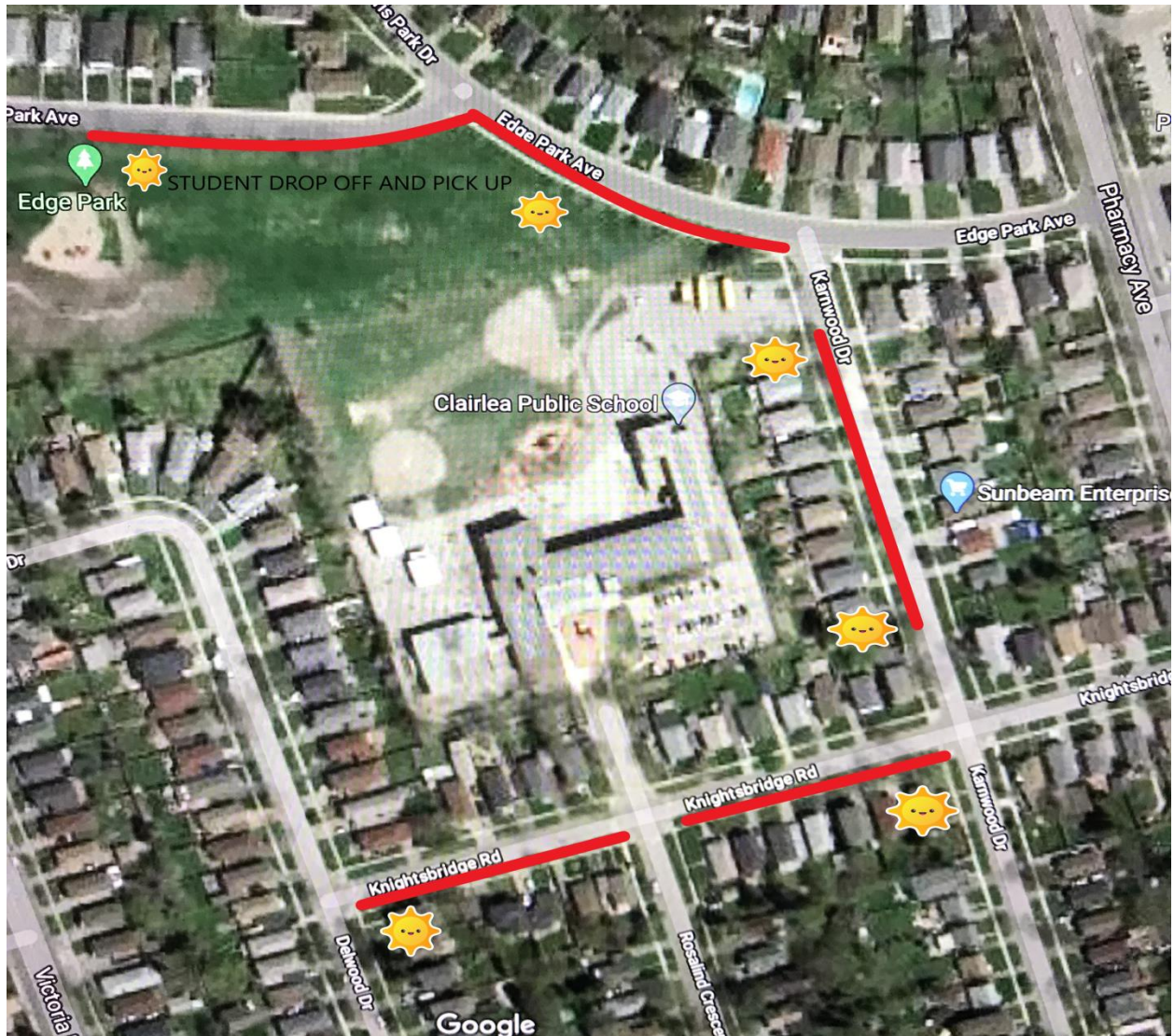
5-Day Cycle- School Year Calendar

The 2023-2024 TDSB calendar is linked [here](#) for your reference. The calendar also indicates P.A. Days and other non-school days for your reference.

Designated Vehicle Drop-off and Pick-up Zone

We encourage all families to walk or roll (bike, scooter, etc.) to and from school for the many benefits to your well-being and the environment. If you need to use your vehicle, the designated student drop-off and pick-up zone is on Edge Park Ave., Knightsbridge Road & Karnwood Drive . Parents/Guardians are strongly encouraged to park along the sidewalk/green space on Edge Park. It is not advisable to idle your cars. Please be very mindful of people moving around your vehicle.

The Clairlea PS school parking lot and bus loop is reserved for **STAFF ONLY**. **Please do not park there to drop off your child/children at the start of the day or pick-up at dismissal.**



Start-of-Year Online School Forms

We will be using the online platform for parents to complete school forms including the media release, walking excursion, online code of conduct, and medical information form. More information and instructions for completing and submitting forms will be sent out the first week of school.

Parents/Guardians and Visitors

We ask that all parents/guardians and visitors check in at the Office (Door 1) when entering or visiting Clairlea.

Late Arrivals & Signing Students out

Students who arrive late to school will need to enter through the main doors of the school. Please have your child ring the doorbell and they will be permitted to enter the building. At that time, they will be permitted to make their way to their classroom. We urge all parents to ensure that your child arrives at school on time every day. Late students are missing key learning time and routines.

If your child needs to sign out during the school day, we ask that you call the school ahead @ 416-396-6165 to inform us what time you will be picking them up. We will then communicate this directly with the teacher and will bring them to the main front door when you arrive.

Lunch

Please ensure that you send your child with lunch (if staying at school for lunch) and/or snacks daily. Eating lunch and outdoor lunch recess will be done in two parts. Firstly, students will eat in a designated lunchroom (gym) or will eat in the hallways on benches (intermediate students). Students will have 20 minutes to eat lunch. The second part of lunch will be an outdoor lunch recess where students can go outside under the supervision of a lunchroom supervisor for a 32 minute lunch recess outside. Please ensure your child is dressed appropriately for spending time outside for extended periods of time throughout the day.

We ask that all parents support our lunchtime procedures and ensure that a lunch is sent with your child to school each and every day. Parents will be permitted to drop off lunches if needed at the office. We will NOT be accepting deliveries from Uber Eats etc. These deliveries will be turned away at the door.

Gr 7 & 8 students will be permitted to go to stores and restaurants at the mall or surrounding area once a Gr. 7 & 8 Lunch Permission Form has been signed by a parent or guardian. These forms will be distributed by teachers during the first week of school.

Clairlea PS Dressing for Outdoor Learning and Lunch Recess

Please watch the weather forecast and ensure that your child is dressed for spending extended amounts of time outdoors for lunch recess as well as outdoor learning time in designated locations around the school, especially for cooler but weather-permitting days. Students should ALWAYS come prepared to spend time outside regardless of the weather. There is no "bad weather"... only "bad clothing choices".

AM/PM Recess

Grade 1-8 students will be getting an AM (10:10 a.m.) and PM (2:05 p.m.) outdoor recess time that will be 15 min in duration each. Kindergarten educators will share their schedules with you, which includes outdoor play time.

Student's Personal Belongings

At Clairlea, we will be providing all of the necessary materials for student use (e.g., pencils, notebooks, markers etc.). Please also send an extra set of clothes for your child in the event of an emergency (both personal and weather related) that can be kept at school inside of their desk so that we can limit the number of calls home for additional clothing. Please remember to LABEL all belongings that come to school.

Student lockers for our Grade 7 & 8 to be determined. More information will be given by the classroom teachers during the month of September.

ENTRY & EXIT PROCEDURES

Kindergarten Students

- Each Kindergarten class will have a designated location in the kindergarten enclosure and meet by the DECE/teaching staff

- At pickup time, we ask that all parents wait in the designated areas while waiting for the teacher/DECE to dismiss your child to you

Grade 1-8 Students

- Morning Entry- Students are expected to line up behind the “orange pylon” for the first week and then in the line designated by your teacher for the remainder of the year
- Teachers will come outside and will then bring their class inside
- Students who travel to school via the TDSB school bus, will be marshalled by Clairlea staff and will stay with their Bus Cohort until permitted to line up with their class

School Cash Online

The TDSB has rolled out [School Cash Online](#), an easy to use, safe and convenient way for parents and guardians to pay for their children’s school fees, including yearbooks and class trips.

All school fees applicable to your child will be posted on School Cash Online. Once you register, you can choose to purchase the items or activities using a debit or credit card. You can register by visiting the TDSB's [School Cash Online website](#), selecting “Get Started Today” and completing the three registration steps. Once registered, you will receive an email notification when items become available for purchase online.