



Dear Parents/Guardians/Caregivers,

Welcome back to another exciting school year at J.G. Workman P.S. We hope that you and your family had a restful and enjoyable summer vacation.

As we embark on this wonderful journey of learning together, our dedicated staff are eager to welcome students back. In the coming weeks, we will share more information about upcoming events and ways you can get involved.

In the meantime, I would like to share some information that will help with the back to school transition.

J. G. Workman Public School		
2024- 2025 Staffing		
AM/PM	NAME	ROOM
Principal	Emmanuel Peter	Office
Office Administrator	Angela Tsiodras	Office
JK/SK A	Stephanie House	10
Gr. 1	Arpine Matnishyan	2
Gr. 2	Nony Telky	8
Gr. 3/4	Toomas Isenberg	7
Gr. 4/5	Vicky Kanarellis	6
Gr. 6/7	Mike Gordon	12
Gr. 7/8	TBD/Veruni Sripathy	14
Library	Lindsay George	Library
HSP/SERT/MART	Suneeta Datta	
French	TBD	13
ESL	Ali Johnston	3
0.5 – Primary Phys. Ed/Health	Veruni Sripathy	GYM & classrooms
Ed. Assistant mild to moderate needs (0.5) & SNA (0.5)	Karen McKendry	classrooms
Teaching Assistant (ECE) JK/SK	Amanda Strachan	10
Special Needs Assistant (0.5)	Angela Allen	10
Lunchroom Supervisor	Maria Ewanchek	Gym
Lunchroom Supervisor	Sally Tam	Kindergarten
Lunchroom Supervisor	Angelique Wray	Gym
Chief Caretaker	TBD	
Evening Caretaker	Tony Reid	

- On the first day of school (September 3rd) staff will be outside directing students where they should line up and there will be clear signage
- The class lists will be posted on the exterior doors at the back of the school
 - ❖ JK/SK students - Teacher & DECE will greet students at the entrance off Danforth Road at the large fenced in Kindergarten yard
 - ❖ Grades 1 & 2 will line up at door # 4
 - ❖ Grades 3/4 & 4/5 will line up at door # 5
 - ❖ Grade 6/7 & 7/8 will line up door # 3

Picking up and Dropping Off Students



If you are driving your child to school, please drive with extreme caution. Do not block traffic flow by parking or leaving your vehicle in the driveway off Danforth Road. A staff member will be there from 8:30 am to assist you with dropping off your child. Please utilize Edgely Road, Jaevons Avenue and Rupert Street for dropping off and picking up students, especially grade 4 to 8 students.

Beginning of School Day

Students are welcomed into the schoolyard at 8:30am a.m. each morning. Students are then asked to line up at their assigned classroom entry doors at 8:40 a.m. (a warning bell will sound). Before 8:30 a.m., students will be unsupervised.

Students will enter the school at their designated doors. However, if your child will be late, please enter the building at the front doors (Door 1 - off Birchmount Rd) and report to the office to sign in.

[Safe Arrival Call Options for Parents/Guardians - Revised 2024-2025](#)

To help streamline the student absence reporting process, a change has been made to the **Safe Arrival** option in the schools' main telephone menu.

When the Safe Arrival option is selected, the call will be transferred directly to the School Messenger phone system. (Parents/Guardians can still call the **1-833-250-2290** directly and receive the same options). Alternatively, you can download the Safe Arrivals App.

Depending on the phone number they are calling from, callers may hear one of the following messages:

Calling from a phone number registered in PowerSchool

- Parent/Guardian calls main school number and if it's not answered, they get the welcome message
- To report a student absence, press 1 (can be 2 or 3 depending on your specific school) (caller hears *"Wait while I transfer your call"*)
- Then "Welcome to School Messenger notification system for Toronto District School Board"
- For student attendance, press 3
 - For student A in grade..., press 2
 - For student B in grade..., press 3
 - For student C in grade..., press 4

Calling from a phone number not registered in PowerSchool

Parent calls main school number and listens to the welcome message

- To report a student absence, press 1 (can be 2 or 3 depending on your specific school) (caller hears *"Wait while I transfer your call"*)
- "Welcome to School Messenger notification system for Toronto District School Board"
- For student attendance, press 3
 - Please enter a phone number that you have registered with a school
 - If the phone number is registered, then parents/guardians will be able to pick the student and report the absence
 - If the phone number is not registered, then they will receive the message "This phone number does not have any children registered to it". Parents/guardians will need to call the school and update data in the Student Information System

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End of School Day

Students in JK – Grade 3 will only be released to an authorized individual, and/or as requested by their parent/guardian (e.g., a parent may pick up their child from school or may provide a written note that their child is authorized to leave the school premises with an older sibling).

Individuals authorized to pick up a student by their parents/guardians may be required to show school staff their government issued photo identification.

(Students in Grade 4 - Grade 8 are released upon the final day bell, in the manner authorized by their parent/guardian).

Alternative departure practices may be required for some students in Grades 4 - 8 with Special Education Needs.

Please make every effort to be on time to pick up your child. If an emergency arises, please contact the school immediately at (416) 396-6365

Bell Times

As a reminder, our bell times this year are as follows:

- **8:40 am (morning bell)**
- **11:30 am - 12:30 pm (lunch)**
- **3:15 pm (dismissal bell)**

Lunch and Snack

Our snack program will begin early October. We will provide you with more information on this program soon.

Donation and allergy forms will be sent home in the first week of school. Please donate what you can; every contribution helps.

Meanwhile, please send your child to school with nutritious snacks.

Please ensure you provide a nut-free and litterless lunch. For example, use reusable containers to put lunch and snacks. Use reusable towels that can be washed instead of using napkins.

Start of the Year Permission Forms

The Start of Year Forms and Student Device Agreement will be sent to all elementary student families by TDSB IT Services on September 4.

Office Update

If you require assistance from the office, please note that the office is extremely busy during drop off times (8:30 am - 9:30 am). If it is a non-emergency issue, we would appreciate it if you could call ahead of time for an appointment.

FREEZIE SALE Price: \$1.00



Our School Council will be continuing our Freezie sale every Friday after school while the weather is still nice.

IMPORTANT

Please do not call/email the school with placement requests and changes. We will not be making any classroom placement changes at this time. In the event of a school-wide reorganization (board-initiated), student placement changes may occur on a case-by-case basis. Thanks for your understanding

**Keep well,
Mr. Peter**