



Lynngate Public School

129 Cass Avenue, Scarborough Ontario M1T 2B5
 Tel: (416) 396-6425 • Fax: (416) 396-6427
 Website: <http://schoolweb.tdsb.on.ca/lynngate> Twitter: @LynngatePS
 Principal: R. Collict

Re: September Package 2019

Dear Parents and Guardians,

Welcome to the new school year! We are looking forward to working with you and your children to help them experience success. This package contains important information. Please take time to read all the information in the package with your children.

FOR YOU TO KEEP IN YOUR HOME: Please keep the following pages at home. These provide information that will be useful throughout the year.

√ September Package Letter	White
√ Letter from the Principal	White
√ School Cash Online Notice	White
√ Lynngate Staff List	White
√ Lynngate Public School Expectations	White
√ Lynngate Public School - School Routines and Policies	White
√ Student Accident Insurance Information/ Pamphlet	White
√ Medical Conditions- Information	White
√ School Safety- Fire Drills and Lockdowns	White
√ 2018-19 School Year Calendar	White

Forms below require your consent. Students may not be able to participate in activities without the appropriate permission forms submitted and complete. Many of these forms are now available online (we are also providing hard copies). We recommend that you use the online process to save paper.

TO SEND BACK TO SCHOOL OR COMPLETE DIGITALLY: Please SIGN and RETURN all coloured pages to your child's classroom teacher by **Friday September 6, 2019**.

1	Medical Information Form <u>Available online</u>	Orange ON LINE	Sign and Return or ON LINE
2	Walking Excursion Form- Immediate Community/ Student Media Release (Optional)/ Permission to Leave school in Severe Weather Conditions (Grade 6 ONLY) <u>Available online</u>	Ivory or ON LINE	Sign and Return to School Or ONLINE
3	Email Address/ CASL Consent Form <u>Available online</u>	Ivory or ON LINE	Sign and Return to School Or ONLINE
4	Code of Conduct Declarations <u>Available online</u>	Pink or ON LINE	Sign and Return to School or ON LINE

Sincerely and with thanks,

R. Collict
Principal



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September 3, 2019

Dear Parents/Guardians,

It is my pleasure to welcome all families back to Lynngate for the 2019-20 school year! It was wonderful to see everyone this morning and to hear students as they greeted friends and teachers. If you are new to the Lynngate community; WELCOME and please be sure to introduce yourself over the next few weeks.

Lynngate is in great shape for September 2019. Sincere thanks to all staff that have been busy preparing for a new school year and special thanks to our caretaking team for their exceptional work.

We would also like to extend a warm welcome to families new to our community and to our youngest students - Year 1- Kindergarten children who begin their full-day adventure in school.

Our school has moved to TDSB's cash online service. We encourage all families to register with this program to pay for most services online. Please see elsewhere in this package for information about this process. (<https://tdsb.schoolcashionline.com>)

The school code of conduct takes effect immediately. Please review this with your child. We also ask our parents to begin any visit to our school at the office, where you will sign in and we can direct you further. This is a safety measure and ensures that we are aware of all visitors to our building and allows us to maintain a safe environment for all.

Our lunchroom program starts immediately. Please note that we only have two lunchroom supervisors and it can be very challenging to provide supervision. We are asking that only those students who do not have proper adult supervision at home attend this program. Students who eat lunch in the lunchroom program must behave themselves accordingly. If students are unable to behave themselves they will be removed from the program.

Today your Family is receiving important consent forms. This year you will also receive the opportunity to complete many forms digitally. It is absolutely essential that all forms be completed and returned to school (or done online) as quickly as possible. If you complete the forms digitally it is not necessary to return the hard copy. Please take time to read the documents, and provide all the necessary information requested.

A broadcast message was sent by TDSB to all parents/guardians on Thursday, August 30, 2019 to communicate the new process for digital forms. An email will automatically be sent to the parent/guardian who is the primary or secondary contact. The email will include a link for you to complete the forms online for each child. The email will come from the noreply@tdsb.on.ca email address. If you complete the forms online it is not necessary for you to return the hard copies.

IMPORTANT DATES FOR SEPTEMBER

September 3rd, 2019: Back to School - Welcome back (JK- Grade 6)!

September 6th, 2019: ALL forms due back to the classroom teacher

September 20th, 2019 - Tentative Date for Curriculum Night (still to be confirmed)

September is full of promise and excitement. We encourage you to be actively involved at Lynngate, to help make good things happen for our school community. Your role as parent is crucial to your child's success. Your contributions, your ongoing support and encouragement speak volumes to your son/daughter and will help them succeed and reach their potential. Best wishes for an industrious and a rewarding school year.

Please do not hesitate to contact the school if you require assistance. My office door is always open to you. I look forward to working with you this year.

Sincerely,

On behalf of Lynngate Staff



Robert Collicot
Principal

Of note: Many school communications are posted on our school website <http://schoolweb.tdsb.on.ca/lynngate> and Twitter (@LynngatePS)



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September 03 2019

Dear Parent/Guardian,

The Toronto District School Board will soon be launching School Cash Online, an easy to use, safe and convenient way for parents/guardians to pay for their children's school fees, including agendas, yearbooks and class trips. School Cash Online will be available to our school starting the week of **August 29, 2017**.

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 will be able to see when the school has a new item posted online for purchase and you will also have the option to be notified whenever your child has a new school event requiring payment.

Registration will open the week of August 29, 2017. To register for School Cash Online, please visit <https://tdsb.schoolcashonline.com> select "Get Started Today" and complete the three registration steps. For more information on the registration process, please see the handout attached to this letter. Once registered, you will receive an email notification when items become available online.

If you have questions about the registration process or using School Cash Online, please select the "Get Help" option on the top of School Cash Online web page. You can also contact the School Cash Online Parent Help Desk at 1-866-961-1803 and parenthelp@schoolcashonline.com. The Parent Help Desk is available to assist parents/guardians with the registration process, password recovery, accessing your account or payment issues.

Sincerely,

A handwritten signature in black ink that reads "R. Collict".

Robert Collict
Principal

LYNNGATE PUBLIC SCHOOL

Staff 2019-2020

JK/SK A	Michelle Guevara & Sheela Rajaratman Sarzeena Niger	ECE LRS	RM 109	<u>Lunch Room Supervisors</u> Eileen Gore, Denise Kakarelis	
JK/SK B	Sotos Loizides & Susan Boulanger Rhada Bhagwat	ECE LRS	RM 105	<u>Administration</u> Mr. R. Collict Principal	510
Grade 1	Janet Bruce		RM 101	<u>Office Administrator</u> Ms. Sishi Huang	500
Grade 2/3 B	Erin Hood (POR)		RM 102	<u>Caretaking</u> Mr. Kethees Kandasamy, Mary Grace Tibayan (Night)	400
Grade 2/3 A	Andrew Beeton		RM 202		
Primary Autism	George Fernandes, Lauren Anselmi	CYW	RM 206	Superintendent of Education - Ian Allison Trustee - Manna Wong School Council Chair- TBD	
Junior Autism	Kim Jaffar, Melinda MacNeal	CYW,	RM 205		
				YMCA	
Grade 4/5	Diana Fernandez		RM 204	Supervisor - Brenda O'Grady	110
Grade 5/6	Stacey Nevard		RM 201	Preschool Room Ashley Gillett ECE Fang Lin ECE Eileen Gorel ECA	106
HSP Inclusionary AM	TBD			Kinder Room Marsha James ECE	105
Music/ /TL (AM)	Shirley Chu		Library RM208/210	Toddler Room Susan Liu ECE Sophia Clark ECE	108
French (PM)	Simi Khosla		RM 203	School Ages Room Neil P ECE Coleen ECE Alex ECA	103
Health/PHE	Karen Rauthmell AM Sharlene Mathivathanan PM		GYM/209		
ESL/ELD	Dara Schwartz		RM103		
EA	Nicola Zanon				
SNA	Janet Cooper				

Lynngate Public School-Expectations

Lynngate Public School Code of Conduct

I come prepared to learn, I speak nicely, I show appreciation for others, I listen attentively, I respect and help others, I follow all the rules and I keep my hands and feet to myself.

We expect all students and staff to demonstrate the skills of the TDSB Monthly Character Traits:

September – Respect	February - Fairness
October – Responsibility	March - Honesty
November – Empathy	April – Co-operation
December – Kindness & Caring	May - Integrity
January – Teamwork	June - Perseverance

We expect students to:

- Attend regularly and be on time
- Work hard and do their best learning every day
- Listen attentively and follow the instructions of all Lynngate staff
- Respect themselves and all others in our school community
- Always follow the rules and routines for their classes and for the school
- Dress appropriately for school

We expect parents to:

- Ensure their children attend school regularly and that they arrive on time
- Provide their children with sufficient rest, proper nutrition, and regular exercise
- Ensure their children are appropriately dressed for the weather conditions and for school activities
- Read and discuss with their children the TDSB Code of Conduct
- Establish routines at home that support learning
- Communicate regularly with their children's teacher about their progress in school

We expect staff members to:

- Create and maintain a positive, supportive school environment in which student safety is a top priority
- Set high achievement expectations for all students and create a rich learning environment which promotes inquiry based learning and student interests
- Be exemplary role models for Lynngate Public School students
- Communicate regularly with parents regarding the progress of their students
- Review the TDSB Code of Conduct and school expectations with students as needed
- Maintain the highest standards of professional conduct

Progressive Discipline

Progressive Discipline is a whole school approach used throughout the TDSB, that uses a variety of prevention and intervention strategies, supports and consequences, to address inappropriate student behaviour and to build upon student skills that promote positive behaviour. Equity, inclusion and respect are important parts of the learning environment. When a student does not follow the Board or School Code of Conduct, many factors about the student are considered in order to determine an appropriate consequence. At Lynngate Public School, we use restorative practices which help students to learn how their behaviour affects others and how to achieve positive social interactions. Students reflect on what happened, who has been affected by their actions and what they need to do to make things right.



Toronto
District
School
Board

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Lynngate Routines and Policies

AM: Entry: 8:40 a.m. Recess: 10:05-10:20 a.m. Lunch: 11:30 a.m. – 12:35 p.m.
PM: Entry 12:35 p.m. Recess: 2:00-2:15 p.m. Dismissal: 3:25 p.m.

Supervision begins at 8:30 a.m. Dismissal: Pick up time is 3:25 p.m.

Lates and Absences:

We expect students to arrive at school shortly before the 8:40 a.m. and 12:35 p.m. entry bells. **Students arriving late must go to the office to get a late slip before proceeding to class.** Please call the school at 416 396-6425 and Press 1, if your child is going to be absent. Regular attendance and punctuality are essential for student success. **Parents must come to the office if they wish to pick up their child during school hours. Students must be signed out. Only people on the student's pick up form in the office may sign out students.**

Visitors to the School

All visitors, including parents, need to enter through the front doors of the school and come to the office to sign in and out. Visitor identification will be issued and needs to be returned to the office at the end of the visit. All visitors must enter through the front door by ringing the buzzer to speak to the office staff. Student safety is always a high priority. Visitors are not to interrupt teaching and learning throughout the school.

Illness at School:

Parents will be contacted when children are ill at school. *It is essential that accurate home and business phone numbers are on file at the school office.* Please keep us updated.

Lunch Routines:

All students who are able need to go home for lunch. Our lunch program is only for students who do not have parents or a caregiver at home during the lunch hour. For students who must stay at school for lunch, please remember the following:

1. Students need to bring their lunch to school **in the morning every day.**
2. Students in the Lunch Program need to follow the Lunchroom Code Of Behaviour. Students who fail to participate in a safe, respectful and responsible manner will be asked to eat their lunch at home.
3. All students go outside during the lunch period (weather permitting) and need to be dressed appropriately for the weather.
4. Weather challenges may cause lunch to be held indoors. These times tend to be challenging for our Lunchroom Supervisors. We will attempt to provide students with activities during these times.

Recess:

All children participate in outdoor recesses. Please dress your child appropriately for the weather. Please do not send your child to school when they are sick and cannot participate fully in the school program. Unfortunately, we cannot provide indoor supervision for students who are unable to go outside during recess.

Staff Parking Lot

Parking Lot is for staff only, unfortunately we cannot provide parking for parents. For safety reasons the gate will be closed before and after school. Please comply, thank you.

Bus Drop Off and Loading Areas

We ask that everyone respect the bus drop off and loading areas. There is no parking at any time in these areas.

Emergency Forms

All families need to fill in the student's emergency forms for their children. Please list the names of any person that will be responsible for picking up your child. Children cannot be released to any person who is not listed on the form. If at any time you want to have your child picked up by a person who is **not** on the form, you **must** notify the school.



Student Accident Insurance

September 2018

The Toronto District School Board (TDSB) does not provide accident insurance coverage for student injuries that occur on school premises or during school sponsored activities. As a parent/guardian, it is your decision whether or not to purchase accident insurance for your child.

Accidents can and do happen. Some injuries and medical, dental or other expenses are not covered by provincial health care or employer group insurance plans. The TDSB has arranged a Student Accident Insurance policy exclusively through Old Republic Insurance Company of Canada. Participation is voluntary but highly recommended and the costs are to be paid by the parent/guardian. All students up to 20 years of age are accepted.

Benefits include:

- dental expenses (resulting from an accident)
- total and permanent disability
- dismemberment/loss of use
- accidental death
- ambulance fees

There are different plans tailored to meet various needs. Rates start at \$8 per year and family rates for 3 or more children are also offered. The insurance agreement is between you and Old Republic Insurance Company of Canada.

To subscribe you can apply directly on-line at www.insuremykids.com or call Old Republic Insurance Company of Canada toll free at 1-800-463-KIDS (5437). Students in JK to grade 8 can also subscribe by using the brochure that was provided by your child's school. Accident insurance is especially valuable for today's active children.

Medical Conditions

PLEASE NOTE: The content on this page is for information only.

Parents/Guardians are expected to review and update medical information with the school on an annual basis.

Life Threatening Allergies

Anaphylaxis is a serious allergic reaction. It can be life-threatening. Food is the most common cause of anaphylaxis, but insect stings, medicine, latex, or exercise can also cause a reaction. The most common food allergens are peanuts, tree nuts, and seafood, egg and milk products.

The TDSB has created a policy and procedure to further support *Sabrina's Law* introduced in January 2006 and to take care of our students at risk of anaphylaxis. Under *Sabrina's Law*, the TDSB has developed:

- Strategies to reduce exposure to allergens.
- Procedures to communicate with parents, students and staff about life-threatening allergies.
- Regular training opportunities for all staff to deal with life-threatening allergic reactions.
- Emergency procedures to cope with the anaphylactic student, including readily-accessible treatment.

Each school also has its own individual plan for each student at risk of anaphylaxis, which includes maintaining a file of the student's medications and emergency contacts.

If your child suddenly becomes ill or has an allergic reaction, school staff will take the appropriate action. Please ensure your school has the most up-to-date emergency contact information. If your child has life-threatening allergies, or if your child needs to be given special medication throughout the day, please speak with your principal to discuss arrangements. For more information, please refer to TDSB Operational Procedure PR563 – Anaphylaxis:

<http://www2.tdsb.on.ca/ppf/uploads/files/live/100/282.pdf>

Asthma

Asthma is a very common, chronic (long term) lung disease that can make it hard to breathe. Asthma can be fatal without proper management and access to medications.

The TDSB has developed operational procedures to support the implementation of *Ryan's Law (Ensuring Asthma Friendly Schools)*, 2015, which includes:

- Creating a positive environment for students with asthma.
- Special considerations for students with additional needs.
- Roles and responsibilities for elementary and secondary schools.
- Parents will provide school staff with up-to-date information about their student's asthma. Information should be provided to the school at the start of each school year.

For more information, please refer to TDSB operational procedure PR714 – Asthma Management:

<http://www2.tdsb.on.ca/ppf/uploads/files/live/97/1983.pdf>

Diabetes

Diabetes is a serious disease that impairs the body's ability to use food properly. In students with diabetes, insulin is either not produced or does not work efficiently. Without insulin, glucose builds up in the blood stream and the body begins to break down fat to be used for energy. The body creates ketones and an excess of this material can result in severe complications that can result in coma and/or death. Effective practices in managing Diabetes in Schools include:

- Blood glucose monitoring/insulin injection.
- Proper timing of meals and snacks to maintain proper blood sugar levels. Students need the opportunity to eat all meals and snacks fully and on time.
- Emergency food supplies that include oral glucose, juice and/or fast acting sugar should be available in other locations in the school.
- Parent/guardian/caregiver provides, maintains, and replenishes all food and necessary diabetic supplies.
- The development of a Diabetes Management Plan for each student who is identified with diabetes. The plan will be implemented in accordance with the medical requirements for each student.

For more information, please also refer to the TDSB operational procedure PR607 – Diabetes Management:

<http://www2.tdsb.on.ca/ppf/uploads/files/live/98/1764.pdf>



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September 3, 2019

SCHOOL SAFETY- Fire Drills & Lockdowns

Dear Parents,

The safety of Lynngate students and staff is a high priority. In case of an emergency situation in the school or in the neighbourhood, we want to make sure that we are well-prepared.

Throughout the year, we will be practising and having two 'Lockdowns' and six fire drills to ensure that all students know what to do in case of an emergency in the school or an emergency in the neighbourhood.

There are three types of 'Lockdowns':

- 1) A 'Hold and Secure' ensures the safety of students when a serious incident occurs in the community. This event poses no immediate danger to students or staff unless they were to leave the building. In this situation, the school doors would be locked, but students and staff would continue their school day.
- 2) A 'Lockdown' is used in a serious emergency situation where the danger exists inside or immediately outside the school. This requires that all students be kept in classrooms and that everyone including visitors are secure and away from any danger. This is one of the reasons why it is so important to sign in at the office when you visit the school. We must know who is in the building at all times.
- 3) 'Shelter in Place' is when there is a serious or external threat such as smoke, chemical spill, gas, severe weather. A normal school day is in effect until the threat has passed.

In the event of this kind of 'Lockdown', parents will not be permitted access to the building and to their children until it is determined that it is safe for them to do so. The school will be in communication with public safety officials such as the police at this time. Parents will be informed and reunited with their children as soon as it is safe to do so. In the event that we have to do a real 'Lockdown', please refrain from calling the school. It is important that our phone lines remain free so that we can communicate with the police. No cellular phones or text messages are permitted during a lockdown.

Sincerely,

A handwritten signature in black ink that reads 'R. Collict'.

R. Collict
Principal



TORONTO DISTRICT SCHOOL BOARD

Lynngate Jr. P.S.

H	Statutory Holiday
B	Bd. Designated Break
PA	PA Day

September						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
	H	1	2	3	4	
8	9	10	11	12	13	14
	5	1	2	3	4	
15	16	17	18	19	20	21
	5	1	2	3	4	
22	23	24	25	26	27	28
	5	1	2	3	4	
29	30					
	5					

Respect

October						
S	M	T	W	Th	F	S
		1	2	3	4	5
		1	2	3	4	
6	7	8	9	10	11	12
	5	1	2	3	PA	
13	14	15	16	17	18	19
	H	4	5	1	2	
20	21	22	23	24	25	26
	3	4	5	1	2	
27	28	29	30	31		
	3	4	5	1		

Responsibility

November						
S	M	T	W	Th	F	S
					1	2
					2	
3	4	5	6	7	8	9
	3	4	5	1	2	
10	11	12	13	14	15	16
	3	4	5	1	PA	
17	18	19	20	21	22	23
	2	3	4	5	1	
24	25	26	27	28	29	30
	2	3	4	5	1	

Empathy

December						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
	2	3	4	5	PA	
8	9	10	11	12	13	14
	1	2	3	4	5	
15	16	17	18	19	20	21
	1	2	3	4	5	
22	23	24	25	26	27	28
	B	B	H	H	B	
29	30	31				
	B	B				

Kindness & Caring

January						
S	M	T	W	Th	F	S
			1	2	3	4
			H	B	B	
5	6	7	8	9	10	11
	1	2	3	4	5	
12	13	14	15	16	17	18
	1	2	3	4	PA	
19	20	21	22	23	24	25
	5	1	2	3	4	
26	27	28	29	30	31	
	5	1	2	3	4	

Teamwork

February						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
	5	1	2	3	4	
9	10	11	12	13	14	15
	5	1	2	3	PA	
16	17	18	19	20	21	22
	H	4	5	1	2	
23	24	25	26	27	28	29
	3	4	5	1	2	

Fairness

March						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
	3	4	5	1	2	
8	9	10	11	12	13	14
	3	4	5	1	2	
15	16	17	18	19	20	21
	B	B	B	B	B	
22	23	24	25	26	27	28
	3	4	5	1	2	
29	30	31				
	3	4				

Honesty

April						
S	M	T	W	Th	F	S
			1	2	3	4
			5	1	2	
5	6	7	8	9	10	11
	3	4	5	1	H	
12	13	14	15	16	17	18
	H	2	3	4	5	
19	20	21	22	23	24	25
	1	2	3	4	5	
26	27	28	29	30		
	1	2	3	4		

Co-operation

May						
S	M	T	W	Th	F	S
					1	2
					5	
3	4	5	6	7	8	9
	1	2	3	4	5	
10	11	12	13	14	15	16
	1	2	3	4	5	
17	18	19	20	21	22	23
	H	1	2	3	4	
24	25	26	27	28	29	30
	5	1	2	3	4	
31						

Integrity

June						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
	5	1	2	3	PA	
7	8	9	10	11	12	13
	4	5	1	2	3	
14	15	16	17	18	19	20
	4	5	1	2	3	
21	22	23	24	25	26	27
	4	5	1	2	PA	
28	29	30				

Perseverance

Professional Activity Days:

- Friday, October 11, 2019
- Friday, November 15, 2019
- Friday, December 6, 2019
- Friday, January 17, 2020
- Friday, February 14, 2020
- Friday, June 5, 2020
- Friday, June 26, 2020

First Day of School:

- Tuesday, September 3, 2019
- Last day of school for students: June 25, 2020

Dates to Remember:

- Labour Day: September 2, 2019
- Thanksgiving: October 14, 2019
- Winter Break: December 23, 2019 to January 3, 2020 (last day of school December 20, 2019; school resumes January 6, 2020)
- Provincial Family Day: February 17, 2020
- Mid-Winter Break: March 16 to 20, 2020
- Good Friday: April 10, 2020
- Easter Monday: April 13, 2020
- Victoria Day: May 18, 2020
- Total Instructional Days: 189

