



DISCOVER DOVERCOURT

Dovercourt Public School Parent Handbook

DOVERCOURT AT A GLANCE

CONTACT INFORMATION

Phone: (416) 393-9220

Address: 228 Bartlett Avenue Toronto, Ontario, M6H 3G4

School Email: Dovercourt@TDSB.on.ca

Email for School Advisory Council: communication@dovercourtcouncil@gmail.com

Website: <http://school.TDSB.on.ca/Dovercourt>

SCHOOL HOURS

After 8:40, at recess and at lunch, Teachers / Educational Assistants will be on yard duty. There is no supervision of children before this time or after school; if you require childcare, please see our resource page.

JK/SK Morning: 9:00 am - 11:30 am

JK/SK Afternoon: 12:55 - 3:25 pm

Grades 1 through 7: 8:55 - 3:25

Morning Recess :10:20 - 10:35

Lunch - 11:55 - 12:55

Afternoon Recess: 2:15 - 2:25

It is important that all students arrive and depart on time. If your child has not arrived at school by 9:20 AM, and you have not reported their absence, the office staff will call your home to check on their absence.

ABSENCE/ LATENESS

Sick children must be kept home from school. Report an absence by calling the school before 9:00 AM each day of their illness. Please notify the school immediately if the illness is a contagious disease or condition, such as chicken pox, pink eye, or lice. If you are going on vacation or for any other reason your child(ren) will be absent or late, please notify their teacher and the office.

RECESS

Students go outside for recess every day unless heavy rain or extreme cold do not permit. TDSB policy is that children go outdoors unless the temperature is below -28C, with outdoor time limited when the temperature (including wind chill) is below -20C. Please ensure your child is dressed appropriately for the weather every day. In hot weather this means a hat and sunscreen; in cold or snowy weather this means coat, hat, mitts, scarf and boots.

NOTICES AND FORMS

Please check your child's agenda, back pack, and your email if you have shared it with the school to keep up to date with homework assignments and upcoming events.

NO NUTS ALLOWED!

Dovercourt is a peanut and tree-nut free school! We have students in the school with life threatening allergies.

THE FIVE DAY CYCLE

At the beginning of the school year, each school day is assigned a number from one through five in a continuing cycle. Scheduling of most classroom activities will occur according to day of the cycle, and not day of the week.

Please note all visitors to the school, including parents and guardians, must sign in at the office.

Key points from this guide have been translated and are available at the office.

You can also arrange for a translator for any school meeting through the office.

本手册里针对家长的重要信息可在 www.schools.tdsb.on.ca/dovercourt

网站里查询。学校可随时按需求提供翻译员

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The parent council of Dovercourt acknowledge the Ontario Ministry of Education's contribution in providing the funds necessary to create this guidebook.

PRINCIPAL'S MESSAGE

Dear Parents, Guardians and Caregivers,

Welcome to Dovercourt Junior Public School. We are an ecologically-minded community school with a small but dedicated office and teaching staff. We strive to offer your children the very best possible education, including enrichment opportunities such as chess, learning through the arts, author readings, athletics, field trips to significant natural sites, and stringed music instruction starting in grade 5.

Clear and on-going communication is important to us. Your child's teacher is your first contact with the school, particularly with respect to any classroom related issues such as such as evaluation and management of student behaviours. The office, open from approximately 8:15 to 4:15 each school day, also welcomes you for issues out of the teachers' realm of expertise. It is my pleasure to discuss all aspects of the school with you including curriculum and school routines. We operate on a drop in basis but it is often best to book interview times.

Besides a full time Principal, our office staff includes Deborah Soares, office administrator and Carolyn Jankovskis, a half time clerical worker. As Principal, I am responsible for the safety of the school. The office staff is responsible for the safe arrival program, monitoring all attendance and late arrivals: it is important that all students arrive on time and that they not leave our school property without parent consent and adult accompaniment (rules are more flexible for grade 7 and 8 students.)

The office staff also manages the school budget; the ordering of supplies; emergency parent contacts throughout the day and the management of all school data. Emergency situations are often handled through the office and our office staff have an excellent knowledge of the students and their families.

The office also creates the school newsletter which is emailed to families on a monthly basis. Please read the newsletter carefully, or check the school's website for important information about school activities and developments.

All families are encouraged to be part of our School Advisory Committee, and contribute to our school's success!

We welcome you to Dovercourt and we know that you will enjoy being part of this warm and inviting community.

Ernie Boulton, Principal
Dovercourt Public School



"I know the signs represent where the kids come from but they all call Toronto home."

**- Gabriel,
Grade 4 Dovercourt student.**

AN INTRODUCTION

HISTORY AND FACILITIES

Dovercourt is a small school where the principal and staff know all students and their families, creating a safe and nurturing environment. Our students (approx. 250) come from a rich, multicultural background.

Dovercourt Junior Public School, located in the Dufferin/Dupont area, is a heritage site. The school opened in a house at 158 Hallam St. in 1886 and was accommodated in a Community Hall on Wallace Avenue the next year. By 1888, a new school opened on our present site. Circa 1912, the City of Toronto annexed the village of Dovercourt.

As of 2011 we will be re-opening our doors to grade 7 students, and by 2012 we will once again educate students from JK to Grade 8. In 2011-12, our beautiful school will be undergoing extensive renovations to welcome grade 7 and 8 students back and prepare for full day kindergarten. This includes an enlargement to our gym, completely redesigned kindergarten classrooms, the addition of a computer lab, workshop and a new dedicated music room to accommodate our strings program!

We also boast an extensive library, including substantial classroom collections, thanks to a (\$100 000.00) grant from Indigo. Parents are welcome to visit the library and take out books from our parenting collection.

Dovercourt is lucky to have one of the greenest school yards in the TDSB! With many large trees providing shade on hot days and surrounded by a beautiful community garden, we have multiple play structures for children of a variety of ages, a regulation soccer field, baseball diamond and ball hockey nets. In the spring of 2011, we added, with the help of Toyota/ Evergreen (Foundation), Home Depot and a Metro Green Apple Grant, a new outdoor classroom.

PHILOSOPHY

OUR MISSION

Dovercourt Public School, in partnership with the neighbourhood, strives to achieve an active, creative learning experience for all students. We are committed to preserving and improving the environment through local and global initiatives. We believe that successful students learn through the arts, physical education and the expectation of academic excellence. By promoting respect and good citizenship, we embrace the strength and diversity of our school, enabling all students to reach their full potential.

Dovercourt is an inclusive and dynamic community of teachers, staff, students and families. We strive to create opportunities for cooperative learning in a safe, respectful, and joyful environment, which we believe allows children to appreciate their own and others' educational and emotional achievements, challenges and potential. Our small school environment ensures the development of positive rapport between students and teachers as relationships are built and maintained over



“What I like about Dovercourt is that we do Eco activities and make the world a better place.”
Nora,
Grade 2 Dovercourt Student

“Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it’s the only thing that ever has.”

-- Margaret Mead



the years. In this environment, teachers can observe your child's development over the course of years, allowing them to learn at their own pace, according to their own strengths and abilities. Many children are placed with the same teacher over two years, allowing the teacher to develop a deeper understanding of the child to support their learning.

Inter-grade activities (such as reading buddies, kindergarten helpers) and whole school events (assemblies, EcoDay, Winter Feast, Spring Fling, Danceathon, Holiday Concert, field trips) provide opportunities for children of different ages to meet, work, talk, share, and have fun together.

CORNERSTONES OF LEARNING: ACADEMIC EXCELLENCE, MUSIC AND THE ARTS, PHYSICAL ACTIVITY AND CITIZENSHIP

Academic excellence is the overriding goal that students and teachers strive for together with the knowledge that understanding yourself, your strengths, and challenges is the best way to achieve your personal best.

MUSIC AND THE ARTS are integral to education. Our students experience a wide variety of music and arts programming throughout the grades. Students in grades 1 - 4 learn music based on Kodaly and Orff methods using xylophones, glockenspiels, and metallophones. All students in grades 5 and up learn to play the violin by participating in weekly classes all year long. A \$10 000 grant from MusiCounts (2010) and funding from the parent council have ensured that every child has an instrument to play in class. In addition to in-class music, arts and drama, the children have access to special arts programs which change from year-to-year. These have included author visits, projects with the Design Exchange and Learning Through the Arts and even premiering a play with Theatre Direct. Providing funding for arts education is a priority for the S.A.C.

PHYSICAL ACTIVITY Dovercourt kids are physically fit! Dovercourt is an active school. We believe that physical activity helps kids stay healthy, focused and ready to learn. Our sports and recreational activities emphasize teamwork and personal best achievement. When competition is involved, winning or losing goes hand-in-hand with respect and consideration. Encouragement is given and received with consideration for others' needs, feelings and perspectives. This approach advances our students' communication and negotiation skills, as well as trust in others. Aside from daily physical activity (DPA) and gym class, DPS supports a wide variety of extra-curricular sports based on the children's interests and the abilities of our teachers. Sports offerings include track and field, cross country running, basketball, softball, soccer and a jump-rope club!

CITIZENSHIP Dovercourt is an Eco-school, achieving Platinum Status in 2010. This was a huge accomplishment for the kids and staff, representing a lot of community-oriented action! We recognize our interdependence with the community and we work together on projects, like our garden, which model the practices of good neighbours. Our community supports our gardens and maintains them for us during the summer and school breaks. We have also partnered with the Toronto Eagles soccer club to build a natural turf regulation soccer field. Macaulay Daycare and Dovergardens Cooperative Nursery School are both located on site, and are invited to participate in many school activities.



YOUR CHILD'S DAY AT DOVERCOURT

PRACTICAL INFORMATION FOR FAMILIES

DROPPING YOUR CHILD OFF

Crossing Guards will assist students at the Dufferin/Hallam, Hallam/Bartlett and Dupont/Bartlett cross-walks at the following times: Morning - 8:20 a.m. to 9:00 a.m., 11:39 a.m. - 12:40 p.m. Afternoon - 3:20 to 4:00 p.m.

Students, parents and teachers who bike to school are encouraged to lock their bikes using the bike rack provided.

If you drop off your child, please do not leave your car idling (idling for more than 3 minutes is against the law, wastes fuel and pollutes the air where children enter the building!) Please note that the school parking lot is for teachers and staff with permits only.

Note that playground supervision of students starts at 8:40 in the morning. Do not drop your child off before this time unless they are part of our breakfast club. Kindergarten students must only be left with their teacher when class begins. We are not a locked facility at this point. Many schools do have locked perimeter doors and visitors must enter the school by first identifying themselves over the intercom. We do not have one of these systems. For that reason we ask for parent support in not entering the school with their children unless absolutely necessary. Students are expected to arrive on time and meet teachers at the designated entry door with the rest of the class. The teacher alone can bring in all of the students in at once.

BREAKFAST CLUB

Dovercourt operates a breakfast club! For an affordable monthly price, students can come to school at 8:00 am and receive a healthy breakfast before their studies begin.

LATENESS / SAFE ARRIVAL

Ensuring your child's prompt arrival to school is important example to set and allows for uninterrupted learning for the other students in the class. Challenging subjects such as math are often covered first thing in the morning when children are most alert, so it is important that your child is present. It is also important for them to hear the morning announcements. If your child has not arrived at school by 9:20am, and you have not reported their absence by contacting the office, administrative staff will call your home to check on their absence, and, if necessary, contact the authorities.

LUNCH / SNACKS

Dovercourt is a peanut and tree-nut free school. Because we have students with life threatening allergies, it is imperative that all parents and students obey the restrictions associated with these allergies when bringing lunch, snacks, or food of any kind into the school.

Parents who are able to take their children home for lunch are encouraged to do so as space to eat at the school is limited. As an ECO Certified Platinum school we feel very strongly about litter-less lunches. Please send nutritious food in reusable containers. We run a "Boomerang" program: students will bring all uneaten food back home, along with all containers.



Check out our Dovercourt Dragon Bike Rack, designed by local Toronto Metal Artist Phil Sarazin.



Litterless lunches may take more time but it will save money, and teach your child to be responsible for their health and the health of the planet.

See: www.5minute.com/video/How-to-Pack-aLitter-less-Lunch-193952193

Milk is on sale at lunch several times a week. Pizza lunches happen throughout the year to give parents a break from making lunch and to raise money for school activities, such as field trips or special guests.

Grade 7 and 8 students may have the privilege of leaving school property if they have signed permission from parents and the school.

THE LOST AND FOUND

Found items are displayed across from room 8 on the first floor. Unclaimed clothing will be brought to a local charity. Jewellery, keys and eyeglasses are kept in the office. Please label all of your child's belongings as this will help the school return items to their owner.

LEAVING EARLY AND EMERGENCIES

Please let the office know when your child must leave school early. When a student has a note requesting permission to leave early, the note will be initialed by the teacher in charge at the time of leaving. The student must then report to the Office, with the note, and record the information in the "In / Out" Book. When there is an emergency and there is no note, permission to leave may only be granted by the Principal or his designate, or by telephone confirmation by a parent/guardian.

EXTRACURRICULAR ACTIVITIES

The Dovercourt staff offers students a variety of activities before and after school as well as over the lunch hour. These activities vary from year to year. Students may have the opportunity of joining the chess club or dance club during the winter months. They also might become involved with our Community Builders Program or Peacemakers, or learn how to knit!

School sports team may include: track & field, soccer, basketball, softball, and cross-country running. The number and type of teams vary from year to year, depending on the interests of the children and skills of teacher and parent coaches. House league teams are organized to provide opportunities for all interested students. All of these activities are intended to promote school spirit, team work and personal achievement.

Dovercourt currently provides Mandarin lessons, at no cost, one day a week from 3:30 until 6:00. Sign up is early in the school year.

For extracurricular activities being offered in the academic year, check out our website: schools.tdsb.on.ca/dovercourt

HOMEWORK

Your child will be given an agenda, which is grade specific and includes useful tips on how to excel at being a student. Be sure to check you child's backpack and agenda everyday for important information about homework assignments and upcoming events.

YOUR CHILD'S PROGRESS

There are three report cards a year (two for students in JK/SK). Every parent of a Dovercourt student is encouraged to attend a parent teacher interview that will be held during day &/or evening hours the week the report card is given out. Parent-Teacher interviews may Also be held at any time at the request of either party: see the communicating with your school section. Translation is available upon request.



COMMUNICATING WITH THE SCHOOL

Dovercourt is a small school where our Principal and Staff are eager to know not just each student, but each family. We have an open door policy - any concerns or ideas can be brought to teachers or the SAC (Parent Council). As a parent of a Dovercourt student, the staff and parent council appreciate your involvement and are interested in hearing from you. You may have queries and suggestions that will improve your child's educational experience. To that end, there are several ways to keep in touch.



COMMUNICATE VIA THE AGENDA:

The agenda is an excellent tool for teachers, parents and students to communicate upcoming events, deadlines for projects, test dates, lists of spelling words and so on. Write your comments / concerns for the teacher in the book and be sure to check daily for messages as well.

Your child's teacher can set an appointment for a face to face meeting or phone interview should you require it. Request this through the agenda or by calling the main office.

Remember, if you have a concern regarding an educational issue, your first point of contact is your child's teacher. Discuss the concern directly with him or her so that together you can work towards a satisfactory resolution in the best interest of your child. If your teacher cannot assist, know that the school principal is also available to discuss your concerns. In addressing all concerns, the expectation is that a climate of respectful dialogue and interaction is maintained.

Our school boasts a lively and informative website with individual class web-pages where students and parents can check for information the teachers have supplied about your child's class and what the year has in store for everyone, as well as school - wide events and initiatives you should know about. Regular monthly newsletters from the school and the S.A.C. allow you to keep up to date on what activities are taking place that might affect your child and the community. We strongly encourage you to sign up for these by providing the office with your current email address: it's quick and saves paper!

The S.A.C. also maintains a list-serve. To subscribe:

1. Already have a 'Yahoo' account?
Log in to your 'Yahoo' account and go to: <http://groups.yahoo.com/group/dovercourtschoolcouncil/> .
Click on "join this group", sign in at the prompts and follow the instructions.
2. Don't have a 'Yahoo' account? Feel okay about creating one?
Go to: <http://groups.yahoo.com/group/dovercourtschoolcouncil/> . Click on "join this group", and follow the instructions on how to set up an account.
3. Don't have a 'Yahoo' account? Don't want one? You can still join the email group.
Send your email address to : communication.dovercourtcouncil@gmail.com.
You will receive a confirmation email once your address has been added to the group.

Communication from both the School Administration and S.A.C. is by email wherever possible:

School office: dovercourt@tdsb.on.ca

S.A.C.(Parent Council): commmunication.dovercourtcouncil@gmail.com

VISIT THE SCHOOL WEBSITE REGULARLY!
schools.tdsb.on.ca/dovercourt

PARENT INVOLVEMENT

The best way to keep in touch with what is happening at the school is to volunteer. Parent involvement is an integral part of our school's culture, and enriches learning opportunities for all. You can volunteer on a regular basis in class or in the library, or help out at specific events such as field trips or at fundraisers and community events like the Dance-a-thon, Spring Fling or Movie Nights. Talk to your child's teacher or come out to a SAC meeting to see how you can contribute and be an active participant in the Dovercourt family!

S.A.C. (PARENT COUNCIL)

School councils are an excellent way for parents to get involved in their child's education. The school council is made up of an elected committee of parents, plus staff, appointed community members, the principal, and a general membership which includes all parents of children attending the school. Together, the members advise on a variety of issues and activities relating to student achievement, curriculum goals and priorities, school budget priorities, fundraising for school enrichment, school safety, renovation plans, after school activities, and criteria for selection of new principals

Elections take place in September or early October and meetings take place once a month from from 6:30pm to - 8:30pm in the staff room on a day selected by the incoming council. Child care and translation is available.

PARENT CONCERN PROTOCOL

Dovercourt encourages all parents to take an active interest in their children's school and education. If you have a concern regarding an educational issue, your first point of contact is your child's teacher. Discuss the concern directly with him or her so that together you can work towards a satisfactory resolution in the best interest of your child. If concerns arise related to a policy matter that cannot be resolved at the school level, contact your school Trustee. The Trustee is your elected official and is a member of the Toronto District School Board. In addressing all concerns, the expectation is that a climate of respectful dialogue and interaction is maintained.

SPECIAL NEEDS

Dovercourt is dedicated to making sure all children reach their potential as students, artists, athletes and citizens. Thus the school offers a number of programs to help children with short and long term needs.

ENGLISH AS A SECOND LANGUAGE

Students who were not born in Canada and require additional support are provided with more intensive English instruction. They may be withdrawn from their regular classroom for individual or small group instruction by an ESL teacher to strengthen language skills.

SPECIAL EDUCATION PROGRAMS

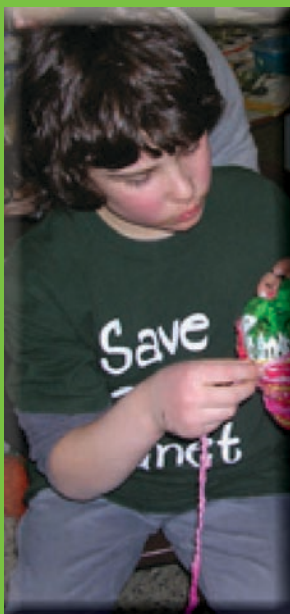
Dovercourt offers Reading Recovery and Home School Programs. The TDSB offers the Keli program using the Dovercourt facilities. If you think your child needs special support, for the short or long term, please speak to your teacher.



Come join us
in our Outdoor
Classroom!
At Dovercourt
education works
in tandem with
nature.



RESOURCES



STUDENT SUCCESS

PEOPLE FOR EDUCATION (peopleforeducation.com/resources/tips.html) has many helpful documents and tip sheets, already translated into a dozen languages. See, for example, "Helping your child succeed at school" (peopleforeducation.com/tipsheets/6secrets2010.pdf) and check out their FAQ section for information on split grades, special education and homework.

TDSB

Kids can check out the student only area: www.tdsb.on.ca/students/ while parents will find useful tips at www.tdsb.on.ca/parents/

LIBRARY

The Toronto Public Library also offers homework tips for kids: kidspace.torontopubliclibrary.ca/explore.html

AFTER SCHOOL CARE:

We are privileged to house multiple daycare options within our school to support our families.

Macaulay Daycare (416) 516-8367 Provides before and after school care as well as daycare for preschool children. Any child registered at Macaulay Daycare is ensured a spot at Dovercourt school.

Dovercourt Gardens Cooperative (416) 533-7337 (www.dovergardens.ca) Also located in DPS, this is a cooperative program where young families work together with staff to create an enriching program for preschoolers.

Dovercourt Boys and Girls Club (416) 536-4102
180 Westmoreland Avenue. Renovated and expanded in 2011, the club offers daycare and after school programs.

Wallace Emmerson (416)392-0039
1260 Dufferin Street. Daycare, swimming pool, & fitness centre.

Network Child Care Services (416) 536-2331 756 Ossington Avenue
Quality Child Care program for children 18 months to 5 years.

Swallows Daycare Centre (416) 536-0574 823 Dovercourt Road.
Commercial, licensed, childcare services for children 0-10

OUR NEIGHBOURHOOD

Dovercourt Park at 160 Westmoreland Avenue is our "local", a lovely green escape with baseball diamond, tennis courts, playground and splashpad. Also home to the Dovercourt Boys and Girls Club.
Plug into the community at groups.yahoo.com/group/dovercourtpark.

Dufferin Grove Park is just south of Bloor, East side of Dufferin. An oasis of cool on a hot day, this park also boasts shady trees, play structures, splash pad, plus dirt to dig. An organic market operates on Thursdays all year. Friday night suppers and pizza lunches take place around the outdoor wood baking oven on a seasonal schedule. Skate outdoors all winter and enjoy hot beverages and treats at the ZamboniCafe.

Bloor Gladstone Library (416) 393-7674 1101 Bloor Street West.
Books, videos, research, children's activities and more in this beautifully renovated library.

Wallace Emmerson Community Centre (416) 392-0039 1260 Dufferin Street.
Offers after school care, year round swimming, fitness centre, outdoor rinks with bonfire and café in the winter and a BMX/skateboard park in the summer.

Toronto Public Health has a range of information on topics from abuse to youth at www.toronto.ca/health/az_index.htm

NEW TO CANADA? settlement.org has a lot of helpful information, including a "Newcomers Guide to Elementary School" (Public School Board).

211ontario.ca Has information on community social, health, government services

Kids Help Phone 1-800-668-6868 24-7 counselling. Trouble at home or school? Being bullied or worried about dealing with other kids or your parents? Just need to talk? Call Kids Help Phone 1-800-668-6868 for 24-7 counselling. www.kidshelpphone.ca/Kids/PhoneUs.aspx

Parent Help Line Link Library - www.parenthelpline.ca

Toronto Red Flags Guide -toronto.ca/health/earlychilddevelopment/redflagsguide.htm pages 92-100 have key references for Toronto A reference for Early years professionals and those working with young children.



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