

WILKINSON JUNIOR PUBLIC SCHOOL

PARENT AND STUDENT HANDBOOK



2019/2020



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Introduction

The purpose of this handbook is to provide you with information about school routines and policies and to help answer related questions that you might have. It was compiled by Wilkinson families in partnership with the school. Although the document is maintained by the parents and guardians of the Wilkinson School Community Council, in order to keep it current and useful, we rely on input from both the school and from Wilkinson families like yours. If you feel that any information is missing or incorrect, please email the Council at council@wilkinsonps.org and provide as much information as possible so that we can make edits accordingly.

Principal's Message

I am an experienced educator who has served in the TDSB for over 25 years, 18 of those years as an administrator. Wilkinson will be my fifth school as an administrator. My last school was Gordon A. Brown Middle school. I strongly believe in collaboration, and I am excited to have the opportunity to join the dedicated team at Wilkinson to continue to offer positive learning experiences to all our students. I look forward to meeting and engaging with the Wilkinson families.

Sincerely,
Kim Jensen
Principal

Vice Principal's Message

Welcome to the new school year! My name is Jenny Georgiou and I am honoured to be the Vice Principal at Wilkinson Jr. P.S. I look forward to working with staff, parents and members of the community to support student learning. Education is a joint venture between the school and home. As we work with our students to help them learn about the world around them, we appreciate the support that parents give their children at home as they strive to reach their learning goals. The foundation of a successful school is the cooperation between the students, staff, parents and community.

Parents are a vital part of the school community. Your contributions are invaluable to the school through volunteer time and support of school activities. I look forward to working with you and developing a relationship that will assist in the growth of your child/children.

Jenny Georgiou
Vice Principal



Welcome to Wilkinson!

About Wilkinson

Opened in 1915, Wilkinson Public School has been part of the Danforth/Donlands community for 100 years. Our school is rich in cultural diversity, with 500 students speaking over 15 different languages. This provides an exciting opportunity for all of our students to learn about and celebrate many different cultures.

At Wilkinson, we all work together towards building a welcoming, respectful, and safe school environment. Our dedicated staff and parents work together to create a close-knit school community for the benefit of our whole neighbourhood.



We believe that all children have the potential to succeed in school. We provide rich programs in literacy, mathematics, science and the arts. Wilkinson is a dual-track JK to 6 school and offers an Extended-French program for students in Grades 4 to 6. We strive to promote the integration of information technology into all of our classrooms. Our daycare centre (for children aged 2 ½ to 10) is an integral part of the school. These programs help to build the lifelong learning skills and values that all children need to become responsible members of our society.



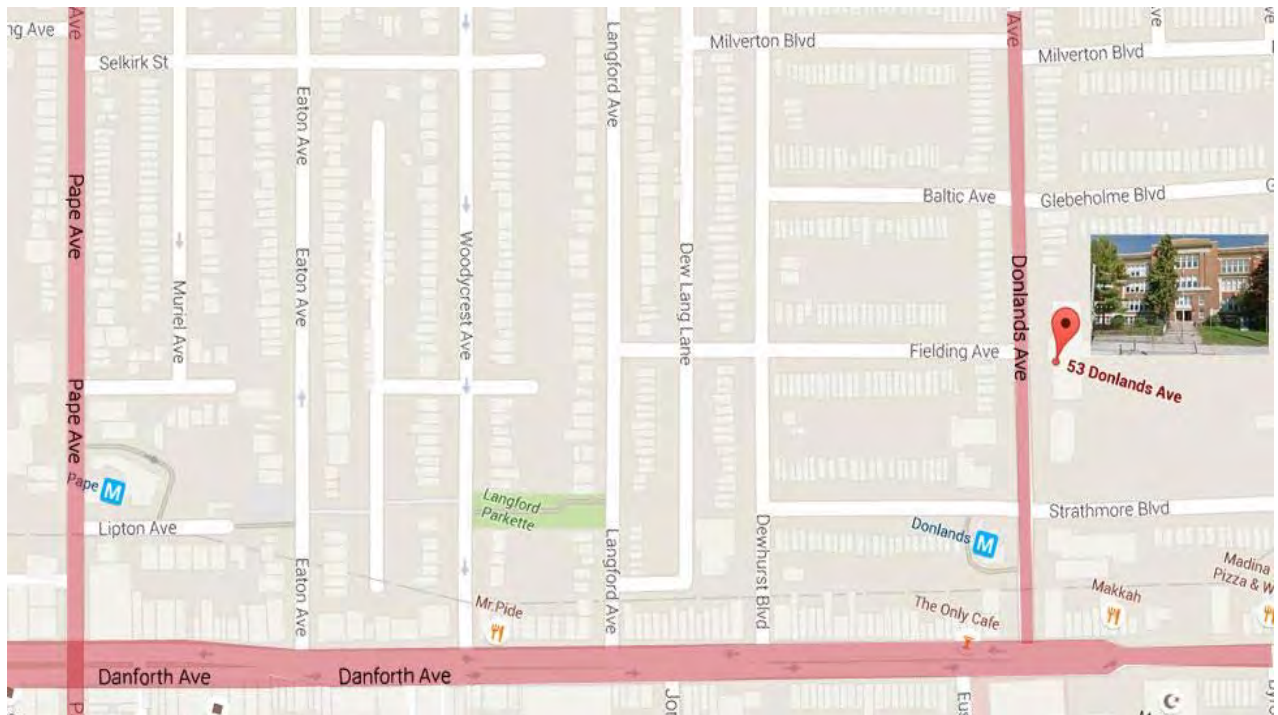
Contact Information

Wilkinson Public School
53 Donlands Avenue
Toronto, ON M4J 3N7

Phone: 416-393-9575

Email: Wilkinson@tdsb.on.ca

Website: wilkinsonps.org





Where Did Wilkinson School Get Its Name?

Our school is named after William Carr Wilkinson (1841-1927). W.C. Wilkinson was a native Torontonian who was appointed as Secretary to the Toronto Public School Board on November 4, 1874. He held this position until he retired 45 years later (!) in 1919. Mr. Wilkinson is remembered above all for his commitment to recording and preserving the history of education in Toronto. His many contributions to the cause of public education were marked in 1915 when Wilkinson Public School was named in his honour. He died on May 26, 1927 in the same house where he was born; 121 Parliament Street.

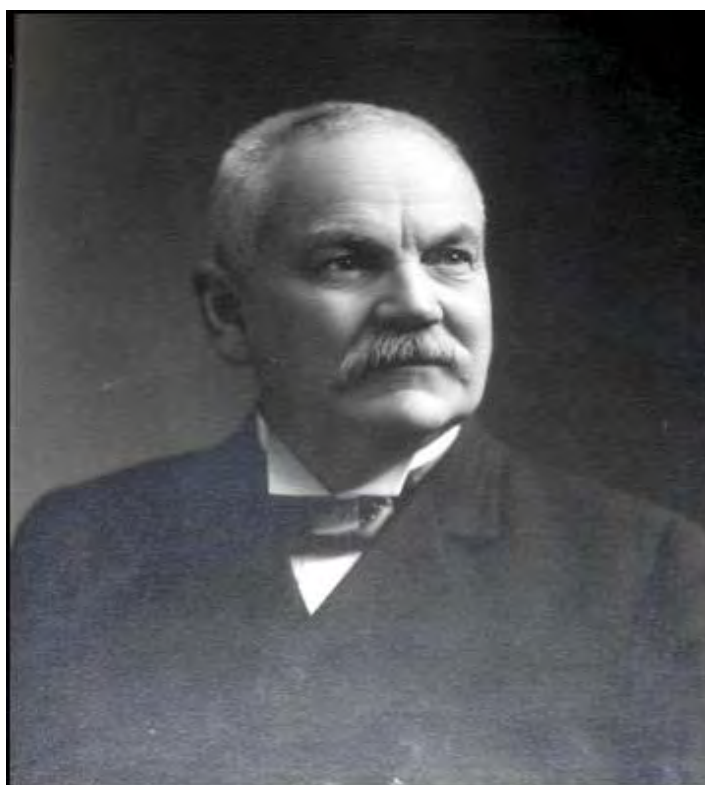


Photo provided courtesy of the TDSB Historical Photograph Collection



Property Map





Who we are

Administrative Staff

Meet Debbie Sisnett, the Office Administrator at Wilkinson. She's the friendly voice you hear answering the phone and the first face you'll see when you enter the school.

Debbie Sisnett has been our Office Administrator as of January 2019. She is no stranger to the TDSB system and brings 20 years of experience with her from her time as Administrator at Morse Public School.

Come and see Debbie for information such as:

- reporting student absences/late arrivals
- registration
- appointments with staff
- student records
- accident reports/first aid

When entering the school, please remember to check in at the office first. Ring the doorbell only once for entry. Your patience is appreciated if the office staff don't answer the buzzer right away.



Teaching Staff

A current list of our teaching staff is available on the [Staff page](#) of our website (www.wilkinsonps.org).

You can contact your child's teacher by:

- Sending a note to school with your child or writing comments in your child's agenda (students in Grades 4-6 have [agendas](#))
- Leaving a message or making an appointment through the office at (416) 393-9575
- Emailing the teacher directly, if they have agreed that this is an acceptable form of communication*

* The standard convention for a TDSB email address is firstname.lastname@tdsb.on.ca, but it's best to confirm the preferred email address directly with your child's teacher.



Parent Council

The Wilkinson School Community Council (WSCC, Parent Council, Council) extends a very warm welcome to all new and returning Wilkinson families!

The purpose of the WSCC is:

1. To enrich our children's education by encouraging parental and community participation and by providing input into school activities, policy development and programs.
2. To maintain and foster the partnership between staff and parents.
3. To keep parents and community members informed about changes in education policies and programs and their effect on Wilkinson.
4. To actively encourage respect and understanding for the rights of everyone in our school community.
5. To raise and distribute funds for Wilkinson Junior Public School.
6. To provide advice to the school Principal and, where appropriate, to the school board on any of the matters listed in Ontario Regulation 612, Appendix 3.

Wilkinson Public School is fortunate to have an active Parent Council with many members from our school community. The Council is dedicated to making each child's experience at Wilkinson as meaningful and rewarding as possible by encouraging parental and community participation and by providing input into school activities, policy development and programs.

We organize community building events and fundraisers, keep Wilkinson families informed, and work with the school's active and involved team of staff to provide extra hands at school events and to bring special programming and resources into the school. Funds raised through our events, direct donations program and our shopping links go towards such things as technology in the classrooms, schoolyard enhancements, arts and science programming, visiting authors, sports equipment, seminars, graduation festivities and field trip subsidies.

Members attend a meeting once a month at the school with the Principal and Vice Principal to make all of this possible. Meeting dates can be found on our website on the [Home](#) or [Calendar](#) pages. Childcare is provided at all Council meetings to facilitate participation. New members are always encouraged to join to ensure that our Council remains vibrant and representative of the diverse perspectives and demographics of our school population. It's a great way to find out, first hand, what's going on at the school. Council membership is open to all Wilkinson parents, guardians, and staff.



All members of the Wilkinson community are welcome to attend any and all Council meetings. In order to be a *voting* member of the Council, parents and guardians must submit a nomination form. Because Council membership cannot exceed 5% of the student population, an election via blind ballot will take place as per Ministry regulations if more nomination forms are received than there are voting positions available. Nomination forms are available at the beginning of each school year and, if elections are needed, they usually take place at Curriculum night. Don't worry, the process is far less intimidating than it sounds! Parents and guardians who miss the initial nomination period may be elected into a voting position by expressing interest at any Council meeting (providing there are still positions available). The Executive Committee (Chair, Vice Chair, Treasurer and Secretary) is elected by voting members at one of the first meetings of the school year. Details about the way in which the Council functions and the roles and responsibilities of the Executive Committee can be found in the Council Constitution on our website ([Council](#) page). Once meeting minutes are approved at the following month's meeting, they are posted on our website ([Council](#) page). The most current meeting agenda will be posted until the minutes from that meeting have been approved.

The Council works hard to keep Wilkinson families informed about school and Parent Council activities through emails, our [website](#), [Facebook](#) and [Twitter](#). For news from the TDSB and from local elected officials, we encourage you to sign up directly for their respective email lists. Visit our [Links and Resources page](#) for more information, and visit our [website](#) for information about events, news, and important dates, as well as links to our social media, teacher blogs, forms and to sign up for our emails.

The Council website is wilkinsonps.org and our email address is council@wilkinsonps.org

Attendance

It is imperative that all children learn the value and importance of being punctual and attending classes regularly. As these are lifelong skills, we would ask that you assist and support us in reinforcing these habits with the students. Please refer to the [Wilkinson](#) or [TDSB](#) websites for the current school calendar and listing of P.A. Days and other holidays.



School Hours

The hours for the students are as follows:

Entry	8:45
Morning Recess	10:10 - 10:20
Kindergarten Lunch	11:15 - 12:30
Lunch	11:30 - 12:30
Afternoon Recess	1:55 - 2:10
Kindergarten Dismissal	3:00 - 3:05
Dismissal	3:20
Remediation	3:20 - 3:30

Excused Absences

Please assist us by informing the school office whenever your child is absent. Students who have appointments during school hours are required to inform the office before leaving the school via a note or phone call to the school. The school phone number is (416) 393-9575. If the office is closed, a recorded message should be left on the school's "Safe Arrival" answering system. In your message, please include your child's name, room number, teacher, the date and the reason for the absence.

Late Arrivals

Please ensure that students start the day on time. Late arrivals result in your child missing valuable teaching time, missing important messages during the opening announcements and causing disruptions to the class already in progress.

We all experience an emergency or unexpected set back occasionally that makes it difficult to arrive on time, and we ask that you notify the office at (416) 393-9575 in such cases. All students are expected to be on the school grounds approximately 5 minutes before the start of classes. Those students arriving after the bell will need to report to the office to receive an admit slip before going to their classrooms. This ensures that students are marked as being late rather than absent and the automatic "Safe Arrival" call-out system will not be activated.



Safe Arrival Program

Teachers take attendance immediately following entry, both in the morning and after lunch. Under Wilkinson's Safe Arrival Program, whenever a child is marked absent and the school is unaware of the reason, an automated call-out system will be initiated. Parents/guardians listed as a Priority 1 contacts will receive a call first with an automated message. You are **required to listen to the entire message and follow the prompts accordingly**. If there is no response from a Priority 1 contact, the same process will repeat with Priority 2 contacts. This entire process will be repeated 3 times in 10 minute intervals if no response is received. If the Safe Arrival call-out system fails to get a response, the Principal may contact the police and initiate a search. In order for the Safe Arrival Program to work effectively, **please inform the school immediately of any changes to contact names and numbers**.

Drop off/Pick up Procedures

The schoolyard is supervised beginning at 8:30am, when the first bell rings. Please do not drop off unattended children earlier than this unless they are going to a pre-school activity. Vehicles should not enter the south parking lot; this is a staff parking lot and is not a safe drop-off zone. A short term vehicle drop-off/parking area is located in front of the school on Donlands Avenue. At 8:45am the second bell will ring, signalling students inside.

Kindergarten:

Children should be dropped off at 8:45am. For the first week of school, Kindergarten students should be dropped off inside their classrooms. After the first week, students should be dropped off in the Kindergarten playground. Attendance sheets are located on clipboards along the fence by the gate. Please sign your child in when you arrive by checking off the appropriate box beside their name.

Lunch time pick-up is at 11:15am-11:20am in the yard outside of the back door of your child's classroom. Lunch time drop-off is at 12:30pm in the Kindergarten playground. Afternoon dismissal is 3:00-3:05pm in the yard outside of the back door of your child's classroom. Your child's teacher will give you more information about these procedures on the first day of school. Please refer to our [Property Map](#) if you are unsure of where to go.

Your child's teacher and early childhood educator (ECE) will be supervising pick-up to make sure that your child goes home with the correct adult. If your child is going to be picked up by someone new (including another parent in the classroom), please notify the teacher or ECE in advance.

In situations with inclement weather, children can be dropped off and picked up inside of their classrooms. If no one shows up or someone is late to pick up a student, the staff member may bring the child to the office for supervision.



Grades 1 and 2 and Room 18:

Children should line up outside the south back doors on the line with their room number (painted on the ground). Students in room 10 can line up on line 16. Each line will be directed inside by a staff member. Please refer to our [Property Map](#).

Staff members will escort Primary students outside the south back doors at lunch/end of day and make sure they are released to the proper parent or guardian. If no one shows up or someone is late to pick up a student, the staff member may bring the child to the office for supervision.

Grades 3 to 6:

Children should enter through the side doors at the north side of the property (in front of the Learning Garden) and proceed to their classrooms. Please refer to our [Property Map](#). Students in room 18 should follow the procedure above and enter/exit through the south doors.

Students are released at lunch time and at the end of the school day through three different sets of doors to avoid crowding related accidents. Each class has a designated exit route. Please note that there is no staff supervision for the release of Grades 3-6.

Inclement Weather

Throughout the year it's very likely that we will experience rainy or extremely cold weather. On days when the weather is determined to be a factor, you'll notice that the schoolyard will be fairly empty, which means that the children have been allowed immediate entry into the school. Students will also be kept inside during recess. Please ensure that on these days, your children do not arrive at school too early (before 8:40am).

In the event of extreme weather conditions leading to unsafe travel, classes could be cancelled by the TDSB. Should this occur, the TDSB will make every attempt to inform parents as soon as possible through announcements that will be aired on local radio stations, such as CFRB 1010, and by posting the information on the [TDSB website](#).

Should a severe storm develop after the start of classes resulting in an early school closure, no student will be permitted to leave the school until adult supervision for them has been verified by telephone or by personal contact with a parent or guardian unless otherwise specified in the Start of Year Permission/Consent Forms Package distributed by the TDSB.



Visitors

We are very proud of our school and openly welcome visitors to our building. However, in the interest of everyone's safety, we ask that all visitors report to the office upon arrival.

The school doors are locked during school hours. Visitors should come to the front doors, ring the buzzer for entry and then check in at the office for clearance. When picking up a child early from school, you're typically required to wait at the office while the child is notified to come down to meet you. If you need to speak with a teacher, please remember to make an appointment, instead of going directly to the classroom unannounced, so that the teacher can be prepared to give you the attention that you deserve and the class is not disrupted.

Excursions

Throughout the year, students may have the opportunity to participate in excursions that will extend their learning and enhance classroom programs.

Most excursions will have a cost, but lack of funds should not be a reason for any child to miss a trip. Should cost be a factor in your decision to not permit your child to take part in an organized excursion, please contact your child's teacher (or the office) and other arrangements can be made to cover the cost. All cases will be dealt with in a confidential and sensitive manner.

Prior to each excursion, parents/guardians will receive a permission form detailing the purpose, destination, time, special requirements, transportation arrangements, supervision and cost of the excursion. One copy of this form must be completed, signed and returned to the classroom teacher by the due date in order for students to participate.

Daily Schedules

Wilkinson operates on the TDSB's 5-day cycle. Each classroom has a unique schedule for each numbered day. For example, Room 4 may have gym on Day 3 and music on Day 2, while Room 11 may have gym on Day 2 and music on Day 4.

The first day of school is Day 1, with the rest of the school days following through to Day 5, at which point the cycle will repeat. Because holidays and PA Days are omitted (not numbered), each month will have a slightly different schedule. A master calendar can be found on the school [website](#) (the first day of each week is numbered) and on the TDSB [website](#). Most teachers will provide a class schedule to help you and your child know what activities they should be prepared for each day. If you need more information on your class schedule, please contact your teacher.



Agendas

Agendas (costing \$5 each) will be available for purchase by students in Grades 4-6 at the beginning of the school year. The agenda can be of great assistance in developing organizational and time management skills. It is also an excellent way to increase communication between home and school.

Assemblies

A few times per year, the students come together for an assembly. This gives the students and classes the chance to share what's been happening in their classrooms. Each month, students will be recognized for academic achievements or their success in the area of personal/social responsibility. At times, special performances by outside groups are also included.

Code of Conduct

Wilkinson Public School is committed to providing a healthy learning and working environment by promoting respect, civility, safety, responsible citizenship and academic excellence.

A positive school climate exists when all members of the school community feel safe, included and accepted and actively promote positive behaviours and interactions. Equity, inclusion and respect are critical components embedded in the learning environment.

The Wilkinson Code of Conduct is developed in accordance with the Education Act, the Provincial Code of Conduct 1, the TDSB Code of Conduct and all other TDSB operational procedures. The Wilkinson Code of Conduct also reflects the values and expectations of the Wilkinson community.

The standards of behaviour outlined in the Wilkinson Code of Conduct shall apply to all members of the school community, including students, parents and guardians, Board staff, permit holders, volunteers and visitors:

- on school property;
- while traveling on a school bus that is owned by the Board or that is under contract to the Board;
- in-school sports activities;
- in off-site school-sponsored activities; or
- in circumstances where engaging in an activity will have an impact on the school climate Standards of Behaviour.

All members of the school community are expected to:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;



- treat one another with dignity and respect at all times, and especially when there is a disagreement;
- respect and treat others fairly and promote a positive school climate that is inclusive and accepting of all pupils, including of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect persons who are in a position of authority;
- respect the need of others to work in an environment of learning and teaching.

Progressive Discipline

The aim of progressive discipline is to determine appropriate consequences and supports to help students improve their behaviour, while taking into account individual circumstances. The goal is to help prevent inappropriate student behaviour from happening again.

Examples of progressive discipline at Wilkinson include:

- Discussion with a teacher, member of the support staff, Vice-Principal or Principal
- Attendance / performance/ behaviour contracts
- Time Out
- Reflection Sheet
- Parental contact and involvement in applying an appropriate remedy
- Loss of privilege to participate in specified school activities
- Peer mediation
- Individual or group counselling
- Assessment
- Detention
- Restitution for damage or stolen property
- Community service

Student Dress Policy

The TDSB adopted a [**new Student Dress Policy**](#) in June 2019. The new policy was developed to provide students with learning environments that are safe, equitable, welcoming and inclusive and recognizes that decisions about dress reflect individual expression of identity, socio-cultural norms, and economic factors and are personal and important factors to a person's well-being and health. Students may attend school and school-related functions in dress of their choice that conforms to the system standards below.



Student dress must:

- Be worn in such a way that all bottom layers cover groin and buttocks and top layers cover nipples, both with opaque material.
 - Tops may expose shoulders, abdomen, midriff, neck lines and cleavage.
 - Bottoms may expose legs, thighs and hips.
 - Undergarments may not be substituted as outerwear and, if worn, should be worn beneath a layer of outer wear.
 - Straps and waistbands may be exposed however.
 - Any headwear that does not obscure the face may be worn.
- Conform with established health and safety requirements for the intended activity (e.g., health and physical education classes, science and chemistry classes, sporting events, technical education, drama/dance classes, etc.)
- Respect the Board's intent to sustain a community that is positive, anti-oppressive, equitable, accepting and inclusive of a diverse range of social and cultural identities;
- Not promote offensive, lewd, vulgar, or obscene images or language, including profanity, hate and pornography;
- Not promote, nor, could not be construed as or include content that is discriminatory (e.g., racist, anti-Black, anti-Indigenous, anti-Semitic, Islamophobic, sexist, transphobic, homophobic, classist, ableist, sizist, etc.), or that reasonably could be construed as defamatory, threatening, harassing or promoting bias, prejudice or hate;
- Not symbolize, suggest, display or reference: tobacco, cannabis, alcohol, drugs or related paraphernalia, promotion or incitement of violence or any illegal conduct or criminal activities;
- Not interfere with the safe operation of the school, limit or restrict the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights; (e.g., except for creed accommodations and safety requirements, no head wear may obscure the face, all other head wear may be worn);
- Conform with any established standard school uniform.

To view the full dress policy, please [visit the TDSB website](#).

Please ensure that your child is dressed appropriately for the weather, as they will be expected to spend some time each day outdoors. All students are expected to go outside for recesses.

It is essential that all students wear shoes inside the building at all times. In the event of an emergency, such as fire or fire drill, students will not be allowed to stop and put on shoes or boots. The chances of slipping on a floor are also reduced with proper footwear. Running shoes are necessary for all gym classes.

As we always have a significant number of items in our lost and found area it is advisable to label backpacks, lunch bags, shoes, boots and articles of clothing with your child's name. Possessions not claimed by the end of each term are donated to a local charity. The Lost and Found is located in the stairwell to the left of Room 3.



When entering the main doors, go straight up the half flight of stairs (Room 3 will be straight ahead). At the doors to Room 3, turn left and the Lost and Found will be around the corner in the stairwell.

Code of Online Conduct

The Toronto District School Board (TDSB) is committed to providing students with access to the Internet through the Board's computer network. The Internet is a rich source of information and opportunities to enhance student learning. However, increased access to the Internet raises issues that must be addressed and understood.

The TDSB has addressed these issues through a Code of Online Conduct which applies to students, staff, and all other users of electronic resources accessed through the facilities of the TDSB including the Internet.

This Code of Online Conduct includes sections covering Personal Safety Rules, Unacceptable Sites and Materials, Use Guidelines, Prohibited Uses and Activities, Online Publishing, and Liability. The Code is available on the TDSB [website](#) or upon request from the school office.

Parent Concern Protocol

The information below is an excerpt of the TDSB policy which outlines the procedures for addressing educational concerns brought to staff and trustees by parents. Appropriate flexibility will be exercised in implementing these procedures to suit individual circumstances. The full policy can be found [on the TDSB website](#).

Classroom Concerns Brought to the Principal

If a parent brings a concern to the principal about a classroom or teacher-related matter, the principal will undertake one or more of the following actions depending on the nature of the concern and its circumstances:

- Advise the parent to discuss the concern directly with the teacher and resolve it at that level;
- Gather any relevant information to determine the facts and circumstances;
- Discuss the concern with the teacher and offer advice to the teacher where advice is required to resolve the concern, and inform the parent of the outcome;
- Meet jointly with the teacher and the parent to discuss the concern where the principal determines that such a meeting will resolve the concern;
- Consult with the superintendent of education, other Board staff, or the Board's Legal Services where required, in order to assist in resolving the concern;
- Refer the concern to the superintendent of education if the parent does not agree with the decision of the principal and wishes to appeal to a higher staff authority;



- Where the principal refers the concern to the superintendent of education, the superintendent of education will consult with the principal and parent, make a final decision and communicate the decision to the principal and parent.

School Concerns Brought to the Principal

If a parent brings a concern about a school policy, procedure, activity, event, or situation to the principal, the principal will undertake one or more of the following actions depending on the nature of the concern and its circumstances:

- Contact the parent to discuss and resolve the concern;
- Gather any relevant information to determine the facts and circumstances;
- Consult with the superintendent of education, other Board staff, or the Board's Legal Services where required, in order to assist in resolving the concern;
- Refer the matter for school council discussion and advice where the concern relates to a matter appropriate for school council consideration;
- Refer the concern to the superintendent of education if the parent does not concur with the decision of the principal and wishes to appeal to a higher staff authority;
- Where the principal refers the concern to the superintendent of education, and/or the parent brings the concern directly to the superintendent of education, the superintendent of education will consult with the principal and parent, make a final decision and communicate the decision to the principal and parent;

Where the parent brings a concern about a policy or program matter which is beyond the scope or jurisdiction of the school to address, the principal advises the parent of the appropriate person(s) to whom such concern should be directed, and assists the parent with the referral where necessary.

Guidelines for Staff

In addressing parents' concerns staff will strive to:

- Foster a climate of respect and trust which focuses on working towards mutually acceptable solutions;
- Ensure that every parent with a concern has an adequate opportunity to express the concern fully;
- Encourage the parent to address the concern at the level at which the concern is related, except where circumstances warrant otherwise;
- Conduct a process for addressing a concern that is seen to be fair by the parent and by all other parties directly involved in addressing the concern;
- Maintain a written record of the concern(s) where necessary;
- Provide the parent with timely updates, as needed, about the progress made in resolving the concern;
- Adhere to the relevant procedures governed by legislation or Board policy where the concern relates to such legislation or policy.



Guidelines for Parents

In bringing concerns to staff or trustees, parents will strive to:

- Present their concerns to staff or trustees in a respectful manner which allows the opportunity for due consideration of the concern;
- Allow for a reasonable timeline for addressing and resolving the concern;
- Address the concern first to the staff person(s) responsible for the area to which the concern directly relates, unless circumstances warrant raising the concern with staff at a higher level;
- Direct the concern to the school council where the concern relates to a school policy or program matter which can be more appropriately addressed by the council;
- Direct the concern about a Board policy or program matter to the appropriate Superintendent of education, central staff, or trustee where the concern should be addressed at those levels;
- Maintain an openness to receiving the information and advice that may be offered by staff or trustees as possible resolutions to the concern;
- Ensure that confidentiality is maintained concerning personal or private matters addressed by all parties.

To learn more about concerns brought to the Superintendent of Education, Director of Education or Chair of the Board, please review the [full policy on the TDSB website](#).

Medication

The TDSB permits the administration of medication to students during school hours, only in the following situations:

- the medication is required for the student to continue to attend school.
- the medication, by necessity, must be taken during school hours.
- it is not appropriate for the student to self-administer the medication.

In order for any student who meets the above conditions to receive medication at school, a parent or legal guardian must give written authorization, with clearly written instructions from a physician. The physician and parent or guardian must give this authorization by completing the appropriate TDSB form, which can be obtained from the school office (416-393-9575).

All medication must be given to the Principal, Vice-Principal or office administrator to be stored in an appropriate area. No medication is to be kept in the possession of the student, with the exception of inhalers to control asthma, and in some situations EpiPens. Students carrying these items must be instructed to never share them with anyone and must know how to use them safely and correctly.



Vaccination Reporting

Each time your school-aged child gets an immunization, it's your responsibility to report it to Toronto Public Health. Parents and guardians report immunizations when children register for Kindergarten and then each time a new one is received. This reporting is now done either [online](#) or by mail. Please [see this flyer for more information](#). These links can also be found on the [Links and Resources page](#) of the Parent Council website.

School Telephones

Throughout the year, students request to use the school telephone for a variety of reasons. In the case of illness, school staff will contact a parent or guardian. Students are not permitted to use the school telephone to ask parents for permission to change after school social plans or schedules, in order to remain at school to watch a game being played, or to go to a friend's house. Students should not ask to use the phone to request that someone bring forgotten items from home for them. Personal responsibility is a life skill that students need to acquire at an early age. As students mature, they must become more responsible in both ensuring that they are prepared for class and that social arrangements are organized without causing an inconvenience to others.

Cell Phones

Please note that while on school property, cell phones are only permitted before and after school, not during class time, during recess or at lunch.

Homework

Through regular homework, children are able to develop routines, habits and time management skills, as well as strengthening their understanding and knowledge of concepts taught in class. The TDSB has homework guidelines that suggest the amount of time that might be spent on homework most evenings (about 10 minutes per Grade level):

J.K. - Grade 3: 10-30 minutes

Grades 4-6: 30-60 minutes

This will vary depending upon the teacher, time of year and individual student needs. The TDSB's policy on homework is available for viewing by parents [online](#).

Textbooks and Library Books

All required textbooks are supplied free of charge and are the property of the TDSB. Each student is responsible for returning all textbooks and library books in good condition at the end of the year or as otherwise noted. Replacement or repair costs will be charged for any damaged or lost texts or library materials.



Valuables

The school cannot be responsible for lost personal articles. However, every effort will be made to help students find misplaced items. Please ensure that your child's name is on all belongings.

Students are requested to leave expensive items at home; as the school will not be responsible for them should they go missing. The school will also not take responsibility for any loss or damage that may occur to bicycles left in the yard.

Rollerblades, skateboards and scooters should not be ridden on school property due to safety concerns. Aluminum and wooden baseball bats are also not permitted to be brought from home.

The Lost and Found is located in the stairwell to the left of Room 3. When entering the main doors, go straight up the half flight of stairs (Room 3 will be directly ahead). At the doors to Room 3, turn left and the Lost and Found will be around the corner in the stairwell.

Evaluation and Reporting

Frequent and effective communication between home and school is critical to a child's progress. If at any time, you have questions regarding your child's program or progress, please feel free to contact the teacher involved. Please do not disrupt class time to speak with teachers. Appointments can be made by calling the office at (416) 393-9575, sending a note to school with your child or by emailing the teacher directly, if they have agreed that email is an acceptable method of communication. Although it's best to confirm the email address directly with your child's teacher, the standard convention for a TDSB email address is `firstname.lastname@tdsb.on.ca`.

In November, parents will receive a progress report. Regular reports will go home in February and in June. Time will be made available for Parent-Teacher conferences by request. Students will be evaluated on many aspects of their school performance, including class participation, classroom tasks, homework assignments, test and quiz results and projects. There will be a focus on learning skills and work habits, including responsibility, organization, independent work, collaboration, initiative and self-regulation.

Kindergarten students receive progress reports twice per year. The Senior Kindergarten students receive one in November and one in June. Junior Kindergarten students receive one in February and the second in June. Time will be made available for parent-teacher conferences by request.



Special Programs

Extended French

The Junior Extended French program begins at the Grade 4 level and is designed for students who do not speak French at home. Students in this program spend 50% of their day in French instruction in the subjects of French Language Arts, Social Studies and The Arts. English Language Arts, Mathematics and Science are taught in English. Designated school pathways exist to ensure that students have a continuation of program from the Grade 4 entry to the end of Grade 12. The online application process can be found on the TDSB [website](#) and begins in January for students who will be entering Grade 4 in September of the same year.

Co-Curricular Programs

Co-curricular activities are a very important part of school life here at Wilkinson Public School. We provide a wide range of activities for all grade levels. Student participation in these activities helps to broaden their experiences and strengthen their social skills. Notices for sign up are handed out during the school year.

Music

In-School/Curricular Music Program

All Classes

Each class receives between one and two periods of music instruction each week from a music specialist. Those music classes consist of a vocal based program, where students sing, move, create, play percussion instruments, and learn how to read and write music. Beginning in Grade 4, students also learn how to play the recorder.

Primary Choir – Grades 2 & 3

All students in Grades 2 and 3 participate in the primary choir. One period per week is designated in the regular schedule for this activity. An effort is made to link the primary choir songs with other areas of the curriculum such as literacy, social studies and science.

Band & String Programs – Grades 5 through 6

Students in Grade 5 are invited to apply for the beginning band/string program. Unfortunately, due to the limited number of instruments available, there are only spaces for approximately 15-20 Grade 5 students. The band and string programs are taught by itinerant music teachers, and occur during class time. Thus, students in band or strings will miss some class time, and must be capable of making up any missed work on their own.



The band and string programs alternate: in the 'even' years (when September is in an even year), Grade 5 students are invited to apply for the limited spots in the string class; and in the 'odd' years, Grade 5 students are welcome to apply for the limited spots in the band class. When the students move to Grade 6, they continue with their instruments in Grade 6. In other words, band and strings students are expected to commit to the program for two years (through to the end of Grade 6).

Extra-Curricular Music Opportunities

There are also many extra-curricular music opportunities at Wilkinson that take place either at lunch time or after school. Students who stay for music programs at lunch are encouraged to bring their lunch to school so that they can arrive at rehearsals on time. Although they may vary from year to year, here are some extra-curricular music opportunities that have a long tradition at Wilkinson:

Junior Choir

- Offered to Grades 4, 5 & 6
- Rehearses once a week at lunch
- **Sign-Up:** Information will be communicated within the first two weeks of school in September.

Orff Ensemble

- Offered to Grades 4, 5 & 6
- The Orff Approach to music education combines music, movement, drama and speech.
- Usually 3 or 4 different groups are run throughout the week at lunch in order to accommodate as many students as possible who wish to participate. However, students only sign up for one of the Orff groups. Each group learns its own set of music; although there is usually also one mass number that all Orff groups come together to do at the concert.
- **Sign-Up:** Information will be communicated within the first two weeks of school in September.

Ukulele

- **Program provided by Doane Uschool. A charitable organization with its origins at Wilkinson P.S. see uschool.ca**
- Offered to Grades 4, 5 & 6 - both beginner and advanced groups
- Rehearses once a week either after school or at lunch
- **Cost:** Class fees at Wilkinson are subsidized 100%. Students are asked to purchase a ukulele and Uschool facilitates a class order each year (ukuleles with a case are \$75). Students who already own a ukulele must check in by email with Melanie and have their instrument approved before classes begin. No child will be turned away due to finances. All students will own their instrument even if subsidized. All registration is done directly with Melanie and subsidies are organized with the help of Melanie and the school principal. Subsidies are confidential.



Concerts and Performance Opportunities

The school has two concerts each year, a Winter Concert in December and a Spring Concert in April. There is also a separate Kindergarten/Grade 1 concert held in June. Other performance opportunities for the extra-curricular groups may arise during the school year. More details and exact concert dates will be sent home with the students.

For current news/information about the Wilkinson School Music Program, visit the [music website](#).

Library

Reading with your child and providing them with a quiet time and space for reading are ways that you can help to instil a love of reading and foster reading confidence. Each class has an opportunity for **book exchange** at the school library at least once a week. While books borrowed from the library are self-selected by your child, the librarian is available for suggestions and guidance toward age appropriate reading material. Grades 4-6 students take out as many as 4 books at a time, Grades 2 and 3 as many as 2 books and Kindergarten and Grade 1 students take out 1 book. Kindergarten students have a book bag with their name and student barcode on it. It is important that these books are returned (or renewed) each time the class visits the library. Ask your child/teacher which day of the cycle her/his library day is and help them to return their books on time. There are no overdue fines but all students are reminded to return their books weekly so they can continue to take out more books.

In addition to the regular class library visits, here are a few highlights of other programs often hosted by the Wilkinson School Library:

Forest of Reading

Every January, a fantastic selection of new Canadian books is made available for the **Forest of Reading program**, which is funded by the Parent Council. K-3 students take part in the **Blue Spruce** program for picture books during their library visits and get a chance to vote for their favourite books in April.

Junior students are able to join the **Silver Birch** reading program where they commit to reading 5 of 10 books in a chosen reading program and then vote for their favourite. Every vote counts and all votes are sent to the Ontario Library Association to determine this year's winning books.

Book Fair

Each year the library hosts a **Scholastic Book Fair** where students can purchase their favourite titles and help raise money for the school. More information with opening times will be sent home closer to the date.



Author Visits

Throughout the year, local authors are invited to the school to give presentations and to meet with students

Teaching and Learning with Technology

Students have the opportunity to use iPads and Chromebooks in pursuit of research and inquiry, digital storytelling, movie creation, education and website creation.

To learn more about what's happening at the Wilkinson Library, check out the Library [website](#). Here you'll find links to the Library Blog, the Wilkinson Podcast, the Library YouTube page and the School Virtual Library.

Physical Education and Sports

We take a holistic approach to Health and Physical Education and deliver this through a variety of channels, including curricular and cross-curricular content, extracurricular activities involving many team sports and through Wilkinson's H.E.A.L.T.H.Y. (Healthy Eating Always Leads To a Healthy You) Program. You can find more information about the HPE curriculum at this [website](#).

There are numerous sports teams here at Wilkinson:

- Grades 1 to 6: practice cross-country running and track and field, but not all grades compete in meets.
- Grade 6 Co-ed (boys and girls together)*: track and field, cross country, badminton, cricket, volleyball, ultimate Frisbee, ice hockey (have to be currently playing in a league).
- Grade 6 (separate boys and girls teams)*: volleyball, basketball, soccer and slo-pitch

* Note that when we do not have enough Grade 6's to form a team, Grade 4 and 5 students are able to try out.

For each sport a permission form will be handed out to students in advance of team tryouts, which will include information outlining practice times, possible exhibition games and tournaments.

Aside from teams, a morning fitness club exists which gives all students, especially the primary students in Grades 1-3, an opportunity to be active before class. This is an informal drop-in club involving warm-ups and a variety of sports for fun.

For the latest news on Wilkinson's HPE program, visit Mr. Kasaval's [website](#).



Clubs

EcoTeam

Ontario EcoSchools is an environmental education and certification program for grades K-12 that helps school communities develop both ecological knowledge and environmental practices in order to become environmentally responsible and to reduce the environmental footprint of our schools.

Wilkinson has a very active **EcoTeam** that meets once a week at lunch and is made up of about 40 students from Grades 1 to 6. Team members plan and run various eco-initiatives and educate their peers on various topics and ways to help the environment.

We strive to integrate ecological literacy in every classroom throughout the year. Our active parent community helps to maintain the vegetable garden and our beautiful Learning Garden made up of native plant species. To find out more about our current projects, please visit the **EcoSchools** page of our website.

Grade 6 Ambassador Program

The purpose of the Grade 6 Ambassador Program is to provide leadership and mentorship opportunities for our Grade 6 students within the Wilkinson community.

There are several components to our program:

1. **Grade 1 Buddy Program:** Grade 6 students are matched with a Grade 1 buddy. They spend time together at recess once or twice per week. Our Grade 6s help their younger buddies problem solve and engage in outdoor activity.
2. **Recess Success:** Grade 6 Ambassadors plan, organize, and lead interactive activities in groups during lunch recess for Grades 1-3. This is an excellent opportunity for our Ambassadors to develop their leadership skills and to have fun in the process!
3. **Wilkinson Open House:** Grade 6 Ambassadors are responsible for providing new and prospective students and their families with a tour of our school. They are expected to have a strong understanding of the various components to life as a Wilkinson student.
4. **Assemblies:** Grade 6 Ambassadors plan and deliver one or more assemblies for the school community. In 2019, they planned a School Spirit Assembly.



Lunch Program

Due to limited facilities and supervision, the lunch program is designed for students who come to Wilkinson Public School by bus or for students who have no one at home over the lunch period and no other arrangements can be made.

For those students who must stay at school over the lunch period, a **form** will need to be completed, signed and returned to the school office. Students staying at school for lunch are expected to stay on school property at all times, unless a phone call to make other arrangements is received by the office.

If a parent has indicated that they want their child to stay at school for lunch and it comes to our attention that the child has not stayed and thus defied the wishes of the parent, we will inform the parent as soon as possible.

Any student who is unwilling or unable to behave in an appropriate manner will have his or her lunch program privileges suspended.

Due to the increasing prevalence of peanut allergies, we would request your co-operation in **not sending any nut products to the school at any time**. As we are an Eco School, please try to pack lunches in reusable containers where possible to cut down on waste. More information about this can be found below.

Please see the [Kindergarten](#) section for more information specific to Kindergarten students.

Litterless Lunches and Single-UsePlastics

As a [Platinum EcoSchool](#), we request that our students bring lunches and snacks packed in reusable containers (including a reusable water bottle) and containing compost items. Students are asked to make sure their litter is placed in the garbage and recycling containers provided, and are encouraged to bring healthy snacks that are not pre-packaged to help us cut down on litter. This is especially important since the introduction of our **student-led initiative to eliminate single-use plastics at the school**. Details about this program can be found on the [EcoSchool](#) page of our website. Thanks for your support!

H.E.A.L.T.H.Y. Eating Program

At Wilkinson we pride ourselves on being a Healthy Eating School. We have been recognized by the Ontario Provincial Government as a Healthy Eating School since 2014.

How Does The Program Work?

Students in Grades 1 to 6 participate in the program. Each week Mr. Kasaval, our Health and Physical Education Teacher, introduces a fruit or vegetable to the school to encourage students to eat healthy snacks and lunches.



Students who eat the snack of the week the most during the school day in any given week in their respective class have a chance to win a prize at the end of that week. While it's always fun to win something, as the kids are routinely taught, the real prize is the fact that students end up eating healthy snacks and lunches and learning about healthy eating.

Along with consistent encouragement during class time and learning healthy eating habits through healthy eating curriculum units, students have learned the importance of leading a healthy lifestyle and have changed the culture of our school with respect to healthy eating. The program is completely voluntary.

The TDSB developed a [food and beverage policy](#) in 2010 in hopes of instituting a healthier environment in which to learn. More and more research is being conducted about eating healthy foods. Much of the research proves that making healthy food choices in conjunction with regular physical activity and hydration improves a student's focus during school, which in turn can improve academic marks.

The H.E.A.L.T.H.Y snack calendar is posted on Mr. Kasaval's [website](#).

Getting Involved

We're lucky to have a very active and involved group of staff at Wilkinson who work to give our children a great school experience. Although they do an excellent job, they rely on volunteers to make the school experience even better. Below you'll find many ways in which your involvement can make a big difference at Wilkinson.

Volunteering and Police Reference Checks

Parents and community members who would like to volunteer at the school on an ongoing basis during school hours and in contact with students are required to obtain a Police Reference Check (PRC). To obtain a PRC, please come to the Wilkinson office and ask for the form. You must also bring a certified cheque or money order for \$20.00 made out to "Toronto Police Service". The school will submit the completed form and the cheque or money order on your behalf.

About four to eight weeks later, you will receive the clearance form in the mail at home. You must bring this original form to the Wilkinson office, and it will be sent into the TDSB PRC office. They will update the school list of cleared volunteers. Please inform the office if you would like the original returned to you.

Once you have received your clearance, you do not have to repeat this process annually if you'd like to continue to volunteer at the school. To renew your clearance status, go into the school and ask the Principal or Vice Principal to help you complete your Annual Offence Declaration.



You do not need to obtain a PRC to volunteer at events which take place on school property outside of school hours (e.g. Fun Fair and Movie Night). Adults who volunteer to drive students to and from sports events (e.g., cross country meets and hockey games) need to obtain a PRC and submit a volunteer driver form.

Thank you for your cooperation!

Parent Council

Wilkinson Public School is fortunate to have an active Parent Council with many members from our school community. The Wilkinson School Community Council (WSCC) is dedicated to making each child's experience at Wilkinson as meaningful and rewarding as possible. Members attend a meeting once a month at the school with the Principal and Vice-Principal to discuss and vote on school issues and to organize school events and fundraisers. It's a great way to find out, first hand, what's going on at your child's school. Please see the [Parent Council Section](#) of this document for more information.

Committees And Events

We realize that life is busy and that parents and guardians may want to get involved, but may not be able to commit to being a part of the Parent Council. There are many other ways to help out! For more information, check out the [Get Involved](#) page of our website.

Wilkinson has several special interest committees set up to help improve different aspects of the school experience. You can join a committee based on your interests and availability and most do not require Council membership. A list of current committees can be found below and on our [website](#).

There are always community building events and fundraisers happening at Wilkinson. In order for these programs to run, we rely on adult (and sometimes high school) volunteers. Events are posted on our [website](#) (on the Homepage and in the Calendar) and announced via email. If you hear of one you'd like to help out with, email the Council for more information at council@wilkinsonps.org.

Fun Fair Committee

Organizes and runs the Fun Fair (our biggest fundraiser and community event) each spring by determining the event date (with Council), recruiting volunteers, soliciting donations, confirming activities to be offered, managing advertising and publicity, and organizing set-up/teardown. This committee is most active from February until the event. Council membership is not required, but this committee works closely with the Parent Council.



Health & Safety/Safe Schools Committee

Supports the Wilkinson community with input, direction and/or action in the following areas:

- Physical safety of children, staff and others at the school – including the safety of the building and grounds
- Personal safety of children, staff and others at the school – including issues of bullying, offensive language, aggressive behaviour and security concerns
- Public Health initiatives at the school – including issues of illness, healthy lifestyles and injury prevention
- Physical Education & Sports curriculum as well as any extra-curricular aspects – including policies on participation and support for teachers in delivering programs

Daytime availability for in-school meetings is required. Council membership is not required.

Fundraising Committee

- Organizes and coordinates fundraising events
- Some current fundraisers include: Pizza Lunches, Movie Nights, Sweetheart Bake Sale, Wood Car Derby
- Usually comprised of, but not limited to, Council members who are event team leads
- Provides support for new fundraising events and initiatives so that they can become successful

Greening & Grounds Committee

- Main Project: Coordinates the yearly clean-up of the Learning Garden (April or May).

Other possible projects and responsibilities:

- Works with teachers to incorporate the Learning Garden into the curriculum
- Supports the Wilkinson community in education about the environment and environmental issues and the greening of the school and community
- Encourages the three R's – reduce, reuse and recycle
- Other projects as decided by Committee members

Arts Committee

- Main Project: Brings in artists and performers to support the curriculum and create opportunities for students to develop an appreciation of artistic expression in various forms

Other possible projects and responsibilities:

- Researches opportunities to support the curriculum through the use of fine arts
- Other projects as decided by Committee members



Education Committee

- Main Project: Applies for and organizes PRO Grant funding opportunities (once per year, not every year)

Other possible projects and responsibilities:

- Organizes any parent information nights
- Makes submissions on behalf of the Council to boards and hearings (as required)
- Provides education information to the community through the Communications Committee
- Other projects as decided by Committee members

Communications Committee

- Coordinates communication between the school, the home, and the community
- Keeps the Wilkinson community up-to-date on all of the Council's activities through the website, email and social media

Note: Unlike some of the other committees, Communications team members should be members of the Council as well so that they can stay current with school events, programs, policies and procedures.

Pizza Lunch Committee

- Organizes and runs Pizza Lunches throughout the year

Lunch Volunteers:

- Serve pizza to the kids
- Help with set-up and clean-up
- Time commitment: 11am-12:30pm once per month, usually on Fridays

Committee Chairs:

- Manage registration spreadsheets and order system (1-2 hours per month)
- Accept and organize registrations in September and February (2-3 hours per month)
- Coordinate volunteers
- The responsibilities of the lunch volunteers with the addition of accepting and paying for food

Lice Check Committee

Responsible for working with the school and the lice company to organize and coordinate school-wide lice checks, including booking appointments, tracking and providing information, organizing students, and distributing letters. Responsibilities do **not** include checking children's heads for lice. Requires daytime availability for 2.5 hour shifts during school hours. Council membership is not required.



Fall Events Committee

- Main Project: Organizes and runs the annual Fall Fest (or another fall event) that takes place in September/October

Organization Includes:

- Establishing a budget
- Recruiting volunteers and community contributors
- Deciding on activities
- Advertising and publicity

Movie Night Committee

Runs 5-7 movie nights held throughout the school year and raises funds with “pay-what-you-can” donations. The committee requests the event permit, and manages volunteers for set-up, concession stand, and clean-up. The committee operates with a valid streaming licence. Friday afternoon and/or evening availability is required, Council membership is not.

Fundraising

Each year, the WSCC works with Wilkinson parents and families in various ways to raise money towards goals such as the purchase of new school equipment, schoolyard enhancement, and additional educational activities and resources to supplement the curriculum. All funds raised go directly back to the school.

Because of the strength and support of Wilkinson's community, the WSCC was thrilled to be able to bring the following programming and activities to Wilkinson in recent years:

- School-wide technology upgrade (2015-2017)
- A new Kindergarten play structure (2014).
- Hands-on arts programming such as Blank Canvas, performing art shows for all grades, schoolyard art installations, and of course the Ukulele Program which was pioneered at Wilkinson and is now being rolled out city-wide.
- Visiting authors, the Forest of Reading program and Scientists in the classroom.
- New sports equipment, team uniforms and programming such as Aussie-X and JungleSport.
- Community building and fundraising events such as Movie Nights, the Sweetheart Bake Sale, the Wilkinson Derby, and the ever-popular annual Fun Fair.
- Student graduation festivities and field trip subsidies that both reduce the cost of field trips for each student and allow access to more expensive venues.
- Educational seminars for parents on topics such as homework help (2014), computer usage (2015), children and money (2016), lice information (2017), and internet safety (2017).



In addition to fundraising events, we also have an ongoing direct donation campaign. If you would like to make a direct donation to the Council in order to help fund current and future Council initiatives, you can do so using the [Donation link on our website](#).

Our annual Fun Fair takes place every May or June. The Fun Fair is our largest fundraiser and community event. We seek sponsorships and donations to cover some of the expenses related to putting on this event. If you or anyone you know is able to donate time, products, money or services, please [contact](#) the Council with details.

The WSCC is truly grateful for the resources generously donated by Wilkinson families, be they time, money or talent. **Thank you!**

Other General Information

School Cash Online

School Cash Online is a safe and convenient system used throughout the Toronto District School Board for parents and guardians to pay for their children's school fees, including agendas, 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'll be able to see when the school has a new item posted online for purchase, and you'll also have the option to be notified whenever your child has a new school event requiring payment. Once registered, you will receive an email notification when items become available online.

To register, please visit <https://tdsb.schoolcashonline.com/>, select "Get Started Today" or "Register" and complete the three registration steps. For more information on the registration process, please see [these instructions](#) which are also available on the [Forms and Letters page](#) of our website. 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 and guardians with the registration process, password recovery, accessing your account, and payment issues.



Kindergarten

The start of school is an exciting time, but it can also be confusing for parents who are new to the school system. While you'll find useful information throughout this document, this section outlines information that is specific to parents and guardians of Kindergarten kids.

More information about the Kindergarten program, including registration, how to prepare your child and helpful tips can be found on the TDSB [website](#).

Program Registration

Kindergarten registration takes place each February and is open to children who will be four by the end of December. Registered students begin school in September of that same year.

Parents and guardians have the option of registering their child [via online registration \(OLR\)](#) or in-person at the school. **Please note out of district students will not be able to access the **online** registration process.*

Regardless of which process caregivers select, they will be required to visit the school to submit required documentation. Registration dates are posted on our [website](#) and registration is advertised by a banner in front of the school. Please come to the main office during the dates and times specified and bring a copy of the following documentation:

- Proof of age – Birth certificate, Passport, Citizenship card etc.
- 2 Proofs of home residence – Lease, Deed, Government Documents, Utility Bill, etc.

Once you visit the school, you'll be given some helpful information, including the dates of the Kindergarten Open House and the Kindergarten Information Night, which usually occur in May. At the Open House, parents, guardians and children can stop into the school for a guided tour from our Grade 6 student ambassadors. Kindergarten Information Night is a fun evening for both parents and children. You'll be given some helpful information about what to expect and how to prepare for the start of school, but the highlight of the evening involves visiting a Kindergarten classroom with other Kindergarten families to meet the teachers and participate in some classroom activities. You'll head home with a bag full of educational goodies courtesy of [The Learning Partnership](#).

Pick-Up and Drop-Off

Children should be dropped off at 8:45am. For the first week of school, Kindergarten students should be dropped off inside their classrooms. After the first week, students should be dropped off in the Kindergarten playground, which is the fenced in play area at the north end of school property.



Attendance sheets are located on clipboards along the fence by the gate. Please sign your child in when you arrive by checking off the appropriate box beside his or her name.

Lunch time pick-up is at 11:15am-11:20am in the yard outside of the back door of your child's classroom. Lunch time drop-off is at 12:30pm in the Kindergarten playground. Afternoon dismissal is 3:00-3:05pm in the yard outside of the back door of your child's classroom. Your child's teacher will give you more information about these procedures on the first day of school. Please refer to our [Property Map](#) if you are unsure of where to go.

Your child's teacher and early childhood educator (ECE) will be supervising pick-up to make sure that your child goes home with the correct adult. Please make sure that either staff member sees you leave with your child. If your child is going to be picked up by someone new (including another parent in the classroom), please notify the teacher or ECE in advance.

In situations with inclement weather, children can be dropped off and picked up inside of their classrooms. If no one shows up or someone is late to pick up a student, the staff member may bring the child to the office for supervision.

Items Your Child Needs

Please send your child to school with the following items:

- A big backpack to carry books and work to and from school
- A reusable water bottle
- A hat for warm weather
- In winter weather, a warm hat, scarf and mittens as well as snowpants and boots.
- A change of clothes to keep at school (just in case!)
- Running shoes - a pair must be kept at school in the winter as children do not wear their boots in the classroom. Please do not send shoes with laces.
- If your child is staying for lunch, a nutritious **nut-free** lunch

You do not need to send any snacks or school supplies as they are provided at school. **Please label all of your child's belongings with your child's name so that they can be returned if lost.**

Lunch and Snacks

Your child's class will have a morning and afternoon snack time in the classroom. Nutritious snacks are prepared by the school and parents are asked to help subsidize this program with an annual contribution of \$20-\$60 at the start of the school year. If this cost is a concern for you, please contact your child's teacher (or the office) and other arrangements can be made to cover the cost. All cases will be dealt with in a confidential and sensitive manner.



Students who stay at school for lunch, eat in the classroom under the supervision of a lunchroom monitor. The lunchroom monitor will make sure that the kids are seated and will encourage them to eat their lunch, but will not feed individual children. Also note that there is no access to a fridge or microwave so make sure to pack lunches in an insulated lunch bag with ice packs and to use a thermos (or other insulated container) for hot foods. As a **Platinum EcoSchool**, we request that our students bring lunches and snacks packed in reusable containers (including a reusable water bottle) and containing compost items.

Students are asked to make sure their litter is placed in the garbage and recycling containers provided. This is especially important since the introduction of our **student-led initiative to eliminate single-use plastics at the school**. Details about this program can be found on the **EcoSchools** page of our website. All containers should be labelled with your child's name so that they can be returned if lost.

Lunch monitors can assist children in opening containers and packages, but due to the large number of children in the classroom, it's best to make sure that your child can open and close the containers that they bring. For the safety of all students, please make sure that your child's lunch is **nut-free**.

What To Wear And Getting Dressed

The Kindergarten day is full of active play time and artistic exploration. Please ensure that your child is dressed in clothing that is comfortable and easy to move around in. Due to the large number of students in the class, it's important that your child can dress and undress themselves independently. It's best not to send your child to school in clothing that they cannot fasten and unfasten by themselves as part of their bathroom routine. As well, please do not send your child in shoes with laces as most children cannot tie shoes on their own at this age.

Children are outside at both recess and lunch time so it's important to make sure that they are dressed for the weather. Don't forget a sunhat in warm weather and hats, mitts and scarves in the winter. It may be helpful to have your child practice getting him or herself in and out of winter clothing as it can be time consuming and challenging for young children.

It's also important to label your child's clothing so that it can be returned if lost. As mentioned above, it's a good idea to keep an extra set of clothing in your child's cubby just in case. The Lost and Found is located in the stairwell to the left of Room 3. When entering the main doors, go straight up the half flight of stairs (Room 3 will be directly ahead). At the doors to Room 3, turn left and the Lost and Found will be around the corner in the stairwell.



Daily Schedules

Kindergarten students participate in a variety of different activities outside of their own classrooms, including music, gym and library. Your child will be able to borrow a library book to take home once a week on the class's designated book exchange day. The book is returned and exchanged for another the following week. When your child borrows his or her first library book, you'll find a note in the book bag outlining which numbered day of the week your child's book exchange day falls on.

As mentioned in the [Daily Schedules Section](#) earlier in this document, the weekly schedule for Elementary students is broken down into a cycle of 5 days numbered 1 to 5.

Each classroom has a unique schedule for each numbered day. For example, Class 4 may have gym on Day 3 and music on Day 2, while Class 11 may have gym on Day 2 and music on Day 4. The first day of the school year is Day 1 and the rest of the school days follow in chronological order. Because holidays and PA Days are omitted (not numbered), each month will have a slightly different schedule.

A master calendar showing the numbered days for the whole school year can be found on our [website](#) (the first day of each week is numbered) and on the TDSB [website](#). It's helpful to know which activities your child has on which days so that they can come to school prepared. Many teachers will hand out class-specific monthly calendars or post this information on a classroom blog. Check with your child's teacher to find out how this information will be communicated to you.

Contacting Your Child's Teacher

You can contact your child's teacher by:

- Sending a note to school with your child
- Leaving a message or making an appointment through the office at (416) 393-9575
- Emailing the teacher directly, if they have agreed that this is an acceptable form of communication*

* The standard convention for a TDSB email address is `firstname.lastname@tdsb.on.ca`, but it's best to confirm the preferred email address directly with your child's teacher.

Progress Reports

Kindergarten students receive progress reports twice per year. The Senior Kindergarten students receive one in November and one in June. Junior Kindergarten students receive one in February and the second in June. Time will be made available for parent-teacher conferences by request.



Rest and Illness

Kindergarten is a big transition for many children, even if they are coming from a daycare environment. Although there is a short period of quiet time for children who stay at school for lunch, there is no nap time at school. You may notice that your child comes home very tired by the end of the day for at least the first few months. It's important to make sure that your child is getting enough sleep and rest.

Young children also tend to get sick more often than older children due to their developing immune systems and the fact that they often share toys and classroom supplies. This is especially true when Kindergarten is a child's first experience with programming outside of the house. When children are sick, it's best to keep them home no matter how badly they want to come to school. Sending sick children to school is not only hard on the them but it facilitates the spread of illness to their classmates. Please see the [Excused Absences](#) and [Late Arrivals](#) sections of this document for information on notifying the school of a child's absence or late arrival.



FAQ

Where is the Lost and Found?

The Lost and Found is located in the stairwell to the left of Room 3. When entering the school via the main doors, go up the small flight of stairs and keep walking straight (Room 3 is directly in front of you). To the left of Room 3, there are doors leading to both a stairwell and to the schoolyard. The Lost and Found is located around the corner in that stairwell.

Where is the Library?

The library is located on the second floor. Take the middle stairwell to get there.

Is the pizza lunch program available for all Grades? Do I have to register for this program?

The program is available for students in Grades 1 to 6. You do have to register you child/children to participate. Forms and details are distributed electronically once or twice per year.

How can I find out what's going on at the school?

Our website, wilkinsonps.org, is the best place to get information about the school. On the site you'll find a calendar, information about news and events, forms, staff blogs, as well as information about the school, the Parent Council and ways in which you can get involved. You're also welcome to sit in on Parent Council meetings to hear first hand about the latest happenings at Wilkinson.

How can I sign up for the school's email newsletter?

Please visit our website, wilkinsonps.org, and fill in the "Sign Up For Wilkinson Communications" form at the bottom of most of the pages of the site, including the Homepage.

I'd like to get involved but I don't have a lot of time and can't commit to attending regular meetings. Is there a way for me to get involved with smaller things?

There are many ways to get involved, from joining the Parent Council, to helping out with specific events, to donating money or services. Please see the [Getting Involved Section](#) of this handbook or the [Get Involved page](#) of our website for more information. The school sincerely appreciates all contributions, no matter what form they take.



Can my child bring snacks to school?

Yes, students in Grades 1 to 6 are actually encouraged to bring a healthy snack which they can eat during recess time. Some teachers, at their own discretion, may allow snacks to be eaten in the classroom. Drinking fountains are available throughout the school but students are encouraged to bring their own reusable water bottles with them which may be kept at their desks. Kindergarten students will be provided with snacks by the school.

If my child stays at school for lunch, how much time do they actually have to eat?

The first half of the lunch hour is spent eating in a supervised lunch room, so students will have approximately ½ hour to eat their lunch. At noon the Grades 1 to 6 students are released for activities (such as choir) or free play time in the schoolyard (weather permitting). Kindergarten students have free play time in the playground after eating their lunches.



Resources

Education

[The Toronto District School Board](#)

[The Toronto District School Board - Wilkinson Junior Public School](#)

[The Ontario Ministry of Education](#)

[French as a Second Language Advisory Committee \(FSLAC\)](#)

[Building Better Schools: Elementary Teachers' Federation of Ontario](#)

Before/After Care Programs

[Dandy Lion Daycare](#)

[Creative Preschool of East Toronto](#)

[PlayLoft Learning](#)

Toronto Library

[Danforth/Coxwell Library](#)

[Pape/Danforth Library](#)

[S. Walter Stewart Library](#)

Health Resources

[Children's After Hours Clinic](#)

[Toronto Public Health](#)

[Toronto Parks, Forestry and Recreation](#)

[Healthy Kids Ontario](#)

[Helping Kids Navigate Healthy Relationships: Tips For Parents](#)

[Lice: Information About Prevention, Checks, Treatment and Cleaning Your Home](#)

[Immunization Reporting](#) and [Immunization Reporting Flyer](#)

Please refer to our website for the most [current list of links](#).