



# COLLEGIATE ELEMENTARY SCHOOL

49 Collegiate Avenue Stoney Creek, ON L8G 3L5

Tel: (905) 662-2990 Fax: (905) 662-8210

September 2024

Principal: L. Barzetti



September 2024

**BE YOU. BE EXCELLENT.**

September 2024

## WELCOME TO THE 2024-2025 SCHOOL YEAR



We did it!! We are all together again as part of the Collegiate Elementary team! Staff have enjoyed their summer vacations, as have the students, and we are ready and excited to return to school. Many thanks to the entire HWDSB facilities team, our Collegiate caretaking team, and all our Staff who have been working hard to get our school and classrooms ready so we have a clean working and learning environment.

As our student enrollment continues to increase, some changes to class placements may take place throughout the first few days of school. We thank you in advance for your continued support.

Please feel free to contact your child's teacher through the agenda or the telephone with any questions you may have. We look forward to a fabulous school year!

## SCHOOL COUNCIL MEETING



Please join us on **Monday, September 9<sup>th</sup> at 6:00 p.m.** in Room 107 for our first council meeting of 2024 - 2025 school year! An information letter and "Declaration of Interest" form to become an elected member is **due Friday, September 6<sup>th</sup> at 3:00 p.m.**

## MEET THE COLLEGIATE STAFF NIGHT!



Meet the Staff on **Thursday, September 12<sup>th</sup> from 4:00 p.m. – 5:30 p.m.** on our back playground! We invite you to come and meet our amazing staff! More information will come home in a separate flyer soon.



**LET'S RAISE SOME DOUGH!**

Your support and participation are greatly appreciated. Go Grizzlies!

## NEWSLETTERS ON WEBSITE!



Beginning in October 2024, all School Newsletters will be posted on our School Website only. Paper copies will no longer be sent home. Please subscribe to our School Website and click **SUBSCRIBE** on the right-hand side!

[www.hwdsb.on.ca/collegiate/](http://www.hwdsb.on.ca/collegiate/)

## STUDENT AGENDA

Home-School communication is essential for success. At Collegiate, the agenda is the key tool used for communication between teachers and parents. Kindergarten families will use a communication book that will be in the student's Important Bag. Each student from Grades 1 – 8 will be given an agenda! Replacement agendas will cost \$5.00.

## SAFE SCHOOLS PROCEDURES

Collegiate Elementary School will be practicing our "Safe School Procedures" during this school year. Although one can never predict when a potentially harmful situation may arise, schools can prepare for responding to such an incident through intentional, scheduled practices. The goal of the practice is to minimize the risk for staff and students during a time of crisis. In the event of a "real" evacuation, the Hamilton Police/Fire Services will be responding to the situation.



All staff, students and volunteers who are regularly in the school building are required to know the procedures. The students will have the Procedures explained to them ahead of time and the school will practice throughout the school year.

Along with this information being presented at school, we encourage parents to talk with their children about the need to always be safe and well prepared for an emergency situation.

## PERSONAL VALUABLES

Sometimes students bring special, fragile or expensive items to school only to become disappointed when they are damaged or lost. The best prevention is to leave such items at home. The school cannot be responsible for damaged or lost items.



## PERSONAL ITEMS (i.e., Balls, toys)



**No** personal basketballs, footballs, soccer balls, etc. are to be at school. Bringing personal items to school causes conflicts and leads to issues such as exclusion between students.

## RECESS EQUIPMENT



Each year in September, all classrooms have a number of equipment that can be used during outdoor recess. Since the opening of Collegiate, a large amount of equipment has been purchased for outdoor play every August for the past three years (i.e. basketballs, soccer balls, volleyballs, bouncy balls, storage bags). Room numbers have been recorded on all items so a fair and equitable number of equipment is available for all classrooms. Unfortunately, over the past three years, many items have gone missing or broken. Please speak with your child about respecting school equipment so we can continue to have fun together during outdoor nutrition breaks.

### **Recess Equipment DONATIONS**

We would greatly appreciate any donations of new/used basket-, soccer-volley-, large bouncy-balls for outdoor student use. All donated items must be brought to the main office by a parent/guardian. Please do not send items with your child on the bus or back playground. All donations will be recorded with a room number (not necessarily your child's room) and the item will now be school property.

## MEDICATION AT SCHOOL

If a student requires medication to be administered at school, forms must be obtained from the office and completed by the child's physician. All medication will be kept at the office. The school staff cannot administer antibiotics, or pain medication. If your child is unwell, please keep them at home.

We encourage Epi-Pens to be carried in a pouch by the student at all times and an extra Epi-Pen to be stored at the office.

## CLASSROOM KLEENEX BOXES

We would appreciate if all students could bring in a box of Kleenex to add to our classroom supply! Tissues are in great demand at school and we appreciate your support. Let's reduce the spread of germs and always use a tissue when needed. Thank you!



## WEDNESDAY PIZZA DAYS

**\$2.00 per slice**



Pizza will be sold every Wednesday for \$2.00 per slice. Pizza sales will begin **Wednesday, September 11<sup>th</sup>** served 2<sup>nd</sup> Nutritional Break. **All Pizza ordered are done using School Cash on-line ONLY.** More information to come this week. Late orders will not be accepted.

## **URGENT: VOLUNTEER DIRECTIVE**

If you are planning on joining your child on any class trips, year-end trips, or helping in the classroom, school or on sporting events as a volunteer, you **MUST** have an updated Criminal Reference Check – Vulnerable Screener. CRCs are done on-line or at the Police Station for a cost. It could take approximately 6 - 8 weeks for this process to be completed. Please call the office for more information or see our School website all the details! Thank you for your support.

## KEEP OUR STUDENTS SAFE FROM CARS

Parents, just a reminder that the front of the school building has **No Parking** and **No Stopping** signs. Several students cross at the crosswalk, and we are having parents and guardians stopping their cars, making and creating an unsafe environment for our students. This is a safety concern for our students.

**\*\*Vehicular traffic in School Bus Loading Zones is prohibited.\*\***

Please take every possible opportunity to show appreciation and respect for the service that school bus drivers provide.



The **Accessible Parking** spaces are designated spaces. Do not use this space for drop-off or pick-up. Thank you for keeping the safety of our students a priority.

## BEFORE & AFTER SCHOOL PROGRAM

**Today's Family Program** will be running from 7:00 a.m. – 8:45 a.m. & 3:05 p.m. – 6:00 p.m.

Families can register for both the before and after school program, and the early learning and child care program, by [clicking here](#).

One of our placement team members will connect with families once they register to confirm spaces. Families can connect with team members at [childcare@todaysfamily.ca](mailto:childcare@todaysfamily.ca)

Should families not have access to technology, they can call us at to complete the registration process at (905) 574 – 9344 ext. 112.



## SCHOOL BELL TIMES

School Grounds Open 8:30 am  
**Entry Bell 8:45 am**  
 1<sup>st</sup> Nutritional Break 10:33 am – 11:13 am  
 2<sup>nd</sup> Nutritional Break 12:49 pm – 1:29 pm  
**Dismissal Bell 3:05 pm**  
 School Grounds Close 3:20 pm



# HWDSB

## 2024-25 Elementary School Year Calendar (5-Day Cycle)

September 2024				
M	T	W	T	F
2	3	4	5	6
H	FD 1	2	3	4
9	10	11	12	13
5	1	2	3	4
16	17	18	19	20
5	1	2	3	P
23	24	25	26	27
4	5	1	2	3
30				
4				

October 2024				
M	T	W	T	F
	1	2	3	4
	5	1	2	3
7	8	9	10	11
4	5	1	2	3
14	15	16	17	18
H	4	5	1	2
21	22	23	24	25
3	4	5	1	2
28	29	30	31	
3	4	5	1	

November 2024				
M	T	W	T	F
				1
				P
4	5	6	7	8
2	3	4	5	1
11	12	13	14	15
2	3	4	5	1
18	19	20	21	22
2	3	4	5	P
25	26	27	28	29
1	2	3	4	5

December 2024				
M	T	W	T	F
2	3	4	5	6
1	2	3	4	5
9	10	11	12	13
1	2	3	4	5
16	17	18	19	20
1	2	3	4	5
23	24	25	26	27
B	B	B	B	B
30	31			
B	B			

January 2025				
M	T	W	T	F
		1	2	3
		B	B	B
6	7	8	9	10
1	2	3	4	5
13	14	15	16	17
1	2	3	4	5
20	21	22	23	24
1	2	3	4	P
27	28	29	30	31
5	1	2	3	4

February 2025				
M	T	W	T	F
3	4	5	6	7
5	1	2	3	4
10	11	12	13	14
5	1	2	3	4
17	18	19	20	21
H	5	1	2	3
24	25	26	27	28
4	5	1	2	P

March 2025				
M	T	W	T	F
3	4	5	6	7
3	4	5	1	2
10	11	12	13	14
B	B	B	B	B
17	18	19	20	21
3	4	5	1	2
24	25	26	27	28
3	4	5	1	2
31				
3				

April 2025				
M	T	W	T	F
	1	2	3	4
	4	5	1	2
7	8	9	10	11
3	4	5	1	2
14	15	16	17	18
3	4	5	1	H
21	22	23	24	25
H	2	3	4	5
28	29	30		
1	2	3		

May 2025				
M	T	W	T	F
			1	2
			4	5
5	6	7	8	9
1	2	3	4	5
12	13	14	15	16
1	2	3	4	5
19	20	21	22	23
H	1	2	3	4
26	27	28	29	30
5	1	2	3	4

June 2025				
M	T	W	T	F
2	3	4	5	6
5	1	2	3	P
9	10	11	12	13
4	5	1	2	3
16	17	18	19	20
4	5	1	2	3
23	24	25	26	27
4	5	1	LD	P
30				
B				

Calendar Key	
<b>H</b>	– Statutory Holiday
<b>B</b>	– Designated Holiday
<b>P</b>	– Professional Activity Day

HWDSB's School Year Calendar can be found online at [hwsb.on.ca/about/school-year-calendar/](https://hwsb.on.ca/about/school-year-calendar/).

The first day of school is **Tuesday, September 3, 2024.**



## BUS TRANSPORTATION ELIGIBILITY Courtesy Transportation 2024 – 25



Busing is only available to students who receive confirmation of transportation during the months of July and August each school year from the Transportation Department.

**\*\*You may have one child who is bused (because they are in Kindergarten) however, your older children (Grades 1 – 8) may be walkers.** These decisions are based on distance from your home, to the school and is decided by the Transportation Department.

If your child does not meet criteria for transportation to Collegiate Elementary School, a Courtesy Transportation Application form can be submitted to the school Principal. As our school buses are reaching capacity, there will be limited, to no Courtesy Transportation available.

Courtesy riders will not be allowed to ride the bus until approval, with written permission from the Principal, is granted. Accepted applications will not be approved until **October 2024**. Courtesy transportation is not granted on a first-come, first-serve basis as many factors are taken into consideration.

### WHAT DISTANCE DO I HAVE TO LIVE FROM MY DESIGNATED SCHOOL TO BE ELIGIBLE FOR TRANSPORTATION?

Hamilton-Wentworth District School Board believes in providing the best possible learning environment for students. This includes providing safe, secure and on-time transportation to and from school for eligible students. Students will be eligible for transportation services to their in-catchment school when the walking distance exceeds the following:

#### **Elementary School**

Kindergarten Students: 1.2 km

Grade 1 – 8 Students: 1.6 km



#### **Secondary School**

Grade 9 – 12 Students: 3.2 km



**Parents of a child within the designated walking requirements have the primary duty of care to ensure the safe arrival of their child to school.**

### VOLUNTEERS MUST HAVE POLICE CHECK: VULNERABLE SECTOR SCREENING

Part of the HWDSBs **Volunteer Policy** is that any volunteers working with children must have obtained a Vulnerable Sector Screening Report. This is essentially a criminal record check and is put in place to protect our students. To obtain such a report, an adult must pick up an application form at the Police Station or on-line, and take it to the Hamilton Police Services Headquarters on King William Street in Hamilton. There is a cost for the screening which is valid for 3 years with the HWDSB.

It could take up to 4 - 6 weeks for the report to be prepared. Once you have obtained the report, bring it to the school office for approval and to complete Volunteer Forms for Collegiate School, if you are thinking of volunteering, it is a good idea to get a Screening as soon as possible to take advantage of opportunities as they arise.

**Volunteers will not be permitted to attend school trips without a Police Check!**

# HAMILTON WENTWORTH STUDENT TRANSPORTATION SERVICES (HWSTS – PARENT PORTAL)

Phone: 905-523-2318    Toll Free: 1-800-691-6402    Fax: 905-549-5930    [www.hamiltonschoolbus.ca](http://www.hamiltonschoolbus.ca)

Hamilton Wentworth Student Transportation Services (HWSTS) provides a Parent Portal found on our website [www.hamiltonschoolbus.ca](http://www.hamiltonschoolbus.ca). Information for the 2024-25 school year will be made available to view on the Parent Portal and will be continually updated throughout the entire school year. When checking the transportation details prior to the first day of school, please remember that last minute changes sometimes do occur and that it is important to re-check the information prior to sending your child(ren) to their assigned pickup location on September 3, 2024. ALL students in Junior or Senior Kindergarten received a custom transportation letter over the summer. During the school year, transportation information will be available online for you to check at any time. The information contained in the portal is updated nightly and will hold the most current bus information for your child(ren).

*Please follow the steps below to access your child(ren)'s information via the online portal*

- 1) Go to [www.hamiltonschoolbus.ca](http://www.hamiltonschoolbus.ca)
- 2) Click on the "Parent's Portal"
- 3) In order to create a new account, you need a personal email address.
- 4) Once your new account is created, you will need to confirm the account from your email inbox.
- 5) To add a child to your existing or new account, log in and then click on "add student" and be ready with the following

### **information:**

- Your child's Ontario Education Number (OEN)
    - The OEN can be found on your child's report card
    - Use the numbers only, no space, no dash
  - Enter your child's street number (house number only, no spaces)
  - Select the school your child is attending from the drop-down menu
- Your child will be added to your account and you will see their bus details

**\*\*\*If having difficulty with the student login portal [please see](#) our complete Student Login Guide.**

For up-to-the-minute notifications of any delays or cancellations, we offer a subscription service. There is no better way to know if a bus route is running late or will be cancelled for any reason.

### **Subscribing for Bus Delay Notifications**

1. Log into your Parent Portal account.
2. Click on '**Add Student**'.
3. Enter the student's Ontario Education Number (OEN – this 9-digit number can be found on a past report card, do **not** use the Student ID), Street Number, School, and Grade.
4. Click on the '**Add Student**'. You are automatically directed to the '**My Student**' page which will provide you with your child's Student Transportation Schedule. You are automatically subscribed to receive bus delay email notifications for your child's bus run(s), which you can view on the 'My Subscriptions' page.
5. Repeat above steps 2 – 4 for additional children.

## ATTENDANCE CHECK – ABSENT OR LATE

When your child is going to be absent, it is essential for your child's safety to notify the school. If we do not receive a notification and your child is absent, our automated attendance notification program will call your home and send you an email to inform you of your child's absence. We ask you call the school or use the Save Arrival Program to explain the reason for the absence.

### Call the school at 905-662-2990

- Leave a message stating *your child's name, grade, teacher, reason for, and length of absence.*

### Safe Arrival Program by Website, App or Phone

- To learn more about Safe Arrival, see below...

## SAFEARRIVAL AND THE SCHOOLMESSENGER COMMUNICATION PLATFORM

As a school in the HWDSB, one of our greatest priorities is ensuring that all students safely arrive at school every day.

Please register for SafeArrival, a student absence reporting system within the SchoolMessenger communication platform. SafeArrival makes it easy for families to report student absences and allows school staff to respond quickly and thoroughly to all unexplained absences through notifications. SchoolMessenger will also notify you of other important announcements.

Follow the steps below to create an account and set your preferences:

1. **Download the SchoolMessenger App**, or visit [go.schoolmessenger.ca](http://go.schoolmessenger.ca).
2. **Create an account** (using the email address you have on file with your child's school).
3. Once you are logged in, go to **Preferences** on the left-hand menu and turn on/off phone, text, or email for each message type.

Use the **SchoolMessenger app** and website so that you receive messages in one or more of these ways:



**Phone**  
(Home, cell or both)



**Email**



**Text**



**SchoolMessenger  
App/Website**

For each of the following message types:

- **Attendance**
- **General**
- **Non-School Hours Emergency**
- **SafeArrival**
- **School Hours Emergency**
- **Survey**

**With SafeArrival, families report a child's absence one of three ways:**

1. Use the **SafeArrival website**, [go.schoolmessenger.ca](http://go.schoolmessenger.ca). Select **Attendance** then **Report an Absence**
2. Using your mobile device, download and install the **SchoolMessenger app** from the Apple App Store or Google Play Store (or from [go.schoolmessenger.ca](http://go.schoolmessenger.ca)). Select **Attendance** then **Report an Absence**.
3. **Call the toll-free number 1-844-506-4350** to report an absence using the automated phone system.

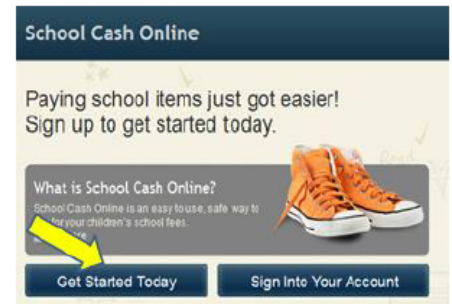
These options are available 24 hours/day, seven days a week. If you have any questions or if you try to explain an absence using SafeArrival, but are then told that it is past the cut-off time, please contact the school directly.

For safety and efficiency reasons, HWDSB would like to reduce the amount of cash and checks received by our schools. Please join the thousands of parents who have already registered and are enjoying the convenience of paying online. It takes less than five minutes to register. Please follow these step-by-step instructions to begin receiving email notifications regarding upcoming events involving your child(ren).

*NOTE: If you require assistance, select the "SUPPORT" option at the top right hand corner of the screen.*

## Step 1: Register

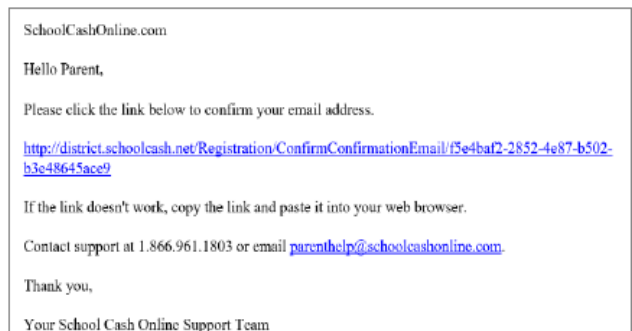
- If you have not registered, please go to the School Cash Online home page <https://hwdsb.schoolcashonline.com> and select the "Get Started Today" option.
- Complete each of the three Registration Steps  
*\*For security reasons your password requires eight characters, one uppercase letter, one lowercase letter and a number.*



## Step 2: Confirmation Email

A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and School Cash Online account.

The confirmation link will open the School Cash Online site prompting you to sign into your account. Use your email address and password just created with your account.



## Step 3: Find Student

This step will connect your children to your account.

- Verify the School Board Name.
- Select the School Name.
- Enter Your Child's First Name, Last Name and Date of Birth.
- Select "Continue".
- On the next page confirm that you are related to the child, check in the Agree box and select "Continue".
- Your child has been added to your account.

### Find Student

#### School Information

School Board Name: School Board 1575  
Looking for a student in a different school board?

School Name: Eagle High School

#### Student Information

First Name:

Last Name:

Birth Date:   
Date format: mm/dd/yyyy

Continue

(No students? [Click here](#))

## Step 4: View Items or Add Another Student

If you have more children, select "Add Another Student" and repeat the steps above. Eight children can be added to one parent account. If you do not wish to add additional children, select "View Items For Students" option. A listing of available items for purchase will be displayed.



## Payment Methods: Three Online Options

### Option 1:



#### myWallet

An online wallet that can be loaded to hold funds and pay for items on School Cash Online.

myWallet eliminates the need to enter payment information multiple times. Simply sign into your account and select the myWallet tab. Click Add Funds to myWallet and use an eCheque to load funds into your account.

Once the funds are available, add all items into your shopping cart and select the myWallet payment method in your checkout options.

### Option 2:



#### eCheque

An electronic version of a paper cheque used to make payments online. Anyone with a chequing/

savings account can pay by eCheque through School Cash Online.

To pay with an eCheque, simply enter your routing and account number on the payment screen and click Submit.

This option is best suited to families who do not incur bank transaction fees for each cheque/ withdrawal.

### Option 3:



#### Credit Cards

Due to parent demand, we now accept payment by VISA or Mastercard.



**School Cash Online**

Families will still have the option to send cash or cheque for school-related expenses. However, we encourage you to get on board with our new service.

School Cash Online's top priority is keeping your personal information safe. School Cash Online adheres to the highest industry standards of security. School Cash Online will never contact you to obtain confidential information by phone, email or mail.

### Need Assistance?

If at any time during the registration process you need help, the Parent Help Desk is available to solve any puzzles that parents may have when using School Cash Online, or to answer questions regarding online security. Our friendly staff are available 24/7 (365 days). They can assist parents with:

- Registering
- Password recoveries
- Finding their children in the system, or
- Any checkout or payment issues.

Please contact (toll-free): [Parent Help Desk: 1-866-961-1803](tel:1-866-961-1803) or email: [parenthelp@schoolcashionline.com](mailto:parenthelp@schoolcashionline.com)