

**CENTENNIAL
PUBLIC SCHOOL
PARENT/GUARDIAN HANDBOOK
2021-2022**



THIS HANDBOOK BELONGS TO:

GRADE: _____ **ROOM:** _____

HOMEROOM TEACHER: _____

GUIDE FOR PARENTS/GUARDIANS/STUDENTS



CENTENNIAL PUBLIC SCHOOL

Respect, Responsibility, Relationships we are a special place!

A MESSAGE FROM THE PRINCIPAL

On behalf of the staff at Centennial Public School, we would like to take this opportunity to say “Welcome/Bienvenue!” We extend a warm welcome to parents/guardians and students who are returning as well as to families of students who are new to our school. We hope that 2021/22 will be a fantastic year for you. We encourage you to become actively involved as we embark in a new year filled with opportunities. We would like to reassure you that the health, safety and well being of all our students remains our top priority. If you have any questions/concerns please do not hesitate to reach out. I hope you will find this handbook helpful as we navigate this new year together.

Take care,
Jenny

SCHOOL HOURS:

| | |
|--------------------------------|--------------------------------------|
| Office Hours | 8:00 a.m. – 4:00 p.m. |
| School Hours | 8:45 a.m. – 3:15 p.m. |
| Breakfast Club | 8:30 a.m. (Begins October 5th, 2020) |
| School Yard Supervision begins | 8:30 a.m. |
| Entrance Bell | 8:45 a.m. |
| Attendance taken | 9:00 a.m. |
| Nutrition Break/Recess | 10:45-11:30 a.m. |
| Nutrition Break/Recess | 1:30-2:15 p.m. |
| Dismissal | 3:15 p.m. |
| Bus/Van Departure | 3:20 p.m. |

NOTE: Breakfast Program available at parking lot doors 8:30-8:45 daily all are welcome!

SCHOOL INFORMATION:

Centennial Public School
376 Gloucester Street
Ottawa, Ontario
K1R 5E8

| | |
|----------------|---|
| School Office | (613) 239-2277 |
| School Fax | (613) 239-5979 |
| School Website | http://centennialps@ocdsb.ca |
| Twitter | @CentennialPS |

Upcoming Dates:

| | |
|-----------------------|---|
| First Day for Staff | September 3rd, 2021 |
| PA Days | September 3rd, 7th and 8th |
| First Day of School | September 9th, 2021 (except Kinder)* |
| Kinder Intakes | September 9th and 10th |
| Labour Day | September 6, 2021 |
| Thanksgiving | October 11, 2021 |
| PA Days | November 12th, Jan 21st, Feb 18th, June 3rd |
| Holiday Break | December 20 to 31st, 2021 |
| Family Day | February 21st, 2022 |
| March Break | March 14-18, 2022 |
| Holiday | April 15, 2022 |
| Holiday | April 18, 2022 |
| Holiday | May 23, 2022 |
| Last Day for Students | June 30, 2022 |

START:

- Designated drop/off and pick up areas –

Your child's teacher will reach out to you via email prior to the first day of school which is **Thursday September 9th, 2021**, for all students with the exception of kindergarten as intake will take place Thursday September 10th and Friday September 11th.

On your child's first day;

Kindergarten- Will be dropped off in the kinder yard

Grade 1 +2 + LLD- Will be dropped off in the butterfly garden

Grade 3+4+PSP (English and MFI)- Will be dropped off on the cement area of the main yard

Grade 5+6 (English and MFI)- Will be dropped off in the grass area (field) of the main yard

Teachers will be waiting to line up their classes (holding signs for students to easily find their class). Other staff will be out assisting to help ensure everyone gets to their correct locations.

Please do not drop your children off more than 15 minutes early as duty teachers will not be on the yards until 8:30am.

- Parking or traffic information –

If you are driving your child to school please park on Gloucester street using our walkway from Gloucester street to the school yards. **THERE IS NO PARKING AVAILABLE TO FAMILIES IN THE SCHOOL PARKING LOT.** Parking for staff is extremely limited any non staff parking in the parking lot may be ticketed. **Due to student safety there is no drop off in the main parking area. Drop off is from Gloucester or Bay streets only.**

- Designated doorways --

If you are dropping off your child during school hours please buzz the office from the following door:

Grades 5+6+ PSP: South doors closest to butterfly garden access from the parking lot

Grades 3+4: Main doors facing Gloucester street

Grades 1+2+ Kinder: Parking lot doors closest to the main yard

| Student Grade/Class | Teacher(s) | Yard location | Designated Exit/Entrance Door |
|----------------------------|---------------------------------------|----------------------|--------------------------------------|
| KJSA (All JK and SK) | Ms. Peggy Ms. Hukkala Ms. Smith | Kinder yard | Kinder doors (by Kinder yard) |
| R1 | Ms. Compton | Butterfly Garden | Parking Lot Doors by main yard |
| R2 | Ms. Endenburg | Butterfly Garden | Parking Lot Doors by main yard |
| R3 | Ms. Kim | Main Yard (cement) | Main Doors Gloucester Street |
| R3/4 | Ms. Shorkey | Main Yard (cement) | Main Doors Gloucester Street |
| R5 | Ms. Lipsett | Main Yard (Field) | South Doors |
| R6 | Mr. Blundell | Main Yard (Field) | South Doors |
| MFI4 | Ms. Kawamoto | Main Yard (cement) | Main Doors Gloucester Street |
| MFI5/6 | Ms. Hunter | Main Yard (Field) | South Doors |
| LLD | Ms. McGovern | Butterfly Garden | Parking Lot Doors by Main Yard |
| PSPA | Ms. Taylor | Main Yard (cement) | South Doors |
| PSPB | Ms. Mitchell | Main Yard (cement) | South Doors |

Pick Up and Drop Off Routines:

Please note that pick up and drop off routines have changed. No parents/guardians/relatives/caregivers are allowed into the school without prior approval from the principal/office staff. If you are picking up your child as they are unwell, please contact the main office using the buzzer at the appropriate entrance for your child (see chart above). Parents are not able to come into the yard but are asked to hand off at their appropriate gate. Conversations with staff should be minimized in order to reduce traffic. Staff are always available to respond to your questions through email.

Health and safety

Together, we can prevent the spread of COVID-19 by following health and safety protocols.

- **Daily Screening** - [screen your child](#) for symptoms every morning before school and ensure they stay home if they have symptoms.
- **Masks** are mandatory this year for all students indoors (kindergarten to grade 12) and recommended when outdoors. **Please ensure your child comes to school with several masks as masks may need changing throughout the day.**
- **Hand hygiene** - all students and staff will sanitize their hands each time they go in and out of the school and the classroom. If you are sending your child to school with hand sanitizer please remember that this is a **scent free school**.
- **Cohorts and Social Distancing** - Students will be grouped in cohorts and will be practicing physical distancing inside the school and in the yard.
- **Vaccines** - Parents and eligible students are encouraged to follow public health advice and get a vaccine. The [Ottawa Public Health vaccine page](#) offers useful information for families. The OCDSB has made vaccines mandatory for all employees. [You can learn more here.](#)
- **Visitors and Volunteers** - access to school buildings is restricted to students and staff only. Should you need to pick up your child early from school please go to the appropriate door and buzz the office and your child will be brought out to you. **Safety Expectations and Protocols**

COMMUNICATION

Your child's teachers are eager to communicate with you. They will email you updates and maintain an online platform. If ever you have questions/concerns please do not hesitate to reach out to them.

ATTENDANCE PROCEDURES

For grades 1-8 attendance is taken at 9 a.m., kinder students should be inline with their class for 8:45 a.m. A message on the voice mail system for daily student absences is requested by parents/guardians. For prolonged absences, parents are asked to notify the office in writing.

1. Parents/Guardians are asked to phone the school at 613-239-2277 press 1 to report an absence for late arrival
2. When a phone call has not been received by the school, office staff will call to confirm the whereabouts of the absent student
3. Parents who wish to come into the office with their child may also report their child's absence in person
4. Parents who prefer email may email notifying the school of an absence at centennial.absence@ocdsb.ca

Late Arrivals: Students are directed to enter through their regular entrance door.

Late students walk to the office and wave at the office staff until they get a thumbs up from Nobuko and/or Carole. **They are not to come into the office area.**

Leaving during school hours: All JK-Gr 8 students must be signed out. Please call the office ahead of time to inform them that you will be signing your child out early. Please come to the main doors to buzz the office. An office administrator will meet you at the door to sign out your child. **You must wear a facemask when picking up your child early.**

Returning during school hours: Please buzz the office. Older students may come in without a guardian and head straight to class, younger students please buzz for assistance and we will send down a staff to meet you and bring your child back to class.

Please note: It is recommended that if you pick up your child early you try to align pick up with a natural break time to avoid class disruptions. Thank you for your assistance.

SCHOOL YARD

Supervision in our school yard begins at 8:30 a.m. Students should arrive after this time to ensure their safety. Any parent walking to the gate to drop off and/or pick up their child must wear a mask. Students should be picked up at 3:15 p.m. when school ends. There is no supervision in the yard after 3:15 p.m. Students will be directed to wait for their teachers in their designated areas (see pick up and drop off routines). On the first day of school teachers will be at their outdoor locations with signs indicating their class. Students are to find their teachers and line up for entry. Please provide appropriate space between yourselves and other students as many may be arriving at the same time.

PARKING

Please note that there is no parking in the school parking lot before 9:00 or after 3:30. The parking lot is a high traffic area and we need to minimize movement for the safety of our students. Parking is also limited so any non-employee parking in our lot during no parking times may be ticketed.

VISITORS TO OUR SCHOOL

At this time we do not allow visitors and/or parents/guardians into the school. If you have any questions/concerns please do not hesitate to call the school.

PARKING AND STUDENT DROP-OFF/PICK-UP:

Parents are asked to:

- Kindergarten - Drop students off at the kinder yard.
- Grades 3 to 6 – The school yard is beside the parking lot at the Bronson side of the school. Grades 1, 2, and LLD - The yard at the side of the school off the parking lot by the butterfly garden. Students are to be dropped off on the yard, or they may enter their designated doors during inclement weather. During non-inclement days, teachers meet their students for pick up in the school yard. PSP students meeting parents will wait with a staff member under the overhang at the south doors.
- There is no waiting or parking in the loading zone at any time. Handicap parking spots are for those vehicles with registered handicap stickers. All vehicles parked illegally may be ticketed. Staff will be reminding parents/drivers of these expectations
- We thank parents/drivers for being respectful of these requests as safety remains our priority.

Bicycles, skateboards, scooters and rollerblades are not to be ridden on school premises by students or the public at large during school hours. Students are to walk their bicycles to the racks/railings. All bicycles should be locked while not in use. Centennial Avenue Public School cannot be responsible for the security of bicycles left at school. Bicycle helmets must be worn by all cyclists under the age of 18 years old.

WHAT TO BRING TO SCHOOL

School Supplies

The Four Most Important Things for Students to Bring to School Each Day are:

1. Backpack and lunch
2. Mask (all students, bring daily)
3. Refillable water bottle- LABELLED
4. Extra layers of clothing

School supplies are voluntary. The school will have supplies available for students. Some families prefer to buy them, and if so, this [voluntary supply list](#) provides an idea of the kinds of supplies that are used by grade. If a student brings supplies, they should be labelled and stored in a pencil case (or a resealable plastic bag) for personal use. Students will be keeping all supplies at their desk. If you choose to send supplies, keep it to a minimum and replenish throughout the year.

Should students bring in their own hand sanitizer please ensure it is **scent free**. We have many staff and students with scent sensitivities and cannot allow exceptions for this. No indoor gym will be available and therefore no indoor gym shoes are required. During the winter months your child should have a second pair of shoes in their bag to avoid tracking dirt and snow into the classroom. Students will not have lockers and therefore will have to bring all their items to their seated area everyday. Please do not send your child with too many items as space is limited. All lunch garbage will be sent home in your student bags each day, we will not have a communal recycle/garbage bin. You may wish to send your child to school with a bag for their garbage. As a friendly reminder our school is nut-free.

FORMS:

As we are getting away from paper copies, we are asking that you submit both the media and use of technology forms online this year.

Media Form: <https://forms.ocdsb.ca/Forms/Media-School-Website-Consent-Form>

Use of Technology Form: <https://forms.ocdsb.ca/Forms/Use-of-Technology>

We have included [an online electronic form](#) "Plan of care for students with life threatening medical conditions". Please include a photo of the medication.

Dress Code:

The Board recognizes that all students have the right to express themselves fully in school through choosing clothing, hair styles, jewelry and accessories that appropriately represent and affirm their varied identities.

1. Clothing may not depict, advertise or advocate the use of alcohol, tobacco, cannabis or other controlled substances.
 2. Clothing may not depict pornography, nudity or sexual acts, or feature profanity.
 3. Clothing or personal possessions may not use or depict bias, prejudice or hate speech targeting individuals or groups based on prohibited grounds of discrimination.
 4. Inappropriate dress includes any clothing or personal possession that has representations and/or language that depict violence, profanity, discriminatory, hateful, or sexually explicit images or sentiments is prohibited.
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