



May 2020

Dear Parents,

We are thrilled that you are enrolling your child at St. Francis Xavier Catholic Elementary School to begin the Full Day Kindergarten program in September. In this package, you will find a variety of items that will help you prepare your child for Year 1 Junior Kindergarten.

Important Dates:

Monday, June 1, 2020 – Virtual First Impression Meeting

The school will contact parents to select a time for this meeting.

Tuesday September 8, 2020 → First day of school at 8:30am in the front Kindergarten yard.

As your child begins his/her wonderful educational journey, we look forward to working in partnership with you to provide the most positive experience. As your child begins his/her transition to school there are some steps that will help in making it as smooth as possible. In the next few months, if you have not already, provide your child with an opportunity to be on his/her own in a supervised environment. Enroll your child in a swim class, story time at the library or a program at the community centre. Allowing your child to attend a class on his/her own will allow for the beginning of independence, socialization, and will help with transitioning to school.

You can also help your child by creating a consistent bedtime routine. Children ages 3 and 4 require an average of 10-12 hours of sleep each night. The kindergarten program is filled with a variety of experiences and learning. The children need to be well-rested to fully participate each day.

Part of the Ontario curriculum is the education of healthy eating. In gym and health class, the children will be learning about healthy eating habits, which include eating fruits and vegetables. It would benefit your child to start these healthy eating habits at home, prior to the beginning of school.

Sincerely,

Mrs. Wong, Mrs. Ireland, Mrs. Colangelo
Kindergarten Teachers

Ms. Naccarato
Principal

Let's Get Ready for School

"What can I do to get my child ready for kindergarten?" This is a question that many parents ask. Below is a checklist of ways that will help.

Your child should be able to INDEPENDENTLY:

<input type="checkbox"/>	go to the washroom (wipe him/herself and clean up any mess)
<input type="checkbox"/>	put shoes on and off (with Velcro straps)
<input type="checkbox"/>	put coat on and off
<input type="checkbox"/>	open and close zippers on backpack and lunch bag
<input type="checkbox"/>	change clothes in case of an accident (shirt, pants, underwear and socks)
<input type="checkbox"/>	read his/her name
<input type="checkbox"/>	print a few letters in his/her name
<input type="checkbox"/>	express simple needs (ex. I need help; can I use the washroom, etc.)

A Few Reminders...

→ School dress code:

TOPS → White or navy-blue golf shirt (school crest is not required).

BOTTOMS → Boys - Navy blue dress pants and walking shorts.

Girls - Navy blue dress pants, walking shorts, skirt, or jumper.

*Track pants are also allowed for all kindergarten students.

OUTERWEAR → Navy blue hoodie, vest, sweater (school crest is not required). No graphics.

→ **Indoor shoes** - every student needs a pair of indoor running shoes that will stay at school, in addition to his/her outdoor shoes.

→ **Emergency clothes** - every student needs to have a shirt, pants, underwear, and socks that will stay at school in the event of an emergency.

→ **Food** - All children will need 2 snacks per day, a lunch and water - avoid milk, juice or junk food. Instead offer water and healthy food (cheese, yogurt, fruits, or vegetables).

NO NUT PRODUCTS ARE PERMITTED IN THE SCHOOL.

→ **Bedtime** - Establish an early and consistent bedtime over the summer.

School Bell Times

Time	Event
8:15 AM	School supervision begins
8:30 AM	School begins
9:50 AM to 10:05 AM	AM Recess – Students eat first snack
11:25 AM to 11:45 AM	Lunch – Students eat lunch
11:45 AM to 12:25 PM	Lunch Recess – students go outside for recess in their kindergarten areas
2:05 PM to 2:20 PM	PM Recess – Students eat last snack
3:00 PM	School dismissal

Helpful Resources:

<http://www.edu.gov.on.ca/eng/curriculum/elementary/kindergarten.html>

Bussing Information:

<http://net.schoolbuscity.com/>

Refer to the attached document for instructions on looking up bus stop information.

Bus Cancellations:

From time to time, transportation is cancelled in York Region. This includes buses, taxis and all other forms of school provided transport. Families are asked to monitor schoolbuscity.com for transportation cancellation along with all broadcast and social media for this information. The school will also attempt to do a school broadcast message to advise families if transportation is cancelled.

Cold Weather Recess Policy

The York Catholic District School Board's outdoor recess policy states that students will be outdoors if the temperature is -15 degrees, with the windchill, or warmer.

If the temperature is -20 degrees, with the windchill, the students remain indoors.

Each school, along with their School Councils, decide the policy between -15 and -20 degrees.

Once that temperature is established at the first school council meeting, it will be communicated to the school community.

Parents are asked to ensure that their children come to school with all appropriate indoor and outdoor clothing.

Safe Arrival for Absent Students

Please see the attached documents for our Safe Arrive procedures.




York Catholic District School Board

Catholic Education Centre, 320 Bloomington Road West, Aurora, Ontario L4G 0M1
Tel: 905-713-1211, 416-221-5051, 1-800-363-2711
Fax: 905-713-1272 • www.ycdsb.ca

Dear Parent/Guardian,

Elementary Safe Arrival Absence Reporting

At York Catholic District School Board, one of our greatest priorities is ensuring that all our students arrive safely to school every day. Parents and guardians are required to report their child(ren)'s absence or late arrival in advance, or before bell time for the current day by accessing the **Elementary Safe Arrival Program** using any of the three methods below:

- **Toll Free Safe Arrival Phone Number 1-855-856-7862**
- The **Safe Arrival *SchoolMessenger* website**: go.schoolmessenger.ca
- The ***SchoolMessenger* App**  from the *Apple App Store* or the *Google Play Store*.

The first time you use the App or Website, select **Sign Up** to create your account. To report an absence, select **Attendance** followed by **Report an Absence**.

These options are available **24 hours a day, 7 days a week**. Future absences can be reported at any time. **This Safe Arrival reporting procedure is in place for York Catholic Elementary schools**. If you have children at a York Catholic secondary school, please follow that school's absence reporting procedures.

Parents and guardians who have not reported their child(ren) absent or late will receive an automated phone call where they can explain the absence. If our system is unable to reach a designated contact after the required amount of time, office staff will follow up.

If any of your contact information changes, or if you have any questions about the **Elementary Safe Arrival Program**, please contact your child's school office. Thank you for your attention to this important information about reporting of your child's attendance for the upcoming school year.

Thank you,

York Catholic District School Board



Using the SchoolMessenger App for SafeArrival

West Corporation

100 Enterprise Way, Suite A-300

Scotts Valley, CA 95066

888-527-5225

www.schoolmessenger.co





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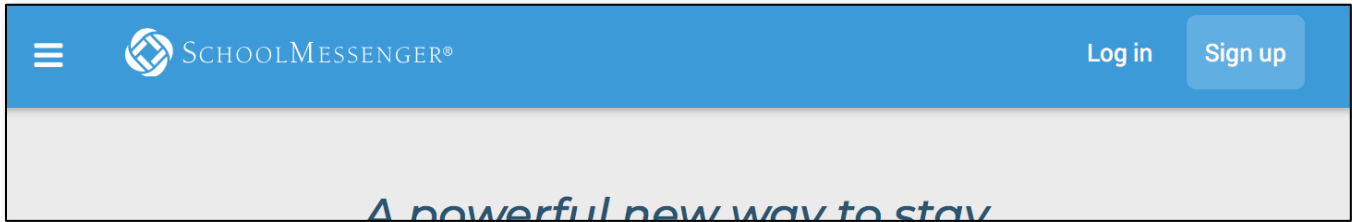
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Introduction

With a quick and easy account sign-up, parents/guardians with students enrolled in schools using SafeArrival can use the SchoolMessenger app to report and explain absences.

Creating a SchoolMessenger App Account



Choose one of these options for using the SchoolMessenger app:

1. **Mobile:** Download the SchoolMessenger app from the **Google Play Store** OR **Apple App Store**.
2. **Web:** Open your browser and go to:

go.schoolmessenger.com (for US school districts)

go.schoolmessenger.ca (for Canadian school districts).

Sign Up

1. Click **Sign Up** on the menu.



Important: Use an email address that the school has on record for you.

2. Enter your email address, your location and a password.

An email will be sent to you. Click the link in the email to verify your account.



Note: the link in the email is only valid for 24 hours. If you don't click the link and log into the SchoolMessenger App within that time period, it will expire and be of no further use. You will have to restart the registration process and have a new email sent to you with a new link.

As your information is registered in the school or district records, you will receive all the messages you have subscribed to receive from the school. You must use this **same email address** in creating your SchoolMessenger app account.

Your school's district admin will configure your message settings and what features you will see when you log in.

Sign up

Use the same email address your school has on record. If you wish to use a different one, please contact your school and ask them to update your email address.

Email
gchalmers@springfieldisd.com

Password
.....

One lowercase letter One number
 One uppercase letter 6 - 255 characters

Location
 United States

Is your school in Canada? [Switch location](#)

Sign up

Have an account? [Log in](#)



Log In

To log in to the SchoolMessenger app:

1. Click **Log in** on the menu bar.
2. Enter the email address, password and location you used to register in the SchoolMessenger app.

Click on **Forgot your password?** if you forgot your password. An email will be sent to you allowing you to register a new password.

If your school district is in Canada, click **Switch location (on the website) or tap CANADA in the mobile app.**

Log in

Email
gchalmers@springfieldusd.com

Password
.....

Location
 United States


Is your school in Canada? [Switch location](#)

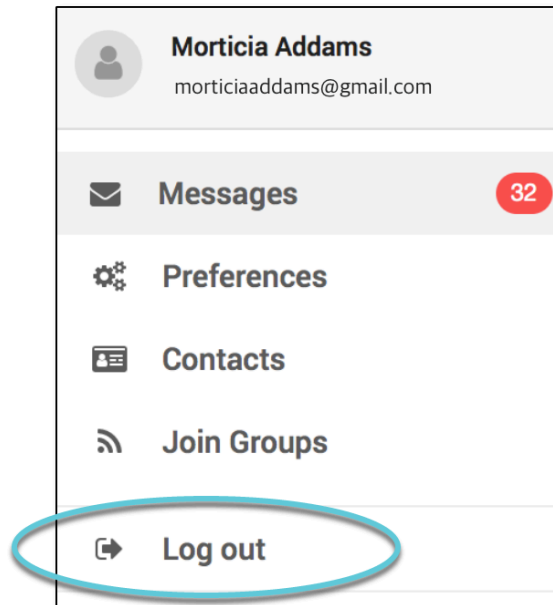
[Forgot your password?](#)

[Log in](#)

Not registered yet? [Sign up](#)


Log Out

1. Click the  icon in the upper left corner of your screen.
2. Click **Log out**.





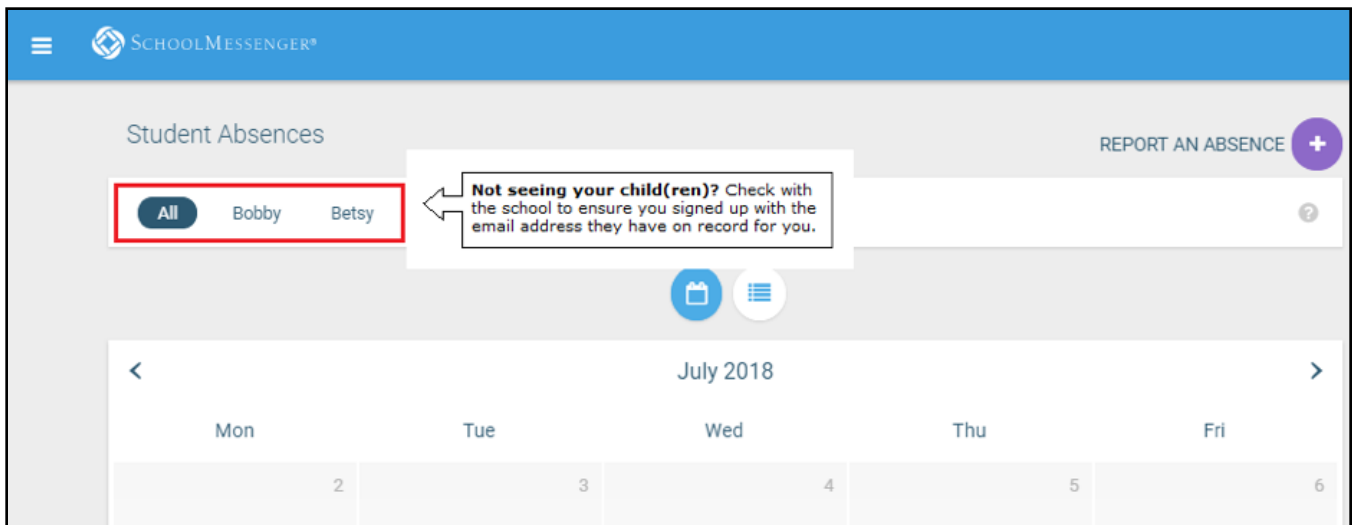
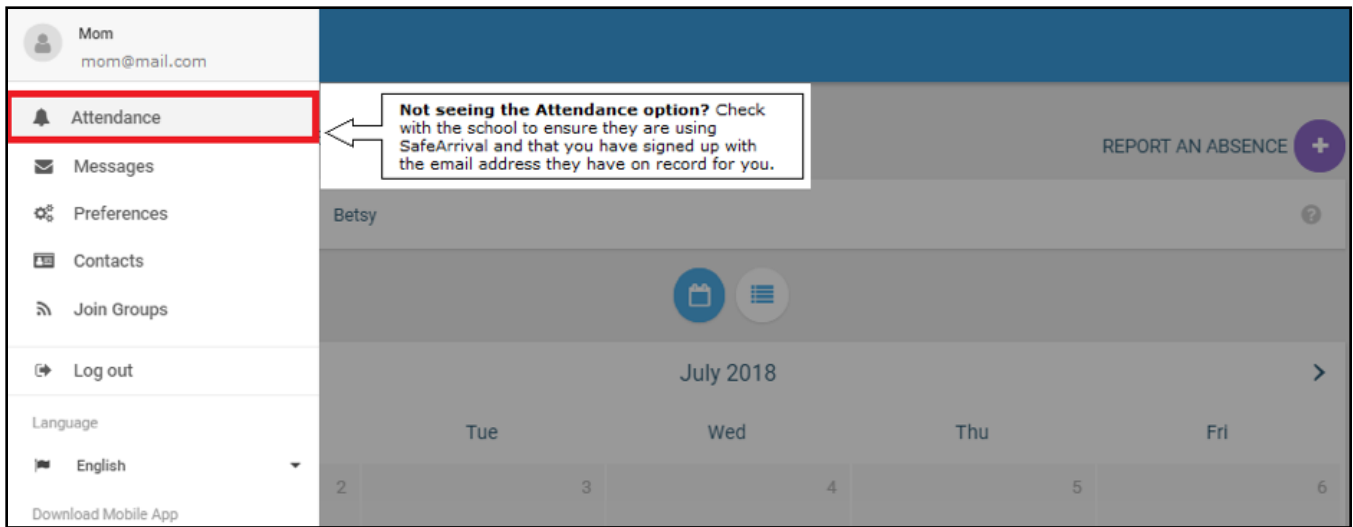
Attendance

If your email address is associated with at least one child in a school that is actively using SafeArrival, you will see the  **Attendance** option on the menu. This is shown at the top of the screen on the website or in the menu that is displayed when you tap the menu icon in the top left corner of the mobile apps.



Note: If you do not see the **ATTENDANCE** menu or your student(s), please check with the school to make sure you are using the email address that they have on record for you.

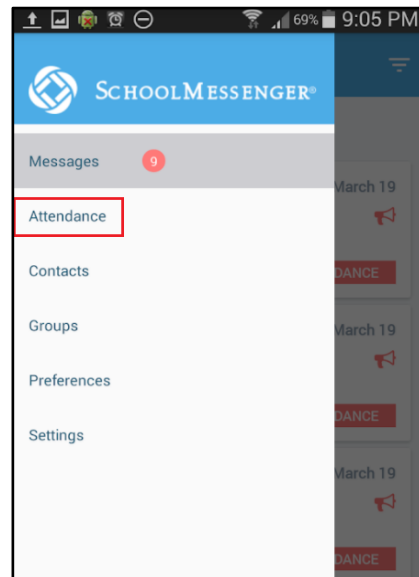
Website Example



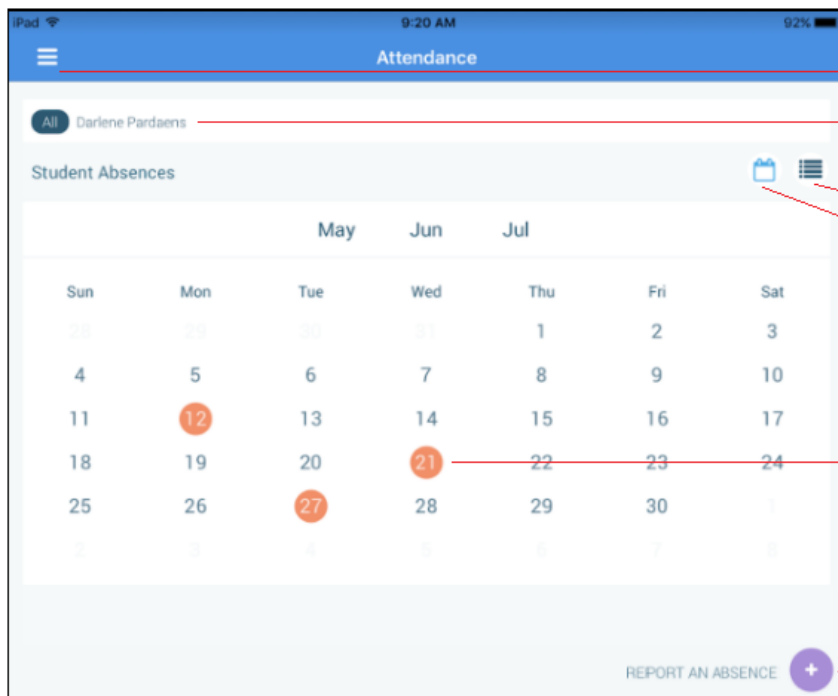


Android Example

Select **Attendance** to go to the Attendance page.



iOS Example



the main menu icon

select All to see all your children's absences or select one child to see just his/her absences

select the List icon to see absences in list format

select the Calendar icon to see absences in calendar format

tap a highlighted date to see the details of the absence, or to edit/delete the absence

tap + to report an absence



Calendar View

To go to the previous or next month:

- In the iOS app, swipe left or right.
- In the Android app, tap the name of the previous or next month.
- On the website, click the < or > at the top of the calendar.

List View

To scroll through the list of absences:

- In the iOS or Android app, tap the list and drag your figure up or down the screen to move the list.
- On the website, use the scroll bar on the right-hand side of the screen to move the list.

Reporting an Absence

Absences can be reported in advance for the school year. On the day of the absence however, absences cannot be reported after the school's cut-off time. The cut-off time is determined by the school and may vary. If SafeArrival tells you it is past the cut-off time for reporting absences for the current day, you will need to contact the school directly.

Follow these instructions to report an absence using SafeArrival:

1. Select 

2. Be sure to enter your selections for all of the requested items. If the **Send** button is not activated, it means you've missed something.
3. Select **Send** to report the absence.



Website Example

Reporting absences just got a whole lot easier
Just tell us who will be absent, when and why, and we inform the school.

Who will be absent?
B Bailey Flat Burlington Central Elementary

Type of absence: Full Day
Reason: Doctor Appointment

Date of Absence: September 19, 2018

Cancel Send

Editing an Absence

If you have reported an absence in advance and decide that you need to edit the absence BEFORE the cut-off time on the day of the absence, follow these steps:

1. Tap/click the absence (in List View) or the day of the absence (in Calendar View), then **EDIT**.
2. Make the required changes then tap/click **SEND**.

If you need to change the details for an absence after the cut-off time on the day of the absence, contact the school directly.

Deleting an Absence

If you have reported an absence in advance and decide that you need to delete the absence BEFORE the cut-off time on the day of the absence, follow these steps:

1. Tap/click the absence (in List View) or the day of the absence (in Calendar View), then **DELETE**.
2. Tap **Delete** to confirm that you want to delete the absence.

If you need to delete an absence after the cut-off time on the day of the absence, contact the school directly.

Explaining an Absence

If your student is marked absent and you have not reported the absence in advance, you will be notified of the absence. You can use the mobile apps or website to explain your student's absence.



Push Notifications

If you would like to receive absence notifications directly to the SchoolMessenger app on your mobile device:

1. Go to the **Settings** menu.
2. Tap **Push Notifications**.
3. Tap the name of your child's school district.
4. Tap **Attendance** as a type of message that you want to receive as push notifications.

Manage PIN Settings

Parents/guardians may choose to require that a 4-digit Personal Identification Number (PIN) be entered before an absence can be reported or explained for individual students when using the SafeArrival phone system. This provides an additional layer of security and also prevents students from reporting their own absences.

For parents/guardians who do not use the SchoolMessenger app, staff with access to the SchoolMessenger Communicate Contacts page can manage the PIN settings.

Using the SchoolMessenger app website, parents click the **Manage your PIN settings** link at the bottom of the Attendance page.

On the SafeArrival PIN Settings screen, the parent can choose the district in which the student is enrolled (if the parent has students enrolled in more than 1 district). The parent will see a list of his/her students and will be able to tap the checkbox to request that a PIN be required for when reporting and explaining absences for this student by phone. A 4-digit PIN can then be entered.

1. Tap the **"eye" icon** to see the PIN. Tap the PIN to modify the it.
2. Click **Save** to save any changes.

This screen will be slightly different for Districts who do not use the Guardian Data Model. In that case, a separate PIN is required for each STUDENT.

SafeArrival PIN Settings

SafeArrival 1 SafeArrival 2

Select the student(s) for which a PIN (Personal Identification Number) must be entered when using the SafeArrival phone system.

B Bailey Tester

Your 4-Digit PIN 2 2 2 3 |

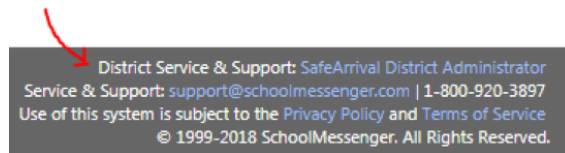
Note: Any of the student's guardians with access to SafeArrival can update the requirements for a PIN. Any PIN belonging to one of the student's guardians with access to SafeArrival will be accepted by the SafeArrival phone system.

Cancel Save



Questions?

If you have any questions regarding SafeArrival, please **contact your SafeArrival District Administrator FIRST.**



Check the bottom right-hand corner of the SafeArrival website for the District Service & Support link. Click **SafeArrival District Administrator**. This will allow you to send an email request to your SafeArrival District Administrator(s).

If you do not see this link, you should have been provided a District person to contact for help with SafeArrival.

If needed, your SafeArrival District Administrator will then contact SchoolMessenger Solutions Support.

[SchoolMessenger Solutions Support](#)

800-920-3897

support@schoolmessenger.com