



Ancaster Meadow Elementary School

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ANCASTER, ON L9K 1S3
TEL: 905.304-3255
FAX: 905.304.3775

EMAIL: ancastermeadow@hwdsb.on.ca
Website: <http://www.hwdsb.on.ca/ancastermeadow/>
PRINCIPAL: Mr. S. Goodacre
VICE-PRINCIPAL: Mr. J. Zwolak

Dear Parents/Guardians:

Welcome back to Ancaster Meadow Elementary School for another great year! We look forward to an enjoyable and successful year for all our students and their parents/guardians. Here are a few reminders as we start things off:

School Bell Times & Supervision: Supervision at Ancaster Meadow begins at 8:45 a.m. and ends at 3:30 p.m. *Parents are responsible for their children before and after those supervision times. (See Umbrella Daycare for before and after care information)*

The school day begins at 9:00 a.m. and ends at 3:20 p.m.

Period	Start	End
1	9:00	9:50
2	9:50	10:40
*NB	10:40	11:20
3	11:20	12:10
4	12:10	1:00
*NB	1:00	1:40
5	1:40	2:30
6	2:30	3:20

***Nutrition Breaks:** The school is organized on a Balanced Day schedule meaning we have two nutrition breaks. Students have 20 minutes to eat and 20 minutes to play at each break. Please be sure to pack enough food for two breaks. Our school store sells healthy snacks (price varies) and milk at the second nutrition break, starting the second week of school. Pizza will be sold on Mondays through School Cash Online. Please login or create an account at www.hwdsb.schoolcashonline.com.

Entry and Exit Procedures: School doors remain locked throughout the school day. All visitors are to buzz the office for entry. All parents, guardians and visitors must sign in and out at the office. Parents/Guardians are not permitted within the halls of the school during school hours, including entry and exit times. Parents/Guardians are to wait outside the school in the designated areas during drop off and pick up times. These procedures are aligned with both provincial and HWDSB Safe Welcome Protocol.

Parking Lot: Help keep everyone safe. Families are encouraged to park offsite and walk to the property. School buses have priority. Drivers must stay with their vehicles if picking up or dropping off students.

Communication: Please check Ancaster Meadow's webpage frequently for all school news and coming events. You can subscribe to receive email alerts when the school's website is updated at www.hwdsb.on.ca/ancastermeadow/subscribe. The school Twitter account is @ancastermeadow. I encourage all families to subscribe to the website. I post a Principal's update every week.

School Cash Online: To pay for school-related items, please visit School Cash Online at www.hwdsb.schoolcashonline.com. Payments accepted by e-check or credit card.

Return the following attached forms to school ASAP when signed and completed:

- Educational Excursions: Emergency/Health Information
- Educational Excursion: Permission & Emergency Information
- Emergency School Closure Information
- Internet Use and Photo Consent Agreement
- Media Consent Agreement

Yours sincerely,

Simon Goodacre, Principal



Quick Reference and Helpful Hints

Attendance

If you know your child is going to be absent or late, please contact the main office at 905-304-3255 before 8:00am and leave a message to ensure student safety.

Early Excusals

When signing out a student early we kindly ask that you send a note to their teacher that day informing them of your child's expected departure. Parents are required to sign out their child at the office. Please note that students are not called down for dismal until their parent or guardian arrives at the school.

School Bus

For all SCHOOL BUS related concerns, policies or inquires please call Hamilton Wentworth Student Transportation Services (HWSTS) at 905-523-2318. For a list of posted bus delays please visit www.hamiltonschoobus.ca

School Web Site Subscription

Please visit our web site and select subscribe to receive automated email updates.

Weather & Emergency School Closures

HWDSB posts special weather statements and updates on the Board and School's websites. Also tune into local media outlets for updates. If no school closure message has been issued school will be open. Closures will also be posted online at www.hwdsb.on.ca/ancastermeadow and on Twitter at www.twitter.com/ancastermeadow.

School Calendar

For information on PA days, holidays and more visit www.hwdsb.on.ca/ancastermeadow. Ancaster Meadow's full school year calendar can be found on our website.

School and Community Contact Information

Ancaster Meadow Main Office: 905-304-3255

Umbrella Family and Child Centres of Hamilton (before/after care; daycare): 905.304.0478

Hamilton-Wentworth Student Transportation Services (bus): 905.523.2318

Volunteer opportunities at Ancaster Meadow: Please contact the school office 905-304-3255

Please keep this letter for your reference during the 2018-2019 school year.



2018-2019 ELEMENTARY SCHOOL YEAR CALENDAR

Month	1st Week					2nd Week					3rd Week					4th Week					5th Week				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
August			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
September	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
October	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
November				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
December	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31				
January		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31	
February					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	
March				1	2	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
April	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			
May			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
June	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
July	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		



P - PROFESSIONAL ACTIVITY DAY
System PA Day



FD - FIRST DAY FOR STUDENTS
LD - LAST DAY FOR STUDENTS



H - STATUTORY HOLIDAY
B - SCHOOL HOLIDAY



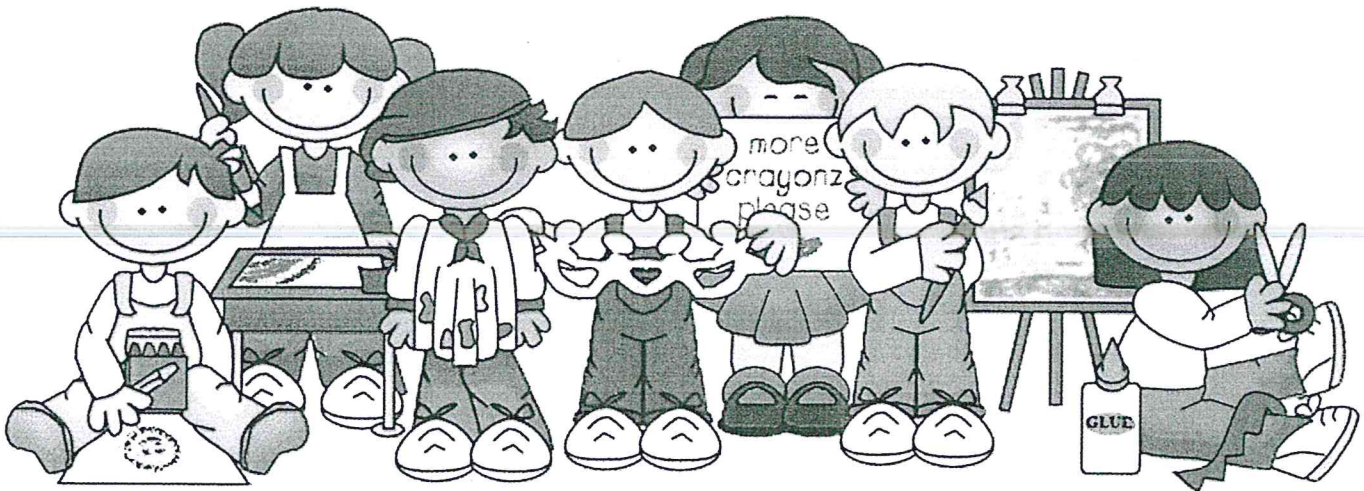
Please remember to complete, sign and return the following attached forms to your child's classroom teacher as soon as possible:

- Educational Excursions: Emergency/Health Information
- Educational Excursion: Permission & Emergency Information
- Emergency School Closure Information
- Internet Use and Photo Consent Agreement
- Media Consent Agreement

Also, a friendly reminder that if you know your child is going to be absent or late, please contact the main office before 8:00am to ensure student safety by:

- Phone: 905.304.3255 x100 for the 24 hr answering machine

The staff at Ancaster Meadow Elementary School wish you and your children a safe and successful school year!





EDUCATIONAL EXCURSIONS: Emergency/Health Information

APPROVED FORM – effective November 2011 – Form only valid when both sides are reproduced

This information is collected under the Municipal Freedom of Information and Protection of Privacy Act

Parent/Guardian, please complete and return to the school office by:

Student's Name: _____ School: _____
 Home Address: _____ Postal Code: _____
 Telephone: _____ Date of Birth: _____

EMERGENCY TELEPHONE NUMBERS:

Parent's/Guardian's Name _____
 Telephone: (Home) _____ (Cell) _____ (Work) _____
 Family Doctor: _____ Dr's Telephone: _____

RELATIVES OR PERSONS TO BE NOTIFIED IF PARENTS CANNOT BE REACHED:

Name: _____ Relation: _____
 Telephone: (Home) _____ (Cell) _____ (Work) _____
 Name: _____ Relation: _____
 Telephone: (Home) _____ (Cell) _____ (Work) _____

HEALTH INSURANCE:

Subscriber's Name: _____ Ontario Health Card Number (Optional): _____
 Other Hospital Insurance: _____

NOTE: OHIP no longer covers all medical costs incurred outside of Ontario. It is the parent's/guardian's and student's responsibility to provide comprehensive medical insurance coverage. Written proof of coverage is to be provided to the school principal at least one week prior to the excursion in order to participate in excursions outside of the province or country.

ALLERGIES/ASTHMA:

List any allergies such as food, insect stings, drugs, etc. Clearly explain asthma symptoms. If the reaction is severe, please make certain that the severity of their reaction is clearly indicated. If more space is required to explain the medical concern, attach the explanation on a separate piece of paper.

Allergy/Asthma	Rate Severity				Specific Type of Reaction & Usual Treatment
	Mild	2	3	4	
_____	1	2	3	4	_____
_____	1	2	3	4	_____
_____	1	2	3	4	_____

Does the student have an Epi Pen? Yes No
 Does the student have an asthma inhaler? Yes No

DIETARY RESTRICTIONS:

List any foods the student should not eat for medical, dietary, or religious reasons. If foods are life threatening, explain the symptoms.

Please turn over . . .

MEDICAL CONDITIONS:

Please check off any life threatening conditions, physical limitations or any other concerns which might affect the student's participation in the program. Please give details of usual treatment.

- Epilepsy.....
- Diabetes.....
- Migraine Headaches.....
- Urinary Infections.....
- Ear, Nose, Throat Infections.....
- Medic Alert Information.....
- Medic Alert for: _____

- Fainting Spells.....
- Digestive Upsets.....
- Sleepwalking.....
- Nosebleeds.....
- Hemophilia.....
- Other _____

Details of usual treatment: _____

MEDICATION:

Medication being carried by the student shall be monitored by the school excursion supervisor. If the supervisor/teacher is to be responsible for the administration of medication, then the standard form used in Hamilton-Wentworth schools must be completed. (Request for school assistance in health care)

- Is the student self-medicating? Yes No
- Tetanus shot within the last ten years? Yes No

Name of Medication	Reason	Dosage	Method of Administration

Medication comments: _____

LIMITATIONS/PARTICIPATION:

Please explain any limitations or other concerns which might affect the student's participation in the program.

Any update to the above information must be made in writing to the organizer prior to the excursion.

CONSENT OF PARENT/GUARDIAN:

I/We understand that in the event of a medical emergency, while on the excursion, medical officials can authorize emergency medical care. This would only apply when a serious condition exists and The Hamilton-Wentworth District School Board and medical officials have been unable to contact the parents/guardians.

Parent/Guardian Signature _____ Date: _____

NOTE: *The signature of a physician is only required for a student with a life threatening medical condition.*

Physician Signature: _____ Date: _____

Physician's Telephone Number: _____



EDUCATIONAL EXCURSIONS: Parent/Guardian Permission & Emergency Information

APPROVED FORM – effective November 2011

This page must be completed and returned to the school by **Thursday, September 14, 2017**

I hereby request, as the parent/guardian of _____, that he/she be permitted to participate in the
Print full name of student

Student Excursion to: Locations around Ancaster Meadow community On 2017-16 School Year
Name of Destination and Location Date

I approve the transportation arrangements for my child. If my child is under 18 kg (40 lbs), I will provide an approved child car seat for Volunteer Driver use.

I understand that The Hamilton-Wentworth District School Board will not be responsible for financial loss resulting from the cancellation of any school excursion by a Tour Company, Transportation Carrier or cancellation by the Board. The School Board has the sole right to cancel a School excursion including the right to cancel or change arrangements for a School excursion without being liable to pay any compensation to the student, parent or guardian in circumstances due to war, threat of war, riot, civil strife, industrial dispute, terrorist activity, natural or nuclear disaster, fire adverse weather conditions or other circumstances amounting to a force majeure. The school Board shall not be liable to make any refund to the student, parent or guardian for deposits or payments received. However, the School Board shall normally endeavour to return any funds, which have not already been allocated, to non-refundable cost of the School excursion. The School Board does not provide nor is it responsible for arranging cancellation insurance. Persons will have to make their own arrangements to obtain insurance protection to protect deposits in the event a School excursion is cancelled if they so desire.

Should it be necessary to return my child to home/school prior to the completion of the excursion, I agree to accept responsibility for all arrangements and costs, and also acknowledge the final refund date for the excursion. I have completed the attached information forms required for this excursion and have updated any change in medical information at the school.

Parent/Guardian Signature

Date

Student Signature (18 years and over)

Date

EMERGENCY CONTACTS FOR EXCURSION DATE(S)

This form will accompany the teacher on the excursion.

Parent /Guardian _____

Phone _____ (home)

_____ (work/cell)

Alternate Contact _____

Phone _____ (home)

_____ (work/cell)

Relationship of Alternate to Student _____

Student's Health Card # _____

***This information is collected, used and disclosed pursuant and subject to the Municipal Freedom of Information and Protection of Privacy Act. It is collected, kept and will be used only in the event of an accident or illness of your child/charge. By signing this form, you consent to the disclosure of such personal information and allow us to proceed at the teacher's or supervisor's discretion if we were unable to contact the above persons.

VOLUNTEER SUPERVISORS & VOLUNTEER DRIVERS

If volunteer supervisors and drivers are required as indicated on the Information Sheet, please complete this section.

I am available to Supervise..... Yes No

I am available to Drive..... Yes No

Number of Front Seatbelts available: _____

Number of Rear Seatbelts available: _____

Name _____

Contact Phone Number _____

*** Drivers will receive an Educational Excursions: Volunteer Driver form to be reviewed, completed and returned to the school. All volunteer supervisors and drivers must be approved by the Principal/Vice-Principal.

OHIP no longer covers all medical costs incurred outside of Canada.

It is the parent/guardian/student's responsibility to provide comprehensive medical coverage.

Proof of coverage is to be provided for the school at least one week prior to excursions out of province or country.



Ancaster Meadow Elementary School

93 Kitty Murray Lane ▪ Ancaster, ON ▪ L9K 1S3
 T: 905.304.3255 ▪ F: 905.304.3775 ▪ C: 289.925.3053
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EMERGENCY SCHOOL CLOSURE INFORMATION

Student Name: _____ Medical Info (allergies, etc.): _____

Teacher: _____ Class: _____

Siblings Currently Attending Ancaster Meadow Elementary School

Name	Grade	Classroom Teacher	Medical Information <i>(Allergies, medication etc. Use separate sheet if needed.)</i>
1.			
2.			
3.			
4.			

Parent/Guardian and Emergency Contact Information

Parent/Guardian 1 Name:	Parent/Guardian 2 Name:
Home:	Home:
Cell:	Cell:
Work:	Work:
Email:	Email:

Emergency Contact Names	Relationship to family	Home/Cell
1.		
2.		

In the event of an Emergency School Closure, HWDSB Corporate Communications will notify Ancaster Meadow Elementary School's community through our automated phone system. Closures will also be posted online at www.hwdsb.on.ca/ancastermeadow and on Twitter at [www.twitter.com/ancastermeadow](https://twitter.com/ancastermeadow).

Parent/Guardian Instructions in the Event of an Emergency School Closure

Please check the appropriate box below:

<input type="checkbox"/> I will pick up my children.	<input type="checkbox"/> My child has permission to walk home alone.	<input type="checkbox"/> My oldest child will walk his/her sibling/s home.
<input type="checkbox"/> My child will take the bus home. <i>In the event of a bus cancellation, please indicate other arrangements you have made:</i>	<input type="checkbox"/> A relative/friend/neighbour will pick up my child. Name: Phone:	<input type="checkbox"/> An older Ancaster Meadow Elementary School student will walk my child home: Name: Grade:
<input type="checkbox"/> Other instructions:		

Parent(s)/Guardian(s) Signature(s): _____ Date: _____



Internet Use and Photo Consent Agreement

Hamilton-Wentworth District School Board (HWDSB) promotes 21st-century learning and believes all students and staff deserve equitable access to engaging and authentic learning experiences. To support this learning, HWDSB promotes the acceptable use of technology, tools and social media.

Please read and understand all five sections and sign in the six shaded areas where appropriate. If you have concerns or questions, please contact your school principal.

SECTION ONE - Positive Participation

HWDSB provides Internet access as well as digital tools and resources for educational purposes. Users of these tools and resources are held accountable for their behaviour in accordance with directives that relate to Privacy, Ownership & Authorship, Identity, Credibility and Positive Participation, as well as HWDSB's Code of Conduct and other associated policies.

IN SUMMARY

HWDSB expects appropriate behaviour online and face to face.

SECTION TWO - Third-party Tools and Resources

HWDSB students and staff agree to abide by the Terms of Service when using digital tools and resources. Digital tools that require parental consent are listed at www.hwdsb.on.ca/learning/21st-century-learning.

IN SUMMARY

HWDSB uses different websites and online tools; some require parental permission to use.

CONSENT 1 of 6

Where parental consent is required, I agree to the Terms of Service agreements for digital tools and resources that help support my child's education at HWDSB.

OR

Where specific consent is required, as a student over age 18, I agree to the Terms of Service agreements of the digital tools and resources that help support my education at HWDSB.

YES _____ NO _____ INITIALS _____

SECTION THREE - Privacy and Collection of Personal Information

Your consent (below) allows for images to be collected and students to be identified, with additional consent. Scenarios may include:

- School activities reported in school/Board newsletters or websites.
- Media outlets - print, TV or radio - may visit a school to document newsworthy events.
- Students in extra-curricular activities may be recorded in images for school/Board use.
- Teachers may record students as part of their educational program.
- Students may video conference to support learning.
- Student names and images may be recorded for graduation, theatre, awards, brochures assignments and honour rolls.

IN SUMMARY

At times, videos and photos are taken at HWDSB schools and events. These images may appear in school newsletters, websites, or in the media. We need permission to use these photos and videos, and additional permission to identify students by name.

SECTION FIVE - LIABILITY

I agree to release and hold harmless HWDSB and its employees, agents, officers and Trustees from any damage, expense, injury, claim or loss incurred as a result of:

- (a) The student's failure to comply with the terms and conditions outlined above or any applicable HWDSB policy.
- (b) The student's willful misconduct or negligent acts and omissions in using digital tools and resources offered for educational purposes.

I agree that any failure to comply with the terms and conditions above may result in the loss of privileges by a student as well as other discipline that HWDSB deems appropriate.

CONSENT 6 of 6

We have read, understand and agree to the above terms and conditions:

Student Signature: _____

Witness: _____

Name: _____

Student's Name (Printed): _____

Date: _____

Parent Signature: _____

Parent Name: _____

Date: _____

Media Consent Agreement

Hamilton-Wentworth District School Board (HWDSB) is committed to protecting student personal information and helping to positively shape the “digital footprint” that students leave when they post personal information online. Please refer to your school’s website for our *Parent/Guardian Letter on Personal Information* for a full explanation for, and examples of, how we routinely handle student information and protect privacy while meeting legislative requirements.

Classrooms have changed dramatically with the introduction of digital tools. In keeping with 21st century learning priorities, the board provides students with Google Apps for Education, access to the HWDSB App Catalogue, email and a calendar, as well as the Ministry of Education Virtual Learning Environment. In addition, students may also use online tools and social media such as wikis, blogs, podcasts, Skype, YouTube, Twitter, and other web apps, websites, and tools as deemed appropriate by the classroom teacher.

Students receive age appropriate instruction on digital citizenship and the safe use of technology. For more information on our policies and directives governing 21st century learning, see *Policy 7.3 21st Century Learning and Technology*, along with the *Privacy Directive*, *Ownership and Authorship Directive*, and the *Identity, Credibility and Positive Participation Directive*. These policies and directives are easily found by using the search function on the board website (www.hwdsb.on.ca).

Students at HWDSB will use the internet at school and will learn how to make use of the tools that we provide in order to learn, create, share, and collaborate. They will participate in online spaces that are visible within the classroom, and possibly within the school and other sites across the board. Only with your consent on this form will online contributions that are public (i.e., visible *outside* of HWDSB) contain identifying information.

We are asking for your consent to allow your child to fully participate online in ways deemed age appropriate by classroom teachers and directly related to their learning and accomplishments. This may include your child’s images/videos/audio recordings, written and creative work, and/or name appearing online beyond HWDSB schools, (i.e., publicly visible to the community or discoverable on the World Wide Web) involving, for example:

- school electronic newsletters sent to our parent community
- classroom websites, blogs, and video projects
- classroom/school/board social media accounts (e.g., Twitter, YouTube, etc.)
- school/community media publications or broadcasts
- other educational platforms

(please keep this page for your information)

Consent to disclose electronic student information

- Yes, I agree** and give my permission for the disclosure of my child's personal information in the forms described (e.g., written/creative work, images/videos/audio recordings, name, social media/website/news media posts) as they participate in a 21st century learning environment under the guidance of their classroom teacher, and for sharing and celebrating their creative and academic accomplishments by school/board staff and local news media. I understand that once posted online, the student information may appear in other publications outside of HWDSB's control.
- NO, I do not agree.** I do not consent to the disclosure of my child's identifiable personal information in ways that are publicly visible and/or searchable on the World Wide Web.

Student Name: _____ Grade: _____

Student Signature (if 18 years or older): _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Your child's classroom teacher will keep you informed throughout the year about the 21st century learning experiences planned for students so that you have opportunities to ask questions about specific technologies and to change your consent if desired.

If you have any concerns related to the safety of your child with respect to use of personal information, please speak with your school principal where your child attends.