



Dundana Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD
23 Dundana Avenue
Dundas, Ontario L9H 4E5
Phone: 905.628.2622

EMAIL: dundana@hwdsb.on.ca
PRINCIPAL: Sue Pasian
spasian@hwdsb.on.ca
www.hwdsb.on.ca/dundana

August 29, 2025

Dear Dundana Families,

We are excited to welcome students back to class next week for an exciting new year! Our first day of school for students in Grades 1 to 5 will be **Tuesday, September 2, 2025**.

Please be reminded that our entry time is 8:55 a.m. and dismissal is at 3:15 p.m. Morning supervision begins at 8:40 a.m.; students should not be arriving earlier than 8:40 a.m. End of day supervision concludes at 3:30 p.m.

Bus students will be met by staff at their bus in the morning when they arrive before proceeding to the back playground. At the end of the day, bus students report to their designated space at the front of the school where they are met by staff to support them in boarding their assigned bus.

Non-bus students will exit out of the school at the end of the day onto the back playground where they will be met by childcare staff (if applicable), caregivers, or will proceed home as pre-planned by each family.

Our Junior Kindergarten and Senior Kindergarten students will have a slightly different start to the year. **All JK and SK students will start their first full day of school on Wednesday, September 3, 2025.** Our JK students, and students who are new to Kindergarten, will be joining us for short visits on **Tuesday, September 2nd**. Families of new to Kindergarten students should have received an email with their orientation time for Tuesday.

On the first day of school, staff will be outdoors before school to assist with connecting students with their class line locations, peers and teacher. Please look for staff members who will be wearing their orange safety vests.

We invite families to subscribe to HWDSB and Dundana School websites to receive updates.

Mobile Devices in Schools:

At HWDSB schools, students must have their devices stored out of view and powered off (or on silent mode) throughout the full instructional day, including nutrition breaks unless permitted by an educator. In the event that families and / or caregivers need to reach your child, you may call the school's main office.

Transportation:

Transportation is provided through our local transportation consortium, [HWSTS \(Hamilton-Wentworth Student Transportation Services\)](http://www.hwsts.ca). Please be reminded that last-minute changes can and may occur. It is important to re-check the information prior to sending your child(ren) to their assigned pick-up.

For bus information, please visit www.hamiltonschoolbus.ca and click on the "Parent Portal" on the Home page, OR "Bus Stop Finder" on the landing page to learn more. To enquire about your child's eligibility or bus transportation, please go to <https://hwsts.mybusplanner.ca/TransportationEligibility>

In the coming weeks, we will share information on how to apply for Courtesy Transportation should spaces be available. In the meantime, if your child is not eligible for transportation, families will need to



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arrange drop-off and pick-up for their children. **Courtesy transportation needs to be re-applied for each year.** If your child had courtesy ridership last year, it does not automatically renew and must be re-applied for once this process begins. Students without official bus status will not be permitted to ride the bus.

Early Pick-Up:

From time to time, it may be necessary to pick up your child early from school. Please notify the office of all early pick-ups or changes for dismissal. When emailing messages regarding early pick-up, please cc the Dundana School office at dundana@hwdsb.on.ca on emails as teachers may not see the message prior to pick up. Student safety is our priority.

What to Bring?

- **Water bottle:** All students are encouraged to bring a re-fillable water bottle to keep themselves hydrated throughout the day. Please label water bottles, as well as other belongings so that if lost, they may be returned.
- **Indoor shoes:** Rubber soles are recommended
- **Snacks / Lunch:** Students are provided with two nutrition breaks daily. The first break is from 10:35 to 11:15 a.m. and the second break is from 12:55 to 1:35 p.m. During breaks, students engage in outdoor play for 20 minutes and then have 20 minutes to eat in their classrooms. Kindergarten classes may follow a slightly different schedule and may be outdoors at other times throughout the day. Due to allergies, we are a **nut-free school**. Please read labels carefully to ensure items are **nut-free**. Healthy lunches and snacks are encouraged.
We do not allow the sharing or distribution of food to our students for safety reasons. We know that students and families may like to send in treats for special occasions, however, due to potential unknown allergies and family preferences, any food consumed by students should be coming from their own household. There will be special food days (i.e. pizza day, etc.) where outside food will be available for students, however, parents will be informed of this.
- **Other:** While you may choose to provide your child with their own set of pencil crayons, markers, notebooks, etc., please note that purchases remain a personal decision. Students will be provided with the necessary materials for learning. From time-to-time teachers may suggest items that may support learning, but these are not required. Please speak to your child's teacher if you have any questions.

If you need of supplies for school start-up, please contact the school office. We have a limited number of backpacks with school supplies that were provided to us from a community donor and we are happy to give those to anyone in need.



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Concerns:

As partners in your child's education, we encourage and welcome communication. For concerns, parents and students are encouraged to first contact their classroom teacher. School-wide concerns can be addressed by the principal. [Addressing-Concerns-HWDSB.pdf](#).

Agendas:

Students in Grades 1-5 will receive an agenda. Agendas may be used for various purposes and facilitate communication between parents and teachers. Kindergarten students will use a different system for information sharing. A special thank you to the Dundana School Council for generously paying for this year's student agendas.

Before / After Care:

Before- and after-school care is provided by the Umbrella organization. For further information please connect to Umbrella directly at [Dundana-Umbrella Family and Child Centres of Hamilton](#). Their hours of operation are 7:00 a.m. to 6:00 p.m.

Medical / Contact Information:

If your child has any medical condition(s), please contact the office. Office staff will provide you with the necessary paperwork and/or review information with you to ensure our records are current. Student safety is our priority.

If there are changes to family information including phone numbers, address or emergency contacts, please update these through the Parent Portal.

On behalf of all staff here at Dundana, I wish you a wonderful Labour Day weekend and we look forward to seeing you on Tuesday.

Sue Pasian
Principal