

**CENTENNIAL
PUBLIC SCHOOL
PARENT/GUARDIAN HANDBOOK
2020-2021**



THIS AGENDA 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 2020/21 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.

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

STAGGERED START:

Please know that we will be implementing a staggered start in hopes of providing you with the time you need to review the new routines with your students. The staggered start will be as follows:

Special Education classes (PSP+LLD): September 14th, 2020

Kindergarten Year 1 and those in Year 2 extended day programs: September 15, 2020

Kindergarten Year 2: September 15, 2020

Grades 1 and 2: September 14, 2020

Grades 3 and 4: September 15, 2020

Grades 5 and 6: September 16, 2020

Please note: All students will be in the school as of September 16th 2020.

CLASSES/ROOM NUMBERS/ASSIGNMENTS:

Kindergarten: 135 and 137

Grade 1: 208

Grade 2: 209

Grade 3: 204

Grade 4/5 English: 115

Grade 6 English: 116

MFI 4: 105

MFI 5/6: 117

PSP Primary: 120

PSP Junior: 108

LLD: 206

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 to make the necessary arrangements. If your child has an appointment please buzz the office and we will send your child out to you and you may meet them at their usual pick up/drop off location.

Pick up/drop off locations:

Kindergarten: Kinder yard

Grades 1-3 and LLD: Butterfly garden (side of school)

Grades 4-6: Main school yard (by parking area)

PSP: South doors

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.

COVID-19 Screening Tool for Students:

Ottawa Public Health has developed an online [COVID-19 Screening Tool for Students](#). This tool will help parents and guardians make decisions about whether or not their child/children can

attend school (In Person). This tool should be completed daily before attending school. Please note that no personal information is requested when completing the assessment. More details are available on the [Ottawa Public Health website](#).

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.

Kindergarten: Kinder yard doors

R1, R2,R3 and PSP: South door

R4/5, MFI 4: Parking lot doors

R 6, MFI 5/6: Front doors

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

Leaving during school hours: All JK-Gr 6 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.

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 4 to 6 – The school yard is beside the parking lot at the Bronson side of the school. Grades 1, 2, 3 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 out on the 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.

SCHOOL CALENDAR AT A GLANCE

First Day for Staff	August 31, 2020
PA Days	August 31, Sept 1., Sept 2
First Day of School	September 14, 2020 (Staggered entries)*
Labour Day	September 7, 2020
Thanksgiving	October 12, 2020
Holiday Break	December 21, 2020 to January 1, 2021
PA Day	January 22, 2021
PA Day	February 12, 2021
Family Day	February 15, 2021
March Break	March 15-19, 2021
Holiday	April 2, 2021
Holiday	April 5, 2021
PA Day	April 23, 2021
Victoria Day	May 24, 2021
PA Day	June 4, 2021
Last Day for Students	June 25, 2021

*This year students' first day will be staggered in order to support the training of COVID protocols. You will receive a letter the week of August 31st indicating your child's official start date. Should school close for any reason we will reach out to parents at that time.

WHAT TO BRING TO SCHOOL

The following items will be provided by the school.

- Scent-free hand sanitizer
- Face masks
- Face shields
- Gowns if necessary

*Please note the wearing appropriate PPE is required as per health and safety guidelines.

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. Media release is to be completed by parents/guardians online. The first week of school parents forms will be sent home. If you receive returned forms please bring them to the office yourselves, do not send down a student with the forms. If you have any further questions/concerns regarding school items please do not hesitate to reach out.
