

Bond Academy - First Week Fact Sheet

For your information, we have reviewed the most commonly requested information. If we missed a question that you would like to have answered, please contact us at johnhealey@bondacademy.ca.

First Day of School: Bond Academy classes start on Tuesday, September 3, 2019, at 8:45 a.m. Our doors open at 7 a.m.

- Students arriving before 8:45 a.m. should report to the **Before School Program**. Staff will be there to greet and to supervise the students.
- Students will be available for pickup from this location after dismissal from school between 3:50 p.m. and 6:00 p.m.
- Parents should enter the school through the door located next to the cafeteria by punching your family's security code into the key pad. **If you have forgotten your security code or your family is new to Bond Academy and have not received your code, use the temporary code 2019B.** Please see additional information under **Locked Entrances – Security Code**.
- On **Tuesday September 3rd only**, at 8:45 a.m. students in Grades 1 to 8 will be escorted to the gym, where they will be introduced to staff, get an overview of the schedule for the day and be provided with general rules, expectations and procedures. Parents are welcome to attend this information session.
- Students will then be escorted to class at approximately 9:05 a.m.
- Students in JK/SK and Montessori will be escorted directly to their classrooms from the Before School Program, or the parents of JK/SK and Montessori students can take their children directly to the class at 8:45 am.

Drop Off and Pick Up: Access to the Before School and After School Program will be available by entering the parking lot on **the north side** of the school. There is a designated parking area for pick-up and drop-off. Enter the gate into the yard and proceed to the Before School and After School door, located next to the cafeteria. Enter by the cafeteria door using your security code. The exterior front doors are not unlocked until 8:00 a.m. Once they are unlocked, you can use your code to open the interior locked doors.

The driveway leading from the Bus Loading Zone and the Parent Drop Off zone in the north parking lot is designated by the City of Toronto **as a bus loading zone and is a one way exit onto Birchmount Road**; cars exiting and turning North should go the left side of the drive way and cars exiting south should keep to the right side of the driveway. Use the driveway running parallel, directly north of the Drop Off Area to enter the parking lot. A map is included for your information.

Before and After School Programs Information: All elementary students are registered in the programs and are required to be in the program for supervisory reasons. Staff at the program can be contacted directly at (416) 266-8878, extension 107, during program hours (Before School Program 7:00 a.m. to 8:45 a.m. and After School Program 3:45 p.m. to 6:00 p.m.).

Before School Program: The Before School Program opens to receive students at 7:00 a.m. and delivers the students to class for the start of the school day. Supervised activities will be available to the students.

After School Program: Following dismissal from class:

- The Montessori and Kindergarten students will be escorted to the After School Program where they will be supervised until they are picked up.
- Students in Grades 1 to 8 will report to their homework rooms where they will be supervised and assisted by one of the teachers until 4:30 p.m. At 4:30 they will go to the After School Rooms, gym or outside for activities. **At all times, students must be in the areas designated for supervision. THEY CANNOT WAIT FOR PICKUP IN UNSUPERVISED AREAS OR WITHOUT STAFF SUPERVISION.**
- **The After School Program closes at 6:00 p.m.** Parents arriving after 6 p.m. will be required to pay a late fee directly to the staff member on duty. The late fee is \$1 per minute. **The goal of the financial penalty is not to generate compensation for the staff, but to ensure that all children are picked up by 6 p.m. to ensure that our supervising staff is able to leave no later than 6 p.m. to meet their own family and personal obligations.**

Release of Students: Students will only be released to a supervising adult.

- For students being picked up by an adult, only parents/guardians identified on the **Emergency Contact Form** will be able to pick up the child.
- If you wish to have additional adults pick up your child, we will need to receive this request in writing, stating the name, address and telephone number of the adult(s) and the conditions under which they have access to your child.
- When you pick up your child, if the supervisor does not know you or the individual you have designated for pickup, the supervisor will ask you for identification. Please understand that this is for the protection of your child.

Walking/Transit: We recognize that some students may be taking TTC or be within walking distance.

- If you wish your child to be dismissed without meeting an adult, we will need to receive a written request from you, outlining the times that you wish your child to be dismissed.
- The child must remain in the assigned supervised areas until the time that they will be leaving.

Peanut/Nut-Free School: Bond Academy is a **peanut/peanut-product/nut free school**. We have students attending the school who have a severe allergy to peanuts and nut products. This allergy is life threatening. Any contact, directly or indirectly, could result in an anaphylactic shock reaction, which can prove fatal in a few minutes. Parents should not send peanut or nut products to school with their children.

Medication: Parents of any students requiring daily medication should give the medication, in weekly amounts, and with written instructions, to Mrs. Passmore in the office. All medication must be stored in the office to ensure that the medication is correctly distributed and is not inadvertently accessible to other students.

Swim Program: We will be reviewing the safety procedures and expectations for the students, and determining specific information re the swimming skills of our students, particularly those new to Bond Academy. The program will commence once the students have demonstrated an acceptable awareness of those policies and procedures. We anticipate that we will begin the program within two weeks of the start of school. Each student will receive swimming once a week, as a component of the Physical Education Program. They will need to bring a swimsuit and a towel. Students will be transported via bus or van to the pool. The specific times and days of the swim program will be forwarded to you.

Physical Education: All students are required to participate in our Physical Education Program. Students should bring with them the Bond Gym Uniform and running shoes. If you have not yet purchased the uniform, bring a t-shirt, shorts or track pants; sweat socks/change of socks and running shoes. For safety reasons and for the protection of the surface of the floor, students must wear running shoes at all times when they are participating in gym activities. All students will be required to wear the Bond gym uniform from Grades 1 – 12 when participating in gym classes. Please watch for additional information.

Hot Lunch Program: The Hot Lunch Program is available to the students immediately. The cost of an individual lunch is \$5.00. We recommend that the students use a lunch card for purchasing their lunch to minimize the chance of lost money. Lunch cards can be obtained from the accounting department with a minimum deposit on the card of \$25. Additional money can be deposited on the card through accounting.

Locks/Lockers: All of our students, starting at Grade 1, will be assigned a locker. Students should purchase combination locks. The school will maintain a list of lockers and the combination of the locks, in the event that a student forgets the location of their locker or the combination. We will be directing the students not to share their combination with other students. Please reinforce that information with your child.

Parent purchased Textbooks: A list of textbooks that should be ordered is located on the website. You can order directly from the company, make arrangements to purchase used textbooks from students in the program last year, or purchase the textbooks from a bookstore that sells Ministry approved textbooks. If you have not yet ordered the textbooks for your child, please do so immediately.

Grade 7 & 8 Online Program: Many components of the Grade 7 & 8 program are maintained on line; students receive, complete and submit many assignments electronically. Students in Grades 7 and 8 will need to have access to a personal laptop to facilitate their involvement in the program. The laptop does not need to be high end, but will need to be able to access the internet, have a browser and software such as Microsoft office.

Uniforms: Students must wear their complete uniforms, and wear it appropriately, on a daily basis. Students must wear black dress shoes. They will need to also bring a pair of running shoes for gym as well as outdoor shoes. Students not wearing an appropriate uniform could be excluded from attending class if they do not address concerns pointed out to them by staff.

Uniform Orders: Uniform orders will be delivered to the school for pickup. Please see Nadine at the front desk. Some students registered late may not have received their uniform order by the start of the school year. In the event that you have not received the uniform, please have your child wear dark or grey pants with a white shirt. As well, please send a note with your child explaining that you have not yet received your order. We will contact the uniform company to assist you in receiving those uniforms as quickly as possible.

School Electronic Communication: As a component of our enhanced communication program, we will be:

- Issuing many of our letters via email, or sending “brief messages” contained in the email “Subject” header. All parents will be asked for an up-to-date email address.
- Teachers will also have their own web page which will give you the latest information related to their programs, including assignments, tests and homework. Parents should use this webpage to keep informed and to also supplement the information shared with them by their child.
- An electronic calendar, outlining the events at the school will be maintained on our Website. This schedule will give you the times/dates of extracurricular events, school events and sports and practices.

Locked Entrances – Security Code: The Cafeteria and Front Doors will remain locked at all times.

- During the drop off and pick up times (7:00 a.m. to 9:00 a.m. and 3:50 p.m. to 6:30 p.m.), parents can gain access through the use of a security code at the Cafeteria Entrance.
- Once the exterior Front Doors are unlocked at 8:00 a.m., access can also be obtained by using your code to unlock the interior Front Door entering the Front Foyer.
- From 9:00 a.m. and 3:50 p.m., you will need to access the school through the front doors. The Front Doors will remain locked at all times; you can gain access with your code and the keypad located at the Front Foyer entrance or via the telephone located at the front entrance.
- During instructional hours (8:55 a.m. to 4:00 p.m.), for security reasons, only staff and students will have access to the hallways and classrooms.
- Other than during the drop off and pick up times, parents/visitors, will need to enter by the front door, sign in at the front desk and wear a visitor badge.

Long Term Parking: Bond Academy's designated parking and drop off and pick up areas are located in the North Lot.

- We are not authorized to use the South Parking lot for long term parking.
- If you do use the South Lot for Pick Up or Drop off, ensure that you park in a designated spot; reminder only short term parking.
- **DO NOT PARK OF STOP** along the side walk next to the gate. It is a designated Fire Route and also impedes access and site lines for traffic and pedestrians entering and exiting.
- **All long term parking at Bond Academy must be in the North Lot.**
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Laptops: Students using laptops or Tablets/iPads as part of their classroom program, are restricted from using them for any other purpose than for classroom assignments. They are **NOT** to be used for gaming or social media, unless there has been a designated time established by the school for use during non instructional time (e.g. Electronics Day). **Laptops and Tablets/iPads are to remain in student lockers during lunch breaks.**

Cell Phones: Cell phone use is not permitted during the school day between 8:40 a.m. & 4:30 p.m., with the exceptions listed below. Students violating the rules will have their phones sent to the office for pickup at the end of the day. Repeated infractions will lead to a ban of the phone on school property for an extended period.

- Grade 7&8 students can use their phones during Lunch, between 12:15 p.m. and 12:55 p.m.
- Students can use their cell phones after 4:30 p.m. during the After School Program
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