

Bond Academy – Overview of School Policies and Procedures - 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 5, 2023. You will receive additional information on the first day of school in a separate email.

Drop Off and Pick Up General Information: 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.

- Entry into the cafeteria door can be facilitated by using your family security code, or by using the temporary code 20239.
- The exterior front doors on the south end are not unlocked until 7:30 a.m.
 - Once they are unlocked, you can use your family security code or temporary 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 driveway 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.

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. There is no additional cost for this service. 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 8:40 a.m. and After School Program 4:10 p.m. to 5:30 p.m.).

The After School Program closes at 5:30 p.m. Parents arriving after 5:30 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 5:30 p.m. so that our supervising staff is able to leave by 5:30 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 for identification. Please understand that this is for the protection of your child.

Walking/Transit: We recognize that some of the older 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 and staff 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. **CHILDREN SHOULD NOT SHARE FOOD ITEMS WITH THEIR CLASSMATES.**

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: The Swimming Program is tentatively scheduled for the week of September 25th. Additional information will be forwarded to you before the start of the program.

Physical Education: All students are required to participate in our Physical Education Program. Students should bring with them the Bond Gym Uniform and a pair of running shoes. If you have not yet purchased the uniform, bring a t-shirt, shorts or track pants; 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..

Hot Lunch Program: The Hot Lunch Program will be with a graduated start up to the students during the first week. You will be provided with more specific details during the first week of school.

Locks/Lockers: All of our students, starting at Grade 1, will be assigned a locker. Students should purchase combination locks if they are storing valuables in their locker; if they install a lock, students not to share their combination with other students but should give it to their teacher and parents should keep a copy. **Students should not be touching the lockers or belongings** of 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. Students in Grades 1 to 8 will need to change into the Bond gym uniform for their gym class and sports. Students must wear black dress shoes with their uniform. They will need to also bring a pair of running shoes for gym as well as outdoor shoes. Students not wearing an appropriate uniform repeatedly could be excluded from attending class if they do not address concerns pointed out to them by staff. Parents will be contacted with updates on repeated non compliance.

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

- Issuing most of our letters and communications via email, often 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 class webpage or use Google Classroom that will give you access to the latest information related to their programs, including assignments, tests and homework. The individual teachers will share that information with their class(es).
- Parents should use this webpage/Google Classroom link 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 important school dates and school events.

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

- During the drop off and pick up times.
- You will receive additional **information sheet providing specific details on when you can enter the school**).
 - During the allocated times, you can unlock and access the school through the use of **your family Security code** or the temporary access code 20239.
- The Cafeteria Door lock is activated **only between 7 a.m. and 9 a.m. and 3:50 p.m. and 5:30 p.m.** Entry time at all between 9:00 a.m. and 3:50 p.m. will need to be through the front doors.
- The Front Doors locks are activated from 8:00 a.m. until 5:30 p.m.
- During the hours (8:00 a.m. to 4:30 p.m.) for security reasons and to maintain the continuity of programs, only the staff and students will have access to the hallways and classrooms without an appointment.

Long Term Parking: Bond Academy's designated parking, drop off zone 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; the number of parking spots are very limited. A reminder only short-term parking.
- **DO NOT PARK OR STOP** along the sidewalk next to the gate, or park between the rows of parked cars. It is a designated Fire Route and 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.**

Laptops: Students using laptops or Tablets/iPads as part of their classroom program are restricted from using their devices 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. & 3:50 p.m., with the exceptions listed below.

- Students can access their cell phones between 3:50 and 4:30 p.m. only to facilitate parent pickup.
- After 4:30 they can be used during the After School Program .and during School Designated Electronics times.
- Grade 7&8 students can use their phones during Lunch, between 12:15 p.m. and 12:55 p.m.
- 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.**