

A bright, organized classroom with wooden furniture, shelves, and a rug. The room features a wooden desk with a red chair, a wooden table with a red chair, and a wooden shelf unit. A white rug with a colorful map of the United States is on the floor. The walls are light blue and have a framed picture and a poster. A white shelf is on the wall with a rocking horse and other items.

**Casa Program ~Parent Orientation  
Back to School  
SEPTEMBER 2022**

# ZOOM Orientation Guidelines

- This orientation is organized to be approx. 1 hour in length
- This presentation is shared by the Casa Department Teachers
- There will be opportunity for questions throughout the presentation
- We kindly ask all participants to remain muted. Please do not unmute yourself unless asking a question
- You can also utilize the Chat feature if you prefer to type a question
- Please be respectful and mindful that we are facilitating this orientation as a group
- We understand that transitioning into a new program may prompt questions, we ask that you keep them as general as possible as time does not permit us to go through each individual scenario
- Our policies and procedures are fluid, as changes & updates occur we will inform you
- Some questions may be directed to our MSK Administration Team for clarification
- This presentation will be uploaded to the Parent Portal for future reference in the coming days

**Oh Canada**

# MSK Indigenous Land Acknowledgement

**We would like to give thanks for land that MSK sits on. Thank you to the Haudenosaunee (ho-dee-no-SHOW-nee), Anishinaabe (a-nish-i-NAA-bay) and the Mississaugas of the Credit people for taking care of this land and sharing it with us.**

# Teacher Introductions & Notes

**Parents are reminded to please review the following topics & information on their own from the Parent Portal for full details**

- **Mission and Program Statements**
- **Calendar (school and classroom), Parent Board and Memos, School Logo, Phone Calls and Parent/Teacher Communication**
- **Licences and CCMA**
- **Snacks, Lunch, and Pizza Days**
- **Uniform**
- **Birthdays/Holidays**
- **V, M, and K Schools**
- **Classroom Committees**
- **MSK Specialities**

# September Goals for Casa Students, Parents & Teachers

**Students:** To become familiar with their new classroom environment & the daily schedule. To follow classroom rules & to feel comfortable and positive coming to school. Develop new friendships with classmates. Familiarize themselves with classroom materials, their use, purpose and place in the classroom environment.

**Parents:** To feel confident and comfortable joining the Casa program. MSK is a safe and positive learning environment in which your child will grow and thrive in. Develop open positive communication with their classroom teachers & make connections with other families

**Teachers:** To develop open communication and positive rapport with students and new families. To encourage and foster the development of classroom routines, student expectations and create a positive, supportive and nurturing learning environment for all students

# What we will cover in Section 1:

**Daily Schedule & Ease In Program**

**Morning Arrival & Dismissals**

**Maintaining Cleaning Protocols**

**Communication**

**What does my child bring to school each day**

**Masks**

# Daily Schedule & Ease in Program

**Ease In:** This provides students who are new to our learning environment the opportunity to have a paced introduction to their classroom and school day.

- ★ Students new to MSK are encouraged to transition into the school program for the first 4 days - arrive at 9 a.m. – ALL NEW TO MSK STUDENTS –
- ★ The First Day of school a NEW to MSK student would stay until **10:30 a.m.**
- ★ On the Second Day of school a NEW to MSK student would stay until **11:00 a.m.**
- ★ The Third and Fourth days of school your classroom teacher will recommend if the child stay for their full program (half day) or ease in for the lunch program on the third day
- ★ ***It is important to keep in mind that each student handles the transition differently and the classroom teachers will communicate to you if additional ease days would be beneficial***

# Daily Schedule

The regular daily schedule includes uninterrupted work periods for students. Students begin their day with picking their own work choices, specialty classes are arranged to limit interruptions

7:00 - 7:59	Before Care Program - enter at Vestibule Entrance
8:00 - 8:30	Arrivals to your designated classroom door/arrival locations – VESTIBULE –
8:30 - 11:30	Work Cycle - includes a morning snack break & washroom use
11:30 - 12:00	Lunch - served in the classroom
12:00 - 1:00	Outdoor Recess Time - (OR 10:30 - 11:30 time OR 1:30 - 2:30)- on a rotating monthly schedule by class)
1:00 - 3:00	Work Cycle Time - also includes rest time for students 3.8 yrs and younger + a snack break and washroom use
3:00 - 3:15	End of day clean up - prepare for dismissals
3:15 - 4:00	Dismissal time - from classroom door/pick up area or assigned playground location
4:00 - 5:00	Aftercare Program (held in individual classrooms)- snack for aftercare provided
5:00 - 5:45	All aftercare students are grouped for the remainder of the aftercare program



# Daily Schedule (continued)

Specialties are held throughout the week:

- This year our Specialty Languages teacher Mrs. Giordano will be facilitating French & Italian. Held on a Bi Weekly rotation,
- Gym - indoor gymnasium is used on assigned days and/or outdoor space
- Music and Art in the classroom instructed by the teachers
- Recess (outdoors) - Will be Semi cohorted this year
- A rotation schedule by month has been established for a 10:30 - 11:30 time or a 12:00 - 1:00 - (the later being two classes combined)
- We may also use the time 1:30 - 2:30 for outdoor recess on the pavement area when the ground conditions are muddy or icy
- Nap/Rest period is provided in the classroom in the afternoon for students who require \* 3.8 yrs. and younger
- Dismissal commences @ 3:15 p.m. from outdoors from your classroom's designated playground OR inside from designated dismissal door.

# Morning Arrival

## A.M. Arrival Time Routine & Roundabout

- **Drop-off between 8:00-8:30 am.**
- Please park your vehicle in the spots provided
- Please follow staff directions when in the roundabout line up - no passing of vehicles
- Parents must walk their child to the Vestibule Door with their belongings for the day
- Parents will not be allowed to enter classroom spaces for safety reasons

**All Drop Offs that arrive LATE must park and call the Office for instructions (after 8:30 a.m.)**

**Classroom doors will not be used for drop offs**

**If you are aware of a delay to your arrival please send a courtesy email to your child's classroom**

**Repeated late arrivals will be brought to MSK Administration attention and follow up**

# Dismissal

Half Day students: 11:30 a.m. dismissal procedure

- Pick up from your child's designated entrance
- Please park and proceed to your pick up area
- Dismissal teachers & staff are unable to engage in updates during this time as the lunch period is also occurring

**EARLY pick-up procedure (eg. for doctor appointment, etc) - please communicate to your classroom teachers in advance and they will be able to provide information for pick up/drop off based on the schedule of the day**

- ❖ **3:15 - 4:00 pm** dismissal procedure
  - Pick-up between 3:15-4:00 pm from designated play area or classroom door.
  - Dismissal teachers & staff are unable to engage in lengthy/detailed updates during this time
  - Alternate Pick-Up people & Emergency Contacts: Proper ID needed and will be checked
  - **The MSK Aftercare program runs from 4:00 - 5:00 p.m. in your child's cohorted classroom.**

**Teachers and Staff also use this time to ensure cleaning protocols are met.**

**After 5 pm Cohorts will combine until 5:45 in a designated classroom (Toddler or Casa)**

# Cleaning Protocols

**MSK remains committed to following all current Public Health Guidance as well as maintaining our enhanced cleaning protocol of the classrooms, materials and shared spaces**

**Classrooms will have materials and surfaces cleaned daily - both throughout the school day and afterschool**

**A Daily log is maintained of all cleaning done in each classroom/space at MSK**

**Commonly touched surfaces such as tables, chairs and door knobs will be cleaned multiple times throughout the day**

**All Cleaning/ Disinfection Solutions used at MSK have a Registered DIN# - including Bleach**

**We may also use OxiVir Cleaner for daily surface cleaning & Clorox/Lysol Wipes for frequent touch points**

# Cleaning continued...

- ★ Washroom is only used by one class at a time - washroom is cleaned between classroom and uses

Tables and chairs are cleaned before and after snacks & meals.

## **NAP & CLEANING PROTOCOL**

Cots are individually labeled and disinfected weekly - or when soiled

Bedding remains at school and is to be washed weekly at home (sent home on Fridays - please ensure you provide a reusable bag for transport)

## **Students will be able to use their classroom designated stall as needed**

- ★ Classrooms will have windows open throughout the day for increased air circulation in addition to a classroom Air Purifier
- ★ Wooden Materials will be cleaned using a Pledge Multi Surface Cleaner with a registered DIN #
- ★ The importance of proper handwashing is reviewed and performed daily with students

# Communication

**MSK prides itself in providing many avenues of communication in working with our 'parents as partners'.**

- Monthly Newsletter & Weekly memos from Administration
- Monthly Classroom Newsletter
- Classroom email updates as necessary
- REMIND APP - **used only for emergency notifications** (e.g. school closure/ such as Snow) - classrooms will email this document the first week of school on how to be part of this APP based notification
- Contact classroom teachers via: email or phone.
- Report Cards: January/June
- Parent-Teacher Conferences: Early December & April (via Zoom)
- Parent Education Workshops: Minimum of 1/term via Zoom Meeting
- Should a parent meeting be required, your classroom teachers will connect with you.
- Currently meetings will be held via Zoom or Telephone Conference until further notice

# Casa Program & Distance Learning

The Casa Program will transition to a full distance learning program **ONLY** in the instance of a Mandated Closure.

In the instance of needing to move to a Distance Learning Platform

- This program is conducted as Online Sessions and follows a daily schedule. This is individual by Casa classroom.
- Both age specific and whole community sessions are provided throughout the day.
- Families will be notified by email with a schedule with links and any necessary materials needed on hand such as crayons, pencils, paper or any print outs for the week(s)/time that the Classroom/School is Closed

Total time required as follows

**First Year Students (Ages 2.5 - 3 yrs old) 1.5 hours online**

**Second Year Students (Age 4) 3 hours online**

**Third Year Students (Age 5) 3 hours online**

Full details of Distance Learning Program 2022-2023 is located on the Parent Portal and will be shared via email with our classroom September Newsletters

**The Casa Learn From Home Weekly Resource provided in prior years is no longer in effect. Our primary focus is for providing our resources and time to students attending our IN PERSON based program. Should your child be isolating at home for an extended period of time your classroom teachers will share resources based on ability and needs.**

# What Does My Child Bring To School Each Day?

Your child needs to bring their Backpack, appropriate outdoor clothing for the school day (including appropriate footwear for outdoors) as well as labeled water bottle (filled with fresh water)

If you choose to send and have your child wear a personal face mask - please provide him/her with a clean and dirty pouch/bag. Students are required to be able to put their facemask on/off with minimal assistance

**A Bag of extra clothes will remain at school and kept on your child's hook. Please ensure items are labeled and seasonally appropriate. When items need to be replaced or replenished your classroom teach will notify you**

Indoor shoes are kept at school

If your child naps, bed roll/blanket to be sent to school on Monday in a labeled bag. Items will be sent home on Friday for laundering, and/or sent home if they become soiled.

**Please do not send toys, stickers or plush animals to school for health & safety reasons**

**Please minimize backpack "danglers" on your child's bag - this is a source of distraction and become lost easily/fall off and a choking hazard.**



# Masks for Casa Students - OPTIONAL

**Masks are optional for students to wear in the Casa Program who are 2.5 - 3 years of age.**

**We highly encourage and recommend students ages 4 yrs + to wear a Mask while indoors as case counts continue to fluctuate seasonally.**

If you prefer your child to wear a personal face mask, please take the time to practice and show your child how to put on and take off their mask - how to care for it and have a bag/pouch to keep in

If your child shows symptoms of excessive coughing and sneezing and they do not have a mask, MSK will provide your child with a child sized disposable mask.

Parents will be notified if their child is provided with a mask and when they are experiencing signs and symptoms - to be picked up from school as soon as possible.

# Section 1: Questions?

**Daily Schedule**

**Morning Arrival**

**Dismissal Times**

**Maintaining Cleaning Protocols**

**Communications**

**Casa Distance Learning Program**

**What does my child bring to school each day**

**Masks**



# Section 2

Playground & Outdoor Time

Casa Specialties

Uniform

Personal Backpack

Toilet Ready

Snacks & Lunch

Birthday Celebrations

Illness & Medications

Allergies

Accident Reports

Final Questions

# Playground & Outdoor Time

Classrooms will have a rotation of individual classroom time outdoors and /or semi cohorted group (up to 2 classrooms) for their outdoor time - September recess will be by classroom

- a) 10:30 - 11:30 a.m.
- b) 12:00 - 1:00 p.m.
- c) 1:30 - 2:30 p.m.

Each Classrooms will have a designated area for their recess and outdoor time

Classrooms will also use outdoor equipment (balls, chalk, bubbles etc) These are also cleaned daily after use

## Play Areas

1. South Facing Play Area (play shades behind main office)
2. West Facing Play Area (play structure & naturescape equipment)
3. Pavement area - should ground conditions not permit

**Classrooms will have one assigned recess time/day - additional time may be spent outdoors depending on programing**

**Your child's classroom will provide notice of the schedule recess time(s) that will be used**

# Casa Specialties

The following specialties will be provided to Casa students this year

- ★ French & Italian Language- Bi weekly with Mrs. Giordano
- ★ Gym - Indoors or Outdoors once a week (30 minutes)- classroom cohort teachers provide instruction.

Your child's classroom gym day will be shared in the September Newsletter

- ★ Music - Music appreciation once a week (30 minutes)- classroom cohort teachers instruct this area
- ★ Art - held on Friday (includes a lesson and project)- classroom cohort teachers instruct this area.

**Additional information for Specialties Themes and Topics are shared in the Classroom Monthly Newsletter and end of Week class emails.**

# Uniform - Civvies & Spirit Days

## What does my child wear daily?

- **Monday is formal uniform day:**
  - tunic, white dress shirt, MSK cardigan/vest and grey/green socks
  - grey/dark blue slacks, white button down shirt and MSK cardigan/vest, grey/white socks
- **Wednesday is gym day**
  - Gym uniform is to be worn this day, grey sweatpants and the MSK t-shirt
- **Tuesday, Thursday and Friday**
  - Children are allowed to wear a variation of the MSK clothing
- **Civvies** is at the end of each month. Children are permitted to wear personal clothing of their choice. Graphic or offensive clothing items are not permitted. Hair accessories, simple jewelry, and nail polish is optional.
- 
- **Spirit days:** children are encouraged to wear clothing for the theme of each spirit day. Parents will be notified through email or through monthly newsletters from the teachers

# Personal Backpack Items & Being Toilet Ready

## Backpack for Personal Items: Stays at School

- At least three sets of clothing in case of accidents such as a change of pants, shirts, underclothing, socks etc.... (especially younger students) extra pair of indoor shoes
- Extra hair ties or clips if applicable
- Ziploc bags in case wet or soiled clothing needs to be sent home
- Personal care items - wipes - Please only provide flushable wipes

## Being Toilet Ready:

- Your child must be completely toilet trained and be able to independently dress and undress him/herself
- Must be able to sit comfortably on the toilet seat
- If you are providing a toilet seat support/aide it must be labeled and able to be stored in a plastic bag at school
- Must be able to independently clean him/herself after urinating or after a bowel movement
- Please refer to our MSK Toileting Policy in the Parent Handbook for more detailed information

# Snacks & Lunch

Students are provided a snack opportunity in the morning and afternoon work time.

Snacks consist of a fruit/vegetable choice and a carbohydrate such as cereal, crackers or breads.

Snacks are provided by MSK and screened for any potential allergens

Options such as yogurt and cheese are also provided throughout the week to ensure a variety of snack foods.

Students with food allergies/dietary preferences are provided substitutes that are prepared and handled separately

Lunch is served from 11:30 - 12:00 pm - the food is provided by Wholesome Kids Catering- the lunch menu - changes seasonally - families will be provided a copy via email

Lunch is eaten in the classroom and is supervised.

Casa does not record individual food logs for students.

Teachers continue to observe the lunch habits of all students and should it become a concern parents will be contacted.



# Birthday Celebrations

**MSK celebrates birthdays and special occasions with a Montessori Mindset.**

**Our focus is on the experience and not on the material and physical items that are commonly associated with Birthdays.**

**For this reason we do not permit Loot Bags and other birthday/party favours to be distributed to students.**

## **Montessori Inspired ways to share**

- ★ Your child can contribute a storybook to their classroom library of books to honour their birthday. This gesture is much appreciated and provides a lasting memento of this special day in your child's life.
- ★ MSK would like to see meaningful, quality books donated to the school, from which our students can learn (such as award winners, non-fiction books to enhance the cultural areas).
- ★ MSK will recognize your book donation and you may place your special thoughts inside the front cover of the book too.
- ★ A magazine subscription or a classroom material or plants for the classroom may also be purchased to commemorate your child's special day.

**Another great way to commemorate your child's birthday is to donate to our V-M-K School**

# Birthday Celebrations - continued

Fruit or Vegetable Tray are acceptable with approval from MSK Administration

**DUE TO THE INCREASE OF DIETARY NEEDS AND ALLERGIES IN OUR SCHOOL ENVIRONMENT WE HAVE RESTRICTED THE TYPES OF FOODS PERMITTED FOR SHARING AT MSK. THIS ALSO TAKES INTO ACCOUNT OUR PUBLIC HEALTH REQUIREMENT TO ENSURE FOODS ARE STORED AND SERVED SAFELY. THANK YOU FOR YOUR UNDERSTANDING. FAMILIES WISHING TO BRING IN A FOOD ITEM ARE ASKED TO ALSO**

**EMAIL PRINCIPAL KOONER**

# Illness & Medical Needs

## Promoting Health & Wellness in our Classrooms:

Frequent handwashing, Head-toe check at arrival time, cough/sneeze into elbow, discuss & teach about healthy habits at school & home . Parents are responsible for monitoring their child's health which include signs and symptoms of illness - following the screening tool questions provided on the Ontario Government website: [COVID19 School Screening Tool](#)

**Ill Health:** when a child develops symptoms of ill health while at school

We will check the child's temperature & Call the parent to share symptoms of ill health and advise for pick up

A fever is at or above **100.4 degrees** Fahrenheit/ **37.8 degrees** Celsius, the child must be picked up immediately (please note\*\*\* a fever is not the only indicator of ill health. You may be asked to pick-up if the child appears to be uncomfortable, lethargic, has vomited, has an unknown rash, has what appears to be an allergic reaction, has green discharge from nose/mouth or has excessive coughing/breathing difficulty or experienced Diarrhea.

Please refer to our **Policies & Procedures re: Communicable Diseases** in the Parent Handbook \* **also refer to the Parent Handbook COVID19 Edition for full details of our Health & Well Being Policy**

# What if my child is sick?

We ask parents to not send their child to school when they are sick and experiencing symptoms of illness.

Children who are experiencing the symptoms should not attend school.

Parents are required to Email and notify MSK of your child's absence and reason why

Please check with your family doctor to be cleared

Children must be **fever free for 24 hours** without fever reducing medication to return to school In the **instance of diarrhea or vomiting the child must be symptom free for 48hrs.**

It may be required for your child to remain home for up to 72 hours to be fully recovered

Doctors notes are still required for return when a child has had a diagnosed case of a Common Communicable Disease - examples include Measles, Pertussis, West Nile etc

LINK: [York Region - Common Communicable Diseases](#)

If your child is suspected of having or been exposed/ close contact with COVID19 -please go to your doctor & consult with York Region Public Health for guidance

# Allergies / Medications

All Students with a listed and known allergy/medical condition or dietary restriction must have the appropriate form filled out

If your child has an Anaphylactic Allergy - An Anaphylactic Allergy Form And an Epi Pen Training must also be performed by the parents to the child's classroom teachers

To better assist us for the start of school we kindly ask that if your child has a condition that requires a form to please fill these out and return at the Meet & Greet on Thursday September 2nd.

→ **Epipen trainings arranged with your classroom teachers**

**Students cannot attend and begin school unless we have received all paperwork completed in full**

→ Children with Food Sensitivities/ Intolerance or dietary restrictions must also fill out a form so classrooms are aware

**Medication** - If your child requires Benadryl to be kept on site, Puffers or Prescription Medications a Medication Form must be filled out.

Medications must be in original bottles and have the child's name labeled on it. Expired medication is not accepted

# Accident Reports

What is an **ACCIDENT REPORT**?

**All MSK Staff & Teachers are re-certified each year for First Aid & CPR Training**

Should your child have an injury while at school such as a scrape - **a green accident report form** will be filled out

We take Safety seriously at MSK and parents will be contacted should their child have had an accident and report filled out.

- ★ It is very **IMPORTANT** that we have the most current **Emergency Contact Information** for you - including the phone number to reach you at first

- ★ Parents will be required to read and sign the Accident form at pick up - a copy will be provided to you once all signatures are on the form (including teachers and administration)
- ★ Should your child receive any type of injury to their head - such as a bump or fall - parents will be contacted immediately to share the details with you.
- ★ MSK will monitor for signs and symptoms of a concussion and provide first aid as necessary and keep your child comfortable and calm.
- ★ We encourage families to follow up with their family doctor in the event of a head injury

# Questions from Section 2

**Playground & Outdoor Time**

**Casa Specialties**

**Uniform**

**Personal Backpack**

**Toilet Ready**

**Snacks & Lunch**

**Birthday Celebrations**

**Illness & Medications**

**Allergies**

**Accident Reports**



# Where to find more detailed information

All Families are to read the Parent Handbook COVID19 Edition

This will provide the full protocol of what we are doing to provide a safe environment for learning and what to do in the case of illness or a suspected/confirmed case.

**Please check the Parent Portal Regularly for updates and information - when information has been updated/changed we will also notify you via email**



# Thank you for joining us....

We look forward to seeing you at the Meet & Greet scheduled for this week

Please connect with your child's classroom teachers if you have any additional questions

A stylized, handwritten-style graphic of the words "Thank You" in black ink. The text is centered and surrounded by several short, radiating lines of varying lengths, creating a sunburst or starburst effect. The word "Thank" is on the top line and "You" is on the bottom line, both written in a cursive, flowing script.