Welcome to the 2026-2027 school year!

We are so excited to welcome all new and returning students and families to Minto-Clifford this September! As we approach the beginning of a new school year we hope you are excited to rekindle old friendships and create new ones! As you begin a new school year I encourage you to take every opportunity for success, consider how you might make an impact, and consider how you will engage in the school community!

To our parents and guardians: as always we look forward to partnering with you this year. Your unwavering support, involvement, and active participation play a vital role in your child's school success. Together, let's foster open lines of communication, work together to promote a love for learning, and celebrate student achievements.

This memo contains important information about Back to School 2026-2027! If you have specific questions, please direct them to your child's teacher or the school office during regular school hours.

The Minto-Clifford School Newsletter for September will be sent via email after the first week and will be put on the school website.

Principal's Message:

Dear Minto-Clifford Public School Community,

I would like to take this opportunity to say I am honoured to be serving as the Principal of Minto-Clifford Public School again for the 2026–2027 school year!

To keep you informed, I will be sending out a monthly newsletter via email at the beginning of each month. This will be sent to the email address you provided during your child's registration. Please ensure that your contact information is up to date and check your email regularly so you don't miss any important updates.

In addition to the email, all monthly newsletters and key dates will be posted on the Minto-Clifford Public School website.Important dates wil be posted on the school website in the MCPS School Calendar

I have also linked the MCPS School Family Handbook 2026-2027.pdf for your reference throughout the year.

I look forward to another fantastic year ahead and to working together to support our students.

Warm Regards,
Marianne Millsap

All students start school on Tuesday, September 8, 2026 at 8:50 am.

Important Dates:

- Sept. 3 and Sept. 4, 2026 Professional Development Day no School for students. Staff will focus on professional development in relation to Health & Safety, Mental Health, and Literacy.
- Sept. 8, 2026: First day of school. ***Please note** that there is no Staggered Entry in Kindergarten. All students, including Kindergarten, will start school on Sept. 8, 2026.*
- Dec. 21, 2026-Jan. 1, 2027: Winter Break
- March 15-19, 2027: March Break
- June 29, 2027: Last day of school for students (elementary)

To see the full School Year Calendars, including statutory holidays and PA Days, please visit the board website: UGDSB School Year Calendar 2026-2027

Arrival on the First Day

The first official day of school for all students in grades JK-8 is **Tuesday, September 8th.**

Our yard supervision begins at 8:30 AM therefore students may not be dropped off before that time. The entry bell rings at 8:50 AM. Most students will walk to school and enter at the primary yard and walk to their designated play areas on the school yard, some students arrive by school bus. If you are driving your child to school, please park in the church parking lot to the south of the school and walk your child to the fenced area. We ask that parents/guardians do not drive up to the front of the school as this is the designated bus

lane. If students are biking, there are bike racks available. If your child is late you can drop them off at the front door of the school. There are two accessible parking spaces in the school parking lot for those who have an accessibility permit (They are in the front row of parking next to the island). Please say goodbye to your child before they enter the yard.

On **Friday September 4th** you will receive an email (email you provided to the school when you registered) informing you of your child's class placement on the first day of school. All students who have registered are to be notified. If you do not receive an email all your child needs to know is their current grade. Once on the yard they will make their way to the signage indiciating their grade (i.e. grade ⅘). Teachers wil meet them and direct them to the appropriate line up where they wil join their classmates. We wil have staff on the yard to help the children find their teacher.

In the event that it is raining on the first day students will make their way to their current classroom as indicated in the email you received. New students & JKs will go to the LLC.

SCHOOL HOURS	
8:30 am	School Entry - Start of our School Day
8:50 - 10:50 (120 min)	Instructional Time - Periods 1 & 2 & 3
10:50 - 11:30	First Nutrition Break (*10:50 to 11:10 Kindergartens & Gr 7-8 Recess; Gr 1-6 Eating; 11:10 to 11:30 Kindergartens & Gr 7-8 Eating; Gr 1-6 Recess*)
11:30 - 1:10 (100 min)	Instructional Time – Periods 4 & 5
1:10 - 1:50	Second Nutrition Break (*1:10 to 1:30 Kindergartens & Gr 7-8 Recess; Gr 1-6 Eating; 1:30 to 1:50 Kindergartens & Gr 7-8 Eating; Gr 1-6 Recess*)
1:50 - 3:10 (80 min)	Instructional Time - Periods 6 & 7
3:10	Student Dismissal

<u>Morning Drop Off By Car & For Students Who Walk</u>

Returning students please use the church parking lot like you did last year if you are

driving your child to school and walk your student to the tarmac area. We ask that parents do not drive up to the front of the school for drop off. If walking with your child go through the primary gates to the school yard. There is a walking path near the sandbox. Your child needs to know their teacher and grade. Once on the yard they will make their way to the signage indicating their grade (i.e. grade 4). Our teachers will meet them and direct them to the appropriate line up where they will join their classmates. We will have staff on the yard to help the children find their new teacher.

New students please park at the church parking lot south of the school and bring your child to the gate at the front of the school. A staff member will greet you at the entrance. New students will be directed to their grade area. It will be helpful if your child knows their grade.

JK & SK students If you decide to drop your child off on the first day of school, please park your car in the church parking space and walk your child to the fenced kindergarten area. Here your child will be met by an educator, and will be taken to the kindergarten area where they will meet with their classmates and classroom educators. JK students will receive a name tag with their teacher name. Please say goodbye to your child once the educator has them.

Late Arrivals
If you arrive after class has begun (8:50 AM) students will need to sign in at the office. The classroom teacher will be notified that the child has arrived. The student will walk directly to their classroom, drop off their things, and join the class.

Morning Drop Off For Students Riding the Bus:

A staff member will greet each bus and direct students.

Returning students will be directed to their grade area on the yard to meet their teacher and classmates.

New students will be taken to their grade line.

JK Students If your child arrives on the bus, an educator will be there to meet them and guide them to the kindergarten area where they will meet their classroom educators and classmates. They will receive a name tag with their teacher's name.

How to Find My Bus Number and Pick Up/Drop Off Times?

1. Go to https://www.findmyschool.ca
2. Click on Parent Portal
3. If you have an account put in your email and password
4. If you do not have an account click on Create Account
   While you are there, sign up to receive email notifications of late and cancelled busses

- Your child may not be assigned a bus yet if you registered in the last few weeks.
- Please contact 1-519-824-4119 OR 1-888-292-2224
- Please contact the office by **Thursday, September 3rd** if:
  - **Your child is designated to ride a bus and is not riding the bus or not riding it regularly (this includes students who were driven last year)**
  - **This information needs to be updated each school year.**

What to Bring to School

Please keep your child's personal items to a minimum. To support a safe and comfortable environment, students are asked to bring the following items clearly labelled with the student's name:

- Knapsack or tote bag for personal belongings
- Personal water bottle
- Seasonal outdoor wear. ***We will be outside a lot!*** **Unless the weather conditions are extreme students will be outside. Please keep an eye on the forecast so that your child is prepared for changes in temperature or damp conditions.**
- Indoor shoes with rubber soles that fit securely and are suitable for the gym
- All students in grades 6, 7, and 8 will complete B.Y.O.D. (Bring Your Own Device) Training. The school is not responsible for broken or missing devices.

While on the Bus:

School Bus Code of Conduct

Our school bus drivers are trained professionals who are committed to providing a safe environment for your child while they are traveling to and from school. I would encourage parents to discuss appropriate bus behaviour with your child(ren) . You can visit https://stwdsts.ca/ to view safety videos and for a detailed list of responsibilities of students, parents and guardians. I would also encourage you to sign up to receive notifications regarding bus delays and cancellations.

- Please follow the bus guidelines attached below (click on the links below)
  BUS GUIDELINES FOR STUDENTS
  BUS GUIDELINES FOR PARENTS

Information During the Day

Ventilation:

Our school is mechanically ventilated, but we also have portable Hepa air filters placed in each classroom.

Recess Information:

- During outdoor recess Kindergartens and Grade 7&8 will be on the yard the first 20 minutes and then the Primary and Juniors wil be on the yard the last 20 minutes playing within designated areas.
- Playground structures will be open after the first day.
- Staff will be going over the rules for the Traditional Playgrounds the first day.

Breakfast/Snack Program:

We will start the year with “Grab and Go” breakfasts/snacks. All students are welcome to participate in this program.

- All food is packaged in a class cooler/bin
- Staff will be responsible for distributing snacks

- If you need support with lunches please reach out to the VP at john.lindsay@ugdsb.on.ca
- I wish to extend a huge thank you to Ms. Morgan for her coordination of this program and to our fabulous volunteers for their continued support and organization of this program. Should you wish to volunteer please contact the VP at john.lindsay@ugdsb.on.ca

Lunch Procedures:

- Wash hands before and after eating.
- Recycling will continue and compost will hopefully begin at some point in the year. Teachers will teach students how to use the bins in the classroom.
- Students will eat in their classroom with their classmates
- Students are to remain seated when eating.
- Students are to bring their own personal water bottles. Students can fill their water bottles with water dispensers which will be located throughout the school.

Students Being Picked Up During the Day

- Caregivers must be buzzed and come into the office to pick up or drop off their child(ren)
- Students leaving during the day must be picked up at the front office so we can ensure their safe departure. Please do not go to classrooms to pick-up your child.
- There is a sign-in book in the main office for you to write your child's name and time they are leaving the school

End of Day Procedures:

For Students Taking the Bus:

- Students will exit through their designated doors with their teacher.
- There will be pylons indicating bus locations.
- Students will wait behind their bus number with a supervisor until their bus is called
- The supervisor will take attendance as students load the bus
- Student Bus Patrollers & staff will help get kindergarten and grade 1 students to their buses.
- JK/SK and Grade 1 students will have name tags attached to their backpacks with their bus number. Please ensure these tags stay on the backpacks so we can get your children on the correct bus.

Walking Students

- Students that are picked up by car during the day, parents/guardians will park at the Church south of the school and walk to pick up their child at the front door
- JK-Grade 2 Students that are walking will be picked up at the primary gate/yard and will remain with their teacher until a guardian or older sibling picks them up where they line up on their yard
- Grade 3-8 are dismissed by their teacher from their designated exit and also walk through the primary gate/yard.

**Parents/guardians will need to let the office know, no later than 2 pm if there is a change in the regular routine.*

For Students Being Picked Up By Car At the End of the Day :

- If your child is normally on a bus and is getting picked up, you will need to let the office know by 2 PM. Please include the students name, bus number and the teacher's name..
- Caregivers must come into the Office to pick up their child(ren). Students leaving during the day must be picked up at the front office so we can ensure their safe departure. Please do not go to classrooms to pick-up your child.

Note: No parents/guardians in the building for safety reasons. It is busy and staff need to make sure students are accounted for and leave with the appropriate caregiver.

Other Information:

Medication (dropping off & life-threatening):

- Please call the office to let the OC (Tamara Noble) know you are here to drop off meds
- Make sure to leave updated plan of care forms and that all meds are labelled and in original packaging.
- You may also need to sign a consent form to have staff administer meds for this school year.
  It is the policy of the Upper Grand District School Board for an "**Administration of Medication"** Form to be completed for students requiring medication at school. The Board's interpretation of medication includes: Tylenol, Advil, Midol, allergy medication, and any prescribed medications. The storing of medication in lunch kits or book bags is not permitted with the exception of asthma inhalers and epi-pens. This is due to safety concerns for other children coming in contact with the prescribed medication. Should you require a medication form, please inform your child's teacher or the school office.
- UGDSB Policy 518: **Students with Life-Threatening Medical Conditions,** outlines the roles and responsibilities for all in the educational community to support students with possible life-threatening medical conditions. The prevalent medical conditions covered under this policy are Asthma, Anaphylaxis, Diabetes and Epilepsy/Seizure Disorders. If your child has one of these, or any other life-threatening medical condition, please visit: Policy 518 or contact the school as soon as possible. We will work with you to develop a Plan of Care to support your child.

Access to the School

- **New Front Entrance Access Procedures**

  As part of our Board-wide security system, all staff now access the building using electronic fobs and no longer have keys to unlock the front entrance doors.

  When you arrive at the school, please press the doorbell/alarm button located to the right of the front entrance doors. An iPad in the office lets our Office Coordinator know you are here, and they will be happy to buzz you into the building.

  Once inside, please come directly to the office to sign in, drop off your child, or pick up your child.

  To help us maintain a safe and secure environment for all students and staff, we ask that all visitors enter the building through the office. Staff have been instructed not to admit other adults through the entrance, as all visitors must be welcomed in using the office entry system.

  Thank you for your understanding, patience, and cooperation as we continue to keep our school a safe and welcoming place for everyone. We appreciate your support!

- Parents entering the school or the school property during the school day need to check in at the office when you arrive. There is a sign-in book in the main office.
- We look forward to having parents volunteer in various capacities. If you are interested in volunteering we will require you to complete a volunteer form and submit a current Police Record Check with the Vulnerable Sectors Screen. If you are interested in volunteering please contact your child's teacher and they can provide you the necessary paperwork.
- At entry and dismissal times, parents are to remain outside the school. If you are picking your child up or dropping something off during the day please enter through the front doors and come directly into the office to speak with our Office staff. If you are dropping off lunch for your child, there is a table in the front foyer where you can write the student's name and class number. Office staff will call students down with items/food to pick up at the beginning of each nutrition break.

School Code of Conduct

It is the policy of the Upper Grand District School Board to maintain a safe and inclusive learning and teaching environment through the adoption of a Code of Conduct which promotes responsibility, respect, civility and academic excellence, and sets clear standards of behaviour for all members of the school community. The goal is to create a positive school climate where all members of the school community feel safe, included and accepted. The Code outlines the rights, roles and responsibilities of all members of our school community. As a new school year begins teachers will be reviewing the Code of Conduct with students. Families can find the Code of Conduct on the School website.

Communication with the School

Communication with the School

- The office will be sending home our regular package of information during the first week of school. Please complete the forms and return them to your child's teacher as soon as you can. The school will be using emails and the school website Minto-Clifford Public School website.to communicate to the community.
- Teachers will share their preferred form of communication with families. If you wish to meet with an administrator please contact the main office 519-338-2920 dial x223 to contact Mrs. Millsap and x224 to reach Mr. Lindsay. If you wish to schedule an appointment please dial 0.
- Each teacher will have access to voicemail. Please check the school website for your teacher's extension. The school phone number is 519-338-2920
- If you need to pick your child up early. We require that you contact the office **prior to 2 PM.**
- Parents/Guardians cannot enter the school without calling as the front doors will be locked. We want to keep all our students safe.
- Student Accident Insurance letters will be sent home during the first weeks of September. Please seriously consider this option. The Upper Grand District School Board endorses this inexpensive accident insurance coverage. The School Board does not carry accident insurance benefits for children. It is

highly recommended that all students participating in school sports and extended field trips purchase student accident insurance.

- For the safety and well-being of your child, it is critical that the school has your child's information on file, particularly local emergency contacts. Carefully review the student information forms that will be sent home with your child to make certain that they are accurate. **If changes are needed, cross out the old information and add the updated information to the form. As well, please make sure that you sign and date the bottom of the form and return these forms by Monday, September 14th.**
- Your child will be bringing home information that outlines the guidelines that Boards of Education must follow when protecting the personal information of their students. Please read this information, complete page three and return it to your child's teacher by September 14th.
- If you know that your child is going to be absent in advance please let the office know so that we can avoid trying to locate your child on the day of their absence.
- School monthly newsletters will be posted on the school website and sent to you via email as an attachment. Throughout the year we will send you reminders and notifications via email. It is important that the school have an active email for your family that you check regularly - we would hate for you to miss out on important information. If you need to provide us with a new email please contact the school office.
- If you are interested in being a new volunteer please contact John Lindsay john.lindsay@ugdsb.on.ca or your child's teacher. Those who had a police check last year will be able to submit an Annual Offence Declaration for the Current School Year. More information to follow.

We are looking forward to a terrific school year. We can't wait to celebrate all the wonderful things that our students do! Please remember to visit our school website and go into your child's Google Classroom to see all the wonderful work they are doing. We are looking forward to seeing all students on ***Tuesday, September 8th.***

If you have any questions or concerns please feel free to call or email us at
Marianne Millsap Principal 519-338-2920 ext 223 marianne.millsap@ugdsb.on.ca
John Lindsay VIce Principal 519-338-2920 ext 224 john.lindsay@ugdsb.on.ca