



The PRIDE of LYN



Welcome to the 2023-2024 school year! The Lyn Public School staff is excited to see our returning students and meet our newest Lyn Lions starting school this year!

I look forward to reconnecting with students and families in the coming weeks. Please reach out to me with your questions or concerns anytime.

I want to send out a special thank you to our hardworking custodial team – Betty and Chelsea - who worked diligently to clean our school and prepare for our students' return.

Our educators are busy readying their classrooms and are eager to welcome their students back to school! On behalf of all staff, I want to wish our Lyn families a warm welcome to the 2023-24 school year. We are looking forward to a fantastic year of learning together!

Sincerely,
Marnie Lindsay

Student Transportation

Visit the [STEO Parent Portal](#) to create an account that provides you with access to enhanced information and features regarding student transportation services including bus stop information.

Bus pick-up and drop-off times are now available on the [STEO website](#) through the [Bus Stop Finder and the Parent Portal](#). Be sure to check the bus times for the child(ren) in your household as this year **STEO/bus companies will not be calling families with this information**. If you are setting up a new account or adding a new child, you will need to have the child/student's identification number to access the busing information. This number can be found on your child's report card, or by contacting [STEO directly](#).

STEO is still experiencing a shortage of drivers. Although the shortage is less severe than last school year, it is suggested that parents/guardians download the Bus Planner App to their smartphone or other mobile device to get bus delays/cancellations or check the [STEO website](#).

Our School Staff for 2023-2024

Kinder A: Mr. McElrea gregory.mcelrea@ucdsb.on.ca
Ms. Stadig beck.stadig@ucdsb.on.ca
Kinder B: Mrs. Gallacher mariah.gallacher@ucdsb.on.ca
Mrs. Roy amie.roy@ucdsb.on.ca
Grade 1: Mrs. Crotty christina.crotty@ucdsb.on.ca
Grade 1/2: Mrs. Shupe andrea.shupe@ucdsb.on.ca
Grade 2: Mr. Synnott bradley.synnott@ucdsb.on.ca
Grade 3: Mrs. MacArthur meagan.macarthur@ucdsb.on.ca
Grade 3/4: Mr. McNish jason.mcnish@ucdsb.on.ca
Grade 4/5: Mrs. Bradford christina.bradford@ucdsb.on.ca
Grade 6: Mr. Cross adam.cross@ucdsb.on.ca
Health/Music: Ms. Hess elizabeth.hess@ucdsb.on.ca
French Team: Mme. Hunt michelle.hunt@ucdsb.on.ca
Mlle. Walker brittany.walker@ucdsb.on.ca
Spec. Ed. Teacher: Ms. Johnston lisa.johnston@ucdsb.on.ca
Educational Assistants: Mrs. Fleming, Mrs. Sweet & Mrs. Vandermeer
Principal: Mrs. Lindsay marnie.lindsay@ucdsb.on.ca
Office Admin.: Mrs. Miller kayla.miller@ucdsb.on.ca
Financial Assistant: Julia Gauthier
Custodians: Betty LaPorte & Chelsea Gould

Lyn Public School Daily Schedule

8:30 am	Office Opens
9:15 – 9:30	Bus arrival
9:20 – 9:30	Student drop off
9:30 – 12:00	Instruction
12:00 – 12:20	Lunch
12:20 – 1:00	Recess
1:00 – 3:30	Instruction
3:30 – 3:40	Student pick up
3:45	Bus dismissal
4:00 pm	Office Closes

My Family Room

Please consider registering for a *My Family Room* account, at www.myfamilyroom.ca. This online account is used by parents to report student absences and receive up to date emails from the board office. It can also be used to submit online forms and pay for hot lunches and field trips for your child. If you do have an account, please log in to your 'My Family Room' account to ensure that cell phone numbers, address and emergency contact information is correct and up to date. Please take a moment to ensure your contact numbers are correct.



School Supplies

We ask that you send your child with indoor shoes, backpack, reusable water bottle and lunch kit. All basic supplies that your child needs will be provided by the school, but your child is welcome to bring their own supplies, too. Please ensure that you label all of your child's belongings prior to sending them to school. Outdoor play is very important for our students so please send your child with appropriate outdoor gear for inclement weather days and cold weather.

Student Cell Phones and Personal Electronic Devices

All personal electronic devices, which include laptops, cellphones, and any device that can be used to access the internet will not be permitted in the classroom without teacher permission. If/when they are allowed in the classroom, they may only be used for education purposes, special education purposes or medical purposes. Cell phones and personal electronic devices may not be used on the bus or on the playground at any time as students must be supervised when using them (the internet). If these devices are brought to school, the school is not responsible for them if they are lost, damaged or stolen. Students will be required to leave their device at home if they do not adhere to this policy.

Classroom and School Communication

To promote effective communication between home and school we would like to communicate with families electronically as well as through the provided student agenda. Please ensure you have an account in [My Family Room](#) to communicate your child's absences, late arrivals, and early departures under the 'Absence' tab. We ask that you communicate with your child's teacher using school board email, the student agenda, or telephone (613-345-1242). For announcements and photographs from the school you can 'Follow' and 'Like us' on Facebook. You can also check out our school website!

Student Verification Form and Walking Field Trip Form

A paper copy of the student verification form, the Ongoing Excursion consent form, and Sports Risk Form (Grades 3-6) will be sent home during the first week of school. Please sign the Ongoing Excursion and Sports Risk Form and review the information in the verification form, make necessary changes and send them back with your child as soon as possible.

Safe Arrival

Please ensure that you call the school at 613-345-1242 or report your child's absence in My Family Room before 9:30 a.m. if your child will not be attending school on that day. When you contact the school, please indicate the specific reason for your child's absence. If we have not been informed of your child's absence, under the Safe Arrival Policy of UCDSB, we will make every attempt to contact you. If this proves unsuccessful, the next course of action is to make a visit to your home and contact the police to ensure that your child is safe.

Student Accident Insurance

The School Board does **not** provide accident insurance coverage for student injuries that occur on school premises or during school activities. Accidents can and do happen. Some injuries incur medical, dental, or other expenses that are not covered by provincial health care or employer group plans. As a parent or guardian, you become responsible for these expenses. We will make available an Accident and Life Insurance Program for students. Participation in such a program is voluntary and the costs are to be paid by the parent or guardian. This program offers a variety of plans and benefits at affordable prices. The insurance agreement is between **you** and **the insurance company**. If you wish to subscribe you can apply directly on-line at: www.insuremykids.com.

Drop Off Procedure

Supervision on the yard starts at 9:15 a.m. for bus students. Students being dropped off should not arrive before 9:15 a.m. When dropping off your child, pull up to the curb in the bus lane and a staff member will receive your child. Put your vehicle in park and **remain in your vehicle** while your child gets out of **the passenger side of the vehicle** and moves to the school yard where they will join their class. If your child is too young to exit the vehicle independently, you should park in the visitor parking lot and walk your child to the cross walk where a staff member will greet your child and help them across the lane safely.

Pick Up Procedure

If you are picking your child up, we ask that you drive up to the curb in front of the school between 3:30 p.m. and 3:40 p.m. where you will remain in your car. **Please do not leave your vehicle**. Continue to follow the cue of vehicles until you are the first vehicle in line and a staff member will identify you and release your child to get into the passenger side of your vehicle. If your child is too young to get into your vehicle and buckle up independently, you should park in the visitor parking lot and wait on the south side of the bus lane at the cross walk for your child. They will be released when the staff see you waiting at the crosswalk. The parking lot can be congested at the end of the day, we kindly ask that you exit the parking lot promptly once you have received your child/children so that other families can access parking spaces as needed.

IMPORTANT: If you are waiting in your vehicle in the bus lane and a bus arrives, you will be asked to pull around the circle and rejoin the line-up of vehicles so that the bus can get by.

We will not release a child if we cannot identify the person picking the child up or if the person is not an emergency contact with pick up approval. We will not be releasing students early without notice and we ask that you avoid picking up your child during instructional time. We thank you for your cooperation.



Plans of Care for Life-threatening Medical Conditions including Anaphylaxis and Asthma

The accommodation of students with anaphylaxis or asthma will include the collaborative creation of a Plan of Care by the parent/guardian and school team. We ask that you complete [Life Threatening Medical form and Plan of Care form](#) with your signature as soon as possible and send them to the office administrator electronically. The parent, teacher and principal should communicate regarding the details of the plan. It is important that the school staff is also aware of each student's Plan of Care. Please contact the school office if you require any of these forms.

Nut-Safe Environment

We do not allow any foods with nuts in the classrooms or common areas. We do not want to put our students with nut allergies in a life-threatening situation because they inadvertently consumed a nut product. We ask that you do not send your child with Wow butter or other similar alternatives to nut butter. Specific classrooms may have other life-threatening allergies that families will need to be mindful of. Please review classroom information carefully so that we can keep all our children safe at school!

Administration of Medication

The administration of prescription and/or non-prescription medication to a student is the responsibility of the student's parent(s)/guardian(s). When possible, please avoid administration of medication during school hours. However, the Board recognizes that there may be exceptional cases where a student must have medication administered during regular school hours.

Prescription Medication: We will administer prescribed medication only with the authorization of a licensed physician. An *Authorization for Administration of Medication Form* must be downloaded from the school website. If your child is seeing a physician, it is a good idea to have a form with you, so that it can be completed when you are there. All medication must be received immediately upon entering the school in a Ziplock bag in the original packaging. All prescription medication must be in the pharmacy bottle with the label on the bottle and include instructions on how/when to administer such medication. The pharmacist medication information sheet should also be provided with the medication. The medication must be delivered to the office, with the signed form. This form will need to be completed for every new school year and/or for each medication which requires administration by the school. Should there be a dosage change for any medication a new form must be submitted.

Non-Prescription Medication: The same form is used, but the column on the right side is completed and signed by the parent/guardian. Medication must be in original packaging, which clearly identifies it. Clear instructions for use must be provided to the office for the administration of non-prescription medication.

Snack Program and Hot Lunch Program

We will continue to offer free snacks to our students daily. The method of delivery will be a 'Grab and Go' model and everything will be pre-packaged. We will ensure proper sanitization occurs before and after snacks are offered. We hope to be able to offer a hot lunch program for our students beginning in October. This will depend on the availability of staff to organize the program and parent interest in using My Family Room for online ordering and payment.



We invite all parents to participate in school council. By working co-operatively and with enthusiasm, students, parents, and the Lyn staff will make 2023-2024 a positive, successful school year. Our first meeting will be September 12th at 6:30 pm. If you would like to participate in parent council, please email Mrs. Lindsay @ marnie.lindsay@ucdsb.on.ca or call the school at 613-345-1242.

Fall Fair 2023-24

We are thrilled to announce that the Lyn Public School Annual Fall Fair will be held on Thursday, September 28th from 5:00 – 7:00 pm. There will be a BBQ, raffle table, silent auction, cake walk, and displays in the gym.

Children are encouraged to work on their Fall Fair entries for the following categories:

- Harvest Veggies & Flowers: smallest, largest, interesting shapes, and fall flower arrangements
- Scarecrows: funny, scary, famous people (must be self-supporting) they make great decorations too!
- Art Projects: collages/artistic shots – vacation, fall, pets, funny photos
- Collections: Any collection, but it must be labelled and suitably displayed (please secure valuables)

All entries will be judged on originality and creativity. Entries are due at the school the morning of September 28th by 9:00 am. Entries should be picked up at the end of the Fall Fair to be taken home.

We are always looking for volunteers to support this fantastic school event. If you would like to donate items or reach out to a local business to secure items for the silent auction, please let us know. If you are able to help with set up, during the event, or with clean up – please contact the school – in September. Many hands make light work! We are really excited to see everyone on the 28th.



September 2023



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 	2
3	4 LABOUR DAY	5 First Day of School	6	7	8	9
10	11	12 Parent Council Meeting 6:30 pm	13	14  6:00 – 7:00 pm	15	16
17	18	19	20	21	22 Terry Fox School Event	23
24	25	26	27	28  5:00 – 7:00 pm	29	30 National Day for Truth & Reconciliation 





225 Central Avenue West
 Brockville, Ontario K6V 5X1
 613-342-0371
 or 1-800-267-7131
 www.ucdsb.on.ca

ELEMENTARY SCHOOL SCHOOL YEAR CALENDAR 2023-2024 – 5 Day Cycle

SEPTEMBER 2023					OCTOBER 2023					NOVEMBER 2023					DECEMBER 2023				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1 PA	2	3	4	5	6	1	2	3	4	5					1
4 H	5	6	7	8	8 H	9	10	11	12	6	7	8	9	10	4	5	6	7	8
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	11	12	13	14	15
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24 PA	18	19	20	21	22
25	26	27	28	29	29	30	31			27	28	29	30		25	26	27	28	29
5	6	7	8	9	3	4				2	3	4	5		H	H	H	H	H

JANUARY 2024					FEBRUARY 2024					MARCH 2024					APRIL 2024				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1 H	2 H	3 H	4 H	5 H				1 PA	2					1	1 H	2	3	4	5
8	9	10	11	12	5	6	7	8	9	4	5	6	7	8	8	9	10	11	12
15	16	17	18	19	12	13	14	15	16	11	12	13	14	15	15	16	17	18	19
22	23	24	25	26	19	20	21	22	23	18	19	20	21	22	22	23	24	25	26 PA
29	30	31			26	27	28	29		25	26	27	28	29 H	29	30			
2	3	4			5	6	7	8	9	5	6	7	8	9	2	3			

MAY 2024					JUNE 2024					JULY 2024					AUGUST 2024				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3	3	4	5	6	7	1	2	3	4	5				1	2
6	7	8	9	10	10	11	12	13	14	6	7	8	9	10	5	6	7	8	9
13	14	15	16	17	17	18	19	20	21	16	17	18	19	20	12	13	14	15	16
20	21	22	23	24	24	25	26	27 PA	28	22	23	24	25	26	19	20	21	22	23
27	28	29	30	31 PA						29	30	31			26	27	28	29	30
1	2	3	4																

Instructional Days: First Day of School: September 1, 2023 First Day of School for Students: September 5, 2023 Last Day of School: June 27, 2024 Last Day of School for Students: June 26, 2024	Winter Holiday Break: December 25, 2023 – January 5, 2024	Professional Activity (PA) Days: September 1, 2023 October 27, 2023 November 24, 2023 February 1, 2024 April 26, 2024 May 31, 2024 June 27, 2024
Secondary: Sem. 1: September 1, 2023 – January 31, 2024 Sem. 2: February 1, 2024 – June 27, 2024	March Break: March 11, 2024 – March 15, 2024	
Examination Days: Sem. 1: January 25, 2024 – January 31, 2024 Sem. 2: June 20, 2024 – June 26, 2024 Designated on calendar as 'E'	Statutory Holidays: September 4, 2023 - Labour Day October 9, 2023 – Thanksgiving February 19, 2024 - Family Day March 29, 2024 - Good Friday April 1, 2024 - Easter Monday May 20, 2024 - Victoria Day Designated on calendar as 'H'	

Board Approval: February 22, 2023

Ministry Approval: April 19, 2023



<http://www.ucdsb.on.ca/school/lyn>