



RECORDKEEPING AND PARENT COMMUNICATION

Daily Attendance Records

In accordance with the school ordinances in Ontario, each classroom must record attendance daily for future reference. This must be submitted to the office at the end of the term and will be kept on file for up to seven (7) years.

Attendance records must be brought up to date twice daily. They will be used among other things to verify and monitor extra half days or full days and extra hot lunches for month end billing.

Arrivals and departures of each child before and after regular school hours will be logged by daycare staff.

A daily log (written record) must be documented each day. The log houses daily incidents relating to sickness, safety, communication, etc. The log must be maintained for 2 years.

Parent/Teacher Interviews and Observations

Parent-teacher interviews regarding academic development or behaviour must be noted for future reference. Concerns regarding children must be discussed with management prior to parent-teacher conference. Teachers are obliged to meet with parents with reasonable notice to discuss and rectify issues or concerns.

All classes will hold a parent-teacher interview during the first and second term to discuss children's development and concerns. The discussions will be documented, signed and filed. The parent-teacher interview documents will serve as verbal reports for Term I and Term II for all other than Elementary students.

Parents are welcome to observe the child 6 weeks after the first date of attendance. Please discuss with the office each time to ensure the best observational techniques for each situation.

Report Cards

Reports cards will be prepared at the Infant, Pre-Casa and Casa level at the end of the school year. The office must edit and approve all reports before delivery and a copy made for record keeping.



Report cards for the Junior, Intermediate and Senior Elementary level will be handed out in Term I and again at the end of the school year in Term III. Elementary students will receive an interim and abbreviated report card in Term II. All reports need to be submitted to the office prior to being handed out and a copy made for OSR records.

Record Keeping

Daily/Monthly records must be kept for each child on their daily academic instruction and accomplishment. Administration will ask to see these periodically and they can be used for impromptu parent meetings.

Long-term expectations must be documented and worked towards. Student achievements or struggles must be noted. Daily records must be stored for the duration of time the student is in that class. A compilation of gathered information will make up the annual report cards.

Minor incidents, concerns and communications are recorded in the classroom registers on the appropriate day and reported to the office for documentation in the Principal's daily logbook.

Office Index Cards

An Office Index Card will be completed for every child enrolled at the school. An Ontario Student Record will be initiated for students 6 years and up.

Ontario Student Records (O.S.R.)

Upon receipt of an O.S.R. request form from another school:

- ❖ Complete the Office Index Card (cross check name of student and D.O.B.)
- ❖ Fill in: date of retirement, forwarding school and date, school last attended, school address, O.S.R. request date, date O.S.R. was forwarded
- ❖ Complete O.S.R. File by cross checking name of student, D.O.B., parent's name with the yellow card, attach student photo in space allotted, sort report cards, C.T.B.S. test results, parent communication, French instruction sheet, sort other additional information (testing, evaluations, work samples, etc.) in a brown folder to be included in the O.S.R. folder, complete student information (for each year the student was attending the school), complete French Instruction Sheet, mail as registered mail, complete log for O.S.R. Outgoing Request and note the mail tracking number



Communication

Communication through weekly e-mail offers updated information each week. The white notice board in the main building serves as the most current event documentation. Daily communication notes for younger students provides each days accomplishments. Daily agenda notations provides school to home content for the older students.

Reporting Procedures

Absent Children / Late Arrivals

Documentation of such is the responsibility of the teacher. Transfer of this information at month-end to the office is expected. Students are expected to be at the school and in their classrooms for the 8:45 daily start.

Elementary students with a pattern of late arrivals will serve detentions. A meeting with parents will follow.

It is the responsibility of the classroom teacher to follow up on non-reported student absences. A call to the parents for confirmation and reason for absence should take place when the absence is noted. Follow up calls for extended health absences are recommended.

Behavioural Concerns

Communication must be maintained with the office with regards to behavioural issues and/or "uncomfortable" discussions with parents.

Accidents

There is, located in the main building, a book allocated for accident/incident reporting. All accidents and mishaps must be noted for parental notification and discussion. In the event that an injury may be more serious or appear frightening to the parent - it will be reported to the office so the parent may be notified ahead of pick-up time.



Illness (Allergies, Fever, Chicken Pox, Head Lice, etc.)

Should students display symptoms of a potentially communicable illness, the office will be notified and the parents called. Standards as per return will follow the Department of Health mandates. Doctor's note is required for an Elementary student who has been absent for more than 3 consecutive days.

Medication

Students of any age must not receive medication without adult supervision. All medication must be stored in the locked box in the kitchen fridge or cupboard.

Medication from home, prescription or otherwise, may be administered by designated staff only and only with documented parent authorization. Medication can only be administered if documented in the medication binder and noted on the white board. All medication must be labelled - medication can only be administered if it is in its original container with the child's name, medication name, dosage and storage instructions and only as directed by physician or parent

In the case of unexpected illness or pain, if written confirmation from a parent is given for a fever or pain reducer to be administered in an emergency it may be given after the parent is notified.

The administration will be noted and initialled in the medication binder. Documentation to be retained for two (3) years.