



WILLOWDALE CHRISTIAN SCHOOL

# INFORMATION PACKAGE

*(Including Registration Forms)*



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## **Vision Statement**

Equip all students to flourish,  
spiritually, academically, emotionally,  
and socially to live a  
life of service for Christ.

## **Mission Statement**

To provide outstanding Christ-centered education by:

- engaging excellent Christ-following teachers, administrators, and supporting staff who are continuously advancing their education and training to ensure that all students learn to the best of their ability.
- researching, evaluating, and implementing innovative practices in education that raise the quality and breadth of programs offered at WCS.
- re-imagining and shaping the facilities, grounds, and resources at WCS to enrich each student's education.

# Welcome to Christian Education

Thank you for your interest in Willowdale Christian School. We are happy to be able to share some information regarding our school with you and hope you will give prayerful consideration to joining those who support the vision of Christian education at Willowdale Christian School.

Willowdale Christian Schools has offered quality Christian education for 50 years and serves Christian families from a large geographical area. Believing that the values of the home need to be reinforced and developed in the school and that all of life is to be lived for our Lord and Savior Jesus Christ, parents established and continue to support Christian education at WCS.

Willowdale Christian School is a uniquely Christ-centered school, where we strive to provide an education that develops the whole child, intellectually, spiritually, emotionally, physically and socially. All students are empowered to grow to their full potential in a faith-filled learning environment that mirrors God's love and inspires students to serve God.

We aim to stimulate a sense of wonder, to encourage children to discover how they are uniquely gifted and created in the image of God and to explore what it means to follow Christ in a world that does not acknowledge him. At Willowdale Christian School we hope to lead students to become wise citizens and good neighbours, who can think deeply and intelligently about issues in society, care for and respect other, and participate fully in God's plan for a hurting world. When parents choose to invest in Christian education, the benefits last a lifetime. Consider experiencing the difference God makes in education at Willowdale Christian School.

## What is a Christian School

**A Christian school is a school.** It's a place where teaching and learning happen; a place where students are prepared for further education and productive lives. It is students and teachers, desks and blackboards, texts and notebooks, computers and projectors, bells and recesses... just like other schools.

**A Christian school is Christian.** It's a place in which Christian love and concern are interwoven with the task of learning; where resources and gifts are regarded as given by God to be used in service and leadership. It's a place where Christian principles are integrated into all courses.

**A Christian school is a community.** It's a safe, caring environment, where children can discover, explore and learn about themselves, others and the world that God created. It is an extension of the Christian home and church where dedicated Christian teachers strive to nurture the whole person - head, heart and hands. It's a place where parental involvement is encouraged. It is a place to learn and glorify God individually and as a community.

"The Christian school is a community of faith. It is a place where students and teachers speak freely about God and His greatness... God's words are spoken in the classroom of a Christian school. His voice is also heard on the playground, in the hallways, in the principal's office, in the board room, and in the community to which the school witnesses. In even the smallest aspect of the Christian school, it is obvious that it is an institution that nurtures students in their faith, equipping them to eventually pass along God's truths to succeeding generations." Focusing the Vision, CSI brochure

**Christian schools shape not only our children's intellect, but their very character.**



# Willowdale Christian School

Willowdale Christian School is an independent Christian elementary school, equipping children for life by providing excellent instruction in a safe and stimulating academic environment. WCS is conveniently and centrally located just off Yonge Street between Finch and Steeles, at 60 Hilda Avenue. Students attending Willowdale Christian School come from all over the greater Toronto area (Aurora to the north, Scarborough to the east, downtown Toronto to the south and Vaughan to the west.). A school bus runs south from the north end of Richmond Hill along Yonge Street and another bus runs north from the Yonge and Lawrence area.

This year there are approximately 145 children enrolled in Junior Kindergarten to grade eight. Our families represent diverse cultures and churches, but all desire Christ Jesus to be acknowledged as Lord of all of life.

Willowdale Christian School celebrates 50 years of excellence in education and offers:

- |                            |                               |                                |
|----------------------------|-------------------------------|--------------------------------|
| - High Academics           | - Dedicated & Certified Staff | - Speech Fest                  |
| - Instrumental Music       | - Small Classes               | - Extra Curricular Activities  |
| - Creative & Dramatic Arts | - Team Sports                 | - After School Care            |
| - Computer Lab             | - Retreats & Field Trips      | - Full-Day Junior Kindergarten |
| - Grade 1-8 French         | - Service Projects            | - Full-Day Senior Kindergarten |
| - Resource Support         | - Community Events            | - Science Fair                 |

## A Brief History of WCS

The story of Willowdale Christian School goes back to Thanksgiving Day, October 1955, when a Christian School Society was founded and named the Calvin Christian School Society. A board was elected by some members of a small Christian Reformed Church in Toronto. A constitution was agreed on in the next few years and meetings were held to talk about location and budgets. A lot was purchased and a three-room school was built. It was dedicated and opened in 1959, with Mr. van Kessel as principal. Rapid growth necessitated an addition of five classrooms and a library. In 1979 a band program was begun. A further addition gave WCS a gymnasium. In 1983 Junior and Senior Kindergarten programs were added. Since then WCS has continued to expand achieving further growth in size and program offerings.



# Educational Creed

Believing that the Lord God, by graciously giving us the Scriptures, has revealed to His people ordering principles intensely relevant to education, and requires of us that we bring the word of God in all its power to bear upon education, we confess:

**Life** - That human life in its entirety is religion. We must serve God everywhere, and our children must therefore be educated to that end.

**Bible** - That the Bible as the written word of God is the Truth by which the Holy Spirit enlightens our understanding of God, ourselves and the world; and is the infallible authority by which He directs and governs all our activities, including the education of our children.

**Creation** - That the world in its origin, gracious preservation, and ultimate restoration, is the work of the Triune God; and that its purpose is the glorification of His Name. Hence we can understand the world rightly only in relationship to Him.

**Humanity** - That we were created in the image of God, to enjoy conventional fellowship with our Creator and to reflect in our persons and works the Excellencies of our Maker; and were instructed to exercise dominion over the world in strict and loving obedience to God and interpret all reality in accordance with His design and law.

**Sin** - That sin is disobedience to God's law and that we, by sinning forsook our office and task, estranged ourselves from God and our neighbour, and brought God's curse upon the Creation. As a result, humanity became corrupt in heart and blind to the true meaning of life, repressing and misusing the revelation of God in creation and Scripture.

**Christ** - That the Christ of the Scriptures, truly God and fully man, has reconciled the world to God and redeems our life in its entirety. Through His Spirit He renews our heart to love God and our neighbour; and redirects our understanding rightly to know God, ourselves and the world.

**The Kingdom of God** - That the Kingdom of God is His righteous and universal regime through Jesus Christ, whose rule in grace and power makes education possible and meaningful. In obedience to Christ we submit in every area of our life to love the Lord with all our heart and mind.

**Purpose of Education** - That the purpose of education is to direct and guide children to direct their hearts to Christ the Truth; to attain to understanding, wisdom and righteousness; and to perform competent and responsible service of the Lord in every aspect of life.

**Parents** - That God has given parents the responsibility to nurture and educate their children. Therefore, parents should establish and maintain schools.

**The Child** - That the child is entrusted to the parents by God. Children of the Christian home are a heritage of the Lord and share in the promises and demands of the Covenant. Needing direction, correction and instruction, these children also ought to receive Christian Education.

**The Teacher** - That the teacher, a servant of God, has the office of educating the child and exercises authority in the school.

**The Christian School** - That the Christian school is an educational institution established and controlled by an associate of Christian believers to function in total and voluntary submission to Christ, the King.

# WCS INTERNATIONAL STUDENT PROGRAM

Our world is becoming increasingly smaller through globalization. We are confronted daily by people of differing backgrounds and nationalities. Intercultural interaction forces us to look beyond the box and hopefully helps us to let go of our ethnocentric point of view. We are forced to evaluate our own values and those of others; an exercise that can draw us closer together and also closer to God.

As Christians it is our responsibility to become effective in cross-cultural interactions in order for our witness to become more effective in this world. By introducing international students to our school, we are providing a wonderful opportunity for cross-cultural understanding to develop, so we can become effective co-workers in bringing God's redemptive story to those who have not heard it.

## ASSUMPTIONS MADE ABOUT ENROLMENT

1. Enrolment of international students will be limited to no more than 4 students per class at any given time, at the discretion of the Principal.
2. International students will live with a parent or a guardian in a home-stay environment that is consistent with the school's vision and enrolment policies.
3. WCS will provide students who are in Grades 4-8 with an English as a Second Language program. This cost is included in the tuition fees.

## PROCESS FOR ADMITTING INTERNATIONAL STUDENTS

Willowdale Christian School will:

1. Receive the Registration Form from either a parent or a pre-approved agent, together with all the necessary documentation as itemized on the checklist accompanying the application.
2. Determine the eligibility of the student.
3. Notify the applicant (parent or agent) via email informing them if student has been accepted.
4. Upon acceptance:
  - Send an invoice for tuition for the term of acceptance which must be paid in full prior to the student's first day of attendance.
  - Issue a Letter of Acceptance.
5. Receive the fully completed "COVID-19 Guide for International Students", together with the Confirmation Form found on page 18 of said document. The "COVID-19 Guide" is attached to the end of this document.

## POLICY ON SHORT-TERM ABSENCE OF PARENTS

The safety of all our students is an ongoing concern. That includes international students who are residing in Ontario with their parents. According to Provincial and Federal laws **NO** minor children may live independently. If you are planning a short-term absence, it is **YOUR** responsibility as the parents to ensure that your children are in a safe home environment. The following process must be followed.

1. Inform the Willowdale Christian School office of your plans. The following options are acceptable for the care of your children:
  - a. Find a responsible ADULT to live with your children while you are away.
  - b. Arrange for your children to live with a family friend.
2. Submit a parental absence form to the school office (included with attached forms).

If these guidelines are not followed, we will have no other recourse but to contact Immigration authorities. Attached you will also find a Parental Absence Form for your use, if necessary.

# Curriculum

**WCS is happy to offer a full curriculum for students from the JK/SK to Grade 8 levels. Our students' progress in comparison to other schools is monitored using the Canadian Tests of Basic Skills which is administered to Grades 3-8 every other year. WCS compares very well with other OACS schools and is substantially ahead of the national average of the public and separate schools across the country.**

**Art:** Art work enables children to recognize, explore and develop creative talents. Students learn to use different media skillfully and apply concepts of line, colour, shape, form, space and value. In all grades, art is often interrelated with other areas of the curriculum.

**Bible:** The purpose of teaching Bible is to a) impart knowledge of the Bible, b) open up ways for children to know and love their Lord and c) move children to a deeper faith. The Story of God and His People, a Bible series developed by Christian Schools International, is used in all our classrooms. The curriculum focuses on the story of God and His people in every lesson at every grade level. The stories are presented chronologically to emphasize the relationship between individual stories and the overall theme of the Bible. Students are given opportunity to retell the story in a variety of ways, so they can remember the stories and share them with others. Students who complete all levels of the K-8 Bible program will have studied the Bible stories three times.

**Devotions:** Devotions are held daily in each class and usually consist of a Scripture passage or reading from a devotional book, prayer requests and praise through songs. Each day is concluded with prayer as well. A weekly community building assembly is held for all students and staff in the gym.

**French:** French is taught to students in grades 1-8. Our purpose is to learn to speak and understand the French language and to appreciate French culture. French is taught primarily through a conversational method. Vocabulary, pronunciation and grammatical structures are developed mainly through situation dialogues.

**Language Arts:** Since God's gift of language is intended for communication, enjoyment and praise, we affirm that students need skills in reading, writing, speaking and listening and thus develop their gifts to God's honour.

For Kindergarten, Language Arts emphasizes good speaking and listening habits and reading readiness skills. For grades 1-8, our Language Arts program includes literature (reading and comprehension of poetry, short stories and novels), phonics, grammar, spelling, vocabulary studies, creative writing, journaling (once or twice a week), silent reading and read-aloud time.

Penmanship may also be considered part of Language Arts. Cursive writing is begun in the latter part of grade 2 or in grade 3. Pens are used in grades 4 and up. Neatness is an aim. The typing program "Mavis Beacon" is taught in Grades 4 through 8 to ensure computer typing proficiency. Grade 6-8 students must use the computers for some assignments.

**Spelling:** As grade one students learn their phonics, they also use those skills for spelling. Grades 2-8 have lessons, using various different texts and workbooks. Spelling is related to the curriculum in other subjects. Grade 6-8 also may use Wordly Wise as they work on building vocabulary.

**Mathematics:** The Mathematics program emphasizes knowledge of the basic skills at all levels. Continuous reinforcement and drills of addition, subtraction, multiplication and division skills at the lower grade levels provide good building blocks for work at grades 5-8. Our Math texts emphasize math teaching from a "problem-solving" point of view. Concepts are introduced and reviewed from grade to grade. Students learn new skills by making practical and logical applications of those skills previously learned. We use "Math Makes Sense" in Gr. K-6, and "Math Power" in Gr. 7 & 8.

**Social Studies and Science:** Each grade unfolds different parts of God's great creation. Students are taught that our bodies are the temples of the Holy Spirit as they study healthy living. From grade 4 up the social sciences become more specific with geography units on parts of Canada, cultural studies of various other countries and historical background to where we are as a Canadian nation today. Science is taught as a separate subject to Grades 5-8. All students from grade 5 through 8 do a major science fair project and display board which is judged by science experienced community. In addition, the students participate in a formal Science Fair evening event.



**Music:** In the primary grades we concentrate on singing, rhythm and beat, using some Orff instruments and rhythm instruments. In the junior grades we continue with this and hope to accomplish part singing. The recorder is played in grades 4-5. Grade 6 students learn to play hand chimes as they continue to study theory, history and appreciation. Grade 7-8 students participate in a band program. The school owns the instruments.

**Physical Education:** The emphasis in Physical Education is on the use of physical activity as a development medium in which the prime goal is not the activity itself, but rather the achievement of personal potentials through the activity. In the primary and junior grades, the emphasis lies on the development of motor coordination, development of muscle tone and create movement as well as initial sports skills. The senior grades continue to develop these skills and focus on team sports skills such as softball, soccer, volleyball and basketball.

**Technology:** WCS has a full computer lab with 27 workstations to accommodate a one to one computer to student ratio for technology class work. Students learn about how to leverage technology using common programs for presentation preparation, responsible web surfing for research, website design and general computer competencies.

# **DRESS CODE – As of March 4, 2021**

## **BOYS**

### Pants

COLOUR: Tan, Brown, Grey, Black, Navy Blue.  
STYLE: Dress pants, cargo pants, Dockers, khakis.  
NOTE: No jeans. No sweatpants.

### Shorts

COLOUR: Tan, Brown, Grey, Black, Navy Blue.  
STYLE: Modest length. (Not above fingertips when arm is straight down.)  
NOTE: No jeans. No cut-offs.

### Shirts, Sweaters, Sweatshirts, Hoodies

COLOUR: Any solid colour.  
STYLE: Collared shirts (i.e. golf shirts, cotton oxford). Long or short sleeved.  
NOTE: No patterns. No logos.

### Footwear

STYLE: Running shoes, casual shoes, or dress shoes. No black soles!  
Proper sandals may be worn in warm weather. No beachwear ("flip flops").  
**NOTE: Students must have 2 pairs of shoes - INDOOR and OUTDOOR.**

## **GIRLS**

### Pants

COLOUR: Tan, Brown, Grey, Black, Navy Blue.  
STYLE: Dress pants, cargo pants, Dockers, khakis.  
NOTE: No jeans. No sweatpants. No yoga pants. No leggings.

### Shorts, Skirts, Jumpers, Dresses

COLOUR: Tan, Brown, Grey, Black, Navy Blue.  
STYLE: Modest length (Not above fingertips when arm is straight down.)  
NOTE: No cut-off shorts. Jumpers and dresses may be long or short sleeved.

### Shirts, Sweaters, Sweatshirts, Hoodies

COLOUR: Any solid colour.  
STYLE: Collared shirts (i.e. golf shirts, cotton oxford). Long or short sleeved.  
NOTE: No patterns or logos.

### Footwear

STYLE: Running shoes, casual shoes, or dress shoes. No black soles.  
Proper sandals may be worn in warm weather. No beachwear ("flip flops").  
**NOTE: Students must have 2 pairs of shoes - INDOOR and OUTDOOR.**

## **Grade 4 – 8 ONLY ~ GYM CLOTHES**

Grade 4 - 8 students are expected to wear a gym uniform as part of the Physical Education program. Gym uniforms are ordered through the office in September.

# INTERNATIONAL STUDENT REGISTRATION – PAGE 1

LAST NAME OF STUDENT: \_\_\_\_\_

GIVEN NAME(S) (As per Passport): \_\_\_\_\_

Canadian Name (If Applicable): \_\_\_\_\_

Gender (Circle): Male Female Birth Date: \_\_\_\_\_ Grade Applied To: \_\_\_\_\_  
Month / Day / Year

**NAME of AGENT:** \_\_\_\_\_

**PHONE # OF AGENT:** \_\_\_\_\_

**START DATE:** \_\_\_\_\_

**END DATE:** \_\_\_\_\_

**Is ESL required?** \_\_\_\_\_  
(NOTE: ESL is provided to students in Grades 4-8 only.)

\_\_\_\_\_ Student will reside with his/her parents in Canada.

\_\_\_\_\_ Student will reside with a guardian. (If yes, complete the Guardianship Form)

**Information re: Contact Person IN CANADA who is responsible for student:**  
**(This MUST BE THE INFORMATION FOR WHERE THE STUDENT IS LIVING!)**

**Name of Parent OR Guardian:** \_\_\_\_\_

**Relationship to Student:** \_\_\_\_\_

**Canadian Address:** \_\_\_\_\_

**Canadian Phone:** \_\_\_\_\_

**Parent or Guardian Email (Whoever is living in Canada with student):**

\_\_\_\_\_  
Complete Other Side....



# INTERNATIONAL STUDENT REGISTRATION – PAGE 2

## Family Information

Father's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address in Home Country: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## MEDICAL INFORMATION (The following 2 questions must be answered.)

Does this child have any medical conditions, Learning Disabilities, mental health issues, difficulties with speech, hearing, or sight, or any behaviour problems that the school should know about?

Is your child able to participate in a full Physical Education Program?

## TUITION (Includes ESL/ELL Program and Registration Fee)

Tuition for Full Year (Sep–Jun) \$15,000 per year/student

**The tuition is due prior to the student starting classes**

Signed \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent or Guardian)

- **PROVIDE COPY OF PASSPORT or STUDENT VISA**
- **PROVIDE CURRENT IMMUNIZATION RECORDS**
- **PROVIDE COPIES OF CURRENT REPORT CARDS**

# STUDENT/FAMILY PARTICIPATION AGREEMENT – PAGE 1

Willowdale Christian School wishes to provide a challenging program for students in our International Program. Our prayer is that students will grow in their faith and find out what it means to live in a global community. There are, however, certain expectations of our students and their families. These expectations include important obligations on the part of each student accepted to study at our school. Each student and the guardian or the parent(s) of each student that is accepted into our program must read the following statement and must, by signing it, agree to be bound by and to honour its terms.

## **Statements for Parents/Guardian:**

### **1. Law, Rules and Regulations**

I agree that this student and I will abide by all the laws of Canada, the Code of Conduct, and policies as outlined in the Parent Handbook of WCS. I understand that violation of the above will result in the dismissal of said student from WCS. I understand, that in the case of dismissal, said student will be sent home at the parents' expense and there will be no refund on tuition paid.

### **2. Attendance**

I understand, accept, and have fully explained to this student their obligation to attend all classes in the educational program. I agree that all absences must be explained with a note from a parent/guardian and that unexplained absences may lead to said student's dismissal from the program.

### **3. Parents Residing with their Children**

I understand, as the parent of my child(ren) enrolled in the International Student Program, that according to Provincial/Federal laws all children under the age of 18 must live with a responsible adult. I understand that if I wish to visit my home country, I will inform the Willowdale Christian School office of my plans by submitting a Parental Absence form before departure and will arrange for a responsible adult to live with my child(ren) while I am away.

### **4. Refund Policy**

In the event that I am unable to obtain a Student Authorization or decide not to attend or decide to leave the International Education Program, I agree that only a portion of the paid tuition fee will be refunded. The following refund policy will apply for each school year for which a student is registered:

- a. Full refund if the student authorization application is not approved. (Original copy of rejection letter from the Embassy is required).
- b. If the student withdraws prior to date of attendance, 2/3 of tuition is refundable.
- c. If the student withdraws within one (1) month of attendance, ½ of the tuition is refundable.
- d. No refund on fees after one month of attendance at school.

### **5. Medical Authority and Release**

We as parents/guardians of the above student do hereby authorize the school staff and the sponsoring guardians to consent to any X-ray examinations, anesthetics, medical or surgical

# STUDENT/FAMILY PARTICIPATION AGREEMENT – PAGE 2

diagnosis or treatment or hospital care which is deemed advisable by, and is rendered under the general supervision of any licensed physician or surgeon, whether such treatment or diagnosis is rendered at the office of said physician or surgeon or at a hospital.

It is understood that this authorization is not given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power on the part of the school to give specific consent to any and all such diagnosis, treatment or hospital care which the aforesaid mentioned physician or surgeon in the exercise of his/her best judgment may deem advisable.

## 6. General Release

We, the undersigned to waive and release all claims against the school for the injury, loss, damage, accident, delay or expense resulting from the applicant's participation in the international education program. We also release the school and agree to indemnify them, with regard to any financial obligations or liabilities that the applicant may personally incur, or any damage or injury to the person or property of others that the applicant may cause while participating in the international education program at Willowdale Christian School.

We understand that the school is not responsible for any loss or injury suffered by the applicant during periods of travel. If the applicant becomes ill or incapacitated, the school may take such actions as it considers necessary, including securing medical treatment and transporting the applicant home at his/her own expense. We release the school from all liability related to such actions. We understand that the applicant's participation in the program may be terminated at the discretion of the principal without any refund of fees, and that the applicant may be sent home at his/her own expense if he/she does not adhere to the school's guidelines and rules as set out by the code of conduct, student handbook and the participation agreement. This agreement with the school cannot be modified or interpreted except in writing by the Board of Trustees of the Willowdale Christian School.

I/we the parents/guardians of the student signing above have read all the above including both the medical release authorization and the agreement and release and I/we agree that we will use our best efforts to ensure that our child honours all the obligations set out and we agree to be bound by the release and authorizations.

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date



# GUARDIANSHIP FORM

IN THE MATTER OF the agreement of accepting responsibility/custodianship for

\_\_\_\_\_  
(Student's Name)

\_\_\_\_\_  
(Student's English Name)

I/WE \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Occupation)

of \_\_\_\_\_  
(Address)

in the City/Township of \_\_\_\_\_ in the Province of Ontario  
do solemnly declare:

1. That I am/we are Canadian citizen(s) or permanent resident(s) of Canada and are over the age of 19 years;
2. That I/we have agreed to assume responsibility and custodianship for the welfare and affairs of: \_\_\_\_\_  
(Student's Name)
3. That the parents of \_\_\_\_\_ have appointed us as  
(Student's Name)  
the custodians and adults responsible for their child(ren)'s affairs during his/her period of study at: Willowdale Christian School.
4. Our telephone number is: Home: \_\_\_\_\_  
Business: \_\_\_\_\_  
Cell: \_\_\_\_\_
5. I/We make this declaration in support of an application for the student to attend Willowdale Christian School.

\_\_\_\_\_  
(Parent Name)

\_\_\_\_\_  
(Custodian Name)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Custodian Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

# PARENTAL ABSENCE FORM

I/We \_\_\_\_\_  
(Legal Name)

Currently residing at \_\_\_\_\_  
(Address)

Will be leaving Canada\* \_\_\_\_\_ and returning \_\_\_\_\_  
(Date of Departure) (Date of Return)

My children \_\_\_\_\_  
(Legal Name)

\_\_\_\_\_  
(Legal Name)

\_\_\_\_\_  
(Legal Name)

will be in care of \_\_\_\_\_  
(Legal Name)

residing at \_\_\_\_\_  
(Address)

Phone number of caregivers: Home: \_\_\_\_\_

Business: \_\_\_\_\_

Cell: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Parent)

\_\_\_\_\_  
(Signature of Caregiver)

Approved by \_\_\_\_\_  
(Signature of Coordinator)

\_\_\_\_\_  
(Signature of Principal)

# AFTER SCHOOL CARE

After School Care is available on school days from 3:30 pm – 6:00 pm.

For the first 45 minutes students in Grades 4 – 8 will attend Homework Club and the younger students will be in the kitchen, with activities in the gym and on the playground when possible.

After 4:15 pm, the older students will also go to the kitchen/gym. Coats and bags can be hung on the hooks in the hall behind the principal's office.

Please include an extra snack in your child's lunch for them to enjoy after school.

You must sign out your child(ren) each day from the binder in the kitchen, whether they have been in Homework Club or After School Care. The below rates apply to both. You will be sent an invoice at the end of each month and you should send your payments into the office.



**The After School Care Program is available from 3:30 pm to 6:00 pm every day. Hours begin calculating @ 3:30 pm. If your child is picked up @ 3:45 pm from After School Care (and not outside), you will be charged for .5 hours.**

## Rates:

**\$5.00/hour for 1 Child**

**\$6.00/per hour for 2 Children**

**\$7.00/hour for 3+ Children**

Hours will be rounded up to the nearest half hour. There will be a sign out sheet for you to record pick-up time. Records will be kept by the After School caregiver and invoices will be sent out after each month by the school office. Fees should be paid promptly to the school office.

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## After School Care Registration

Child(ren)'s Name(s)	_____	Grade _____
	_____	Grade _____
	_____	Grade _____

Indicate days & approximate pick up times:	Monday	3:30 pm - _____
	Tuesday	3:30 pm - _____
	Wednesday	3:30 pm - _____
	Thursday	3:30 pm - _____
	Friday	3:30 pm - _____



# **COVID-19 Guide for International Students**

Information on Preparing for Arrival in Canada and Expectations upon Arrival



LATEST REVISION – March 4, 2021

# Table of Contents

<b>Fall 2020: Information for International Students Travelling to Canada</b> .....	3
Travel Exemptions and Restrictions for International Students .....	3
When You Travel to Canada .....	3
Essential (Non-Discretionary) Travel .....	3
<b>What Is Quarantine?</b> .....	4
Quarantine Requirements .....	4
<b>What to Do Prior to Travelling to Canada</b> .....	5
Travel Requirements Checklist .....	5
Travel & Quarantine Plan .....	5
<b>What to Do upon Arrival in Canada</b> .....	6
Check-in with your Agency or WCS .....	6
Quarantine (self-isolate) for a Minimum of 14 Days .....	6
What to Do if You Develop Symptoms of Illness While in Quarantine .....	6
What to Do When the 14-day Quarantine Period is Over .....	6
Additional Quarantine Resources .....	7
<b>Resources for Your Arrival in Canada</b> .....	8
Accommodations .....	8
Transportation Options .....	9
Insurance Coverage .....	9
Packing List .....	10
<b>Appendix (Forms)</b> .....	
Meal Plans and Grocery Delivery Options .....	
Travel & Quarantine Plans / My Self-Isolation Form .....	
Confirmation of Arrival .....	
Daily Self-Monitoring Form for COVID-19 & Clearance .....	
Contact Information .....	



# Fall 2020: Information for International Students Travelling to Canada

## Travel Exemptions and Restrictions for International Students

To protect against the outbreak of COVID-19, there are currently travel restrictions that limit travel to Canada. To be able to enter Canada, you must meet 2 requirements:

1. You must be travelling for an essential (non-discretionary) purpose
2. You must be **1 of the following**:
  - an international student with a valid study permit or who was approved for a study permit on or before March 18, 2020
  - travelling directly from the US

Additionally, you must:

- [Follow all public health measures for travellers](#)
- Have a valid 14-day quarantine plan for when you arrive to Canada

You will also be required to [wear a non-medical mask or face covering](#) during travel, including to the place you'll quarantine.

## When You Travel to Canada

Make sure you have proof that you're exempt from the travel restrictions and that you're travelling for a non-optional or non-discretionary purpose. When the border services officer greets you, they will look at several factors, including:

- Your non-discretionary reason for travelling to Canada
- Your ability to complete a 14-day quarantine period as soon as you arrive at your final destination
- If you either:
  - have time to complete your quarantine before you physically attend classes, **or**
  - can study online during your quarantine

You must also bring:

- A valid study permit, **or**
- A port of entry letter of introduction that shows you were approved for a study permit, if you're coming from the United States, **or**
- A port of entry letter of introduction that shows you were approved for a study permit on or before March 18, 2020, if you're coming from any other country

Before you travel, you can contact the [Border Information Service](#) for more information. **A border services officer will make the final decision on your eligibility to enter Canada when you arrive.**

## Essential (Non-Discretionary) Travel

Your travel to Canada must be deemed essential (non-discretionary) in order for you to enter Canada. Even if you have a valid study permit, you may not be eligible to travel to Canada if your travel is considered discretionary or optional. Your travel to Canada **may** be considered non-discretionary as a student if:

- You already live in Canada
- You need to be in Canada for your program (for laboratory work, workshops, or similar)
- You can't study online from your home country because of internet restrictions or bandwidth limitations
- You can't participate in live online classes from your home country because of the difference in time zones

**A border services officer will make the final decision on whether your reason for travelling to Canada is non-discretionary or non-optional.**

## More Information

All international students planning to travel to Canada must clearly understand the laws and regulations of the Government of Canada and the Government of Ontario prior to making travel plans.

Always visit the following websites for the most up-to-date information.

- [Coronavirus disease \(COVID-19\): International Students](#)
- [How the coronavirus disease \(COVID-19\) is affecting immigration, refugees, citizenship, and passport services](#)
- <https://www.ontario.ca/page/how-ontario-is-responding-covid-19>



# What Is Quarantine?

The Government of Canada has implemented an Emergency Order under the Quarantine Act that requires persons entering Canada—whether by air, sea or land—to quarantine (self-isolate) themselves for 14 days, even if they are showing no symptoms of illness, in order to limit the introduction and spread of COVID-19. The 14-day period begins on the day the person enters Canada.

**Before confirming plans to travel to Canada, international students must share their travel and quarantine plans with their agency or Willowdale Christian School directly.**

You will also be required to read and follow:

- A [How to Self-Isolate - Public Health Ontario](#)
  - Your plan should be completed and submitted before, or when you arrive, in Ontario
- The federal ArriveCan application within 48 hours of travel
  - Download [ArriveCAN app](#) for your mobile device through the [Apple App Store](#) or [Google Play Store](#) prior to travel

## Quarantine Requirements

During the 14-day quarantine period, you must:

- **Go** directly to your place of quarantine from the airport. Do not make any stops along the way.
- **Stay** at your place of quarantine at all times. You are only permitted to leave your place of quarantine if you need to seek medical attention
- **Monitor** yourself for any symptoms of COVID-19, including fever, cough, and difficulty breathing
- **Avoid** contact with others, even if you do not have any symptoms
- **Practice** physical distancing at all times
- **Comply** with [all the orders of the Ontario Provincial Health Office - Ontario Public Health System | Public Health Ontario](#)

If you develop symptoms of illness while in quarantine, you must:

- **Isolate** yourself from others as soon as you notice your first symptom
- **Contact Telehealth (1-866-797-0000)** to discuss your symptoms and travel history, and follow their instructions carefully
- **Contact** your agent/agency directly

Note: The 14-day quarantine period starts again if, during your quarantine period, you develop any signs and symptoms of COVID-19, including those noted above. Seek direction from Telehealth or your health care provider

## Have a phone with you in quarantine 📞

Government of Canada officials may call to verify your compliance with the mandatory quarantine rules during your 14-day quarantine. Please be prepared to answer calls from 1-888-336-7735.

For more information on quarantine, consult the following resources:

- [Government of Canada: For travellers without symptoms of COVID-19 returning to Canada](#) (translations available in Arabic, Simplified Chinese, Hindi, Korean, Punjabi, Spanish, and more)
- [Public Health Ontario: Welcome](#)
-



# What to Do Prior to Travelling to Canada

International students who are currently outside of Canada and want to travel to Canada must:

1. Meet all the requirements of the Travel Requirements Checklist
2. Submit your Travel & Quarantine Plan to your agency or WCS directly
3. Download the [ArriveCAN app](#) on your mobile

Once you complete the travel requirements checklist and submit your travel & quarantine plan to your agency, you may be eligible to receive a **Letter of Support** from your agency.

The Letter of Support should be presented along with your valid study permit (or a port of entry letter of introduction that shows that you were approved for a study permit before or on March 18, 2020) to the Canada Border Services Agency upon arrival to Canada to help confirm your eligibility to come to Canada. However, a Letter of Support is not a guarantee of entry.

**A border services officer will make a final decision on your eligibility to enter Canada when you arrive.**

## Travel Requirements Checklist

☐ I am eligible to travel to Canada based on the current travel restrictions

☐ I have read the latest guidelines on [mandatory quarantine](#)

☐ I have secured accommodations for the 14-day quarantine period

*Please refer to the resources section for guidelines on accommodations*

☐ I have secured suitable private transportation from the airport to my accommodations

☐ I have a credit card that will work in Canada

*You will need a credit card that works in Canada to order food and groceries online.*

☐ I have secured medical insurance coverage for the duration of my stay in Canada prior to the start of classes

*You must secure medical insurance to cover you for any time you are in Canada before arrival in Canada.*

☐ I can meet the technology requirements for online delivery of classes (tablet/computer with internet connection) once I am in Canada, and understand that classes and TESC services may be online for all or part of the semester

*Please refer to the resources section for more details on technology requirements*

## Travel & Quarantine Plan

Your agency needs to know **how** you are travelling to Canada, **when** you are arriving, and **where** you will be staying during your quarantine period.

To inform your agency, submit the Travel and Quarantine Plan Form at least 2 weeks prior to your intended arrival date in Canada.

You will also be asked to check-in with your agency on a daily basis during your quarantine once you arrive in Canada. Learn more under the section "What to Do Upon Arrival in Canada".

# What to Do Upon Arrival in Canada

## Check-in with your Agency

- Upon arrival, call your agency and submit the “Confirmation of Arrival” form 24 hours prior to your flight, to inform that your plan to arrive in Canada.
- During your quarantine, check-in on a daily basis with your agency by using the “Daily Self-Monitoring” form. These daily check-ins help us to confirm that you are remaining in your place of isolation and to inform us of any symptoms you may be facing.

## Quarantine (self-isolate) for a Minimum of 14 Days

The 14-day quarantine period begins on the day you enter Canada. During the 14-day quarantine period, you must:

- **Go** directly to your place of quarantine from the airport. Do not make any stops along the way.
- **Stay** at your place of quarantine at all times. You are only permitted to leave your place of quarantine if you need to seek medical attention
- **Monitor** yourself for any symptoms of COVID-19, including fever, cough, and difficulty breathing
- **Avoid** contact with others, even if you do not have any symptoms
- **Practice** physical distancing at all times
- **Comply** with [all the orders of the Ontario Provincial Health Office - Ontario Public Health System | Public Health Ontario](#)

## What to Do if You Develop Symptoms of Illness While in Quarantine

If you develop symptoms of illness while in quarantine, you must:

- **Isolate** yourself from others as soon as you notice your first symptom
- **Contact Telehealth (1-866-797-0000)** to discuss your symptoms and travel history, and follow their instructions carefully
- **Contact** your agency by email or phone

## What to Do When the 14-day Quarantine Period Is Over

- Submit clearance to your agency

## **Additional Quarantine Resources**

### **COVID-19 – City of Toronto**

<https://www.toronto.ca/home/covid-19/>

### **Novel coronavirus (COVID-19) - Region of Peel**

<https://www.peelregion.ca/coronavirus/>

### **COVID-19 (2019 Novel Coronavirus) - Halton**

<https://www.halton.ca/For-Residents/New-Coronavirus>

### **COVID-19 testing locations - COVID-19 Ontario**

<https://covid-19.ontario.ca/assessment-centre-locations/>



# Resources for Your Arrival in Canada

## Accommodations

Your accommodations must meet quarantine requirements by allowing you to safely isolate from others. Acceptable accommodations include:

- Private residence with no shared living spaces
  - A private residence can be your own home in Canada or a residence provided by a friend or family member. However, for the private residence to meet quarantine requirements, you cannot be living with anyone else at this residence—you cannot share a room, bathroom, kitchen, entrance, or any other living space with another individual (including friends, family, room-mates, or others)
- Hotel
- Student accommodations
- Homestay

If you do not have a safe place to quarantine, you can consider the following options. All prices are approximate and listed in Canadian dollars. *Please note: this information is being provided as a courtesy to students. The listed properties are not subject to any form of inspection by your agency. Your agency does not take responsibility for off-campus rental accommodation.*

## Hotels near Toronto Pearson International Airport (YYZ)

### Hilton Toronto Airport & Suites

5875 Airport Road, Mississauga ON L4V 1N1

<https://www.hilton.com/>

Standard Room: CAD \$80 per room per night, plus 17.52% tax

Add breakfast for \$8 per day, lunch for \$12 per day and dinner for \$20 per day, plus 13% tax (service charge waived).

For Reservation: call +1 (905) 677-9900 or email [yyzhi\\_reservations@hilton.com](mailto:yyzhi_reservations@hilton.com)

### Hampton Inn & Suites Toronto Airport

3279 Caroga Drive, Mississauga ON L4V 1A3

[https://www.hilton.com](https://www.hilton.com/)

Jul 1 – Aug 30, 2020: Standard Room - CAD \$65 per room per night, plus 17.52%

Sep 1 – Dec 31, 2020: Standard Room CAD \$75 per room per night, plus 17.52% tax

\*Upgrade to Studio Suite for \$10 additional per night, plus tax.

Add breakfast for \$3, lunch for \$7 per day and dinner for \$15 per day, plus 13% tax and 15% service charge.

For Reservation: call +1 (905) 671-4730 or email [yyzhs\\_hampton\\_suites@hilton.com](mailto:yyzhs_hampton_suites@hilton.com)

### Element Toronto Airport

6257 Airport Road, Mississauga, ON L4V 1E4

<https://www.marriott.com/yyzea>

King Room: CAD \$99 per room per night, plus 17.52% tax

Add breakfast, lunch and dinner for \$50 per day, plus 13% tax and 15% service charge.

For Reservation: call +1 (905) 678-1800 or email [reservations@elementtorontoairport.com](mailto:reservations@elementtorontoairport.com)

[Hotels in Toronto, Canada - Best Price Guarantee](#)

[Cheap Hotels in Toronto - Hotels in Toronto - trivago.ca](#)

**(Use Internet Hotel Search Engines that best suits your need)**



## Transportation Options

You must arrange private transportation (no public transit) from your point of arrival to your place of quarantine.

If you are coming to Canada by flight to YYZ airport, please consider one of the following options.

- Pick-up by family or friend in a private vehicle
- Taxis — taxis and wheelchair-accessible vehicles are available at taxi stands located on the Domestic and International Arrivals Area at YYZ.
- Ride App Services, such as Uber.
- [Uber.com - Get a Price Estimate - See Prices in your Area](#)

## Insurance Coverage

You will have medical insurance coverage in Canada prior to your school begins in September 2020.

(Refer to <https://www.guard.me/covid-19.php> Services & Rates)

**However, if you are planning to arrive in Canada before September 1, you must purchase additional early arrival coverage.** We recommend that you purchase the additional early arrival coverage. Having the right medical and travel insurance is critical to avoid unnecessary financial burdens. Without insurance, medical and emergency care in Canada and abroad can be extremely expensive.

Please note: Your medical insurance coverage does not cover costs associated with self-isolation or quarantine, such as accommodation, food, and entertainment. For a full overview of what is covered under your plan, visit the [COVID-19 Update | guard.me](#) directly.

## Packing List

It's important to prepare your essentials for quarantine as much as possible prior to travelling to Canada—remember, you have to go straight to your place of quarantine upon arrival in Canada, and you cannot leave it except for urgent medical attention. Here's a 14-day quarantine packing list to help you get started. Add on or customize as needed.

Documents*
<input type="checkbox"/> Airline ticket
<input type="checkbox"/> Passport
<input type="checkbox"/> Temporary Resident Visa (TRV) if applicable
<input type="checkbox"/> Valid study permit or port of entry letter that you were approved for a study permit before March 18, 2020
<input type="checkbox"/> Proof of finances
<input type="checkbox"/> Letter of Acceptance/Confirmation of Enrollment
<input type="checkbox"/> Letter of Support
<input type="checkbox"/> Contact information for your host institution
<input type="checkbox"/> Printed copy of your quarantine plan
<input type="checkbox"/> Proof that you're travelling for a non-discretionary purpose

\*Make sure you have these documents available when you arrive in your carry-on luggage. You will be required to present these to a Canada Border Services Agent when going through Canadian customs and immigration

Essentials
<input type="checkbox"/> Toiletries (toothbrush, toothpaste, face wash, deodorant, floss, shaving products as needed)
<input type="checkbox"/> Menstrual products (pads/tampons as needed)
<input type="checkbox"/> Hand sanitizer (pack at least 1 travel-size bottle in your carry-on luggage)
<input type="checkbox"/> Shampoo, conditioner, and soap (pack in checked luggage if over 100ml)
<input type="checkbox"/> Laptop/tablet + charger
<input type="checkbox"/> Cellphone + charger
<input type="checkbox"/> Adaptor for Canadian electrical outlets (120V)
<input type="checkbox"/> Credit card that works in Canada (cash is not accepted for online orders of take-out food or grocery delivery)
<input type="checkbox"/> Thermometer
<input type="checkbox"/> 1 box of disposable gloves, with several pairs packed in your carry-on luggage (nitrile is preferred)
<input type="checkbox"/> 60 disposable facemasks or 30 disposable face masks + 1 reusable cloth face mask (pack at least 2 masks in your carry-on luggage)
<input type="checkbox"/> Minimum 1 month's worth of any prescribed medications or vitamins you need to take
<input type="checkbox"/> Disinfectant wipes (pack several in your carry-on luggage)

Clothing
<input type="checkbox"/> 2 weeks' worth of tops (include long and short sleeve options)
<input type="checkbox"/> 2 weeks' worth of bottoms (include pants, shorts, and/or skirt options)
<input type="checkbox"/> 2 weeks' worth of undergarments and socks
<input type="checkbox"/> Sweaters or hoodies
<input type="checkbox"/> Jacket
<input type="checkbox"/> Exercise clothes
<input type="checkbox"/> Pyjamas
<input type="checkbox"/> Shoes (include formal, athletic, and casual options)
<input type="checkbox"/> Belts/accessories as needed

Nice to Haves
<input type="checkbox"/> A book to read
<input type="checkbox"/> Deck of cards if you enjoy playing solo card games
<input type="checkbox"/> A journal to keep your thoughts in
<input type="checkbox"/> Pre-downloaded movies/tv-shows on your tablet/laptop in case WiFi stops working at your place of quarantine
<input type="checkbox"/> Pictures of home and your family
<input type="checkbox"/> Favourite non-perishable foods

## Appendix

### Meal Plans and Grocery Delivery Options

Even if your place of quarantine doesn't offer meal plans, you cannot leave your place of quarantine to buy groceries or go eat at a restaurant. Luckily, there are many meal and grocery options in Greater Toronto Area that now offer contactless delivery. We recommend that you browse the following list to explore your options. You will need a credit card that works in Canada to use these services as they will not accept cash.

*Please note: this information is being provided as a courtesy to students. The listed services are not subject to any form of inspection by your agency. Your agency does not take responsibility for off-campus services.*

Service Porvider	Type	Website	Note
Uber Eats	Takeout Food Delivery	<a href="https://www.ubereats.com/ca">https://www.ubereats.com/ca</a>	
Skip the Dishes	Takeout Food Delivery	<a href="https://www.skipthedishes.com/">https://www.skipthedishes.com/</a>	
Door Dash	Takeout Food Delivery	<a href="https://www.doordash.com/en-US">https://www.doordash.com/en-US</a>	

## Travel and Quarantine Plans

### Confirmation of Travel Requirements Checklist

I have reviewed the travel requirements checklist and I confirm that I meet all the requirements.

☐ Yes, I have completed all items on the travel requirements checklist.

### Student Contact Information

First Name \*

Last Name \*

Date of Birth (MM/DD/YYYY) \*:

Email:

Phone:

Address in Canada:

### Non-optional or Non-discretionary Travel

For your agency to best support you in your travel, please include the reasons your travel is non-optional or non-discretionary.

Please check all that apply \*

- ☐ I already live in Canada
- ☐ I need to be in Canada for my program (for laboratories, workshops)
- ☐ Pursuing my studies online is not an option or not possible from my home country (due to internet restrictions or bandwidth limitation)
- ☐ I can't participate in live online classes from my home country because of the difference in time zones
- ☐ Other

### Accommodations (Circle One)

Your accommodations must meet quarantine requirements by allowing you to safely isolate from others.

Acceptable accommodations include:

- Private residence with no shared living spaces
  - A private residence can be your own home in Canada or a residence provided by a friend or family member. However, for the private residence to meet quarantine requirements, you cannot be living with anyone else at this residence—you cannot share a room, bathroom, kitchen, entrance, or any other living space with another individual (including friends, family, roommates, or others).
- Hotel
- Student accommodations
- Homestay



## MY SELF-ISOLATION PLAN

Name \_\_\_\_\_

Destination City \_\_\_\_\_

### How I will travel to my destination:

- ☐ I have arranged for a car rental
- ☐ I have arranged for a limousine pick up at the airport
- ☐ I am travelling in my own vehicle

### Accommodation at my destination:

Address \_\_\_\_\_

I will be living at this address for 14 days, from \_\_\_\_\_ to \_\_\_\_\_

I have ensured that there are no persons vulnerable to COVID-19 at the place where I will live. Including those who have an underlying medical condition, compromised immune system from a medical condition or treatment, or are 65 years of age or older.

### What I will do in case of symptoms:

If I start having symptoms of COVID-19 (cough, shortness of breath, or fever equal to or greater than 38° C, or signs of a fever (eg. Shivering, flushed skin, excessive sweating), I will immediately call the public health authority, and follow their instructions.

Telehealth Ontario: 1-866-797-0000

### My understanding of the self-isolation requirements:

I understand that self-isolation requires me to not be in physical contact with any persons in connection with my employment or in the community while in self-isolation. I have read the information on self-isolation at <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/2019-novel-coronavirus-information-sheet.html>

Signature \_\_\_\_\_

## Confirmation of Arrival

This is to confirm my travel plan to Ontario, Canada and to thank you for offering to have a representative of the agency meet me at the airport on my arrival.

I will arrive at the Pearson International Airport (YYZ)

on \_\_\_\_\_ (Date & Time)

by \_\_\_\_\_ (Flight Info)

Per our arrangements I am expecting to be met by a representative or a driver who will help me to reach my final destination to self-isolate for 14 days.

I am looking forward to meeting you soon.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

# Daily Self-Monitoring Form for COVID-19 & Clearance

Name: \_\_\_\_\_

Date symptoms started (if applicable): \_\_\_\_\_

Self-monitoring start date: \_\_\_\_\_ (e.g., date arrived in Canada or date of last exposure to a COVID-19 case)

\* Avoid the use of fever-reducing medicines (e.g., acetaminophen/Tylenol, ibuprofen/Advil) as much as possible. Fever-reducing medicines could hide early symptoms; if these must be taken, speak with your health care provider.

Self-monitoring day	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Date (MM/DD)														
Daily temperature* (degrees Celsius)	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C	°C
NO SYMPTOMS														

Pay attention to your health. If you develop any symptoms write **YES** or **NO** below for each symptom daily.

Chills														
Conjunctivitis (pink eye)														
Cough														
Diarrhoea (loose stool/poop)														
Fatigue (tired)														
Runny nose														
Short of breath or difficulty Breathing														
Sore throat														

**Note:****Other (add in notes)**

loss of appetite, loss of taste or sense of smell, nausea & vomiting, muscleaches, headache, new chest pain etc.

Date	Detail (Symptoms)

**Completion of Self-Isolation (Clearance)**

I, \_\_\_\_\_, hereby certify that I have successfully completed self-isolation.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## Contact Information

<b>School Name &amp; Address</b>	<b>Name:</b> <b>Address:</b> <b>City:</b> <b>Postal Code:</b>
<b>International Program Coordinator</b>	<b>Name:</b> <b>E-mail:</b> <b>Telephone:</b>
<b>Homestay Coordinator</b>	<b>Name:</b> <b>E-mail:</b> <b>Telephone:</b>
<b>Principal</b>	<b>Name:</b> <b>E-mail:</b> <b>Telephone:</b>
<b>Agent</b>	<b>Name:</b> <b>E-mail:</b> <b>Telephone:</b>
<b>Other</b>	<b>Name:</b> <b>E-mail:</b> <b>Telephone:</b>

## CONFIRMATION FORM

Please review and send this completed form to **Cathy Sallows, Principal** at [csallows@willowdalechristianschool.org](mailto:csallows@willowdalechristianschool.org) prior to arrival at the school.

- I/WE have read the COVID-19 Guide for International Students, including the 'What to do Prior to Travelling to Canada', 'What to do upon arrival in Canada', and 'Accommodation requirements for quarantine' information, as well as the Willowdale Christian School 'Back to School 2020/21 Procedures and Protocols'.
- I/WE am aware that any violation of the quarantine protocol will result in immediate removal from Willowdale Christian School.
- I/WE have provided to the agent (the 'agent') facilitating the placement at WCS a copy of 'Travel and Quarantine Plans' and 'My Self-isolation' Plan
- I/WE have provided all custodial/guardian information as well as contact information to the agent who will forward it to *Cathy Sallows, Principal*
- **I/WE are required to provide the school with the results of a COVID-19 test indicating a negative result prior to entering the school. Where testing will not take place in the same site as the quarantine, the student must be transported to and from a location outlined by Toronto Public Health wearing a non-medical mask, follow social distancing protocols and avoid all unnecessary contact with any person while outside for testing purposes.**
- I/WE am aware of my (the student) requirement to comply with the Government of Canada's **Quarantine Act** and the serious consequences/penalties for not complying with the Act. It is the law in Canada that all international students must quarantine (14 days) upon entry into Canada.
- I/WE have registered using the ArriveCAN App and completed any necessary provincial Quarantine/Self-isolation Plan for presentation at the airport upon arrival in Canada
- I/WE am aware that I must daily screen for COVID-19 symptoms and follow all protocols outlined in the 'Back to School 2020/21' booklet for determining when the student must stay home, get a COVID-19 test and report to the school.
- I/WE am aware that the Principal, Cathy Sallows, will act as the liaison and point person when contacting Toronto Public Health or the Ministry of Education regarding confirmed or suspected cases of COVID-19 in the school.

STUDENT NAME: \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

NAME OF AGENT: \_\_\_\_\_



## **2020/21 PROCEDURES & PROTOCOLS**

**Last Revision ~ March 4, 2021**





## **TABLE OF CONTENTS**

Letter re: Protocol Pandemic Committee .....	Page 1
Letter from the Principal.....	Page 2
A. Illness of a Student.....	Page 3
B. Possible Exposures to COVID-19.....	Page 4
C. Illness While at School .....	Page 4
D. Procedures & Protocol for Staff .....	Page 5
E. Daily Arrival & Departure.....	Page 5
F. Bus Protocols.....	Page 7
G. Before School Care .....	Page 7
H. After School Care .....	Page 7
I. Curriculum .....	Page 7
J. General Safety In & Around Building .....	Page 8
K. General Information.....	Page 10

**IMPORTANT - ALL FAMILIES MUST CONFIRM:  
"WE/I HAVE READ, UNDERSTAND, AND WILL COMPLY  
WITH THE PROTOCOLS OUTLINED IN THIS DOCUMENT  
AND COMMIT TO DOING THE DAILY HEALTH  
ASSESSMENT OF MY CHILD/REN."**

August 2020

Dear Parents/Guardians:

The purpose of this document is to provide an overview of Willowdale Christian School (WCS)'s plan in response to the COVID-19 Pandemic based on the Provincial and Public Health requirements for the 2020-2021 school year.

On July 30, 2020, the Provincial government announced plans to have all elementary schools resume opening to its students and faculty for in-school learning 5 days per week with enhanced health and safety measures and protocols. This plan took that document into consideration as well as the available information published in response to that document.

During the Pandemic and the school facility closure in March 2020, WCS responded immediately with various ways for our students to continue learning. Although this document is focused on students returning to school in September 2020 (full-time or part-time), we, along with our families, need to recognize that at any point during the 2020/21 school year, we could be forced to return to a full time 'learn at home' model. Should that happen, we are ready to quickly switch to a school wide 'learn at home' model.

Based on responses from our families, it was clear many weeks ago that the majority of parents/guardians preferred a full-time model for their children. As such, in June 2020 the WCS Board established the 'Pandemic Protocol Committee' (PPC) who were tasked with the responsibility of creating, developing, evaluating, and recommending options for the full integration of students and staff into the 2020-2021 year. This PPC worked closely with other committees, specifically the Technology, Finance, and Facility Committees, as they created the protocols laid out in this document. These protocols are not intended to be static, but rather dynamic and will be reviewed and refined as information continues to be provided by the Ministries of Health and Education.

The WCS Board wishes to thank the Pandemic Protocol Committee for the sharing of their time, knowledge, expertise, and wisdom in the preparation of this important paper.

Pandemic Protocol Committee

Heather Sinnema (Board Chair)

Dave Santiago (Board)

Doug Nieuwstraten (Board)

Cathy Sallows (Principal)

Paula Wells (Vice Principal and Teacher)

Christina Ng Kennedy (Parent)

Carol Griffioen (Parent)

Ellen Tannous (Parent)



### A Note from the Principal

Well, here we are at the start of a new school year! If anyone had told me last summer that I would need to send out a "Pandemic Protocol" booklet to parents prior to the 2020/21 school year, I would never have believed them.

Many people have worked very hard over the past few months to get Willowdale Christian School ready to welcome our students back into our building in a safe and responsible manner. There has been much angst, a lot of "what ifs?", people offering their knowledge, talents, time, hard work, and, of course, prayer. None of us knows exactly what the next school year will look like – trying to predict exactly how this pandemic will play out is beyond the capability of everyone. We do know, however, that the best we can do is to pray over every decision we make, to seek the Lord's guidance as we sift through information from the experts (both in the medical and education fields), and to stay focused on what we believe WCS is called to do, "to equip all students to flourish spiritually, academically, emotionally, and socially to live a life of service for Christ."

This document will outline many of the health and safety protocols that we will implement in the coming school year. This is, by no means, the only information you will be receiving from the school. Each teacher will reach out to the families of their students. They will also send a video for their students to see what their classroom will look like this year. Please pray that this virus will not enter our school, that our students, staff, and their families will stay healthy and that coming to school each day will remain something our students want to do.

*Same warm caring teachers, same strong, creative, differentiated instruction, same educational goals, same desire to honour and glorify our Lord – just a few different ways of doing so!*

In His Service,

*Cathy Sallows*  
Principal

## A. ILLNESS OF A STUDENT

The health, safety, and well-being of our students and staff is a top priority. The best understanding of the present evidence is that COVID-19 can be transmitted by persons who do not exhibit symptoms. There is no guarantee that COVID-19 will not be contracted by persons entering the school premises. Every student must be screened for COVID-19 symptoms prior to arrival at school each day. (Student Screening Tool can be found at the end of this manual.) This document (soft copy) has also been provided to each WCS family. In addition to daily active screenings at home, please note that all students will be monitored at school for possible signs or symptoms of illness. Parents must provide daily proof of at-home screening by writing "C-19" and then initialing it in their child's agenda in the space provided for each school day. Each student must show this to their teacher prior to entering the classroom. If your child does not have their agenda at home, parents may complete the Student Screening Tool document and send a hard copy of it with their child as a substitute. If a student arrives at school without confirmation that a home screening has taken place that day, the teacher will conduct the screening, as well as take the student's temperature before they enter the classroom. Parents will then receive an email from the school office reminding them that they must conduct this screening themselves at home every day. Parents of JK & SK students will be required to initial in the column entitled "TAKEN" on the daily sign-in form (directly inside both Kindie doors) indicating that the student has been screened and is safe to be at WCS.

As a Parent/Guardian, you must help to prevent the spread of illness by keeping your child home from school if your child experiences ANY of the following symptoms:

- Temperature of 37.8° C / 100° F or greater
- Cough
- Difficulty breathing
- Sore throat or pain swallowing
- Running, stuffy or congested nose
- Loss of sense of taste and/or smell
- Headache
- Digestive issues – nausea, vomiting, diarrhea
- Feeling unwell, muscle aches, or fatigue

If your child has ANY symptom, you **MUST** keep him/her AND their siblings at home. You must notify Mrs. Venneri at [office@willowdalechristianschool.org](mailto:office@willowdalechristianschool.org) before 9:00 am. Be sure to include in your email what symptom/s your child has. (TPH requires that we watch for trends/common symptoms within a cohort.)

### PLEASE NOTE:

1. Keep your child home, even if the symptom/s are mild.
2. All the children in the same home must also stay home.
3. Arrange for your child to get tested at an Assessment Centre.  
Contact your health care provider, if needed.
4. Your child and their siblings may return to school, if the test is negative.
5. Without a test, your child and their siblings must stay home for 10 days.  
They may return to school after 10 days, if they do not have any symptoms.  
A doctor's note is not needed for the child's return to school.
6. Monitor your family for symptoms. Adults must stay home and get tested if they have one or more symptoms!



## **B. POSSIBLE EXPOSURES TO COVID-19**

1. If a student or anyone in the household is self-isolating at home because they were in **close contact with someone who had COVID-19**, all children in the household will need to stay home from school until the person who had the close contact completes 14 days of self-isolation. This family must follow all directives from their local Public Health.
2. If anyone in a student's household (including the student themselves) has **travelled to any country outside Canada**, in the last 14 days, then all children and adults who attend a school setting must stay home from school until the person who travelled completes the federally required 14 days of self-isolation.
3. If anyone in your household has **1 or more COVID-19 symptoms**, all children and adults who attend a school setting must stay home from school until COVID-19 has been ruled out. If the household member with these symptoms does NOT go for a test, then the children and adults in the home who attend a school setting must stay home for 10 days.
4. If a **student in the school tests positive** for COVID-19, then we will follow the directions of Public Health. This may include quarantine for 1 or several cohorts within WCS for a period of 14 days. Students in quarantine will continue to be taught curriculum through online learning.

### **NOTE:**

If a child has a chronic illness that creates ongoing symptoms (allergies, asthma, etc.), parents may have their family physician provide a note to that effect. This will minimize the child's time away from school and prevent calls from the school office asking for the student to be picked up during the day.

## **C. ILLNESS WHILE AT SCHOOL**

Should a student appear ill or exhibit signs of illness while at school, the teacher will contact the office. The teacher will put a mask on the student if they are not already wearing one. The child will be asked to wait in the hallway outside their classroom. Either the Principal or the Office Administrator will put on the appropriate PPE (Personal Protective Equipment) that may or may not include gloves, face shield (in addition to a face mask) and disposable gown and go to collect the student. The child will be escorted to the office area and be placed in a chair spaced at least 2 metres away from others. Parents/Guardians will be contacted and told that the child is exhibiting signs of illness and must be picked up immediately. All Parents/Guardians should make provisions for

the 2020/21 school year for their children to be picked up on short notice should they become ill. Please consider designating someone to do this for you if you find it difficult, due to distance or work obligations, to get to the school quickly. (Parents/Guardians will list this Emergency Contact person on the Information Sheet they will receive during the first week of school.) The student will not be left unattended. Once picked up, the area where the student was waiting, as well as their desk area in the classroom, will be completely disinfected.

#### **D. PROCEDURES & PROTOCOLS FOR STAFF**

All the above protocols and procedures are applicable to WCS staff.

#### **E. DAILY ARRIVAL & DEPARTURE**

To prevent large numbers of students entering or leaving the building at the same time and congregating by lockers and hooks, we will have staggered arrival and departure times. (Junior & Senior Kindergarten will NOT have a staggered departure time.)

Very shortly, Parents/Guardians will receive an email from the office, asking them to select 1 of the following arrival times:

- 8:00 am - 8:10 am
- 8:10 am - 8:20 am
- 8:20 am - 8:30 am.

They will also be asked to select 1 of the following departure times:

- 3:15 pm - 3:25 pm
- 3:25 pm - 3:35 pm
- 3:35 pm - 3:45 pm

Once time slots have been selected and subsequently confirmed by the office, we ask that you honour these times as much as possible. Our goal is to minimize the number of people entering and exiting the building at the same time.

#### **ARRIVAL**

All doors to the school will be opened at 8:00 am.

**Students will not be permitted into the school building prior to 8:00 am.**

Upon arrival, students should immediately go to their respective doors and enter the building. (See diagram at the end of this document.) Parents are not permitted to accompany their children inside the school.

Teachers will encourage students to change their shoes, hang up their coats, bags, etc. and enter the classroom as quickly as possible. The time between 8:00 am – 8:30 am is not teaching time. Students will do quiet activities until the day begins at 8:30 am.



Junior & Senior Kindergarten parents are exempt from the above noted rule. They may accompany their child into the building with the following conditions:

- 1) Parents/Guardians must wear a mask;
- 2) Only 3 Parents/Guardians may enter at the same time.
- 3) Parents/Guardians must keep physically distant (3 meters) whether inside the school or while waiting outside.
- 4) Parents/Guardians must record their Name and Cell Phone Number each time they enter the school. This is for the purpose of tracking should Public Health require it. There will be a clipboard hanging by the door for parents to write down their information. You may wish to bring your own pen/pencil to avoid cross contamination.

## **DEPARTURE**

Teachers will prepare their students to leave (pack up, get coat on, etc.) based on their scheduled departure time.

- 1) When Parents/Guardians arrive at their designated time, they will come to the gate where a staff member will notify the teacher inside the school that "Little Johnny's ride is here." The Parent/Guardian will then wait inside the gate on the side closest to Hilda Avenue. The student/s will exit the building through their designated door and meet their Parent/Guardian at the gate. The adult and child will leave the school property through the small gate facing Hilda Avenue.
- 2) JK/SK students will ALL be dismissed at 3:25 pm. Parents/Guardians should go directly to their appropriate door. The teacher will dismiss each child as their Parent/Guardian arrives. Please be conscious of distancing yourselves outside the JK/SK doors.
- 3) Bus students will be dismissed by their teachers at 3:15 pm. They will exit the school through their designated door and walk to the South parking lot where a staff member will ensure they board the bus safely. (See notes on Bus Safety.)
- 4) Those students booked to go to After School Care (ACS) will be dismissed at 3:35 pm. They will go immediately to the gym where the ASC co-ordinator will meet them and ensure that they are placed with a designated caregiver.
- 5) Any students who have not been picked up by 3:45 pm will be brought to the office. These students will sit on chairs that are spaced 2 meters apart outside the office until their respective rides arrive. They may NOT go to ASC on an 'as needed' basis. (See notes on After School Care.)

## **F. BUS PROTOCOLS**

There will be a North and South bus. All seating will be assigned with only 1 student per seat, other than siblings who may sit 2 per seat. When boarding the bus, all students will be asked to use hand sanitizer and put on a mask (even if the student is in a primary grade). No student will be allowed to move around on the bus. Due to the assigned seating, there will be NO spare seats on the bus for things such as birthday parties or sleepovers.

Students will begin boarding the bus at 3:15 pm this year, so the "arrive-at-home" times will likely be earlier than last year.

## **G. BEFORE SCHOOL CARE**

Unlike last year, there will be NO before school care for JK/SK students. Students should arrive at their designated arrival time and go directly to their classrooms.

## **H. AFTER SCHOOL CARE (ASC) (From 3:35 pm – 6:00 pm)**

There will be ASC during the 2020/21 school year. Parents will be asked to register for ASC, indicating the names of their children, what days care will be required and an approximate time when they expect to pick up their child/ren. Small cohorts will be created consisting of 5-6 students and 1 caregiver. These cohorts will remain together, whether inside or outside (the preferred location) until all of them have been picked up. No students will be permitted in the kitchen. Students will be confined to the gym and outdoors. Students in ASC should come prepared with something they can do individually should the weather dictate that they remain in the gym. During ASC only, students may bring handheld electronic devices to play with. These may not be shared with others or used during the school day.

## **I. CURRICULUM**

There have been some changes to curriculum if it was deemed to create an unsafe environment for our students. The following are some of the changes:

- 1) Grade 7 & 8 Band has been cancelled. Students will continue to study Music Theory and Music Appreciation while the playing component will likely be changed to hand chimes since that instrument can be played by 1 student individually.
- 2) Grade 4 Recorder has been cancelled. Students will continue to study Music Theory and Music Appreciation while the playing component will be changed to "boom whackers" since that instrument can be played by 1 student individually.
- 3) Grade 5 & 6 will continue to play the ukulele.

4) Keyboarding and Technology will continue. The school will purchase wireless keyboards and mice in bulk. Each family will be asked to purchase 1 set for each of their children at an approximate cost of \$45 - \$50. These keyboards and mice will be stored in individualized bags in the classroom. All other keyboards and mice in the school will be removed. Whether in the Computer Lab (where students can sit at every other computer) or in the classroom, students will use their own keyboard and mouse which can be wiped down after each use and stored in their bag in the classroom.

5) Physical Education will continue but not in the gym. All PE classes will be held outside in warm and cold weather. Should it be raining, PE class will be cancelled for that day. Teachers will prepare outdoor activities that are both enjoyable and help to build physical fitness. Regulated gym uniforms are not required this year.

6) Students will not use the WCS library this year as it is now a Grade 5/6 classroom.

7) Most rotation will not happen. Mme Gillespie will still teach French in each grade but all French materials for each grade will remain in the specific classrooms. Mrs. Wells and Mr. Eyre will go to each other's classrooms to teach high content subjects such as Math, Literature, Science, and Geography that fall under their particular areas of specialization.

8) Students who are involved with our Special Education program will be contacted directly by Mrs. Rehman regarding their individualized programs.

9) All class trips and large gatherings (Wednesday Worship, etc.) in the gym have been cancelled until further notice.

## **J. GENERAL SAFETY IN AND AROUND SCHOOL BUILDING**

1) All students in Grades 1 – 8 must always wear a mask while in the building. Wearing a mask remains optional, but highly recommended, for students in Junior & Senior Kindergarten. All students in Grades 1 – 8 must also wear their masks outdoors if a 2-metre distance cannot be maintained between them and another student or teacher. These masks may be disposable or reusable. Students are encouraged to have more than 1 mask at school in case they are needed. Parents/Guardians will provide masks for their children.

2) All staff will always wear masks when in the presence of students. These will be provided by the school, their employer. Staff will also have face shields available to them should they wish to wear both. When working closely with a student (such as in the Resource room) the teacher will have both a mask and face shield on.

3) Non-essential adults will NOT be permitted to enter the building. (Kindergarten Parents/Guardians are exempt from this policy.) If you need to drop something off for the office or for your child, you must buzz the office and say why you are here. If it



is simply a drop off, Mrs. Venneri will buzz you in and the item you are dropping off can be placed on the shelf directly to your right as you enter. The adult must NOT come further into the building and they should leave immediately.

4) If the visit is considered essential (Occupational Therapist, Speech Therapist, appointment with the principal), the adult will buzz the office, state why they are here and then enter the building. At that point, the adult must use the available hand sanitizer, ensure their mask is on securely, and complete a self assessment form that will be provided. The Office Administrator will take the adult's temperature and record it on the self assessment form. The adult may then go directly to their destination.

5) Recess and lunch times will be staggered. Only 2 or 3 cohorts will be outside at the same time. There will be no interaction between cohorts. Kindergarten only will be able to use the playscape which will be cleaned between the time Kindergarten A and Kindergarten B use the equipment. Each class will have their own supply of balls, skipping ropes, etc. to play with outside. The South parking lot will have games painted on the pavement for students to enjoy. While outside, masks must be worn by students in Grades 1 – 8 unless they can maintain appropriate distance between themselves and other members of their cohort.

6) There will be hand sanitizer dispensers located outside every door in the school (outdoor and indoor). Students will be shown how and when to disinfect their hands (every time they leave or enter a room or the school building). As often as possible, students will be encouraged to use soap and water available in the school washrooms.

7) When students line up to come inside, there are markings on the pavement outside their respective doors indicating where they are to stand to keep students separated.

8) We have hired daytime cleaning staff. This staff member will be in the school for 2 hours every morning and 2 hours every afternoon. They will be cleaning every high touch area in the school (doorknobs, handrails, outside doors, toilets, sinks, etc.) as well as doing a thorough cleaning of all classrooms and common areas every night.

9) Each class will have an air purifier (with Hepa filter) that can clean up to 800 square feet per hour. Most of our classrooms are 660 square feet.

10) As long as the weather permits, teachers will have their windows open to allow the fresh air to enter their rooms.

11) Teachers will take their students outside for as many opportunities as possible.

12) Water fountains have been replaced with water bottle refill stations. Teachers will remind students and parents that having their own water bottle at school is essential.

13) Class sizes have been reduced to 15 students so that the children can be spaced as far apart as possible. There may be extenuating circumstances whereby the Principal makes the decision to allow 1 or 2 additional students into a cohort, but that will be a rare occurrence and only done if the level of safety for all students can be maintained.



K. **GENERAL INFORMATION**

- 1) All lunch programs (pizza, pasta, Mondays) are suspended until further notice.
- 2) Teachers will advise parents about protocols unique to their own classrooms.
- 3) Watch for an email from your child's teacher with an attached video link which will introduce your child to their teacher and the classroom.
- 4) August letters that outline the supplies your child will need for the start of school will be available, by grade, on the school website by Tue/Aug/18. Parents/Guardians will receive an email from the office notifying them once all letters are posted.