



SEPTEMBER, 2020



ST. MARY CES

Striving for Excellence

Welcome Back
MUSTANGS

TRUSTEE

Ms. E. Crowe

SUPERINTENDENT

Ms. M. Fedrigoni

PARISH

St. Mary Roman Catholic
Church

PASTOR

Rev. Ignacio Pinedo

PRINCIPAL

Ms. L. D'Andrea

VICE PRINCIPAL

Ms. T. Crocitto

SECRETARIES

Ms. S. Rita

Ms. M. Quin

A Prayer For The Start of the School Year

Lord, thank you for the unique gifts of every child as they transition into a new school year. Fill each student with enthusiasm and a heart that is excited to learn and grow. Cover them with your enduring love, give them confidence and grace, and equip them with the ability to persevere through trials. Bless their teachers with wisdom, understanding and a heart to serve, as they embark on this journey together.

Amen

IN THE MONTH OF SEPTEMBER WE CELEBRATE THE
CATHOLIC VIRTUE OF:

COURAGE

"I WILL TAKE RESPONSIBILITY FOR MY OWN POTENTIAL.
I WILL FACE CHALLENGES WITH CONFIDENCE AND
COURAGE."



Follow SES on TWITTER
@SMY_NOBLETON

75 Greenside Drive Nobleton L0G1N0

Phone: 905-859-3336 Fax: 905-859-3408 <http://smy.ycdsb.ca>



SEPTEMBER, 2020



Principal / Vice Principal's Message

Welcome Back to all the families at **St. Mary Catholic Elementary School** and a special welcome to all the new students and their families who are joining us this year. This is certainly an extraordinary year and as new administrators at St. Mary, we marvel at the true sense of community and the wonderful school spirit that fills the halls at this special school.

Together our **teachers and support staff, Fr. Ignacio** our parish priest, and parents are enthusiastically looking forward to making this an exciting year for learning, nurturing relationships, and continued faith-building for all children. We extend a special thank you to our **Trustee, Elizabeth Crowe** and our **Superintendent, Marianne Fedrigoni**, for their continued support as we implemented the YCDSB Re-Entry Plan.

Preparing our school for the safe reopening took the hard work and commitment of many people. We would like to thank our caretakers, **Mr. Simone, Mr. Merante, Mr. Newell and Mr. Graham** for their hard work throughout the summer to ensure our school was sanitized and cleaned with great care and attention to detail. We also extend my sincere gratitude to **Mrs. Rita**, our head secretary and **Ms. Quinn** for their incredible organizational skills and their patience .

At St. Mary, we will continue to encourage Catholic values to help our students grow as loving and faithful followers of Jesus Christ where respect is consistently demonstrated toward people of all ages, background, race, gender and beliefs. It is our vision to meet the needs of each individual child in our care. **We have a very committed and hard working group of teachers who will be providing meaningful and productive opportunities for our students to learn the curriculum and beyond.** This is so that your children, our students, may become responsible, successful citizens who are lifelong learners that meet the challenges of the twenty-first century with know-how, persistence, and determination to meet their goals and desires. On behalf of the staff, we thank you for entrusting your children to our care.

Communication between all partners in education is a priority at St. Mary. If at any time you have a question, concern or comment, please do not hesitate to contact your child's teacher. She/He will be pleased to address issues that serve the best interests of your child. Also, please know that we are available should you have any questions or require assistance in any way.

Please take some time during the next few weeks to establish homework routines with your child. In addition, we encourage you to read your child's agenda or visit their Google Classroom daily and ask your child about his/her learning each day. **Please familiarize yourself with our school website. We will update the calendar and news events regularly.** Finally, we will continue to use email to share information with families so please ensure that you provide us with your correct email address.

Mrs. D'Andrea

Principal

Mrs. Crocitto

Vice Principal



SEPTEMBER, 2020



St. Mary CES Staff 2020 - 2021

JK/SK: Ms. Capobianco-Toste
JK/SK: Ms. McGillivray
JK/SK: Ms. Galati
K/SK: Ms. Santangelo
Gr. 1: Ms. Deputat
Gr. 1: Ms. Morgan
Gr. 1/2: Ms. Sarracini
Gr. 2: Ms. Westlake
Gr. 2/3: Ms. Duke
Gr. 3: Ms. Zizek
Gr. 3/4: Ms. McCarthy
Gr. 4: Ms. Perry
Gr. 4: Ms. Camerlengo
Gr. 5: Ms. Evans
Gr. 5: Ms. Lippi
Gr. 5/6: Ms. Infanti
Gr. 6: Ms. Giacomino
Gr. 6: Mr. Leo

Gr. 7: Ms. Ceci
Gr. 7: Ms. Zoccoli
Gr. 7/8: Mr. del Rosso
Gr. 8: Liegghio
Core Resource: Ms. Staffieri
Core Resource: Ms. Maggisano
Core Resource: Ms. Richichi
Music: Ms. Tiller
Music: Ms. Giordano
Primary P.E.: Ms. Facca
Primary P.E.: Ms. Trabona
Teacher Librarian: Ms. Alberelli
ESL: Ms. Petrone
French: Ms. Giorno
French: Ms. Bruno
French: Mr. Conte
French: Ms. Mariani
ECE: Ms. Rizza

ECE: Ms. Quintiliani
ECE: Ms. Ciotti
EA: Ms. Sturino
EA: Ms. Courchesne
EA: Ms. Albanese
EA: Ms. Calcagno
EA: Ms. Elliot-Lee
EA: Ms. Hine
EI: Di Benedetto
Custodian: Mr. Simone
Custodian: Mr. Merante
Custodian: Mr. Newell
Custodian: Mr. Graham
Head Secretary: Ms. Rita
Secretary: Ms. Quinn
Vice Principal: Ms. Crocitto
Principal: Ms. D'Andrea



Bell Times

8:45 am - SUPERVISION BEGINS

9:00 am - SCHOOL BEGINS

10:25 am - RECESS

12:00 - 12:20 pm - LUNCH

12:20 - 1:00 PM - RECESS

2:25 - 2:40 PM - RECESS

3:30 PM - DISMISSAL



Multi-Year Strategic Plan

www.ycdsb.ca

Mission Statement

Guided by Gospel Values and Catholic Virtues, in partnership with home and Church, we educate and inspire all students to reach their full potential in a safe and caring environment.



Core Values



Vision Statement

Our students will become creative and critical thinkers who integrate Catholic Values into their daily lives, as socially responsible global citizens.



Strategic Commitments

Integration of Our Catholic Faith

Continuous Improvement of Student Achievement

Effective Use of Our Resources

Engaging Our Communities





SEPTEMBER, 2020



Safe Arrival

A reminder that all student absences for St. Mary must be reported using the Safe Arrival reporting system, no later than 9:00 a.m. each morning. In addition, this system may also be used to report late arrivals, early departures, leave and returns for the current day, as well as future dates.

Automated phone calls and emails will be sent for unreported absences requesting confirmation of the absence. The Safe Arrival system allows parents to report their child's absence quickly and conveniently in one of two ways:

1. By calling the toll free *Safe Arrival* number at **1-855-856-7862**
2. By logging onto the *Safe Arrival Parent Portal* website at **yorkcdsb.schoolconnects.com**. To use this website, parents must activate their account as instructed.

Lates: The morning bell rings at 9:00 a.m. If students do not enter the school with their class, they are late for school.



Student Agendas

The Student Agenda is a wonderful tool to help students develop their organizational skills and for a means of communication between the home and the school. Each classroom teacher will distribute the agendas and inform the student of the cost of his/her agenda cost at **\$6.00** each. Some of our grades will be using D2L and/or Google Classroom as a means to record and access homework.

Calendar



Access our Parent Google Calendar on our SMY webpage to keep yourself abreast of the upcoming events/activities.

School Bus Transportation



School bus transportation is provided for **eligible** students who live within the school boundaries by the York Catholic District School Board. If you have any questions or concerns regarding busing, you can go to **www.schoolbuscity.com**. If your child does go on the bus, they are expected to ride the bus home every day. If, for any reason, there is a change, please write a note and inform the office and the classroom teacher.





SEPTEMBER, 2020



Catholic School Council

Parents / Guardians:

Welcome back as we begin another school year, for students, staff and parents alike. Catholic School Council is a learning partnership for parents to become involved in the academic, social and spiritual aspects of school life here at St. Mary. At this time, CSC elections and meetings are on hold as we are awaiting more information from the Ministry of Education regarding procedures for virtual elections.



Orange Shirt Day



On **Wednesday, September 30, 2020** St. Mary along with the YCDSB is preparing to participate in Orange Shirt Day. Orange Shirt Day is intended to promote healing, understanding and reconciliation in our YCDSB Catholic school communities, where Indigenous and non-Indigenous students and staff study, work and pray together each day.

Orange shirt day began because of a residential school survivor named Phyllis and her need to share her story and have Canadians learn about the schools as part of her healing process. Phyllis Webstad lived with her Grandmother on the Dog Creek First Nation about one and a half hours southwest of Williams Lake, British Columbia. When she was just 6 years old she was sent to the St. Joseph Indian Residential School in Williams Lake. Her Grannie bought her a shiny new orange shirt to go to school in. Upon arriving at the school she was stripped and her clothes, including her new orange shirt were taken away. She never saw it again. Phyllis just wanted to go home, but she had to stay there for 300 nights. Unfortunately she learned quickly that she didn't matter, none of the children did. Her mother and grandmother both attended St. Joseph's when they were little, but they were there for 10 years each!

Orange shirt day is a day of remembrance, reflection, reconciliation and healing - for every child that survived a residential school, and those 3000 that never made it home - their stories matter because EVERY CHILD MATTERS!

On **Wednesday September 30th** please send your child to school wearing an orange shirt. We stand in solidarity with our Indigenous brothers and sisters and promise to learn about their stories and share them with others, so that we can learn from Canada's past mistakes and continue to move forward as one, united, kind, loving and accepting country. We thank you for your participation in this very important day. To learn more about Orange Shirt Day please visit www.orangeshirtday.org

Rowan's Law - Purple Shirt Day



Rowan's Law and Rowan's Law Day were established in 2018 to honour Rowan Stringer a high school rugby player who died in 2013 from a condition known as second impact symptoms. Rowan is believed to have experienced three concussions over six days while playing rugby. She had a concussion and didn't know her brain needed time to heal.

On **Friday October 2nd**, please send your child to school wearing a purple shirt as St. Mary's recognizes this law and engages students, staff, and parents/guardians in activities that increase awareness about concussion, while sharing Rowan Stringer's story.



SEPTEMBER, 2020



Virtual Cross Country



YCDSB is committed to the health and wellness of our students and there is no better way than promoting Cross Country running at the elementary school level.

All students from Grade 4 to 8 are encouraged to participate in our HNE Virtual Cross Country Run on **DATE TBD**.

Indoor Shoes

For safety reasons, we ask that all of our students have indoor and outdoor shoes. Indoor shoes are to be kept at school.



Picture Day

Public Health orders mandate that non-essential services are not allowed into the school building. As a result, school photo day is on hold.

Visitors to School

Until further notice, visitors, including parents are not to enter the school during hours of operation unless identified through a prearranged exception.

- It is expected that parents/guardians first contact the school by telephone if assistance is required.
- Visitors will only be allowed to enter after they have read the self-assessment notification and have no outlined symptoms.



Civvies Day:

The students at SMY will be able to dress in their choice of clothing at the end of each month for Civvies Day. Appropriate dress code is in effect and we ask that students choose clothes that reflect our Catholic values. Kindly take note of the following dates for Civvies Days:

September 25, 2020

October 30, 2020

November 27, 2020

December 18, 2020

January 29, 2021

February 26, 2021

March 26, 2021

April 30, 2021

May 28, 2021

June 25, 2021

Homework Requests

All teachers at St. Mary will have a virtual learning environment available for students and families. Teachers will be posting on their classroom VLE. Please continue to check these platforms daily in order to access homework updates and classroom information. Teachers will be sharing login information. If you require any assistance, please contact your child's teacher.





SEPTEMBER, 2020



Re-Entry Plan

Our school year will be unlike any other we have experienced in our lifetime. Many safety measures have been put in place to ensure a safe return to school for our staff and students. To help inform parents with the new procedures, we have created an information guide which will hopefully address any of your questions and/or concerns. It will also be an excellent tool to share with your child(ren) to help familiarize them with the new changes before their first day.

Upon arrival in the morning and during pick up in the afternoon, parents are asked to keep the kiss and ride loop moving steadily (not to park). Parents are to drop off their children and **not to gather by the fence or gateway to wait for the morning bell with their children.** The kiss n ride loop will experience greater than normal traffic since some students who would have regularly taken the bus for transportation may not do so at this time and are being driven instead.

Please slow down, be extra vigilant for the safety of our children. For pick up, you may consider arranging for your child to walk and meet at a location outside the kiss and ride in order to avoid the congestion. Please be mindful of our neighbours and not block their driveways or block the entrance of the school as we have buses that will need to access this entrance. Give yourself extra time and patience during our drop off and pick up times. Our staggered dismissal time continues. Students in Kindergarten to Grade 3 are dismissed at 3:20pm and our Grade 4-8 students are dismissed at 3:30pm.

We love our parents and all they do for our school, but at this time parents are not permitted inside the building. If you are having to pick up your child during the day you will be asked to wait inside our mini foyer. Otherwise, appointments will need to be made. You may contact the school to make those arrangements.

Students are to attend for the full day. If you are picking up your child during the school day for any reason, he/she is to remain home for the remainder of the day.

Please ensure that each day you are taking the COVID-19 child assessment prior to your child attending. This is a crucial monitoring tool that will help us control/track any spread. **Please do not send your child to school if they are sick.** If your child is exhibiting any symptoms at school, they will be sent to an isolation room where they will be monitored and a parent will be called to pick up immediately. Please have a plan in place in the event that this may happen.


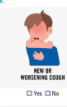
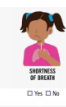




Please note that the next re-entry point for parents to switch from remote learning to in person instruction or visa versa is **November 16th**. This decision will need to be directed to the office by **November 1st** in order for the necessary restructuring to take place. Thank you for your continued understanding, patience and cooperation.

CHECK YOUR CHILD DAILY FOR SYMPTOMS OF COVID-19

Complete this self-assessment daily before sending your child to school, child care or before/after school care

Before sending your child to school, child care or before/after school programming, assess your child for NEW, MODERATE or SEVERE symptoms related to COVID-19. If you are concerned about your child's symptoms, consult your health care provider. If your child has pre-existing symptoms or underlying health conditions, not related to COVID-19, share this information with your school, child care or before and after school programming so they are aware of possible related symptoms.

Do you/the child or any member of your household have any of the following common symptoms of COVID-19?

			
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
			
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

STAY INFORMED.
Visit york.ca/covid19
1-800-361-5833

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Other less common symptoms of COVID-19 can include:

<input type="checkbox"/> Yes <input type="checkbox"/> No: Tiredness, feeling drained or muscle aches	<input type="checkbox"/> Yes <input type="checkbox"/> No: Rash (purple discoloration to hands, fingers, feet and/or toes, and also may peel) (COVID-19)
<input type="checkbox"/> Yes <input type="checkbox"/> No: Wheezing or chronic conditions	<input type="checkbox"/> Yes <input type="checkbox"/> No: Increased tenderness/fatigue
<input type="checkbox"/> Yes <input type="checkbox"/> No: Chills	<input type="checkbox"/> Yes <input type="checkbox"/> No: Headaches
<input type="checkbox"/> Yes <input type="checkbox"/> No: Nausea	<input type="checkbox"/> Yes <input type="checkbox"/> No: Difficulty breathing in infants
<input type="checkbox"/> Yes <input type="checkbox"/> No: Cough	<input type="checkbox"/> Yes <input type="checkbox"/> No: Pink eyes

*These symptoms can be common and may occur in children or people living with a developmental disability

For an up-to-date list of all symptoms, visit york.ca/covid19

In the last 14 days has your child:

Had close contact* with a confirmed or probable COVID-19 case? ☐ Yes ☐ No

Had close contact* with a person with acute respiratory illness who has been outside Canada, including the United States? ☐ Yes ☐ No

If you answered yes to any of the symptoms or questions above:

Isolation: Your child should not go to school, child care or before and after school programming.

- Seek assessment and testing as early as possible at a COVID-19 Assessment Centre and self-isolate while waiting for results.
- If test result is negative, self-isolate for 24 hours after symptom resolution, unless you have been a close contact* of the positive (COVID-19 case) in which case please follow instructions from York Region Public Health and isolate for 14 days after last contact.
- If test result is positive or test is not completed, self-isolate for 14 days (including any members of your household or people you had close contact*) who have 48 hours before symptom onset and contact York Region Public Health.

Travel:
If your child has travelled outside of Canada, including the United States in the last 14 days your child must self-isolate for 14 days. If your child develops symptoms of COVID-19 while in self-isolation, seek assessment and testing at a COVID-19 Assessment Centre.

*A close contact is a person who has been within 2 metres of someone positive for COVID-19 on self-isolation or COVID-19 positive from illness.

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Celebrating Our Faith

Sacramental Preparation



Sacraments are, first and foremost, acts of Jesus, in union with the members of His body, the Church. The Church, therefore, is responsible for determining the specifics of sacramental preparation and celebration. The school works in partnership with the church in preparing students for the sacraments. Whether through the instruction of the assigned religious education program or by infusing our Gospel values in all aspects of the learning environment, teachers and staff clearly guide student sacramental preparedness. However, it is to parents that the responsibility for sacramental preparation most crucially centres. Your commitment to your child's faith development will be the fertile soil in which your child will realize their relationship with God and church. Will will update our families on sacramental dates as information becomes available. Please read the letter from Fr. Ignacio that was shared with you on **Sunday, September 20, 2020.**

Embracing Safe and Caring Schools

Personal Electronic Devices



Policy 222 Personal Electronic Devices: Student Use

Students are encouraged to bring an electronic device to school to support their learning in the classroom. Devices such as a tablet, chromebook or laptop would ensure your child is accessing their own personal device. Students who are not able to bring in an electronic device will be given one to borrow in class. Once shared, the devices will be sanitized. Students bringing an electronic device are to carry this device to and from school for safekeeping. **Please note that a cell phone is not considered to be a device used in class. Any cell phones brought to school need to be turned off and put away out of sight. They are not to be used at recess or any time during the school day.** Teachers will be providing further instruction on the appropriate use of technology in the classroom.



Lunch Arrangements

Parents/guardians are responsible for sending snacks and lunches from home with students. Parents are not to drop off lunches for their children, as they may put other staff and students at risk. Students are not to be picked up and taken out for lunch. Parents who pick up their students at lunch time will have to keep their students home for the rest of the day as they may be putting our other students and staff at possible risk.



SEPTEMBER, 2020



Embracing Safe and Caring Schools

Safe Student Drop Off and Pick Up



Student safety is our first priority. Ensuring that we are providing a safe environment for all students both within, outside, and coming to and leaving from school is our shared responsibility. School staff will follow specific safety protocols to ensure your child's safety and we would ask that parents also adhere to the safety practices outlined below. Parents of Kindergarten students are asked to bring their children directly to the Kindergarten yard between **8:45 a.m. and 9:00 a.m.**

Parents who normally walk or drive their children to school are asked to **say their goodbyes before the children enter the school yard.** In addition to fostering a sense of independence, leaving your child in their respective school yard affirms the school's safety protocol that the only people on the school yard are the supervising teachers wearing the bright orange sashes/vests. Supervision is provided in the school yard each morning for students beginning at 8:45 a.m. As our students require supervision at all times, students are **not permitted** to be in the schoolyard **before 8:45 a.m.** Therefore, we ask that parents please not send children into the school yard prior to this time.

Parents who drive their child(ren), are asked to drop them off at the "Kiss and Ride" driveway loops. **Please DO NOT park or leave your car unattended in the Kiss and Ride Loop. No parking is permitted in the clearly marked "no parking" zones/or buses only zones. PLEASE DO NOT park in our bus loop!**

When picking up your child to walk home, please arrive closest to the time of the bell and wait while exercising physical distancing with other parents.

Parents are to share this information with family members who are dropping off or picking up their child(ren). We thank you for your cooperation in keeping our children safe.

Scent Free School

Please be advised that St. Mary is a scent free environment. People entering the building are required to refrain from wearing any perfumes or scented products due to severe allergies in the school. We thank you in advance for adhering to this request. This ensures all staff and student are in a safe environment.





SEPTEMBER, 2020



Embracing Safe and Caring Schools

The Safety of Students with Anaphylactic Allergies

The York Catholic District School Board has a comprehensive policy to help protect students with life threatening allergies. Protecting anaphylactic students from exposure to life threatening substances creates a major challenge to all elementary schools.

As outlined in the policy, parents are asked to inform the school of such allergies immediately and are required to fill in specific forms which are available in the office. Each form must have three passport size pictures attached so that the student is easily identifiable to staff. Parents are also asked to ensure that students for whom Epi-Pens are prescribed, have two Epi-Pens at school.

It is recommended that one Epi-Pen be worn by the student in a fanny pack at all times, which includes on the bus, on excursions, and on all other school related activities/sports. The other Epi-Pen must be stored in the school office for emergency use only. This Epi-Pen will also be taken on trips.

At St. Mary:

- We will continue with our “nut safe” school environment via food restrictions. Students will be informed of and reminded that they are not to share food. The school environment includes entire school grounds, buses and other modes of transportation, school trips, before/after school/weekend programs, and school sanctioned events involving pupils;
- We will prohibit food outdoors to minimize exposure to insects (i.e. wasps, etc.);
- We will continue to communicate regularly to the entire school community that we are a “nut safe” school via newsletters, and posting of “nut safe” signs throughout the school;
- We will take special precautions around holidays and special celebrations, by planning activities that ensure the health and safety of our students. No cakes, cupcakes, muffins, donuts, and the like, will be allowed in the school for birthday recognition purposes. However, non-edible items will be permitted;
- Special communication and instructions will be given to individual classrooms where students with allergies are enrolled regarding allergens in that particular classroom;
- We will continue to ensure that all products sold through the school for fundraising or other purposes are nut free;
- We will continue to ensure that permit holders, visitors and all school staff are aware of these precautions.

We ask that **NO PRODUCTS** be brought into the school that may contain nut products such as peanut butter, Nutella, certain types of candy bars, cookies, etc. Fresh vegetables, fruit, “no nut” granola bars, raisins, etc., make great snacks for your child and do not pose health risks. Please be advised that there is **NO FOOD SHARING** permitted at anytime. As well, letters have been sent home to parents of students in specific classrooms regarding other allergies in the classroom, such as fish, kiwi, shellfish. Please contact the office if you have any questions.



SEPTEMBER, 2020



Embracing Safe and Caring Schools

Pediculosis (Head Lice)

"The York Catholic District School Board recognizes and appreciates concerns related to pediculosis at the school, community and regional level. The Board also recognizes that the Ministry of Health does not designate pediculosis as a communicable disease, and as such, it is not considered a health hazard to the community." (Policy 210)

Anyone can get head lice, regardless of cleanliness. Head lice is not a public hazard, as it does not cause illness, but they are a nuisance. To prevent this from becoming a problem, we all need to work together. Please check your child's head REGULARLY for lice or nits. If you do find lice or nits, contact the office so that we can send home a letter to notify parents.

A return to school is contingent upon lice no longer being present and all the (nits) eggs have been removed. For more information or advice on the identification, treatment and prevention of head lice, please contact the Public Health Nurses at Health Connection, 1-800-361-5653.

A letter will be sent to the whole school electronically when lice is reported.



Concussion Protocol

The YCDSB takes all injuries to students very seriously. If your child injures their head, the following protocol will be followed and shared with you.

☐ You will be directed to have your child receive immediate medical attention;

☐ Be aware of and monitor for signs & symptoms that may develop or worsen;

☐ You will be given a copy of Concussion Management- Appendix C;

☐ Initial treatment for a concussion is both physical and mental rest (no exercising, bike riding, playing video games, reading, using a computer...etc);

☐ Signs and symptoms (headaches, fatigue, sensitivity to noise) must be considered when recovering at home and reintegrating to school;

☐ It is recommended the student initially stays home from school because regular activities could make their symptoms worse.

Medication at School

St. Mary CES does not have a school nurse. If your child requires medication, please make arrangements with your doctor to schedule the medication to be administered to your child before or after school. Parent(s)/Guardian(s) may make arrangements to come to school to administer the medication to their child. If this is not possible, and medication must be administered during school hours, parent (s)/guardian(s) must come to the office to pick-up, complete and return two forms: S16 and S16a. Both forms must be signed by your family physician. All medication must be kept in its original container with your child's name clearly visible; medication will be stored in the school office. Students are not to have their medication with them.