



Mr. B. Cameron
Principal/Directeur

ÉCOLE ÉLÉMENTAIRE
JAMES WHITESIDE ELEMENTARY SCHOOL

9282 Williams Road, Richmond, B.C. V7A 1H1
Tel: 604-668-6209 Fax: 604-668-6419
Early Warning: 604-668-6154
Email Address: whiteside@sd38.bc.ca
Website: whiteside.sd38.bc.ca



Ms. N. Navin
Vice Principal/
Directrice adjointe

WELCOME TO WHITESIDE GUIDE 2022 – 2023

Whether you are new to Whiteside or a continuing member of our Wolfpack, we would like to provide you with some information that will help to guide you through the year. Although we are excited to be returning to a more normal-looking school year, for safety purposes we have retained of some of the changes that were made last year as well implemented some new ones related to the ongoing seismic remediation. The biggest retained change is that the outside doors will remain locked during school hours. The biggest new change you will have noticed is that the front door closest to the office is now inaccessible. Until the construction on the front is complete, students and visitors will need to enter through the **ramp door** on the northeast corner, at the end of the Staff/Construction parking lot. Because the office is still in the same location, we will not be able to hear knocking. You will need to call the office at 604-668-6209 or ring the wireless doorbell to have someone let you in. **Please do not disturb the class next to that door.** Thank you for your patience and cooperation in keeping our school community safe.

COMMUNICATION

EMAIL

Teachers and school administrators will be primarily relying on email to communicate with families. Emails will be sent to the addresses on the students' files. Please carefully check the blue student verification form and make any corrections before signing and returning the form to school. We understand that the system sometimes has problems sending emails to qq.com, 163.com (and other number emails), and hotmail.com accounts. You may want to update these addresses.

NEWSLETTER

A weekly newsletter will provide a summary of the week's activities and provide you with the dates of upcoming events.

SCHOOL WEBSITE

We will also post newsletters, emails or letters going out to the wider school community on the school website at <https://whiteside.sd38.bc.ca/> (no "www"). Electronic versions of the forms below will be posted on the website for ease of translation.

START-OF-SCHOOL HANDOUTS TO BE RETURNED

Please complete and/or sign, and return the following handouts to your child's teacher (or the office):

- Student verification form (*blue*)
- Participation in Outdoor Classroom and Walking Field Trips Consent Form (*green*)
- Personal Information Consent Form (*yellow*)
- School Supplies and Agendas (*purple*)
- PAC Parent Contact List (*pink*)
- PAC Winter Fundraiser Opt-Out (*pink*)

SCHOOL HOURS and SIGN IN/OUT PROCEDURES

SCHOOL HOURS

- Before 8:40 am – Students MUST wait at the location designated for their class.

- Doors Open: 8:40 am –Teachers will greet the waiting students and bring them inside the building.
- Recess: 9:55 – 10:10 am
- Lunch: 12:00 – 12:45 pm. The children will eat lunch in the first 15 minutes, then will be sent outside. (Children who are not done may take their food outside to finish.)
- End of School: 2:45 pm – Parents to pick up at the location designated for their children’s class.

LATES

If the student’s classroom has a direct outside door, please knock on the door and the teacher will mark them late. If the student’s classroom does not have an outside door, come to the **ramp door** and call the office at 604-668-6209 or ring the doorbell. **DO NOT KNOCK ON THE DOOR.** Send the students in by themselves. To minimize disruptions to the class next to the ramp door, **please be on time.**

APPOINTMENTS

If your child has an appointment and will be late, please call the Early Warning Line and let us know. When you arrive, remind your child that he or she needs to check in at the office before going to class. If you need to pick them up from school, please call the office at 604-668-6209 from the **ramp door.**

PARENTS IN SCHOOL

For safety we will continue to limit the number of non-staff in the school building. Parents volunteering at school are asked to check in at the office when you arrive. If you need to speak to the principal or vice principal, please email whiteside@sd38.bc.ca or call the office at 604-668-6209 and make an appointment to meet or for one of them to call you back.

IF YOUR CHILD WILL BE ABSENT

Please call the Early Warning line at 604-668-6154. Make sure to leave the student’s full name, division, teacher’s name, and the reason for the absence. Please note you can call and leave a message the night before. Alternatively, you can email whiteside@sd38.bc.ca with the same information. Even if you email the classroom teacher, please let the office know as well—teachers can also get sick and may not be checking their email first thing in the morning.

DROPPING OFF LUNCHES

No lunch drop offs will be allowed.

DROPPING OFF OTHER THINGS FOR YOUR CHILD

If your child has forgotten something and you would like to drop it off, please call the office at 604-668-6209 from the **ramp door.** Please do not go directly to the classroom. The office will let the child know that it has arrived.

OUTSIDE RECESS and LUNCHES

As the rainy and colder weather arrives, please remember that students should be dressed for the weather. We do go outside at recess and lunch even if it is raining due to the inability to be inside unsupervised. Consider sending your children with a change of clothes in case they get wet.

DRIVING PARENTS

Our parking lot is a very busy place. If you child is old enough and you live close by, we would encourage him/her to walk or ride to school.

If you do need to drive:

- Give yourself plenty of time
- Enter **ONLY** by the west entrance near South Arm Pool
- Turn **RIGHT** to find parking (due to construction there will be very few spaces available to the left)
- If you use the drop off lane, **DO NOT** leave your car
- Do not park in the Staff/Construction parking lot
- Do not drop off children in the Staff/Construction parking lot
- Check carefully for children who may be crossing through the parking lot and **DRIVE SLOWLY**

Please see the map at the end of this handout to better understand how to use our parking lot to keep all of our children safe.

SCHOOL CASH ONLINE

The Richmond school district uses School Cash Online, an online fee payment system. For safety and efficiency reasons, the district and our school prefer that parents use this service to reduce the amount of cash and cheques coming into school. Online payments also greatly simplify the refunding process in case field trips or other school events are cancelled. If you haven't done so already, please go to the following website to register:

<https://richmondsd38.schoolcashonline.com/>

When registering you will need your child's pupil number. This is the number on the top of the blue student verification form. If you have not registered previously, you will also receive a School Cash Online letter with your child's pupil number on it. Alternatively, you may email whiteside@sd38.bc.ca for your child's number.

ENTRANCE ONLY

EXIT ONLY

Williams Road

