

Welcome Committee (WC) Manual and Plan Items

Forest Hill Public School Toronto

When: First day of school, annually.

Where: The Courtyard between the North and South buildings at Forest Hill Public School. In case of inclement weather, the Welcome event is to take place indoors as follows:

Grades 1 – 3	GP Room (Basement, South Building)
Grades 4 – 6	Upper Gym (Ground Floor, North Building)
Grade 7	Lower Gym (Basement Level, North Building)
Grade 8	Auditorium (North Building)

Who: The School Advisory Council (SAC) runs the “Welcome to FHPS” event to welcome new and returning students and their families to school. The committee prepares the courtyard reception space by posting class lists in a well ordered fashion and hosting the event with a team of volunteers under the direction of a committee chair or co-chairs.

Welcome Committee (WC) Manual and Plan Items
Forest Hill Public School Toronto

DURING THE LAST WEEK OF SCHOOL (JUNE), PRIOR YEAR

Action Items	Person(s) Responsible	Notes	Date Required
Edit the "Welcome Newsletter"	Office Staff	For 2017/2018 add: <ul style="list-style-type: none"> Pick-up instructions Special pick-up instructions for JK/SK Bus drop-off and pick up instructions Donna to add in teacher names and review letter for correctness	Last Day of School
Secure volunteers	Committee Chair / Co-Chairs	Sources: <ul style="list-style-type: none"> Previous year's volunteers Council members Approximate volunteer numbers: <ul style="list-style-type: none"> JK / SK – 3 Gr 1-3 – 2 Gr 4-6 – 2 Gr 7-8 – 2 Main entrance – 1 Archway – 1 Courtyard table - 2 	Last Week of School

DURING THE WEEK PRIOR TO THE 1st DAY OF SCHOOL

Action Items	Person(s) Responsible	Notes	Date Required
Send WC Newsletter to existing & new FHPS students and families, and all teaching staff	Office Team		Tues Aug 29 – Fri Sept 1
Print 3 "wall" copies of each class list for taping on to the courtyard walls	Office Team	<ul style="list-style-type: none"> Include surname and first initial only of each student Include teacher name and grade(s) Include ROOM # for each class <u>8.5 x 14 pages</u> largest font possible 	Fri Sept 1
Print 6 copies of each class list for WC clipboards for WC Information Tables only <ul style="list-style-type: none"> Courtyard Main entrance Archway 	Office Team	<ul style="list-style-type: none"> Include full name of each student Include teacher name and grade(s) Include ROOM # for each class <u>8.5 x 11 pages</u> largest font possible 	Fri Sept 1

Welcome Committee (WC) Manual and Plan Items
Forest Hill Public School Toronto

Print several copies (20) of WC Newsletter for 1 st day distribution, if needed, for WC Information Tables	Office Team	-use 2-sided printing to reduce paper use	Fri Sept 1
Print 20 maps of the school with room numbers for WC Information Tables	Principal + Office Team		Fri Sept 1
Confirm indoor locations in the event of rain	Principal + Office Team	In the event of rain, indoor class list posting locations are: JK/SK will assemble in classrooms Grades 1-3 GP Room Grades 4-6 Upper Gym Grade 7 – Lower Gym Grade 8 – Auditorium	DONE
Arrange for three WC Information Tables: <ul style="list-style-type: none"> • Courtyard • Archway • Main Entrance 	Office Team	In case of inclement weather, archway and main entrance tables still required.	Tues Sept 5

Welcome Committee (WC) Manual and Plan Items
Forest Hill Public School Toronto

DURING THE WEEK PRIOR TO THE 1st DAY OF SCHOOL

Action Items	Person(s) Responsible	Notes	Date Required
Assign grade allocations for WC volunteers (please see Notes) and update the plan accordingly		<ul style="list-style-type: none"> ● <u>JK/SK</u> 3 volunteers required ● <u>Gr 1-3</u> 3 volunteers required ● <u>Gr 4-6</u> 2 volunteers required ● <u>Gr 7-8</u> 2 volunteers required ● <u>WC Courtyard Information Table</u> 2 volunteers required ● <u>Main Entrance Table</u> 1 volunteer ● <u>Archway Table</u> 1 volunteer 	DONE
Update teacher name and grade/class information in the plan			
Send WC Newsletter to existing & new FHPS students and families, and all teaching staff	Send to office Admin		DONE
Purchase duct, packing and outdoor application tape and bring rolls to school		-please purchase several rolls so multiple people can work at once, around the perimeter of the school courtyard; <u>please ensure we have at least 4-5 rolls, IN THE EVENT OF RAIN, as we will be in different locations</u>	Fri Sept 1
Purchase 8.5 x 14 page protectors for posting "wall" class lists			DONE
Purchase name tags for WC team to wear on yellow volunteer t-shirts			Fri Sept 1

Welcome Committee (WC) Manual and Plan Items
Forest Hill Public School Toronto

Highlight Room Numbers on "wall" class lists		A request from 2014	Fri Sept 1
Assemble all supplies in FHPS Office		<u>1st day supplies include:</u> -10 Grade Signs (JK/SK, Grade 1, Grade 2, etc.) -6 WC clipboards + pens for info table volunteers -extra WC Newsletters and school maps -step ladder(s) -page protectors for posting class lists -metre stick(s) -yellow volunteer t-shirts -tape -name tags -"wall" class lists into grade groupings (<i>*see p.8</i>) -hand-held school bells	Fri Sept 1

Welcome Committee (WC) Manual and Plan Items

Forest Hill Public School Toronto

ON FIRST DAY OF SCHOOL – September 5th 2017

Action Items	Person(s) Responsible	Notes	Date Required
<u>7:45 – 8:40 a.m.</u> Arrive at 7:45 a.m. in the FHPS Office for 1 st day WC duties (see Notes for list of WC team duties prior to 8:40 a.m.).	-Committee chair(s) and volunteers	1. put on our yellow t-shirts; 2. tape 8 grade signs around the perimeter of the courtyard + 2 JK/SK on Dunloe & Hawarden 3. tape page protectors under grade signs <i>*see p. 8</i> ; 4. acquaint ourselves with our allocated teachers and classes 5. place class lists in page protectors by 8:15 a.m. <i>*see p. 8</i>	Tues Sept 5
<u>8:40 – 8:50 a.m.</u> Proceed to your grade assignments and help families, students, teachers navigate first morning challenges	WC Team	WC volunteers will not have clipboards, but will direct people to the posted “wall” class lists; WC Information Table will also have class lists; help people locate their teachers, if needed	Tues Sept 5
<u>8:50 – 9:00 a.m.</u> Ring hand-held bells to announce that students are to proceed to their teachers for entry into school and direct traffic	WC Team + Admin Team		Tues Sept 5
<u>9:00 – 9:15 a.m.</u> After all classes have gone to their rooms, take down all grade signs, class lists, page protectors, etc.	WC Team	All supplies should be placed in the FHPS office for later storage in the SAC lock-up room for re-use	Tues Sept 5
<u>9:00 – 9:45 a.m.</u> Greet gifted students at the buses, if they do not arrive before school start time, and help them find their teachers/classes	WC Team volunteers who are available		Tues Sept 5

Welcome Committee (WC) Manual and Plan Items
Forest Hill Public School Toronto

<p>IN THE EVENT OF RAIN, Post signs at all entry doors directing families to indoor locations, posting grade signs indoors, helping teachers & students in the allocated rooms</p>	<p>WC Team</p>	<p>In the event of rain, indoor class list posting locations are: JK/SK will assemble in classrooms Grades 1-3 GP Room Grades 4-6 Upper Gym Grade 7 – Lower Gym Grade 8 – Auditorium</p>	<p>Tues Sept 5</p>
<p>Volunteers to return FHPS yellow t-shirts to WC Chair(s) prior to leaving school</p>	<p>WC Team</p>		

Welcome Committee (WC) Manual and Plan Items

Forest Hill Public School Toronto

ON FIRST DAY OF SCHOOL – September 5th 2017

***2017 Welcome Committee Class List Placement**

JK/SK (need 3 page protectors)

Class 1	Class 2	Class 3

Grades 1-3 (need 9 page protectors)

Grade 1	Grade 2	Grade 3
1 Ms. Wing Yee	1/ 2 Mr A Wright	2/3 Ms. M Whittington
1/2 Mr. A Wright	2/ 3 Ms. M Whittington	2/3 Ms. T Hollins
	2/3 Ms. T Hollins	3/4 Ms. A Gamliel/ Ms. A Graham

Grades 4-6 (need 12 page protectors)

Grade 4	Grade 5	Grade 6
3/4 Ms. A Gamliel/ Ms. A Graham	4/5 Ext. French Ms.S Hannam	6 Ms. M Esnard
4 Ms. A Dimitry	5 Ext. French Ms. E Guthrie	6 Ms. J bardwell
4 Ext. French Clancy Pryde	5 Ms. J Gunton	6 Gifted Mr. M Caplan
4/ 5 Ext. French Ms. S Hannam	5 Gifted Mr. P Milovanovic	5/ 6 Gifted Ms. J Hartrick
4 Gifted Ms. S Mendelson	5/ 6 Gifted Ms. J Hartrick	

Grades 7-8 (need 10 + page protectors)

Grade 7	Grade 8
7 Ms. K Donahue	8 Ms. W Chuang
7 Ms. P Hawkes	8 Ms. A Knight
7 Mr. I Spek	
7 Gifted Ms. E Crescenzi	8 Gifted Mr. S Hunt
7 Gifted Ms. Z Nalian (75)	8 Gifted Mr.D Labile

Welcome Committee (WC) Manual and Plan Items

Forest Hill Public School Toronto

TBD:

Welcome Committee Information Table – Front of School

- WC clipboards with complete class lists
- 20 extra WC Newsletters
- 10 school maps
- paper to write notes
- pens

TBD:

Welcome Committee Information Table - Courtyard

- 4 WC clipboards with complete class lists
- 20 extra WC Newsletters
- 10 school maps
- paper to write notes
- pens