



Ecole Elementaire Sunshine Hills Elementary
11285 Bond Blvd
Delta, B.C. V4E 1N3
Tel: 604-594-8491 Fax: 604-594-3815

Permission Forms Information

The following forms have been posted on **Parent Connect** for you to review and authorize. Please login to your Parent Connect account, review the notices and select the appropriate response to each form. It is mandatory that all forms be reviewed and responded to by your child's parent/guardian by September 30.

Personal Information Consent Form

In accordance with the *BC Freedom of Information and Protection of Privacy Act*, the Board of Education of School District No. 37 is seeking your consent to collect, retain, use and disclose photographs, videos, images and/or names of students and groups of students in a variety of publications and on the School District's website(s) for educational purposes.

Outside Media In Schools

Media (including radio, television, newspapers, and other print and online media) are sometimes permitted or invited to come to the school or to school activities and allowed to take photos/video or conduct interviews with students, for the purposes of promoting public understanding of school programs, building public support for public education, and encouraging student achievement.

Electronic Communications

Canada's new anti-spam legislation requires us to obtain your consent in order to provide you with electronic information about many of the happenings and events occurring at your child's school or within our school district.

Walking Field Trips Permission

During the school year, teachers may take students for excursions in and around our neighbourhood. The teacher will provide supervision on these neighbourhood trips, with the assistance of parent volunteers, as required. When longer trips involving travel outside our local area are planned, you will be informed in writing and will be asked to sign a separate permission slip for each trip.

B.C. Fruit and Vegetable Program Permission

Our school is involved in a province-wide healthy living initiative sponsored by B.C. Agriculture in the Classroom Foundation and ActNowBC. One of the goals is to encourage healthy eating by providing fresh B.C. fruit and vegetables to the students during classroom time. The students will receive picked, washed, and ready to enjoy produce every other week at no charge.

IN ADDITION TO THE ABOVE, PLEASE ALSO REVIEW AND VERIFY THE FOLLOWING INFORMATION ON PARENT CONNECT:

Demographic Information

Please take a moment to review your demographic information on Parent Connect. Update, as necessary, your cell phone number(s), email address(es) and emergency contacts. If you have a change to your address and/or home phone number, please call your school, or send a note to the office.

Student Emergency Release

In the event of an emergency resulting in school closure during the school day, and you are unable to collect your child(ren) from school, you authorize the release of your child(ren) into the custody of temporary adult guardians. The Out-of-Province contact name and telephone number would be used if local telephone service is disrupted.

***IMPORTANT* - ONCE ALL OF THE ABOVE FORMS AND INFORMATION ARE REVIEWED AND/OR UPDATED, PLEASE SELECT THE APPROPRIATE FORM RESPONSE ON PARENT CONNECT.**

To access Parent Connect, go to <https://cimsweb.deltasd.bc.ca/schoolconnect/parentsignore.aspx>
Detailed instructions on using Parent Connect are attached to this email.

PARENT CONNECT

<https://cimsweb.deltasd.bc.ca/schoolconnect/parentsignone.aspx>



Authority and Passwords

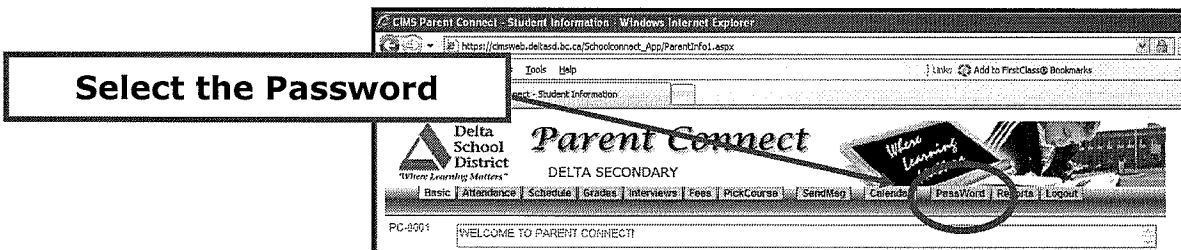
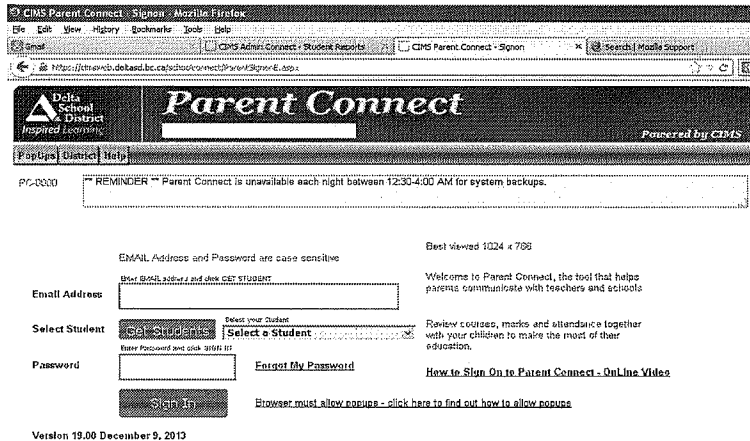
Access to **Parent Connect** is easy. Once on the Internet, parents type in the Parent Connect address:

<https://cimsweb.deltasd.bc.ca/schoolconnect/parentsignone.aspx>

Sign onto Parent Connect by entering your email address and password. Initially, your password will be a predetermined one.

If you do not have your Password – sign on to Parent Connect – Click on “Forgot Password” – on this screen enter the email address that was provided by you to the school – the system will email a password to the email address on record.

Once you have signed on successfully, it is strongly recommended that you change your password to something more meaningful and known only to you.

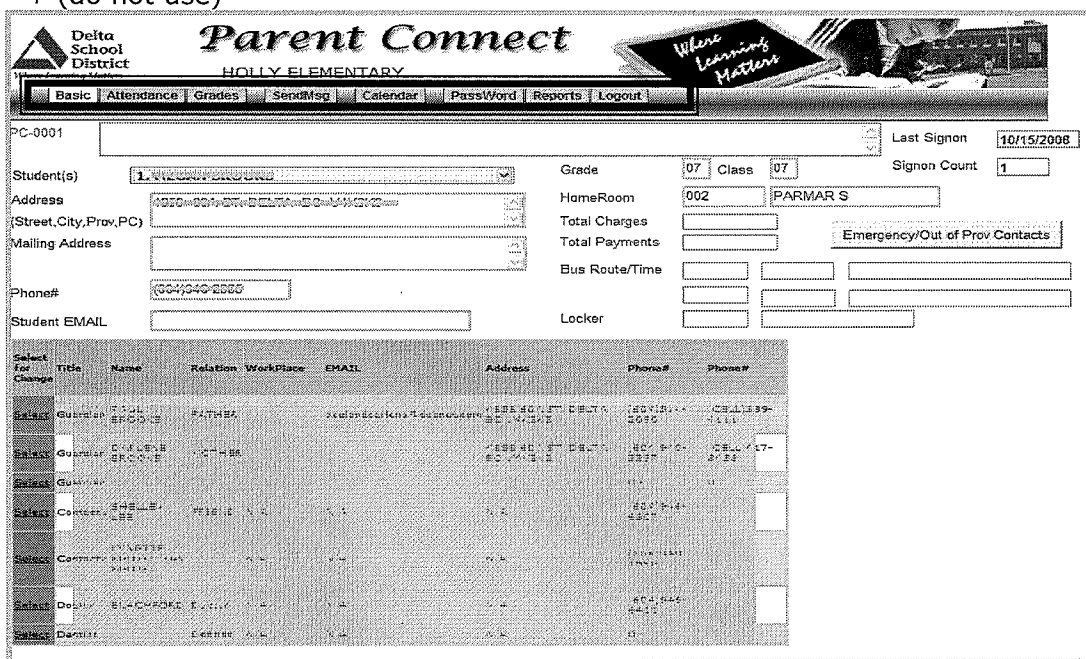
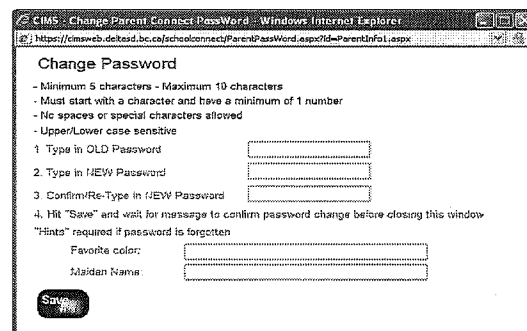


In order to make the first password change, the system will ask you a couple of basic questions. This way, if you ever forget your password, you will be able to change it without contacting the school.

To change your password:

- ❖ Type in the existing password or indicate you forgot your password
- ❖ Indicate your identity items
- ❖ Input your new password, ensuring to follow the password rules at the top of that screen

Please note: “characters” imply the use of letters A-Z; special characters are symbols such as * & / - : + (do not use)



Basic (Student Demographics)

The student’s demographics (address, guardian and emergency contact information) are viewed from the Basic button.

If Parents have moved or notice errors/omissions in the address information they **MUST** contact the office with proper documentation. Fields that can be updated from this tab include:

- Parent/Guardian phone numbers (work and cell #'s) and email addresses
- Emergency Contact & Doctor phone numbers
- Emergency Release & Out Of Province contact names, phone numbers & email addresses

If any other information needs to be updated use the 'Send Message' button to send a message to the school office requesting the information be updated.

Note: The primary guardian has the ability to change any contact information and telephone numbers (out of province contacts, emergency contacts, additional contacts and work phone numbers). Additional guardians can only change their own contact details.

Forms Approval

You will see the Forms Approval just above and to the right of the Bulletin Board. Each line is a separate form requiring processing. Under the heading, **Document**, *click on the box* to open a document with more information about that form. Under the heading, **Select Response**, *click on the drop-down arrow* to select the appropriate response for the form. This must be completed for each form present on the screen. **SELECT THE SAVE BUTTON.** *The forms will be moved to Forms History.* After the forms have been moved to Forms History – you will still be able to view the selected responses by selecting the Forms History button.

Attendance

Student absences and tardies (lates) may be viewed from the attendance tab. Attendance is entered into the student's record daily unless there is a Teacher on Call in the classroom.

Grades – Current Grade OR History of Grades

Parent Connect allows parents to view Term 1, 2, 3 and Final Report Card Marks as well as the history of final marks from previous years).

Send Msg

Parent Connect allows one-way communication with teachers and the office. Teachers that choose to participate in parent communication are listed and parents may write messages as required.

Calendar

Parents can view the school calendar which may include school closures, school events, etc. The current month is displayed but parents can select to review any month in the school year.

Parent Reports

Parents can print an Info Form (Elem) or an AM/PM Absence Profile.

Changing the Basic Information (Student Demographics)

Use the **Select** in order to edit information. The information will not be updated until you press **<Save>**.

Emergency/Out of Province Contacts
Use **<Emergency/Out of Province Contacts>** to add/edit additional contact information.

Select for Change	Type	Name	Relation	WorkPlace	EMAIL	Address	Phone#	Phone#
Select	Guardian	JOHN OBSUT FATHER	HUDSON BAY	taketwo@take2.com	8-9 SANFORD FLEMING ROAD, DOG RIVER SK R0G1B0	(204)666-6666	(CELL)444-5555	Guardian
Select	Guardian	SUSAN OBSUT	MOTHER	JENI'S	mom@taketwoinc.com	8-9 SANFORD FLEMING ROAD, DOG RIVER SK R0G1B0	(900)665-0441	(PAGER)245-6789
Select	Guardian	DONNA BELL STEP-MOM	DOMAIN CO-OP	dbell@taketwoinc.com	123 RODEO DRIVE, CALGARY AB T2H1J1	(CELL)651-1255	(HOME)666-1111	
Select	Contact1	EMERGENCY CONTACT 1	NEIGHBOURS	N/A	N/A	N/A	(CELL)736-5555	
Select	Contact2	EMERGENCY CONTACT 2 PERSON	N/A	N/A	N/A	N/A	(204)222-4444	
Select	Doctor	DR. BETTER GUY	Doctor	N/A	N/A	N/A	736-4363	

Save

Select for Change	CTYPE	Name	Relation	WorkPlace	EMAIL	Address	Phone#	Phone#
Select	OP	PERIMMER, DEB	AUNT	TAKETWO	tkytriv@taketwoinc.com	7012 PR 241 LA SALLE, MS R0G1B0	(CELL)711-2222	(HOME)800-777766
Select	OP	BURNS, CHERYL	AUNT	SANSTEL	cburns@sms.net	100 MAIN ST. 1A REGINA, SK S4E2Y5	(HOME)100-3000	(CELL)444-555566

Type: ER-Emergency Release
 First Name: DEB Last
 Relation: AUNT
 Address: 71ST PR
 City: LA SALLE