ACTION REQUIRED - PARENT CONNECT
Forms Approval and Reviewing your Demographic/ Emergency Contact Information

Dear Pinewood Families,

Every year, parents must logon to **Parent Connect** to review their demographic and emergency contact information, and also sign off on various forms from the School District.

For those of you who are new, Parent Connect is a web based program that allows parents to view student attendance and report cards, update their demographic information, add emergency contact information for their children, book parent teacher conferences, etc…. You are also asked to sign off on various permission forms on Parent Connect (eg. photo permission, Google Apps for education, etc…).

Among these forms you will also find the daily health check form. By completing this form, you acknowledge that:

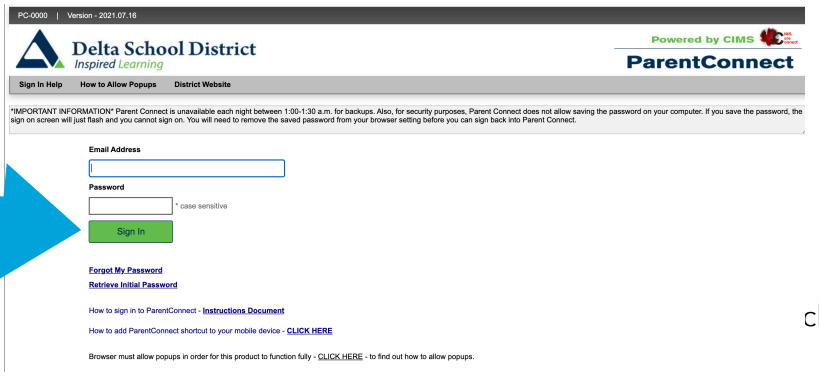
- you agree to the requirement to complete this check every day, prior to sending your child to school
- you understand that it is imperative that you monitor their child's health daily and keep your at home if they are sick.

Here are some instructions for Parent Connect:

Log-In to Parent Connect:

Go to parent connect https://cimsweb.deltasd.bc.ca/schoolconnect/parentsignone.aspx

You will see a page that looks like this

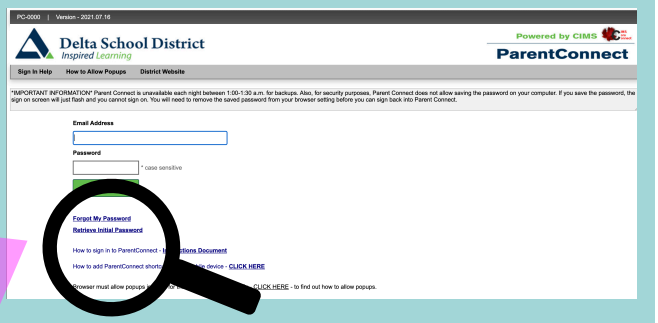


To log in, you will need to use the **EMAIL ADDRESS** that you child's records).

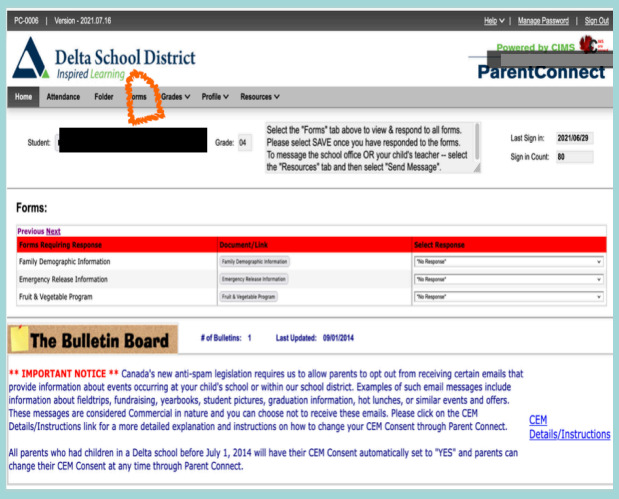
PASSWORD – If you are a regular user of Parent Connect, enter your password

If you are a first time user or if you have forgotten your password, simply

click on the ***"Forgot My Password – OR retrieve initial password"*** link on the log in page and it will be emailed to you..



Next you will see a screen that looks like this. Click on the "forms" tab along the top menu

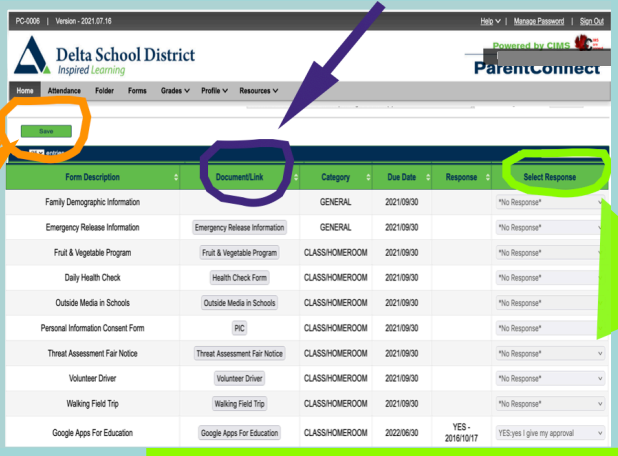


The list of forms will come up. Each year, the Delta School District requires that parents approve, through Parent Connect, various permission forms (eg. walking field trip, Fruit & Veggie program, Photo & Media consent, Google Apps).

ALL parents *are asked to click YES to the Google Apps for Education regardless of grade.* This will allow our school to generate a deltalearns account for your child.

A deltalearns account will provide your child access to all of the Apps for education through Google.

Under the heading, "Document Link", click on the box to open a document with more information about that form.



When finished approving all forms be sure to hit

Save

Once you have reviewed each form, choose a response from the drop down menu (yes to indicate approval). *Please note, we have to treat a "no response" as "no permission/consent"*

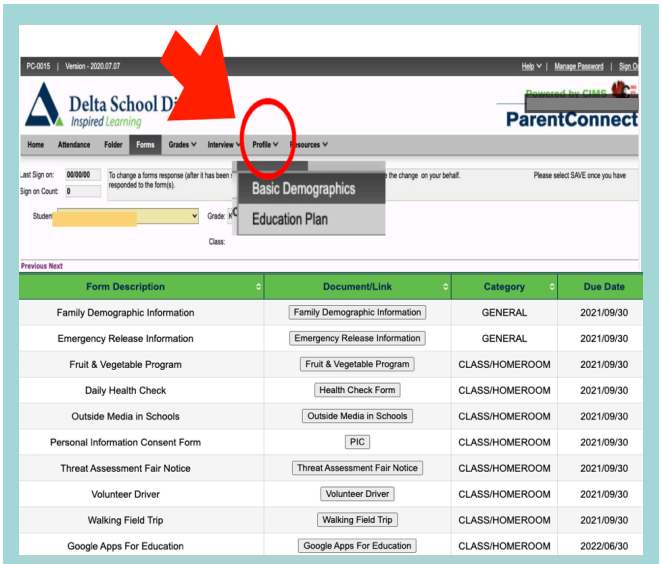
Next, review the demographic information for your child.

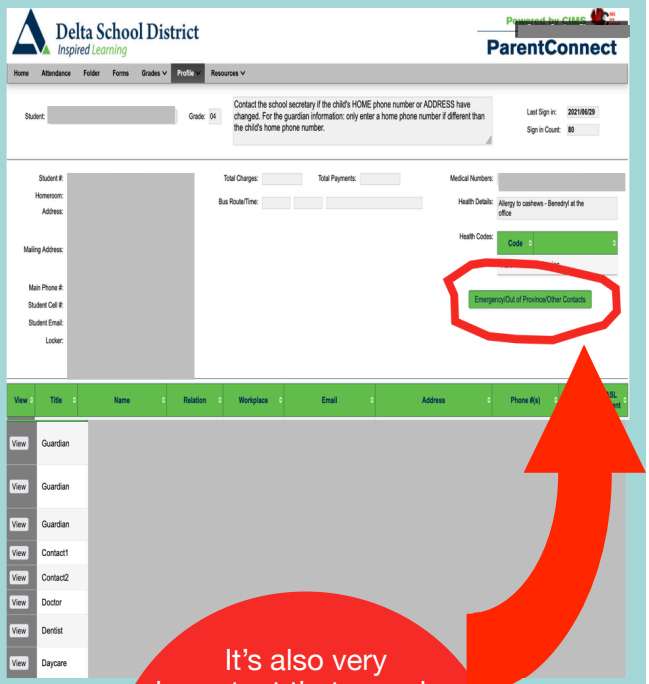
Reviewing your demographic and emergency contact/emergency release information -

Go to profile. On the dropdown select "basic demographic information"

All parents need to go on-line each year to review their Parent Connect – demographic/ emergency release information.
It is very important that you review your cell phone number(s), email address(es), emergency contacts and designated emergency release adults.
We rely on this contact information when trying to contact parents, or alternates, in the event of an emergency. Therefore, we need it to be accurate.

By clicking "view" you will be able to update your cell phone, emergency contacts and designated emergency release.





It's also very important that you also update this section - **Emergency/Out of Province and Other contacts.** This is the **one section you can update yourself**

***** Please note – you will not be able to update any of your information through parent connect.*** If you require changes, please contact the school office. If sending an email to Mrs. Verma (***sverma@deltaschools.ca***), be sure to include your child's full name and division along with clear instructions as to the information you need changed.

If you have moved and need your address updated, please also provide proof of address (minimum 1 of: scanned copy of your drivers' licence, government ID, municipal bill, property tax, purchase or rental agreement)

Very Important – If you have multiple children in our school/the district, the information on Parent Connect must be added/updated separately for each child. Changing the information for one child will not automatically change it for your other children.

Important to know "EMERGENCY RELEASE " and "EMERGENCY CONTACT" are not the same thing. This information is inputted separately in Parent Connect. See next page for more info.

Emergency Contact vs Emergency Release – what's the difference?

Emergency Contact – *who we contact if we cannot reach you.*

Emergency Release – *In the event of an earthquake, fire or other serious occurrence resulting in an emergency school closure during the school day, it is important that you have designated at least one* ***"emergency release" adult for your child(ren), in the event that you are unable to collect your child(ren) from school.***

The people you designate as "Emergency Release" are:

- **the ONLY person/people to whom the school can legally release your child, aside from you, the parent(s), in the event of an emergency dismissal or closure**
- *over 19 years of age* **(we cannot release your child to a minor, including an older sibling who is under 19 years old)**
- **not** *necessarily* **the same people as those you have listed under "emergency contacts" (but they could be)**
- *ideally within walking distance***, as roads may be closed in an emergency situation**
- *trusted adults* **who will assume responsibility for the guardianship/care of your child until you are able to get there (in an emergency, such as an earthquake, this could be up to 72 hours)**

Having designated Emergency Release adults in place is just part of your family's Emergency Preparedness Plan.

****It is important that all parents understand that in emergency situations (or even during an emergency release drill), students will* ***only*** *be dismissed from school to their parents or designated "emergency release" adult. In order to maintain the safety of your children, there can be no exceptions.* ***This means that, if grandparents or daycare providers routinely pick up students, they must be named as "EMERGENCY RELEASE" CONTACTS on Parent Connect. Also, we cannot release your child to older siblings who are under 19 years of age.***

Very Important – If you have multiple children in our school/the district, the information on Parent Connect forms and emergency release contacts must be completed separately for each child. Also, when contacting Mrs. Verma to update demographic or emergency contact information, please specify if you have more than one child for whom the changes apply.

For assistance/questions, please contact Mrs. Verma at the school office.

PINEWOOD ELEMENTARY

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Phone: 604-590-3357 Fax: 604-597-4881 Website: pw.deltasd.bc.ca

Delta School District - Parent Connect

How to Update Emergency Release & Out-Of-Province Contacts

Parent Connect allows parents to add/maintain both **Emergency Release** and **Out-Of-Province** contact information in the case of a major disaster such as an earthquake or flood.

In the case of a disaster, students may **ONLY** be released to those identified as an **Emergency Release Contact** or a **Parent** with picture I.D.

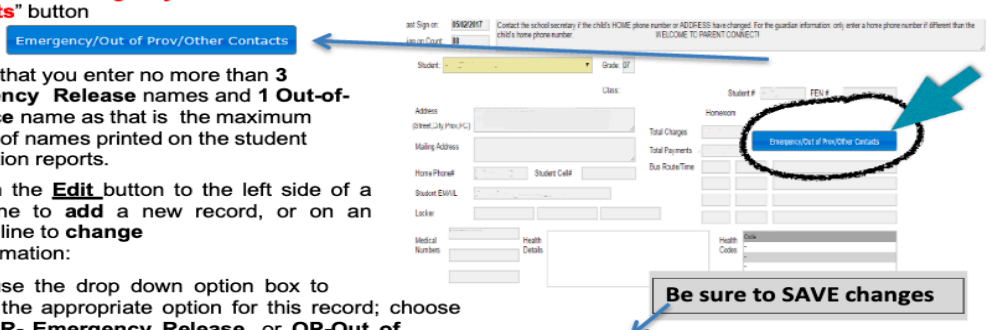
The **Emergency Release** contacts may also be listed as the Contacts on the student's Basic screen.

Emergency Release contacts on this screen are typically people living close to you or the school in order to facilitate picking up the child from the school.

Out-Of-Province contacts are typically those living in another province or another country who can be contacted in case local communication lines (land line or cell towers) are not working. The District would appreciate parents adding/maintaining this information as it's an integral part of the District's disaster plan.

** **Very Important** ** If you have multiple students in the district, this information must be added/updated separately on each child's student record i.e., changing your out-of-province information on one child's record will not automatically change this information for all your children.

1. Sign on to Parent Connect
2. Click on the **Basic** tab on the main toolbar
3. Click on the "**Emergency/Out of Prov/Other Contacts**" button



We ask that you enter no more than **3 Emergency Release** names and **1 Out-of-Province** name as that is the maximum number of names printed on the student information reports.

4. Click on the **Edit** button to the left side of a blank line to **add** a new record, or on an existing line to **change** the information:

- **Type**: use the drop down option box to choose the appropriate option for this record; choose either **ER- Emergency Release**, or **OP-Out of Province Contact** (do not enter any records for "Other Contacts")
- **First and Last Name**: enter the persons usual first and last name
- **Relationship**: the relationship as it relates to the child (not to the parent) such as Grandparent, Aunt, Uncle, Family Friend, Father, Mother, Neighbor
- **Full Address**: Include the full street address, City, Province, and Postal Code; if the person lives in the U.S. then enter the State code and Zip Code instead of province and postal code
- **Email**: enter the email address that this person would want us to use to contact them; this could be the person's personal email or work email, whichever they would prefer to use
- **Employer**: enter the name of the persons Employer, if applicable
- **Phone**: up to two different phone numbers could be entered for each person; the phone numbers could be their home, cell or work number; if entering the persons Employer then it may be a good idea to add their work number
- **Overseas Phone**: if this person is living overseas, please put in the overseas phone number instead of using the two regular phone number fields
- Click the **Save** button to update the changes. ***If you close the screen or go to another screen before saving, the changes will be lost.***