

ACTION REQUIRED - PARENT CONNECT

Forms Approval and Reviewing your Demographic/ Emergency Contact Information

Dear DG 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.

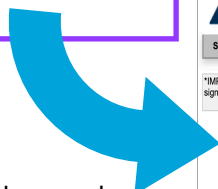
For those of you who are new, Parent Connect is a web based program that allows parents to view student attendance and report cards, update their demographic information, add emergency contact information for their children, book parent teacher conferences, etc.... You are also asked to sign off on various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

Here are some instructions for Parent Connect:

Log-In to Parent Connect:

Go to parent connect <https://cimsweb.deltasd.bc.ca/schoolconnect/parentsignore.aspx>

You will see a page that looks like this



To log in, you will need to use the **EMAIL ADDRESS** that you have provided to the school (the one that matches your child's records).

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Delta School District
Inspired Learning

Powered by CIMS
ParentConnect

Sign In Help How to Allow Popups District Website

IMPORTANT INFORMATION Parent Connect is unavailable each night between 1:00-1:30 a.m. for backups. Also, for security purposes, Parent Connect does not allow saving the password on your computer. If you save the password, the sign on screen will just flash and you cannot sign on. You will need to remove the saved password from your browser setting before you can sign back into Parent Connect.

Email Address

Password
 * case sensitive

Sign In

[Forgot My Password](#)
[Retrieve Initial Password](#)

How to sign in to ParentConnect - [Instructions Document](#)

How to add ParentConnect shortcut to your mobile device - [CLICK HERE](#)

Browser must allow popups in order for this product to function fully - [CLICK HERE](#) - to find out how to allow popups.

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

If you are a **first time user** of Parent Connect, or if you **you have forgotten your password**, see next page.

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.

**** 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 Ms. Labrosse (slabrosse@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.

The screenshot shows the Delta School District ParentConnect interface. A red arrow points to the 'Profile' dropdown menu, which is open, showing 'Basic Demographics' and 'Education Plan'. Another red circle highlights the 'Basic Demographics' option. Below this, a table lists various forms and their due dates:

Form Description	Document/Link	Category	Due Date
Family Demographic Information	Family Demographic Information	GENERAL	2021/09/30
Emergency Release Information	Emergency Release Information	GENERAL	2021/09/30
Fruit & Vegetable Program	Fruit & Vegetable Program	CLASS/HOMEROOM	2021/09/30
Daily Health Check	Health Check Form	CLASS/HOMEROOM	2021/09/30
Outside Media in Schools	Outside Media in Schools	CLASS/HOMEROOM	2021/09/30
Personal Information Consent Form	PIC	CLASS/HOMEROOM	2021/09/30
Threat Assessment Fair Notice	Threat Assessment Fair Notice	CLASS/HOMEROOM	2021/09/30
Volunteer Driver	Volunteer Driver	CLASS/HOMEROOM	2021/09/30
Walking Field Trip	Walking Field Trip	CLASS/HOMEROOM	2021/09/30
Google Apps For Education	Google Apps For Education	CLASS/HOMEROOM	2022/06/30

Below the table, there is a section for 'Emergency/Out of Province/Other Contacts' which is highlighted with a red circle. A red arrow points to this section. A red circle also highlights the 'Emergency/Out of Province/Other Contacts' link in the sidebar.

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

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 Ms. Labrosse 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 Ms. Labrosse at the school office.



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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

Emergency/Out of Prov/Other Contacts

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.**

Be sure to SAVE changes