

Fort Rouge School Handbook

Principal: Mrs. T. Warner



115 River Avenue, Winnipeg, Manitoba, R3L 0A8

Telephone 204-475-5057, Fax 204-477-9050,

email: fortrouge@wsd1.org,

Blog: <http://blogs.winnipeg.sd.ca/fortrougelearners/>

Facebook: www.facebook.com/fortrougeschool

Twitter: @fort_rouge, Instagram: @fortrougeschool

Dear Families,

Welcome to Fort Rouge School, where we are all learners and leaders! Fort Rouge School is a school in the Winnipeg School Division. We are a small school, with many wonderful programs and supports.

Over the past few years, we have spent some time revisiting our mission statement and priorities. We are very excited to move forward with our focus on learning and leadership. We truly believe that all of our students are learners and leaders and in the coming years we will explore our leadership strengths further, inside and outside of our school. We also truly believe that we can't do it alone – we are partners with you in your child's education and growth. We look forward to learning from you too! Your ideas and suggestions are very important to us and we invite you to come and visit our Family Room and our Parent Council Meetings. Together, we can make Fort Rouge School the best school in the city! If at any time you have concerns or suggestions, please do call the school to speak with your child's teacher or with me.

This handbook is provided as a guide to school procedures and programs. We are certain that it will be a useful resource for you and your family throughout the school year. It has been organized in alphabetical order to allow you to find the information that you need quickly.

Respectfully,

Mrs. T. Warner,
Principal.

Fort Rouge School is a school within the **Winnipeg School Division**. The Winnipeg School Division Administration Building is located at
1577 Wall St. East
Telephone #: 204-775-0231
Fax: 204-783-0118

The following is information about expectations and protocols from the **Winnipeg School Division**.

Beliefs

The Winnipeg School Division recognizes the development of social growth, positive relationships with peers, and respect for others as components of the educational process for students. Effective measures to deal with crisis and violence in schools will promote:

- A safe school environment for students, staff and community
- The dignity and self-esteem of individuals
- The development of preventative procedures
- Appropriate disciplinary and intervention practices
- A sensitive and planned response to the aftermath of a crisis
- The application of appropriate policy and related procedures
- Collaboration with parents and community agencies

Code of Conduct

For the Student:

- Attend school regularly. Be on time, bring all required supplies and completed homework. When finished for the day, leave the school grounds promptly.
- Show common courtesy and respect to all: defiance of authority, abusive language and aggressive behaviours are unacceptable at all times.
- Behave respectfully to all regardless of race, religion, gender, age, or sexual orientation.
- Solve conflicts peacefully through discussion or by seeking help.
- Dress appropriately for classes and activities.
- Respect school property and the property of others.
- Follow this code of conduct and any rules that the school may have.
- Make the most of the time in school: strive for academic excellence through classroom participation.

For the Staff:

- Provide the programs and services prescribed by the Winnipeg School Division and the Department of Education.
- Establish a positive learning environment.
- Evaluate students' achievements, and explain the evaluation procedures to be used in each subject area.
- Keep students, parents/guardians, and administration informed about student progress, attendance and behaviour.

- Show common courtesy and respect to all; defiance of authority, abusive language and aggressive behaviours are unacceptable at all times.
- Behave respectfully to all regardless of race, religion, gender, age, or sexual orientation.
- Treat students and other staff members fairly and consistently.
- Respect confidential information about students and staff.
- Dress appropriately for the working environment.
- Assist students in resolving conflicts peacefully and use the Code of Conduct to encourage appropriate behaviour.

For the Parent/Guardian/Caregiver:

- Ensure that your children attend classes regularly, arrive at school on time and do their homework.
- Attend school events, support the school and stay in contact with school staff.
- Help your children develop positive attitudes to school and respect the staff and school property.
- Show common courtesy and respect to all: abusive language and aggressive behaviour are unacceptable at all times.
- Treat all individuals respectfully regardless of race, religion, gender, age, or sexual orientation.
- Encourage the peaceful resolution of conflict. Discourage violent or aggressive behaviour to solve a problem.
- Should there be a concern, try to solve it with your child's teacher. If unresolved, contact the principal.
- If the problem remains, then contact the superintendent. If the concern is not resolved at this level, then contact the Board of Trustees.
- Talk about the Code of Conduct with your children, and of the importance of following the rules.

Suspension

Students may be suspended from school for the following: chemical abuse (tobacco, alcohol, controlled substances), uttering threats to inflict injury, physical assault, verbal assault, weapons on school property (weapons may include, but are not restricted to: guns, pellet guns, starting pistols, model guns, knives, bats, sticks, pepper spray), and misconduct.

Principals have the authority to suspend students up to five days; superintendents may suspend up to six weeks and the Board of Trustees may suspend for more than six weeks.

Parents/Guardians/Caregivers will be notified immediately of suspension. The Superintendent may transfer a student to another school. Principals may involve the Police and/or Child and Family Services.




Expulsions

The Board of Trustees may expel a student from attending any school for the following: use of a weapon to threaten or inflict injury, physical assault, verbal threats, or unprovoked assault resulting in an injury.

Fort Rouge School Mission Statement

At Fort Rouge School we are all active learners, positive leaders and kind citizens.

Guiding Principles

-  Everyone can learn, lead and be kind.
-  Everyone deserves beautiful, calm and respectful spaces to learn in and we will all be active in creating and maintaining this.
-  Valuable learning occurs outside of the classroom and we all have a responsibility to respect our environment.
-  We are partners with our families and community, working together to ensure the academic and social success of our students.
-  We acknowledge and respect that we are on treaty one land. Diversity is valued and embraced.
-  We are committed to being active citizens of the world.

Daily Schedule

Full Day Kindergarten – Grade 6

8:30 am – Doors open/Breakfast available

9:00 am – Classes begin

12:00 pm -1:00 pm – Lunch Hour

1:00 pm – Classes begin

3:30 pm– Dismissal

1/2 Day Nursery/Kindergarten

9:00 am –Classes begin

11:30 am – Dismissal

Office Hours

8:00 am – 4:00 pm

(Students are to be picked up at 3:30 pm. The office is not open for supervision of students after 3:30, unless it is an emergency.)

Outdoor Supervision

8:45 am- 8:55 am



Attendance

Good attendance habits are learned early and will serve students well throughout their school and future careers. We believe that it is imperative that students attend school every day. In addition to this, it is very important that students arrive at school on time. Frequent absences add up and students miss important academic and social learning. As a result, students often fall behind grade level and do not meet the outcomes of their grade. Social development is also impacted as it is very difficult to develop and maintain solid friendships when absences are frequent.

Teachers begin teaching right after morning announcements, so being on time is very important so that students can engage in the lesson and then practice and receive support in applying the skills.

There are of course instances where your child is ill or you are travelling and cannot come to school. Please call the school when your child is going to be absent. We have a call back program to help ensure that our students arrive at school safely. If we have not heard from you, and your child is away, we will call home to make sure that your child is with you.

When you register your child at a public school, you are agreeing to our attendance policy, which is as follows:

First and foremost, we will make every attempt to provide an engaging, interesting, and stimulating place for students to learn. We will celebrate the accomplishments of our students regularly and every month we will celebrate our attendance leaders. When a student is away for more than 2 days, without explanation, we will

- 1) contact the home by telephone, letter, or visit the home if you cannot be reached.

If attendance does not improve,

- 2) a meeting with teacher, administrator and family will be scheduled. We will do whatever we can to support you with getting your child to school and at this meeting we will discuss different options.

If attendance does not improve,

- 3) A school staff member and/or the Division Attendance Officer will be called to visit the home and enquire about the whereabouts of the student.
- 4) If the above steps still don't work to improve a child's attendance, then we will seek support from outside agencies such as Child and Family Services.

We thank you in advance for your support in getting your child to school regularly!

School Staff

Office

Principal	Mrs. Terri Warner
Head Secretary	Mrs. Kathwaroon
Clerk (Fridays)	Ms. Jones

Classroom Teachers

Ms. J. St-Germain-Boehm	Nursery/Kindergarten am	108
Ms. A. Resurreccion	Full Day Kindergarten	102
Mrs. R. Silver	Grade 1/2	14
Ms. S. Millard	Grade 1/2	15
Ms. M. Austin/Ms. M. Christie	Grade 2/3	209
Ms. A. Melnyk	Grade 4/5	203
Mr. D. Guillas	Grade 4/5/6	207

Itinerants and Support Teachers

Mr. T Strachan (Days 2,4,6)
Ms. C. Mills (Days 1,3,5)
Mrs. J. Penner pm 1-6
Mr. A. Smith

Ms. J. St-Germain-Boehm
Ms. S. Garand

Physical Education
Integrated Arts
Reading Recovery
Special Education Resource
Teacher/Counsellor
Literacy/Numeracy Support pm
Professional Learning Support

Educational Assistants

Mrs. M. Koodoo
Mrs. N. Mendes
Ms. T. Raven
Mrs. S. Kiely-Smith
Mrs. J. Tran
Ms. L. Nepinak
Mr. A. Jain

Literacy Support
Early School Years
Sp. Ed /Crossing Guard
Speech and Language
Food Coordinator
Crossing Guard
Walking School Bus



Home/School Support

Mrs. T. Shone
Mrs. M. Ibarra de Aguilar

Community Support Worker
Home Learning Assistant

Clinicians

Ms. K. Siwak
Mrs. B. Cran
Ms. K. Shier
Mr. A. Hannibal

Reading
Speech and Language
Social Work
Psychology

Custodial

TBD
Mr. F. Mupenzi

Head Custodian
Night Cleaner

Parent Advisory Council

Tanja Berry
Cindy Marin
Crystal Young
Vacant

President
Vice-President
Secretary
Treasurer

Assessment

Teachers are continually assessing students throughout the day and throughout the school year. This information is used to plan effective programming to meet the needs of each student.

Arts

The Arts (music, visual arts, drama, dance) are an important part of our everyday learning. Teachers plan varied arts experiences for students to give them opportunities to express themselves in a variety of media. This year Ms. Mills will work in collaboration with teachers to enhance the units/inquiries that are taking place in the classroom. We will also be working with a visiting artist through the division's Engaging Fusion program.

Birthday Celebrations/ Invitations

Please avoid distributing invitations at school, unless all children (all girls/boys) are being invited. If you would like to bring a snack to help celebrate your child's birthday, please contact your child's teacher to find out about allergies and timing. Usually, birthday snacks are given around 3:00 pm, during the last period.

Breakfast Program

We offer a free, daily, nutritious breakfast from 8:25 am – 8:50 am, which is available to all children. Please remind your child to eat breakfast as soon as they arrive at school, rather than waiting just before the bell to eat.

Bussing

The Winnipeg School Division offers bussing to families that live a certain distance away from the school. To find out if you qualify for bussing, please call the Transportation Department at 204-789-0442 or come and speak to our Head Secretary in the school office.

Bullying

The word "bullying" is used to describe many things. At Fort Rouge School, we believe that bullying is ongoing, unwanted or unwarranted behaviour that impacts a person negatively. This ongoing negative behaviour can be physical, verbal or emotional and can target someone's physical appearance, gender, race, etc. Children are involved in "normal" conflict throughout their childhood, when a friend or acquaintance may say or do something that is not liked. ALL issues are treated seriously and students are taught skills for how to handle problems with friends. Should these problems be ongoing, and your child is feeling bullied, please contact your child's classroom teacher or the Principal immediately. Please encourage your child to tell an adult about an ongoing issue as soon as possible so that it can be handled as soon as possible. All

incidents of bullying are handled immediately, involving a school team, parents and the student. A plan for eliminating the behavior, as well as looking at the root causes leading up to the behaviour, is immediately developed and implemented.

Cell Phones

As part of our LwICT (Learning with Information and Communication Technology) curriculum, we encourage and are teaching our students about responsible social media/technology use. Teachers may request/permit iPhones/iPads etc. to come to school, based on agreed upon criteria, such as:

- usage of the tool is for learning/educational purposes
- students will only take pictures of each other when parental permission is granted.
- students will only post to appropriate social media sites with parental permission and teacher guidance/supervision
- the school will not accept any responsibility for lost, stolen or broken tools

Please look for an information/permission letter to come home in the Fall.

Child Care

We are very fortunate to have a child care centre that runs out of Fort Rouge School. Although not affiliated with Fort Rouge School, the Maybrook Children's Centre Inc. operates an on-site licensed program that provides before school, lunch hour and after school care for school aged children. The centre is also open during school in-services and holidays. Subsidies are available for qualifying families. For more information, please contact Karen Dobrucki at 204-287-8242.

Children's Support Services

We have a team of clinicians that support staff and students. Our clinicians are in the fields of Reading, Psychology, Social Work and Speech and Language. This team provides assessments and programming supports for students with needs in one of these areas. Parents are always contacted before any involvement of the Support Services Team.

Classroom Visits

If you would like to speak with the classroom teacher, please call the office (204-475-5057) to arrange for a mutually convenient time. Though parents are welcomed at all times, calling ahead will ensure that the classroom teacher is free to talk, without compromising the learning and/or supervision of the students. Please check in at the office before proceeding to the classroom.

Code of Conduct/Behaviour Plan

Student behaviour is based on the school rules:

Be a learner! Be a Leader! Be Kind!

Bullying, discrimination, gang involvement, possession of drugs, alcohol and weapons are strictly prohibited. Students and Staff have a right to learn and work in a safe environment. Students are expected to come to class prepared to learn. Students are expected to be courteous and considerate in their dealings with other students, all school staff and visitors to our building. Any student who is experiencing difficulty in following our code of conduct will have a Behaviour Plan, known as a Student Success Plan, developed, with input from school staff and parents. Please see our Code of Conduct for more information.

Communication

We firmly believe that we are partners with you in the education of your child. Open, respectful 2-way communication is an important part in ensuring that your child has a successful year. Please feel free to share your ideas and suggestions- they are always welcomed!

Should you have a concern or questions about something that has happened in the classroom, please contact your child's classroom teacher **first**. The classroom teacher often has the most information and will answer your questions and/or address your concerns. Should your concern not be resolved after speaking to the classroom teacher, then please feel free to contact Mrs. Warner, the school Principal.

If you have a concern that relates to another area of the school, then please feel free to contact the Principal. Just as we expect all of our students to be kind, we also ask that our parents model this same behaviour when handling a concern at the school.

Computer /Internet Use

All technology at the school, including computers, laptops, iPads etc, are used for learning purposes. Classroom teachers discuss the importance of responsible use with all students. Students are expected to be learners and to respect the learning of others. Parents will be notified of inappropriate use. Please also be aware that Facebook requires that its users are 13 years of age or older, which means that none of our students should have Facebook accounts.

Counsellor

We are very fortunate to have a counsellor at Fort Rouge School. Mr. Smith is available to support students and families with different needs. Mr. Smith works with all students in the school through classroom guidance activities to develop leadership, positive self-esteem, decision-making skills, understanding of self and others, and effective ways of communicating ideas and feelings. Small group and individual activities are organized as needed. Mr. Smith is available to

consult with parents regarding school and family issues, alongside our Children's Support Services team.

Crossing Guards/Patrols

We have 3 adult crossing guards who support our student patrols. The crossing guards and patrols are on post in the morning, at lunch and after school to help our students get to school safely. Crossing guards and patrols are on post at 8:35 am, 12:00 pm, 12:35 pm and 3:30 pm.

Doors

Our receiving doors are on River Ave. This door is opened at 8:15 am. and is locked at 4:00 pm. All Daycare families are asked to use the Mayfair Ave. doors for daycare drop off and pick up. Our Mayfair Ave. doors are locked from 9:00 am to 3:30 pm. We ask all visitors to please report to the office upon arrival at the school throughout the day.

Dress Code

We believe that the responsibility for the dressing and grooming of a student rests primarily with the student and his/her parents/guardians. We want students to be able to express their individuality and know that clothing is a part of this. We also want students to be focused on learning and to take this "job" seriously, understanding that a professional appearance is important as they eventually move into the workforce. As such, we will call home if students arrive wearing clothing that does not fit appropriately, that has inappropriate wording – wording that is obscene, offensive or gang-related. There is no need for any "under" wear, boys or girls, to be showing. We also ask that students, and adults, remove their ball caps as soon as they enter the building. Please dress your child appropriately for the weather, especially in the Winter as the students will be going outside in cold temperatures. Running shoes, not flip-flops or sandals, are required for the gym.

Early School Years Program (ESY)

The Early School Years Program at Fort Rouge has been designed to serve Nursery and Kindergarten children and their families through an enriched early childhood experience. The classroom provides a child-centered activity-based early childhood program with specific focus on receptive and expressive language development known to be crucial to a child's success in school. The program supports and encourages parental involvement in the educational process of their children.

Emergency Information

We must have a way to reach you in an emergency. Please make sure that we have all of your current contact information. Please notify the office immediately of any changes to your contact information as well as that of your emergency contacts.

Family Room

We are very happy to have a thriving Family Room at the school. The Family Room runs under the direction of Mrs. Tammy Shone, our Community Support Worker. The Family Room offers parents and community members a gathering space as well as a space to access important resources and programming. Many school events are organized with the support of our Family Room volunteers, and our Parent Advisory Council also meets in this room. Ms. Marta Ibarra de Aguilar, our Home Learning Assistant, supports our youngest families in Nursery/Kindergarten, through home visits and school programming.

Field Trips

We believe that learning outside of the classroom is very important. Many different field trips are planned throughout the year as an enhancement of curriculum. Taking students away from the familiar setting of the school means supervision and safety are important issues. Volunteers are always needed and welcomed for field trips. We ask that you:

- read all permission slips for field trips carefully.
- sign the permission slip and return it by the requested date.
- remind your child that he/she is expected to be a learner, a leader and to be kind when they are outside of the school.
- ensure that your child is appropriately dressed and brings the requested lunch and fees

We want all children to participate in all field trips. Some students may require additional supports to ensure that they are fully engaged in the learning on the trip. You may be asked, if necessary, to accompany your child on the field trip.

Fire and Evacuation Drills

All schools are required by law to have 1 fire drill per month. The drills are for the protection of children; therefore, every drill must be seen as a real emergency situation. Plans for fire exits, alarm stations and extinguisher sites are located throughout the school. In the case of an evacuation, students and staff leave the school and walk to Labour Ready, located just behind the school, until it is safe to return to the school.

Homework Policy

Homework is assigned to our students to reinforce skills and/or provide practice of skills taught in the classroom. Sometimes, work that was not finished throughout the day is sent home also. Teachers may also request your assistance in providing materials for special projects. Homework helps develop important time-management skills and work habits. You can help us by checking your child's backpack daily, read to him/her, or have them read to you on a daily basis. In Math, practice of basic facts is also helpful. Perhaps the most important "homework" that you can do is to ensure that your child puts away the electronics and gets to bed early for a good night's sleep. Your child's teacher will share their homework expectations/policies with you early in the year.

Late arrivals

A student who is late, either after 9:05 a.m. or 1:05 p.m., must report directly to the office to sign the late arrival book and to receive a late slip. This alerts the office that your child has arrived so that a call back is not necessary. Parents/Guardians will be notified if their children are habitually late.

Lice

Lice are a nuisance. We ask that you check your child's hair regularly. Should you find nits (eggs) or live lice, please take the necessary measures to treat your child and please notify the office. Information is provided to all families when a case of lice has been discovered. If your child is found to have live lice, we will call you to have them picked up so that they can be treated as soon as possible. Children can return to school as soon as they have been treated. All eggs must be removed. If you require any assistance with the purchase of the shampoo/comb, please contact the office.

Lost and Found

Our lost and found is located right inside the Mayfair Doors. You can help us by clearly labeling all of your child's belongings – shoes, backpacks, lunch kits etc. Names make it much easier to return missing items. The materials left in the lost and found that are not claimed, are donated to various agencies.

Lunch Hour

The lunch hour runs from 12:00 pm-1:00 pm. There are two lunch hour programs running simultaneously in our gym. These are:

1) The Parent Council Run Lunch Program

The Parent Council provides noon hour supervision for children.

This is available for

- I. Distance reasons or for children transported by school bus.
- II. Parents working or attending school.

III. Occasional lunches.

The charges for this program are:

- Occasional \$2.00 for supervision or \$4.00 for lunch + supervision
- 1 child -\$25.00 a month, 2 children-\$40.00 a month
- 3 children or more- \$50.00 a month. Milk is provided.

Requirements

- 1) Application form/and contract which will be processed and approved by the Parent Council.
- 2) Fees paid on time. **Students will not be able to attend the program if there is an outstanding balance.**
- 3) Children follow the Lunch Program Code of Conduct.

Contact

- 1) For information contact Fort Rouge School Office at 204-475-5057.
- 2) For Payment and Application, contact Fort Rouge School Office.

Children who are registered in the Lunch Program are not allowed to leave the school grounds unless we have a prior request from a parent. Students are expected to behave appropriately in the Lunch Program.

- 2) Maybrook Children's "Before and After School Program", which provides supervision for the children in its care over the noon hour. Costs of this program are assessed by Maybrook Day Care 204-287-8242.

Reminder: Any student who does not stay at school for lunch should return to school between **12:50 p.m. and 12:55 p.m.** This way, we have an accurate count of the number of students we are responsible to supervise over the lunch hour. Please note that we cannot assume responsibility for students eating lunch off school grounds.

Medication

Please be advised that for safety reasons, Division Policy states that we are unable to supervise administration of any medication without a physician's signature. Staff is not authorized to administer medication, without proper forms being filled out. Medical forms are available at the school office. Medication is stored centrally in the office, and is administered following an agreed upon plan. Mr. Smith oversees all health plans, together with Nurse Cheryl Juras. It is very important that you let us know if your child is on any medication.

Newsletter

Our newsletter comes out every month and contains important information about school events and activities.

No Smoking Policy

Smoking on premises at any time (24 hours/day) is prohibited in all schools.

Parent Advisory Council

The Parent Advisory Council plays a very important role in our school. We welcome all parents to come to meetings, which are held once a month, to share ideas and suggestions for making our school an even better place to learn. Please also consider running for a PAC position. PAC is also responsible for overseeing the operations of the Lunch Program.

Physical Education

Our Physical Education teacher is here on days 2, 4, and 6. Teachers also provide opportunities for movement and learning about healthy living throughout the day. Please make sure that your child has a pair of running shoes to use in the gym.

Recess

Please check weather conditions and send your child to school dressed for the weather. One of our guiding principles is that we learn outside of the classroom too. Therefore, we will spend as much time as possible learning outside too. Please send your child dressed for the weather. Outdoor recesses will be cancelled when the temperature is -25 C. When recess has to be cancelled due to inclement weather, the students will have recess in their classroom.

Report Cards and Conferences

Report Cards are sent home three times a year and parent, teacher, student conferences are arranged. In November the students may accompany the parent/guardian. The conferences in March are Student Led Conferences, where your child leads you through his/her classroom and learning, and require the attendance of parents/guardians and students. You are encouraged to contact us at any time should you have concerns with your child's progress.

School Supplies

School supplies are purchased in bulk by our teachers. This allows for the teachers to access lower prices on larger quantities of items, making it more cost effective for our families. Parents/Guardians are requested to provide \$25.00 per child, for children in Grades 1 – 6 and \$20.00 for children in Nursery or Kindergarten. These funds will be used for school supplies and to support field trips throughout the year. Please submit your fees as early as you can. Students will take home supplies at the end of the year.

Snacks

The Winnipeg School Division and Fort Rouge School promote healthy living. We want our students to be ready to learn and as such, they need to have a healthy breakfast to start the day. Snacks are provided for students in the Primary grades. Students in grades 3-6 are encouraged to bring a healthy snack to school. Healthy snacks may include fruit, vegetables, yogurt, etc. Snacks high in sugar, such as pop, fruit roll ups, gushers etc. should not be sent to school. These types of food contain unnecessary sugars and dyes. All snacks must be nut free as we do have students with severe allergies. Thank you for your cooperation.

Special Education Resource Program

Special Education Resource Programming at Fort Rouge School is based on an integrated model (that is, students are taught in the classroom with additional supports). The focus is to provide support services for students who may require additional support to meet curricular and/or social goals. This is an inclusive setting that serves students with less intensive exceptional needs. Teachers adapt instruction and assessment to individual learning needs.

Direct Instruction is also provided to small groups of students who work out of the Resource Room. Special Education supports may include special materials, equipment, adapted programs and follow-up with trained specialists such as the Children's Support Services Clinicians, Occupational Therapy and Physio-Therapy. The Special Education Resource Teacher, Mr. Smith, is a member of a school-based team that provides support to classroom teachers with the goal of meeting the needs of all students at our school.

Student Injuries

Students sent to the office with headaches, stomach cramps, etc. will stay there for a little while. Afterwards, the child will return to the classroom if they are feeling better; if not, the parent will be called to take the child home.

If a student receives a minor injury we simply treat the injury. If the injury is more serious, we contact the parents or the person indicated on the home information sheet. **It is very important to provide the school with an emergency contact person and their phone numbers**, especially in the case of serious injury that warrants more first aid or an ambulance. Associated costs for ambulance are the parents' responsibility.

Student Pick Up

Dismissal time for the Nursery/Kindergarten class is 11:30 a.m. Grades K-6 students are dismissed at 12:00 pm for lunch and 3:30 pm at the end of the day. If your child does not attend daycare, lunch program or is not bussed home, then it is your responsibility to make sure that he/she is picked up at 11:30 a.m.

and/ or 12:00 pm and/or 3:30 pm. In case of an emergency only, we can let a child wait in the office, however, if you are regularly late, then we will ask that you register with the daycare. Students will only be dismissed to contacts listed in our system. If you send someone different to pick up your child, please contact us to let us know. We will contact you if we do not have any notification and we will not release your child until we have confirmation from you.

Toys

Unless your child has been asked to bring something to school for a learning activity, we ask that all toys/valuables be left at home.

Visitors to the school

We ask that **all parents/guardians or visitors** report to the office upon arrival. If you are staying at the school, we will ask you to sign in and wear a badge. When picking up your child for an early appointment, or if you are returning your child to school, please report to the office. This measure will ensure that a safe and reliable monitoring process is maintained for staff and students.

Volunteers

Adult volunteers are welcomed at our school. Family and community members volunteering their services in the school can provide valuable assistance to the instructional program. Please contact the office for more information. As a volunteer entering the building, please start your time with a visit to the office to sign in.

Withdrawal

We ask that you do everything you can to keep your child with us for an entire school year. Should you move mid-year, please let us know so that we can support your child's transition to their new school.

At A Glance

Important Numbers:

School Office: 204-475-5057

Maybrook Daycare: 204-287-8242

Transportation Department: 204-789-0442

Public Health Nurse: 204-938-5500



School Rules:

Be a Learner! Be a Leader! Be Kind!

School Day:

Opening bell: **9:00 am**

Lunch Hour: **12:00 pm – 1:00 pm**

Dismissal: **11:30** a.m. for the Nursery/Kindergarten class

3:30 pm for Kindergarten to Grade 6

Crossing Guards/Patrols :

8:35 am, 12:00 pm, 12:45 pm and 3:30 pm

Important Dates:

Sept. 6 First day of school Grades 1-6

Sept. 11 First day of school Nursery/Kindergarten

Sept. 18 No School (PD Day)

Sept. 13 Meet the Teacher

Sept. 29 Pizza/Count Day

Oct. 9 No School (Thanksgiving)

Oct. 10-13 School Wide Vision Testing

Oct. 20 No School (Staff PD Day)

Oct. 24 Picture Day

Nov. 17 Picture Retakes

Nov. 17 No School (Staff PD Day)

Nov. 28 Report Cards home

Nov. 30/1 Parent Teacher Conferences

Dec. 1 Parent/Teacher Conferences

Dec. 14 Holiday Make and Take

Dec. 25-Jan. 5 Winter Break

Jan. 8 First day after break

Feb. 2 No School (Staff PD Day)

Feb. 19 No School (Louis Riel Day)

March 13 Report Cards Home

March 15/16 Student Led Conf.

March 27-31 Spring Break

April 2 First day after break

April 20 No School (Staff PD Day)

May 6 Multi-Cultural Night

May 7 No School (PD Staff Day)

May 18 Volunteer Tea

May 21 No School (Victoria Day)

June 7 Year End BBQ

June 8 No School (Staff PD Day)

June 22 Grade 6 Farewell

June 27 Report Cards home

June 29 Last Day of School

You will be alerted to any changes through our social media sites as well as notes home.