June 2020

Hello New Primary Families,

Bienvenue / Welcome to Ecole Shannon Park School. My name is Sherrial Maloney, Principal at Ecole Shannon Park School. The other members of the Administration Team are Regan Clancey, Vice Principal, Stacy Blair, full-time Administrative Assistant and Lori Ann Betts, part- time Administrative Assistant. Our school contact number is 902-464-2084, however since we are working remotely it is best to reach us via email. You can obtain email addresses on our school website, along with staff names and contacts and other pertinent information. The website address is <https://spk.hrce.ca/>.

For some of you this will be a new experience and for some you, although not your first time seeing a child off to primary, it will nonetheless be an exciting transition for you and your child. Since schools are closed, I have included information below that would typically be shared at our primary orientation parent session. Please note that most of the information is based on students being at school. If after reading this information you have further questions, please so not hesitate to reach out via my email, [smaloney@hrce.ca](mailto:smaloney@hrce.ca).

I am looking forward to meeting you and working with your children. Any experiences with holding pencils, coloring, practicing letters of the alphabet, listening to stories read aloud, cutting out shapes and gluing them onto paper would be helpful. If you have a son beginning primary who has not seen a urinal before, showing a picture and discussing how to use a urinal will be helpful and will avoid the possibly of him sitting in it. Engaging in story time by talking about the pictures in books, asking questions about the story and having your blossoming readers tell you what they wonder about the story and their favorite parts, will help foster the love of reading. Reading is the gateway to all other subjects.

Wishing you all a wonderful summer and much excitement and curiosity as your child embarks on their journey of formal learning.

Sherrial Maloney

Principal- Ecole Shannon Park School

**Information for Families.**

● **Bussing**: For the most updated bussing information please visit the [www.hrce.ca](http://www.hrce.ca) website and click the transportation tab at the top. The distance required to qualify for bussing in on bus planner. Check your transportation eligibility, visit [hrcetransportation.mybusplanner.ca](https://hrcetransportation.mybusplanner.ca/) and click “*Am I Eligible for Student Transportation?*” Parents/guardians are responsible for ensuring their child(ren) get to and from school and/or for ensuring the safety of their child(ren) while they are at the bus stop. You can contact the HRCE Transportation Team via email at [transportation@hrce.ca](mailto:transportation@hrce.ca) or leave a voicemail at 902-431-4723.

● **Volunteering**: If you would like to volunteer at school or participate in class outings, you will need to have a criminal record check completed and a child abuse check completed. After clicking the child abuse registry link, <https://novascotia.ca/coms/families/abuse/ChildAbuseRegister.html>​, Parents/ Guardians will need to print off the from to fill out and then forward to the address provided in the link above. The form is also provided in the attachment.   Volunteer checks are good for three years. It is recommended to get the checks done at the beginning of the school year and then you have check completed, should you decide to accompany the class on a class trip or want to volunteer at the school.

●**Allergies:** There are students with life threatening allergies at school and carry an epipen on them. Please avoid sending in food that contains or the wrapper indicates may contain peanuts and or nuts. Please send in nut free and peanut free snacks and lunches. Pease read labels carefully for items that may not typically have nuts in them but may be made in a facility that makes other items with nuts. **Policy indicates that** **Students carry Epipens on them.**

●**Fire drills/ lockdowns: F**or safety measures, we conduct six fire dills between September and June; typically three in the fall and three in the spring. We also practice two lockdown drills and one hold and secure drill per school year. During a lockdown drill, classroom doors are locked and the students remain inside the room until instructed by the teacher to resume their activities. All exterior doors are locked and no one is permitted to enter or leave the building. Just as we prepare our students to properly respond to a fire drill, they also need to be aware of the proper response during a lockdown drill. During a hold and secure drill, classroom doors are locked; the students remain inside their classroom, but can continue with their learning activities. All exterior doors are locked and no one is permitted to enter or leave the building

●**Medication:** Only medications that has been prescribed by a medical professional can be administered at school by a staff member. The medication is required to be dropped off to the office by an adult and is in the original prescription bottle. Medication in kept in a locked area at school.

●**Bell times**: We have new bell times commencing in the 2020-2021 school year. Only the lunch and end of day dismissal times have been slightly adjusted. The first morning bell rings at 8:30am for student to enter building- instruction begins at the 8:40am bell. **It is extremely important for students to be on time for school**. Outside recess playtime begins is from 10:10- 10:25am. Lunch is from 11:40 to 12:30 and the end of day dismissal is at 2:30. Please ensure that walking students do not arrive at school prior to 8:20am, as there is no supervision for walking students prior to 8:20am.

●**Breakfast program**- We have a grab and go breakfast between 8:30 and 8:40.

●**Lunch and Snacks:** Children can stay for lunch; however anytime you can take them out for lunch gives them a nice break and refreshes them for the afternoon. Be sure to let their teacher know should you take them out for lunch, if this is a change in their regular routine. Students that stay for lunch eat in classrooms and need to have appropriate supplies, such as spoons, forks and a ready to eat lunch. Lunches cannot be heated up. There are lunch monitors who supervise students at lunch. If you are interested supervising students at lunch and earning some extra money, please consider being a lunch monitor- a great way to stay in touch with your child’s school. Lunch monitors are paid and are required to provide a criminal record check and child abuse check. Please email Regan Clancey, Vice Principal, for application forms and information on lunch monitoring. Students will have time following outdoor recess time to eat their snacks inside. Please help make retrieval of snacks easier for your child, by placing the snack in a pocket of your child’s backpack separate from their lunch**. Please avoid sending in food that contains or the wrapper indicates may contain peanuts and or nuts. Pease read labels carefully for items that may not typically have nuts in them, but may be made in a facility that makes other items with nuts.**

●**Door security**- All entrance doors are locked at all times. Families need to press the buzzer at the main entrance to be let in. Anything that you need to give to your child during the day can be left at the office and it will be delivered to your child. If you are coming to volunteer or go one a class trip you need to sign in at the office and obtain a visitor pass while in the building or while participating on a class trip. Upon leaving the building, you need to return the visitor pass and sign out.

● **HRCE protocol**: Please communicate with your child’s teacher if you have any concerns regarding your child, as your teacher is the first contact person you go to. If it cannot be resolved with the teacher, then you can contact administration.

● **Communication:** Communication to families is delivered in multiple ways at different times throughout the year. Examples of such methods of communication may be through school newsletters, school website, teacher newsletters, emails and sometimes paper copies of information and forms are sent home with students. You can also call the school to speak with your child’s teacher or you can arrange a time to meet. You do not need to wait for parent- teacher scheduled appointments to meet with a teacher.

●**Health forms:** If your child has a health condition such as diabetes, seizures, asthma, etc., you will need to fill out a health care plan and return it to the school. You can request a health care plan from your child’s teacher. These forms are updated annually by parents/ guardians, in case medical plans need to be adjusted and for the school to have the most current information. In addition, should your child have any learning, visual, hearing and medical needs or are being followed by the IWK, please let the school know in order that possible programming preparations can be made in advance of September.

●**Registration forms**: Registration forms will be forwarded to families September. Please read these over very carefully in case information such as contact numbers and addresses have changed. This gives you the opportunity to change and update important registration information.

●**Changes in daily routines:** Please let your child’s teacher and school know if there are going to be any changes in the daily routines, such as if you child is not getting the bus home after school, you are taking them out for lunch or your child is going home with another parent at the end of the day. Unless there is a signed note from the parent/ guardian or a phone conversation with the parent/ guardian (not a voice mail), the regular home dismissal routine will be followed and if the child is a bus student, the student will be on the bus to go home. Please make any routine changes the day before or by noon. Please do not leave a voice mail indicating end of day dismissal changes, as we cannot guarantee that the message will be forwarded to the teacher in time for dismissal.

●**Safe arrival**: Student attendance is recorded every morning and every afternoon. It is imperative to be on time, as your child will be marked absent if not in their classroom by the second bell and you will receive a phone call inquiring the whereabouts of your child, if the child does not obtain a late slip from the office. Having students arrive on time builds routines, confidence and sets them up for success for the day. We do realize that on occasion, circumstance may arise causing your child to be late. Please call the school’s safe arrival if your child is going to be absent or late and provide the reason, otherwise the school will be contacting parents/ guardians.

● **Spare clothing:** Please send in spare socks, under garments and pants in a plastic zip bag. This will avoid parents/guardians having to make a trip to the school to provide dry clothing, as there are times when children may have a toileting mishap, slip in mud or get wet from puddles. Always a good choice to add spare mittens in the winter months.

●**Specialist subjects:** Your child will have gym classes three times per week, library once a week, and music twice a week.

**Please label your child’s clothing with their names. This will make it easier for your child to retrieve any misplaced clothing.**