May 2021

Hello New Primary Families,

Bienvenue / Welcome to Ecole Shannon Park School. My name is Sherrial Maloney, current Principal at Ecole Shannon Park School. The incoming Principal for 2021-2022 school year is Carol-Anne Larade and her email is [clarade@hrcce.ca](mailto:clarade@hrcce.ca). 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 and you can 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 your child off to primary, it will nonetheless be an exciting transition for you and your child. Since this year schools are closed to staff and essential workers, I have included information below pertaining to primary orientation. 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).

If you are able, any experiences with holding pencils, coloring, practicing letter of the alphabet, listening to stories you read, cutting out shapes and gluing on paper would be helpful. If you have a son beginning primary and has not seen a urinal before, showing a picture and discussing how to use it will be helpful and will avoid him possibly sitting in it. Engaging together during story time by talking about the pictures in the books, asking questions about the story and having the budding 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.

Please fill out the attached Primary Questionnaire to help us determine the best class placement for your child. Please email the completed the questionnaire to Lori-Ann Betts at [LBetts@hrce.ca](mailto:LBetts@hrce.ca) by May 14th, 2021.

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 and eligibility please visit [hrce.ca/transportation](http://www.hrce.ca/transportation). Families do not need to create a Parent Portal account as the transportation team is currently planning bus routes and timing for the new school year.  In July, the transportation team will send an email to families to activate their Parent Portal account to review busing information, if eligible for transportation. Parents/guardians are responsible for ensuring their child(ren) get to and from the bus stops and for ensuring the safety of their child(ren) while they are at the bus stop.

● **Volunteering**: If you would like to volunteer at school or participate in class outings, you will need to have a criminal checks completed and a Child Abuse check completed. Currently we are following covid 19 restriction and only staff and essential workers are permitted in the building. 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 it, should you decide to accompany the class on a class trip or want to volunteer in the school.

● **Programming**. If your child is registered in the French Immersion Program and you decide to switch your child to the English Program, you will need to register for the English program at your child’s home school. The home school is usually the school closest to your place of residence.

●**Supports:** There are various programs available at the school to support student learning, however they **are** only accessed as needed and may not be required for entire elementary years. Any supports that your child may require or if they are going to the IWK- please let us know so we can be prepared for September. If you child is not yet toilet trained-please toilet train over the summer months.

●**Allergies:** There are student 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 only send in nut and peanut free sacks, lunches, food for class trips. Pease read labels carefully for items that may not typically have nut 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 medication that has been prescribed by a medical health care worker can be administered at school by a staff member. The medication is required to be dropped off to the office by an adult and must be in the original prescription bottle. Medication in kept in a locked area at school.

●**Bell times**: 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 mid morning at various times, due to covid 19 safety layers at school. Lunch times will also be staggered due to covid 19 safety layers. Updates on lunch time will be provided in September. End of day dismissal is at 2:30. Please ensure that walking students do not arrive 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 your child home or out for lunch gives, this them a nice break and refreshes them for the afternoon. Students that stay for lunch eat in classrooms and need to have appropriate supplies, such as spoons and forks and a ready to eat lunch in plastic, not glass containers. Lunches cannot be heated up or refrigerated. 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 have checks completed. 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 their 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 nut 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. However, currently only staff and essential worker are permitted in the building during coved 19 restrictions. Anything that you need to drop off for your child can be left at the main door and it will be delivered to your child. Just buzz and an administrative assistant will greet you at the door. When covid restrictions are lifted, 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 copy information and forms are sent home with students. You can call 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.

●**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. This forms are updated annually by parents/ guardians, in case medical plans are adjusted and for the school to have the most current information.

●**Registration forms**: Registration forms will be sent home in 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 one day or is going home with another parent. Unless there is a singed note from the parent, the student will be put on the bus to go home, if they are a bus student. 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. Having student arrive on time builds routines, confidence and sets them up for success for the day. We do realized that on occasion circumstance may arise causing your child to be late.

● **Spare clothing:** Please send in spare socks, under garments and pants in a plastic zip bag. This will avoid you 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.