

# Campbell Children's School

*Challenge, Celebrate, Strengthen*

## Parent Handbook 2018 - 2019

ATTENDANCE LINE: Call **905-576-8403** each day your child is absent

BUS COMPANIES: Call Stock at **1-800-889-9491** **OR** Campeau (East of Townline) at **905-697-0503** each day your child is absent

This handbook is available electronically on our website at  
[www.campbellchildrenschool.com](http://www.campbellchildrenschool.com)

## Table of Contents

School Year Calendar 2018/2019 .....	3
General School Information .....	4
School Hours .....	4
Lunch & Snacks .....	4
Indoor Shoes & Extra Clothes.....	4
Diapers.....	4
Swimming .....	4
Transportation.....	5
Student Attendance .....	5
Medication.....	5
Pupil Illness.....	5
Health Screen Policy.....	6
Allergies and Anaphylaxis .....	6
Emergencies .....	6
Communication .....	7
School Closures .....	7
Field Trips .....	7
School Community Council.....	7
Change of Information .....	7
Appendix 1: Transportation Information and Guidelines .....	8
Guidelines for Parents/Guardians.....	8
Student School Bus Safety: .....	9
Delays and Cancellations:.....	9
Telephone Reference Numbers .....	10

## School Year Calendar 2018/2019

September				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

October				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

November				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

January				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

February				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

March				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June				
M	T	W	Th	F
				7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

-  Statutory Holiday
-  Bd. Designated Break
-  PA Day
-  School Event

**First Day of School:**

September 10

**Last Day of School:**

June 27

**School Events:**

- September 4-7 - New Student/Parent Interviews
- September 19 - Meet the Teacher Night
- October 22 - PIN Meeting: IEPs & routines
- November 23 - Numeracy Morning (parent observation)
- January 24 - Family Pizza & Movie Night
- February 13 - Wellness Afternoon (parents welcome)
- March 4 - PIN Meeting: Transition Meetings
- May 27 - Literacy Morning (parent observation)
- June 20 - Celebration of Learning (parents welcome)

**Professional Activity Days:**

- October 5
- November 9
- February 1
- May 17
- June 7
- June 28

**Statutory / Board Designated Days**

- October 8 - Thanksgiving
- December 24-January 4 - Winter Break
- February 18 - Family Day
- March 8-15 - March Break
- April 19-22 - Easter Holidays
- May 20 - Victoria Day

## **General School Information**

### **School Hours**



The school day starts at 8:50 a.m. and ends at 3:00 p.m.

At 11:30 a.m. the children have recess outside, weather permitting.

### **Lunch & Snacks**

Lunch time is from 12:00 to 12:45 p.m.

The school does not provide lunch or food services. Please pack a nutritious lunch that includes a drink and snacks that your child will eat and enjoy. If you would like your child to have a hot lunch, please send it in a thermos as we do not have the ability to heat food. Similarly, pack an ice pack if your child's lunch needs to keep cool as we do not have resources to refrigerate lunches. Please send in a labelled reusable water bottle. We will send it home daily to be washed and refilled.

Campbell Children's School has a boomerang lunch procedure; Children will bring home wrappers, containers, uneaten food, etc. to be disposed of at home.

### **Indoor Shoes & Extra Clothes**



Please send a pair of running shoes, clearly labeled with your child's name, to be kept at school all year. Shoes with Velcro, slip-ons or zippers are preferred.

Your child will also need a complete change of clothes (pants, shirt, underwear and socks) in case of accidents or spills. Please clearly label all items and put them in a Ziploc bag with your child's name written on the front. This will be kept at school and returned at the end of the year.

### **Diapers**

We do not supply diapers or disposable underwear, wipes, cream, etc. Please send in what your child will require on a monthly basis.

### **Swimming**

Campbell Children's School has access to the therapy pool in Grandview Children's Centre. Classes may choose to create a swim schedule.

On swim days, send your child to school with a bathing suit and towel, labeled with your child's name. Children in wheelchairs will need two towels. Swimming diapers must be worn in the pool if needed.

Dress your child mindfully on swimming days. This time is used to facilitate independent dressing skills, so loose clothing that is easy to take on and off is preferred.

If your child has inner ear tubes, requires ear plugs or has hearing aids, let the classroom know of any extra care that should be taken.

To participate in swimming, the Parent's/Guardian's Agreement must be signed. There is no lifeguard on duty. Students are provided with a floatation device.

## Transportation



Our Transportation Information and Guidelines are attached. By following this guide you can assist the school to provide safe, pleasant and efficient travel for your child.

**IMPORTANT:** When a student is going to be absent due to illness, appointments, etc., you must call **both** the bus company **and** the school.

## Student Attendance

Parents are required to contact the school office to report student absences or tardiness. The answering machine is on 24 hours a day for your convenience. Parents must also contact the bus company to avoid an unnecessary stop at your house, and the nursing agency if applicable. **It is important that you call each day that your child is absent/late.**

If we have not received direct contact from you, calls will be made to your home, your place of employment and your emergency contacts until the absence is verified.

## Medication

Whenever possible please administer all medication at home. If it is necessary that medications be distributed at school, please request and complete the *Request for Administration of Medication* form.

## Pupil Illness



Children require time after a sickness to regain proper health. Please keep your child home so that infections do not pass on to anyone else.

## Health Screen Policy

Grandview's policy requires children with any of the following symptoms stay home from school until they have been **symptom free for 48 hours**:

- Fever or chills
- New onset cough
- Sudden unexplained fatigue or pains
- Excessive nasal discharge
- Diarrhea or vomiting
- Open skin wounds or new rash
- Other symptoms of infectious illness that could be passed to others

## Allergies and Anaphylaxis

Anaphylaxis is a serious allergic reaction. In most cases it can affect multiple body systems such as the skin, respiratory, gastrointestinal and cardiovascular systems. Food is the most common cause of anaphylaxis, however latex and scented products can cause a reaction.



While we cannot guarantee a nut-free environment, we ask that you **do not send nut products to school**. This includes all food for snacks, lunches or class parties.



Grandview Children's Centre / Campbell Children's School is a **latex controlled** environment. We request that your child does not bring products containing latex (such as balloons, toys) to school. Poinsettias are not allowed in the building for the same reason.



Scented products have an impact on everyone. For most people, perfumed, scented or fragrant products are enjoyed, but for others, exposure can result in serious illness. Please **avoid scents** at school.

## Emergencies

In the event of an emergency the parent/guardian will be notified immediately. If we are unable to reach the parent/guardian, the emergency contact person will be called. When designating an emergency contact, it is important that the designate be readily available and able to pick up your child or deal with the emergency.

## Communication

The Seesaw app is the school's primary method to communicate with families. Through Seesaw school staff will document student/classroom activities and post daily information and reminders.

Each student will be given a "Take Home / Zippy" bag that will be sent home and returned each day. This bag will be used for communication between school and home, permission forms, schoolwork, etc.

## School Closures



Certain situations may result in the early closure of the school. Please refer to the Transportation Guidelines for information on school/bus cancellations due to inclement weather.

In the case of an early school dismissal, parents must ensure that they are able to return to the school within 30 minutes to pick up their child.

## Field Trips

It is recognized that there is educational value in properly organized and well-planned field trips. We therefore support field trips as an integral part of our school program.

You will be advised of field trips and asked to give permission for your child to participate. Children may travel to and from the excursion by school bus or city bus. Since transportation is expensive, we may ask parents to assist with the cost of these field trips. Please let the school office know if your family requires some help with this expense.

## School Community Council



The role of the School Community Council is to provide the principal and the school authority board with ideas and advice on various school issues that lead to improved learning opportunities for students.

Parents/guardians of current and former students will form the majority of the Council, with representation from the teaching and non-teaching staff. The School Community Council meets throughout the school year during school hours.

## Change of Information

Notify the school immediately if any personal information changes throughout the school year (i.e. address, telephone number, emergency contact, family status, etc.).

## **Appendix 1: Transportation Information and Guidelines**

The combined efforts of students, parents/guardians, school staff and bus drivers help provide an effective and enjoyable school bus transportation system. Our shared priority is to ensure that each student arrives at school safely, on time and ready to learn. Please review and refer to the Transportation Information and Guidelines throughout the school year to assist in our common goal.

### **Guidelines for Parents/Guardians**

Parents/guardians can assist in our efforts to maintain high standards of safety and acceptable student behaviour on school buses by adhering to the following guidelines:

- Students can only occupy one space. We cannot provide spaces on two different bus routes for the same child. Within existing bus routes, where feasible, a student can access a different location for pick-up and drop-off.
- Notify the bus company on mornings when your child will not be on the bus.
- Occasionally, due to light traffic, student absences or other conditions beyond the driver's control, the bus might arrive at your pick-up location earlier than scheduled. For this reason, have your child ready for the bus **5 minutes** prior to the scheduled arrival of the bus. The driver will wait 3 minutes for your child. If the bus is missed, it is your responsibility to transport the student to school.
- The driver cannot leave the bus; a parent/guardian **must** accompany your child both on and off the bus. Unless your child uses a wheelchair, a parent/guardian is responsible for seating your child and securing the seat belt (if available).
- Parents/guardians **must** be available to receive the child after school. The child will not exit the bus unless there is an adult present to meet him/her.
- If an adult is not available at the time of drop-off, the driver will wait 3 minutes and then call the bus company dispatch. An attempt will be made to phone the parent. If there is no response, the driver will keep the child on-board and proceed with the route. Then, if the parent is still unable to be contacted, the child will be dropped off at the Emergency Drop-Off.
- **Address Change?** If it is necessary to change the scheduled location of the child's pick up and/or return address, please notify the school immediately. Advance notice is preferred, if possible. Every effort will be made to accommodate change requests, taking into consideration if such change will have a sizable impact to the route and other families on the bus.

## **Student School Bus Safety:**

To keep students safe on the bus, please review the following rules for riding the bus with your child:

- Respect the bus driver and follow his/her instructions.
- Take your seat promptly and sit properly, facing forward at all times. Remain in your assigned seat.
- Place your belongings under the seat or on your lap.
- Throwing objects inside or outside of the bus is not permitted.
- Speak quietly; the driver needs to concentrate.
- Fighting and screaming/yelling is not permitted.
- Eating and drinking (including chewing gum) is not permitted. This rule protects students and drivers that have food allergies, prevents choking and maintains bus cleanliness.

The driver is in complete charge of the bus and will report any misconduct to the school principal who will investigate all reported disciplinary problems. Students that are unable to follow the rules will have their bus privilege revoked.

## **Delays and Cancellations:**

An attempt will be made to contact you in advance if it is known that there will be a long delay in transportation.

In the event of inclement weather please visit our school website for notification of transportation cancellations and/or school closures.

- If busing for our neighbouring district school boards is cancelled, then the busing for our school will also be cancelled.
- The school may still be open and parents may drop off and pick up their child.
- If parents choose to drop off and pick up their child on days that busing is cancelled, they must ensure that they are able to return to the school within 30 minutes in the event that the school closes mid-day.
- When it is necessary to cancel school early, you will be informed that your child will be dropped off earlier than usual.

If you have any difficulty with or questions about transportation, please inform the Campbell Children's School Principal (905-576-8403).

## Telephone Reference Numbers

**Please detach and keep in a place for ready reference:**

Campbell Children's School	905-576-8403
Grandview Children's Centre	905-728-1673
Stock Transportation (students West of Townline)	1-800-889-9491
OR	
Autobus Campeau Bus Lines (students East of Townline)	905-697-0503
Partners in Community Nursing	905-655-1711