



COLLINGWOOD
SCHOOL

Collingwood School Wentworth Campus

What Parents Need to Know
Before School Starts

2017-2018 School Year

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Health Safety Alert – Collingwood is a “Nut Aware” School

Please check the ingredients of all foods your children bring to school. Our concern is for foods where peanuts or nuts might be a “hidden ingredient” and where cross contamination may occur. A microscopic amount of nuts or nut oil can provoke a life-threatening event in susceptible individuals.

Please remember these simple guidelines:

- No peanuts, peanut butter treats or nut/seed products are allowed anywhere in the school to protect our students with severe allergies.
- Each student should be able to participate in classroom celebrations. Please accommodate dietary restrictions for students in each classroom.

Parents are also asked not to bring anything that contains nuts into the school, which is to be served at on-campus activities. Thank you for assisting us in our efforts to create as safe an environment as possible.

New Student Drop In and JK-K Meet the Teacher – Tuesday, Sept 5, 2017

New Student Drop In

New students and their parents are invited to New Student Day. Students will be shown to their classrooms and introduced to their homeroom teacher. Although Junior Kindergarten students and parents visited classrooms and met teachers at their Junior Kindergarten Orientation in June, please use New Student Day as an opportunity for another visit before school starts.

Date: Tuesday, September 5, 2017

Time: Junior Kindergarten – Kindergarten any time between: 9:00 a.m. - 10:00 a.m.
Grade 1 – Grade 7 any time between 10:30 a.m. - 11:30 a.m.

Dress: Casual dress is suitable. Students are not expected to wear their school uniform.

JK-K Meet the Teacher for parents

Date: Tuesday, September 5, 2017

Time: 4:30-5:30pm

Place: Collingwood School, Wentworth Campus

School starts Wednesday, September 6, 2017

Uniform requirement on first day of school

All students JK-Grade 7 are asked to wear their #1 uniform to school on the first day of school.

Junior Kindergarten

Start and dismissal times first day of school, Wednesday, September 6

Start Time: 8:45 a.m. (classrooms open at 8:30a.m., JK program begins at 8:45a.m.)

Dismissal Time: 11:45 a.m.

Junior Kindergarten Before and Afterschool Care - is NOT offered the **FIRST day of school, Wednesday, September 6, for JK students. Junior Kindergarten Before and Afterschool Care is offered throughout the remainder of the school year as a courtesy to working parents when no alternate care provider is able to drop-off or pick-up the child at regular start and dismissal times. Spaces are limited and registration is required.**

JK start and dismissal times Thursday, September 7 through to end of school year
(JK children with an 8:45 start time are welcome to enter their classroom between 8:30 a.m. – 8:45 a.m.)

Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 - 8:30	Before-school Care				
8:45 - 11:45	JK	JK	JK	JK	JK
11:45 - 2:30	JK+	JK	JK	JK+	JK+
2:30 - 4:30	Afterschool Care				

Kindergarten – Grade 7

Start and Dismissal Times Wednesday, September 6 through to end of school year

	Start	Dismissal
Kindergarten	8:30	2:30 p.m.
Grade 1	8:30	2:40 p.m.
Grade 2	8:30	2:50 p.m.
Grade 3	8:30	3:00 p.m.
Grade 4	8:30	3:10 p.m.
Grade 5	8:30	3:15 p.m.
Grade 6-7	8:30	3:20 p.m.

Reduce traffic congestion at dismissal time

To avoid traffic congestion at dismissal time, please **do not arrive** to pick up your child earlier than 10 minutes prior to their scheduled dismissal time.

Student Drop-off / Pick-up

Junior Kindergarten

Junior Kindergarten students MUST be dropped off and picked up at their classroom **throughout the school year**. Junior Kindergarten parents, with their children, are asked to enter and exit the school via the school's main foyer. Parking for JK parents is located in a designated area in the gravel lot at the east end of Wentworth Avenue.

Kindergarten – Grade 7

Please drop off and pick up your children in the drive-through at the front of the school. Greeters will be in the foyer each morning to greet and if necessary, assist students to their classrooms. You may also park off-site and walk in, and grade 4-7 parents can use the drop-off zone above the school on Chairlift Avenue. All students are to enter the school via front doors. Please DO NOT park in the JK Gravel Parking Lot as this is for JK parents and Faculty only.

Grade 6 – Grade 7

Between 8:00 a.m. and 8:30 a.m. students may enter through the Telfer Family Wing doors. Students arriving before 7:45 a.m. must sign-in at reception.

JK-Grade 7 Before and Afterschool Care

Before and afterschool care is offered every school day **except:**

- The first day of school for Junior Kindergarten students
- or, as otherwise announced

School Processes

Sibling Pickup

Kindergarten, grade 1 and grade 2 students stay in their individual grade level classrooms to wait for their older siblings from grade 1-3 to collect them. If they have a sibling in grade 5-7, they are taken to a designated classroom and an AF leads them down to the grade 5 hallway, where they are monitored until they are collected by their grade 5-7 sibling.

Grade 3 students are taken to the grade 5 hallway at 3:00 p.m. to be picked up by grade 5-7 siblings.

When is a student considered late?

Students will be considered late if they arrive in their classroom after the scheduled start time.

Arriving at school on time demonstrates courtesy and consideration for one's teachers and classmates.

An 'on-time start' each school day, without the interruption of late-arriving students, is also important in achieving curriculum outcomes and learning requirements for all students. Please allow enough time for travelling to school to ensure that your children are punctual.

Arrival Slips

Students arriving after their scheduled start time are required to obtain an arrival slip from reception.

Students who arrive late at their classroom without an arrival slip will be directed back to reception to obtain one. Arrival slips are to be handed to the teacher upon arrival in the classroom.

How students need to sign out of school

When students need to leave school during the day, either the student or the student's parent must sign them out. There is a sign-out binder designated specifically for student sign out at reception. If the student returns, they need to sign back into school. This is important for security and safety with regard to emergency preparedness.

Kindergarten – Grade 7 notes required for all student absences

Student success at school is directly tied to attendance. Learning is incremental and only with regular class attendance and commitment to personal growth can a student achieve their potential. Therefore, students are required to be in their assigned classes unless a parent has informed the School of the student's absence. Also, the Ministry of Education mandates that we have a note on file for each student's absence throughout the school year. Failure to provide information regarding a student's absence will result in the absence being coded as unexcused.

Kindergarten – Grade 7 reporting student absences

Absences and late arrivals are to be reported to the School through the online form located on the front page of the School's website in the Quick Links column. This form does not replace the need for students to communicate with teachers regarding missed tests, quizzes and homework due to absence. For extended absences of 3 days or more, please contact your child's homeroom teacher *in addition* to completing the online form. Multiple, consecutive days can be reported on one form by noting in 'comments' that the absence will be for specified dates.

JK reporting student absences

When JK students are going to be absent or late for school, parents are required to advise their child's homeroom teacher prior to 8:00 a.m. on the day of each absence. Notification to homeroom teachers

via email is preferred. If the email is sent after 8:00 a.m. please also call Wentworth Reception at 604.925.8375 to avoid an unnecessary call home.

How to change after-school pick-up arrangements

When it is necessary to change your child’s normal after-school pick-up arrangements, please advise your child’s homeroom teacher the day before the change is to occur either by sending the homeroom teacher a handwritten note or an email. This one-day lead time will improve our ability to manage changes to after school pick-up arrangements and maintain the safety and security of your children.

What’s best for your child’s morning recess snack?

Please send your child to school with a nutritious and environmentally friendly wrapped recess snack — fresh fruit and vegetables are encouraged. Students in grades 2-7 will eat their snacks outside at recess and are asked to bring snacks that require no microwave heating.

Wentworth Campus Lunch Program

Collingwood’s Wentworth Campus offers a lunch program for Grades K-7, three days a week, and for Junior Kindergarten, five days a week. Until the Program begins later in September, students need to bring a lunch to school. Parents will be advised by email when the ordering process begins for the Lunch Program.

Junior Kindergarten – Grade 5 Comfort Kits

The purpose of the comfort kits is to provide peace of mind for children in the event of a disaster such as an earthquake — they are not intended to be an earthquake emergency kit.



Parent action for completion by Friday, September 22, 2017

1. Many of the kits for those students who attended Collingwood last year have already been sent home by the homeroom teacher. Those remaining will be returned to parents at the beginning of September. Parents are asked to check expiry dates on items and replace items if necessary. Parents of students new to Collingwood are asked to put together a kit for their children
2. **By Friday, September 22**, please send your child to school with their new or updated kit.

Comfort Kit Supply List

1. small picture of child, in a plastic casing with a neck string attached - name and telephone number of child on back of picture
2. a picture of family and/or pet
3. favourite non-perishable snack; i.e., granola bar/chocolate bar/fruit treat

Note: Collingwood is a nut-aware school — please do not bring any food containing nuts into the school.

4. letter to child with words of encouragement from parents
5. small note pad, pencil
6. emergency blanket (you might find these at any dollar store, Mountain Equipment Co-op or Coast Mountain - example of brand name: Coghlan's Emergency Blanket)
7. small personal items: lucky charm, piece of favourite blanket (optional)

Please place items in an 18 x 20 cm ziplock freezer bag labeled with your child's name and class.