

STUDENT SAFETY

In the interest of safety for all, we ask that you not drive onto school property when dropping off or picking up students during entry and dismissal times. We have permission to use the church parking lot directly across from the school for this purpose. The children may walk across the street under the direction of a crossing guard who is on duty during the following times on school days:

8:00 – 8:40 a.m.
11:00-11:45 a.m.
12:00-12:35 p.m.
3:00-3:50 p.m.

ATTENDANCE VERIFICATION

Daily attendance and punctuality are very important. If your child is going to be absent from school, or late, please inform the office. Messages can be left on the school auto attendant.

EARLY DISMISSAL

- If students must be dismissed early, the parent/guardian must inform the classroom teacher with a dated, signed letter.
- When the student leaves the school the parent/guardian must sign him/her out at the office.
- If the student is to be released to someone other than the parent the office or teacher is to be informed in advance.
- In the previously mentioned situation the person must be prepared to show identification.

LUNCH HOUR

During the lunch hour all students who stay for lunch are expected to remain at school, and all students who go home for lunch are expected to go home every day. If there is a change in the regular lunch hour procedure for your child, parents/guardians are asked to provide the teacher with a note explaining the change.

INCLEMENT WEATHER

COLD WEATHER: Please ensure that your child comes to school prepared to participate in all activities, including outdoor recess. All children should have hats, scarves, gloves, warm coats and boots, **labeled with their names.**

In **colder weather** we often receive requests to allow children to remain indoors, when students have a cold, flu etc. Please note that we cannot comply, as we have neither the facilities, nor the staff to supervise these students. If you feel your child is not well enough to go outside, it would be best for you to keep your child home. Health officials indicate that fresh air is beneficial, as long as students are dressed appropriately.

On **extremely cold days**, we limit the amount of time that students spend out of doors. We obtain our weather information from the Environment Canada Weather Information Line and follow board guidelines. With the exception of these occasions, all children will go out for recess and the lunch break.

WARM WEATHER: If you are in the sun between 11 a.m. and 4 p.m., wear long pants, long sleeves and a hat with a wide brim to protect your skin from sunburn.

Use a sunscreen lotion or cream that SPF 15 or more. SPF means **Sun Protection Factor**. Using a higher SPF number gives you more protection from the sun.

Put sunscreen on your skin 20 minutes before you go out and reapply some 20 minutes after being out in the sun to ensure a good penetration and a higher efficacy of protection.

Don't forget your lips, ears and nose. These parts of your body burn easily.

DELIVERING LUNCHES

When delivering your child's lunch to school, please advise your child in advance that you will be doing so, and write his/her name on the teacher's name on the bag. Your child can come down at 11:30 am to pick it up from the office with minimal disruption to the class. **Students will not be allowed to wait outside in the driveway as they are unsupervised.** Your cooperation in doing this, whenever possible, is greatly appreciated.

PARENTS/VISITORS TO THE SCHOOL

All visitors to the school, including parents, are to report to the office before proceeding into the school or playground to pick up a visitor's pass. It is in the interest of safety that we must know who is in the school or on the grounds at all times. Staff and students of St. Marguerite Bourgeoys Catholic School have been instructed to inform the office of individuals walking through the building without a pass.

If you accompany your son/daughter to school and wait with them until the bell rings, we ask that you do not enter the building with them. Although you are not a stranger to your child or your child's teacher, you are a stranger to other students and staff members. **Staff members on yard duty are now required to wear an orange safety vest to be visible to all students.** The teachers will bring the students into the building and assist them, where necessary, in preparing for the commencement of the school day. The teacher will also assist students to prepare for dismissal and accompany them to the appropriate exit at the end of the school day.

If you need to speak to your child's teacher, it is best that you call and make arrangements so that the matter you wish to discuss with the teacher is given the time that it deserves. You can appreciate that it is difficult for a teacher to speak with a parent when classes are commencing or dismissing. It is also best if meetings with teachers take place in a quiet, confidential area. The hallways do not lend themselves to parent/teacher discussion.

No Dogs on School Property

For the safety and well being of all our students we are asking parents not to bring their dogs onto the school grounds when you are dropping off and picking up your children.

Life Threatening Food Allergies

There are a number of students enrolled in our school who have life threatening food allergies. Your cooperation will be sought in helping to ensure a safe environment for these children. Some students in our school are allergic to peanut butter and products containing nuts, nut oils, or derivatives, it could be life threatening for him/her. **It is only necessary that physical contact with these substances be made, even on a second hand basis. For example, a severe reaction may occur should the child touch a desk, toy, or book previously handled by another student who has touched peanut butter, peanuts, or peanut oil.**

We ask that all children not bring any foods containing nuts, nut oils, or derivatives, to school (lunches, snacks, treats for the class, etc .) If you do send any treats into the school that will be shared in class please include a list of the ingredients. Without this list we will not allow the treat to be shared in the classroom. Please understand that every precaution is being met to assure that the children remain safe within the school environment. With your help and guidance in preparing lunches, snacks, etc. for your child, we can be assured of continued safety for these children. Children with severe food allergies are advised to be very much aware of his/her allergy and have been told by their parents of the danger in sharing snacks.