

Important Reminders – Students

- We will have the formal start of our day with O' Canada being played at 9:00 a.m. Please have your child at school prior to **8:45 a.m.** At 8:45 am the classroom doors will be closed, and a late slip has to be obtained from the office to enter their respected classrooms.
- It is important to be on time every day for our daily routines to run smoothly. If you are signed up for before care, drop off will be as follows: **Infants, Pre-Casa and Casa students at front door.**
- The regular school hours are from **8:00 am to 4:00 pm.** If you need early drop-off or late pickup or both please see the office for registration. We are unable to accommodate children who have not signed up for before and after hours, as it is a safety concern and we have to maintain the ratios at all times.
- If you need extended care, please see the office. You need to submit 10 post-dated cheques for extended care to the office. In the event of any changes, all remaining cheques will be returned to the parents.
- All students are to wear **COMPLETE** school uniform throughout the school calendar year except Fridays.

Please order uniforms through Elite Uniform Co. at eliteuniformco.com
Tel (365) 384-2111, email info@eliteuniformco.com

- Please bring one full set of weather-appropriate, clean uniform in a small backpack (please no bins), which is to be kept at school at all times in your child's cubby.
- Please drop off and pick up your child at the front door; this will ease the transition for your child and will encourage him/her to become more independent. We appreciate parent support in having said goodbyes at the door and encourage your child to come into the classroom with the teacher only.
- Please make sure all your child's belongings are clearly labelled with his/her full name. This includes all extra clothing, water bottle, coat, hat, mitts, shoes and/or boots.
- Your child needs two pairs of shoes – indoor (non-marking soles) and outdoor (no open-toed **SANDALS** or **CROCS** allowed for safety reasons).
- Please make sure you send a fresh bottle of water each morning and also do remember to take the water bottle back home at the end of the day to be cleaned and refilled with fresh water.

IMPORTANT REMINDERS FOR STUDENTS

- For infant's naptime please send a sleeping bag, the school will provide the crib sheet. For Pre-Casa and Casa's naptime please send a blanket, pillow and cot sheet. Bedding must be labelled with child's name, it will be sent home every Friday to be washed and returned on Monday.
- Please refrain from letting your children run in the hallway or going into a closed classroom without teacher supervision.
- If you have any questions or concerns about your child, please feel free to talk to the class teachers, if they are busy during pick up time you can call the office and the teacher will call you back.
- Please update all contact information of parents, pick up and emergency contact persons. If the person is not on the pickup list the parents need to **EMAIL THE OFFICE** with the friends/relatives/neighbours name. An ID must be presented at the time of pick up.
- Please bring exact cash payments for trips/visitors along with the forms. They are to be given in a labelled envelope to the class teacher before the expected due date or it may not be accepted.
- For upcoming field trips- all parents who are joining us will require a Vulnerable Sector Check. A letter will be given to the parents to apply for this prior to the Field Trips.
- **Please visit our school website to obtain information on upcoming events, school announcements and an updated Parent Handbook.**

Health Policies

- If your child is sick with fever, has vomited within the last 12 hours, or has had diarrhea, it is mandatory to keep your child at home until they are fever and illness free for 24 hours.
- Staff will administer any current prescriptions that the child requires, provided parents give written consent by filling out and signing a medication release form. The medication must be in the original bottle and clearly labelled with your child's name. Medication forms have to be filled completely.
- Do not store any medications in the child's bag.
- If your child is well enough to attend school, he/she is expected to join their class for outdoor recess. No child will be kept inside or in another classroom.
- If your child falls sick during the course of the day, please pick up your child ASAP.
- Please familiarize yourselves with our school menus and if the child has not been introduced to that particular food you are more than welcome to bring your own food, but do not forget to fill the INTAKE FORM for food brought from home.



IMPORTANT REMINDERS FOR STUDENTS

- We are a nut-free facility so please bring only nut-free snacks if necessary. It is preferable to send only fruits and veggies for the snacks.
- For admission to Casa, the child should be 3 years of age by December of that current year and be “fully toilet trained”. Toilet trained meaning, the child has
 - Bladder and bowel control
 - Is able to do a complete washroom routine of cleaning themselves, redressing and washing their hands.
 - Is able to indicate to the teacher whether they have the need to go to the washroom or they have need to be changed in case of an accident.
- If your Casa child isn't toilet trained, toddler tuition rates will be applied.
- Adults, please refrain from entering or using the children's washroom.

Thank you,
Casa and Pre-Casa Teaching Staff