



John MacNeil Elementary

The cold weather is now approaching. Please make sure that your children are dressed appropriately for the weather. Thank you to all our families for continuing to follow Public Health Protocols.

Our newsletters will be posted on the website as well as being emailed. If you do not have access to a computer, please let us know and we will be happy to print one off for you. **Please make sure we have a current email address that you check on a regular basis.** This email address will be used for newsletters, alerts, etc. This will help us save paper and gives us a way to send home regular and urgent notifications in a timely manner. *Please note that teachers have up to two business days to respond to emails. Please call the main office for something requiring immediate attention.*

As always, one of our primary concerns is the safety of our students and staff. To ensure safety, we have several procedures we want to make you aware of:

- There is **absolutely no driving or parking** for unauthorized vehicles on school grounds. Use the cul-de-sac at the end of the street to let students off and pick them up. Do not leave your car unattended.
- Children are not permitted to open school outside doors for anyone.
- Please ensure we have a valid working phone number and email so we are able to contact you when needed.
- Anyone coming to the school must ring the bell and wait for an answer. There is restricted access for all non-essential adults to the building, this includes parents /guardians
- Students will enter and exit through their classroom doors each day. The main office doors are for emergency or appointment entrance only.
- Please do not wear scented products in and around the school. Many children and adults have strong reactions to the heavy scents in perfumes, deodorants, hair sprays, latex products and other cosmetic products.
- Pets are not permitted on school property. (Service Dogs permitted)
- Smoking or vaping is not permitted on school property.
- Proper forms are required for the administration of any medications. These medications must be in their original prescription bottle from the pharmacy.
- Please ensure we have current custody or court documents if applicable.
- Cell Phones - Students are not allowed to have cell phones out during class time or at recess and Lunch. Using them during class is disruptive. Students are not allowed to take pictures and post to social media as this is against our privacy policy.

Attendance

When your child will not be in school, call us at 464-2488 or email Miss Robyne at rgorman@hrce.ca. You can leave a message 24 hours a day. It is the parent's responsibility to let the school know if their child will not be attending. If we do not hear from you, we will call regarding your child's absence.

It's important to send notes in the morning if you are picking up your child early so we can have them ready for you. If an emergency happens, please give the school a call and we will get your child ready so you are not waiting.

Head Lice

Please make sure that you frequently check your child's head for lice. Head lice can happen to everyone but if you are proactive and have open conversations then it will be much easier to take care of. If you do find lice or nits in your child's hair please let us know. If there is anything we can do to help you we are more than happy to.

Bell Times

Students can enter the building between **8:20** and **8:40** each morning. Teachers will be waiting at their classroom doors to welcome students in. Please ensure your child is on time to limit disruptions and give your child the best opportunity to learn without missing important daily start up routines.

Lunches will be staggered between 11:10am and 1:10pm. Your child's teacher will inform you what time it is. If you need to pick up your child for lunch or need them to walk home please send a note that morning or call/email the office.

All students are dismissed at **2:45**. **It is unacceptable to pick up your child early every day.** This disrupts not only your child's day but every child in the class. The last 15-20 mins of the day are very important. Please arrive at 2:45 to pick up your child and please be patient as they are coming out of the school. If you absolutely need to pick up your child early for an appointment, please send a note in the morning with your child or email the teacher or the office.

If you are not able to be here to pick up your child at 2:45 you need to make arrangements.

Excel

There was not enough interest in the Excel Program so we weren't able to have it at our school. There are some people in our community that provide childcare. Please see the office for a list of names and numbers

Important Dates

- Nov 11 - Remembrance Day
- Nov 20 - Assessment & Evaluation Day - No school for students