



BEECHWOOD

ELEMENTARY SCHOOL

2016 - 2017

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Use of Agenda

Beechwood students use their agenda to keep track of homework assignments and other important messages. It is also used to enhance communication between home and the school. You are invited to make contact with your child's teacher as frequently as you wish through this agenda.

Meet the Teacher / Curriculum Night

Meet the teacher evening, to be held on **Thursday, September 8th, 2016**, is not to be missed. Classroom routines and teacher expectations are explained and form the basis for common understandings throughout the year. We are expecting to hold the Annual General Meeting of the Beechwood Governing Board on that evening – more details to come via email/website.

Emergency Contact

In the event of any illness or emergency at the school which requires us to contact parents, it is essential that we have home, cell and work telephone numbers, and the name and telephone number of a close-by neighbour or relative who is at home and would be willing to take care of your child. If any information on your emergency contact form should change during the school year, please contact the school office immediately.

Student Supervision

Supervision is provided from **7:55am to 8:05am** when children are permitted to enter the school upon arrival and at **2:30pm to 2:40pm** during the boarding and departure of the school buses. Children are supervised during the lunch hour by our lunch monitors. Parents are asked not to send their children to school before the supervision times listed above. Children should be dressed appropriately for outdoor recess and lunch.

School Fees / Lunch Fees

School fees are specific to each grade level, these fees will be collected for each child at the beginning of the school year. This fee covers the cost of consumable items such as student workbooks, photocopying, paper, art supplies and the agenda. Supervised lunch is available to all the students at a cost of **\$340.00** per child per year. Please write your child's name and grade on the front of the cheque.

****Interac/Debit services are available for lunch and daycare fees only.**

As passed by resolution on May 3rd, 2016, any students for whom school fees, lunch fees or daycare fees are outstanding, will not be eligible to participate in any extra-curricular activities where there is a cost. This would include courses such as athletic or recreational events that take place outside the student time-table whether they occur on school grounds or off site. This also includes activities such as raffles and fundraising or school photos where money is being spent to participate in non-academic activities. In order to be in good standing it is expected that lunch fees from the previous year and school fees from the current year be paid in full, or in exceptional cases that arrangements be made with the Principal or Daycare Technician to pay these fees over a period of time. No child will be prevented from participating in activities that are part of the school day (such as field-trips, plays, recitals). Any student whose fees are not up to date will be asked to withdraw from daycare. The school cannot continue to provide the high quality of services that has come to be expected unless fees are paid by all.

School Cancellations

In the event that schools have to be closed, the school board information director directly notifies the following radio stations: CJAD 800, CJFM95.9, CHOM FM 97.7, and CBC1 88.5 FM. You may also receive a message from our automated voice/email system. The LBPSB website posts notices of school closings on their homepage.

School Bus Transportation

Kindergarten students who live more than 0.8 km and all other students living more than 1.6 km from the school are eligible for school bus services provided they live within Beechwood's transportation zones. With safety in mind, the following school bus guidelines have been set:

- Always be at the bus stop 10 minutes early.
- Carry your bus pass at all times.
- Find your assigned seat quickly, without pushing other students.
- Keep the aisle clear.
- Remain seated, talk quietly. Do not eat, drink or leave trash on the bus.
- Behave respectfully at all times.
- Always listen to the bus driver's instructions.
- Keep your head and arms inside the school bus.

Each bus driver carries a book of reports which are to be completed following an infraction. A bus driver will generally give several warnings before issuing a report. Multiple infractions may lead to suspension or removal of bussing privileges. If for any reason a parent does not want a child to take the bus home on a particular day, a note must be sent to the class teacher to that effect. Students are not permitted to take a friend's school bus. They may however, get off at a stop other than their assigned stop with a **written permission note** from the parent/guardian co-signed by the Principal. Only students registered for bussing are permitted to ride on a bus.

Important Information for Kindergarten / Grade 1 Parents

It is expected that parents assume the responsibility of supervising all Kindergarten/Grade 1 students as soon as they get off the bus. The drivers will not drop off Kindergarten/Grade 1 students if no one is there to meet them and they will be returned to school. They **must** also have their purple bus tag displayed on their school bags.

Transportation by Parents

The safety of our students is one of our greatest concerns at Beechwood. In order to facilitate our supervision, we thank parents for not entering the school yard. Students should arrive at school between **7:55am** and **8:05am**, while there is outdoor and hallway supervision. Students should go directly into the school using only the front entrance on Shelborne Street. Kindergarten students will be received by their teachers at the Kindergarten door. Students who are dropped off on Sunbury Street at the rear of the school will be expected to walk along the path so that they can enter the school through the front door. Please note that the rear entrance is only used for students registered for the Daycare Program, from 7:00am – 7:50am.

Please review the following safety rules with your children:

- Don't walk or run between parked cars.
- Always cross at intersections.
- Always look both ways before crossing the street.
- Make sure the driver sees you before crossing.
- Never walk in front or back of a school bus.

The following are safety reminders for parents, for each of the areas surrounding our school. Your assistance and cooperation is required to ensure the security of our students.

Drop-off & Pick-up by Parents

Beechwood Parking Lot

Please park in the Visitor's Area only in our school parking lot in the morning. Walk with your children; do not let them run ahead, without supervision. Please be sure to look several times when parking your vehicle in the parking lot, so that you have a clear view while entering and exiting from the parking spot. It is a violation to block the walkway leading from the parking lot to the school with your vehicle. Never park in the driving lanes. Do not reverse out of the parking lot - it is hazardous for both pedestrians and cars that are entering. Please be courteous.

Beechwood Bus Lane

Drivers must stop when bus lights are flashing. The bus lane should only be used as a drop off lane in the morning after the school buses have left. There is NO passing in the bus lane.

The first, second and third cars in the bus lane should drop off their children in the YELLOW SPACES; drivers should leave promptly allowing the next cars to advance and drop off their children. The white zone is a waiting zone. It is to be a rolling Drop Zone.

It is dangerous to create a second driving lane with so many students arriving at the same time.

To ensure that all students arrive safely and on time, have your child ready with all their school gear, to exit through the passenger side of your vehicle.

If you need to bring your children to the school door, please park the car elsewhere.

- **The Bus Lane is only to be used as a drop-off lane.**
- **There is no parking in the Bus Lane before or after school hours.**
- **WAIT, STOP, DROP, and GO.**

Anselme-Lavigne Street

When parking near the crosswalk, leading to the entrance close to the basketball courts, please be vigilant when reversing, as students may be walking across the intersection from or towards Gariépy Street.

Shelborne Street

This street has *No Stopping* signs. Drivers have been ticketed. Beechwood assumes no responsibility for drivers parking illegally. The bus drivers have a commitment to deliver our students at a specific time and to then pick up their high school passengers. Please help them do their job safely by leaving sufficient room for the buses to manoeuvre. Please hold onto your children, if you have to walk across the bus lane.

Sunbury Street

Respect our Beechwood neighbours, do not block or park in their driveways. Do not obstruct traffic on the road by stopping to let your children disembark. Do not park or stop your vehicle in the area immediately in front of the entrance that is designated as a No-Stopping Zone. Sunbury can be difficult to navigate during winter. The road narrows considerably with the snow banks and the parked cars. Please be considerate and create a safe path on the street for pedestrians and drivers. For the security of all our Beechwood students and staff, please drive slower, be cautious, think safety and be sensible when it comes to delivering and picking up your children at school. If there are multiple drivers in your family, please inform them of these very important safety rules.

School Uniform

The school uniform continues a tradition intended to provide a degree of protection from the whims of fashion and competition. It is also designed to add feeling of pride and a sense of belonging. Beechwood's uniform consists of:

- **Top:** A plain white dress shirt, blouse, polo shirt, turtle or mock turtleneck. Short or long sleeves are optional. No logos (except school logo). No spaghetti straps.
- **Bottom:** Plain navy dress pants or shorts, corduroys, jogging pants, tunic, skirt, or culottes. No logos (except school logo).
- **Hosiery:** Plain navy or white socks or tights.
- **Sweaters:** Plain navy sweater or sweatshirt.
- **Gym:** Navy blue shorts, white tee shirt, white socks, and clean running shoes. For hygienic reasons, Grade 6 students must have a change of shirt.
- **Shoes:** Students must have a pair of inside and outside shoes.
- **Wintertime:** All students must wear snowpants during recess & lunch.

Students will be asked to change into appropriate school uniform.

The Purpose of Homework

- To practice and reinforce new concepts or those not yet integrated. Daily reading is essential in both languages to ensure reading fluency.
- To complete work that hasn't been completed in class when deemed necessary by the teacher.
- To help develop study skills, manage time and prepare for high school.
- To allow parents to see what their children are learning in school

The amount of time that a student spends on homework varies depending on the child's grade and ability level. The expectation is that homework becomes a regular and natural part of the student's routine. The time and independence level should increase as the student matures.

Field Trips

Field trips are considered to be part of the curriculum and as such it is expected that students attend all field trips or spend the day in school in another class. The only exception might occur if the student's behaviour is such that there is a real concern on the part of school personnel about safety issues. The administration has both the right and responsibility to make that decision in conjunction with the student's teacher.

School Snacks

The Beechwood Governing Board passed a resolution on May 3, 2011, *The Three C's*, banning chips, chocolate bars and candy from coming to school as a snack or part of lunch. This is in keeping with the LBPSB Nutrition Policy.

Student Health

CLSC Pierrefonds assigns a community health nurse to Beechwood. When the nurse is at school her role is to work in collaboration with the school personnel to promote, maintain and protect the health of Beechwood students.

Medication: You must fill out a medical form for all medication which must be administered by a staff member at the school. Under no circumstances will the school administer any prescription medication or non-prescription medication without the parent's written permission. The drug must be sent to school in its original container and come directly to the office. Please do not put medication in your child's lunch box.

First Aid Policy: The LBPSB is responsible for the well-being of students during school-organized activities. In the case of an accident or sudden illness, parents will be notified as soon as possible. Should immediate hospital treatment be necessary and the parents are unable to pick up the child, the school will arrange for the transportation and supervision of the child at the parents' expense. At no time will the child be left without supervision.

Parents are required to inform the school if the child suffers from a handicap, a recurring ailment or allergy. If the child requires an Epipen, the parent must supply one to be left at the school. Students with severe allergies should also carry an Epipen on their body at all times. Parents must provide the child's medicare number and the name of a person to call in an emergency. It is the parent's responsibility to take over the care of their child as soon as possible.

Head Lice: Our entire Beechwood school community is here to work together and support students and parents in addressing all lice issues. Many families have experience in identifying and eliminating this unfortunate nuisance. Please do not be embarrassed, about 3% of school children aged 3-11 across North America are affected by lice. While the experience will no doubt be overwhelming, following appropriate procedures will greatly reduce the likelihood of ongoing issues.

When we all return to school after a break, this is the time to check your child's hair and scalp for lice, especially if he/she has attended summer camp or was away for a holiday break. Head lice appear in the school from time to time and the excellent cooperation we receive from all parents during a lice alert successfully limits the infestation. We endeavour to do all that we can as a school community to control any lice outbreak.

Prevention of Head Lice: Regular combing, specifically with a metal fine-toothed comb, can help in the early detection of head lice. The use of an efficient 'detector' comb, which can also remove lice, can help in minimizing the probability of head lice infestation.

How are lice transmitted? Lice are transmitted indirectly through clothing or through direct contact with an infected person. Children are asked to place their hats and scarves inside their coat sleeves as well as never to pile up their clothing together with that of other children's. Those with long hair are asked to keep it tied. Hairbrushes or combs should never be shared.

What should I do if my child has lice? Inform your school principal so that steps may be taken to avoid a serious school problem. *For more information on Head Lice, please visit our school website.*

Visiting the School/ Volunteering

When parents visit the school, they must report to the office on arrival to sign in, and again on departure to sign out. If you wish to discuss concerns about your child, please call the school to make an appointment. When coming into the school to volunteer please remember to wear one of our 'Volunteer Tags', available at the office where you sign in.

Governing Board

The Beechwood Governing Board plays an important role in the school. Parents are encouraged to sit on this important school committee, which is also made up of staff and community representatives. The principal also plays an important role in the Governing Board but does not vote. The election of the chairperson and new members will take place before September 30th. Meetings are held once a month in the evening. We expect to hold the AGM of our Governing Board at the conclusion of our Curriculum/Meet the Teacher Night each year.

Home and School

Beechwood's Home and School is an enthusiastic group of parent volunteers that meet once a month during the school year. By working with the principal and staff to fund raise and organize events, the goal is to help enrich the overall experiences of the Beechwood students. For more information, please refer to our school website or simply join us at our monthly meetings. Everyone is welcome – a great way to get involved in your child's elementary school years!

Beechwood Citizens - *Open to grade 5 students*

The Beechwood Citizens are Grade 5 students who are trained to help their younger peers learn and practice appropriate play. These Grade 5 students benefit from this program by allowing them to improve their interpersonal skills and assume a leadership role.

Our Citizens take on many roles at school that include monitoring the playground, handing out and collecting equipment and acting as hall monitors during recess and lunch. They are expected to be visible to all students when they are acting as Citizens by wearing a blue vest. It is an honour to be chosen as a Beechwood Citizens and they are seen as leaders in promoting the eight values encouraged at our school.

Peer Mediation - *Open to grade 6 students*

The Peer Mediators are Grade 6 students who are trained to help their younger peers solve problems that may arise during recess or lunch. These Grade 6 students benefit from this program by allowing them to improve their leadership skills and to help them work at solving challenges that arise between students.

Our peer mediators take on many roles at school that include helping students uncover and solve problems, assist younger students in engaging in appropriate play, and acting as visible and empathetic role models for our entire school community.

Attendance

Students should be arriving at school between 7:55am and 8:05am. It is disruptive to classmates and teachers when students arrive late and miss the beginning of class. Students are responsible for bringing a note in their agenda if they are late or absent. Please send a note in the agenda if your child needs to leave early. A change to the regular dismissal procedure may be communicated in the agenda to the teacher or a call to the office prior to 2:00 pm. The child's record of attendance is a legal document. Chronic late arrivals can impede school work and may result in the student being expected to make up the work during recess, lunch or after school.

Please help your child begin each day on the right foot and bring them to school before the bell. Please be advised that if you chose to take an extended holiday, teachers will not prepare homework for your child. We strongly recommend you do not take extended time as your child will lose valuable class time.

Code of Behaviour

We wish to foster a climate at Beechwood where respect and responsibility set the guiding principles by which our students learn and grow. Respect for oneself, for others and for property set the tone for a positive learning environment.

Respect for Self

- I will arrive at school on time. I will bring a note to explain any absence. I will bring a note to request early dismissal or to explain a late arrival.
- I will bring all materials necessary to do my homework and my agenda back and forth between school and home on a daily basis.
- I will come to school dressed cleanly and neatly in the school uniform of plain white top and navy bottoms.
- I will keep a clean pair of running shoes in my locker for indoor use. I will not wear any sort of hat or head cover unless it is for religious reasons.
- I will keep my locker and desk clean and I will not leave food in my locker or desk overnight.
- I will not chew gum in school. I will deposit any gum in a garbage can.
- I will enter and exit the school through the correct doors.
- I will wear appropriate outdoor clothing such as boots, scarves, snowpants, gloves and hats as I understand that I will be expected to go out for recess and lunch as long the weather conditions permit.

Respect for Others

- I will not be physical or act in a violent or aggressive manner when faced with conflict.
- I will not use inappropriate language to anyone. I will speak respectfully to my peers and to all adults.
- I will not use verbal put-downs to anyone.
- I will not engage in bullying behaviour towards anyone, including cyber-bullying.
- Any inappropriate use of social media will be dealt with accordingly. Cyber-bullying has an adverse impact on the learning and social environment of the school no matter when that behaviour has occurred.
- I will not deliberately or maliciously engage in behaviour that isolates anyone such as not allowing a classmate to join a game, a team or a club.
- I will ask permission before using any materials that belong to anyone else. I will never take anything that is not mine.
- I will not throw snowballs, rocks or any objects that can cause injury.
- I will walk in the halls at all times.
- I will walk my bike on school property in order to park it in the bike stand.
- I will not engage in disruptive behaviour that makes it difficult for my teacher to teach or for my classmates to learn.

- I will use appropriate language and follow all of the school rules and rules for bus transportation while riding the school bus, riding in a carpool, or attending any field trip from school or daycare.
- Disrespectful or non-compliant behaviour during school transportation or towards volunteers during carpooling on school trips may result in loss of privileges or other sanctions based on the nature of the act.

Respect for Property

- I will take care of any school material I use such as books, furniture and all computer/digital equipment.
- I will not deface school property, another student's personal property, the school bus or anything while I am on a field trip, in any manner.
- I will keep my classroom and school grounds free of litter. I will help clean up in class after lunch.
- I will not bring any technological devices to school (cell phones, game-boys, iPods, etc.). I understand that the school cannot assume responsibility for the safety of these items. Such items may be held at the school office if found on students. Toys from home are expected to remain at home. I can ask my teachers or school staff to borrow school equipment for recess and lunch.
- The school cannot assume responsibility for the safety of my personal items.

Bus Behaviour

I am responsible for my behaviour on the bus. I will sit down and stay seated for the entire time that I am on the bus. I will keep my school bag on my lap or on the floor. I will not make any form of noise that is disruptive and could cause a distraction to the driver.

I understand that I may be assigned a seat by the driver or principal and I will sit in the seat assigned to me without argument. Riding the bus is a privilege. Appropriate behaviour is expected at all times. In the event of misbehaviour the following may occur:

- **1st offence:** verbal warning. Parents are notified
- **2nd offence:** letter of warning. Must be signed by parents
- **3rd offence:** suspension from bus. 3-5 days depending on severity of offence

If misbehaviour continues then suspension from the bus can be extended up to and including the balance of the year depending on the gravity of the offence.

Homework

I am responsible for copying homework into my agenda each day. The agenda must go between home and school each day so that my parents and I know what I need to do for homework. If I do not assume responsibility for my homework, I will be expected to complete the work during recess, lunch or after school at my teacher's discretion.

Code of Behaviour

Consequences for behaviour that is disrespectful can range from requesting some form of sincere apology to being asked to do restitution, to suspension depending on the circumstances and the severity of the situation. Below is a list of consequences that may be implemented as a consequence of inappropriate behaviour.

- The perpetrator will engage in a discussion with the adult who witnesses or is told of the incident. A report goes to the Principal. Parents will be informed if the incident is deemed to be an act of bullying or violence.*
- Beechwood may request the supervision of the perpetrator during free time; i.e. must be shadowed by a supervisor during recess and at lunch time.*
- Detention of the perpetrator may be requested. During this time there is a discussion with the supervising staff member about the incident and how to better deal with similar situations should they occur.*
- Beechwood staff member may request that the perpetrator is sent to the office or other designated area while the initial investigation of the incident is being carried out.*
- Students may lose basic school privileges (lunch hour, recess) for a designated length of time.*
- Beechwood may implement a structured supervision plan of the perpetrator during free time where he/she is shadowed and monitored in his/her actions. This supervision plan will include a gradual release back of free time (e.g. 5 minutes each day) depending upon the perpetrator's conduct during the supervised periods.*
- Should students engage in behaviour that causes damage to school property then consequences will be imposed depending on the seriousness of the infraction and the frequency of the offences. Consequences could include cleaning or replacement of property, restitution or suspension if deemed appropriate.*
- In-school suspension supervised by Beechwood personnel.*
- Reflection Time.*
- School suspension at home where the child will require a parent meeting with teachers, support staff and administration before returning to school. A plan is developed for the student and agreed to by all.*
- In-school Community Service either inside or outside of the school setting.*
- Recommendation to move the student to another school within the LBPSB.*
- Involvement of the police/socio-community officer.*
- Parent informed and possible meeting set up.*
- Loss of school privileges including extra-curricular activities, attendance at outside events, field trips, evening concerts.*
- Cours a domicile / Home Study.*
- Referral for outside services.*

Examples of inappropriate and unacceptable behaviours include, but are not limited to:

- Behaviours that interfere with the learning and emotional well-being of others.*
- Behaviours that interfere with an orderly environment.*
- Behaviours that create unsafe conditions.*
- Acts such as bullying, harassment or intimidation.*
- Acts of physical violence.*
- Theft of, or damage to, property.*

Technology – Digital Rights and Responsibilities

Acceptable Use:

Users must accept the Digital Rights and Responsibilities of Use as stipulated in Addendum B on the Technology Permission Form (distributed during the first week of school in the IMPORTANT SCHOOL FORMS package). The administration may revoke or suspend specific user access should a user not comply. The Technology Permission Form will be kept on file.

At Beechwood, the following rules have been developed in order to ensure student and adult safety and security while using the Internet.

- I will not give out any form of personal information such as my name, address, telephone number the same for any classmates, or the location of the school without permission from my teacher or parents.
- I will never send anyone a picture of myself or a message without my teacher's permission.
- I understand that I may only visit sites that have been approved by my teacher. If I should encounter any information or visual representation that makes me uncomfortable I will tell my teacher immediately.

Digital Rights and Responsibilities

Digital citizenship involves understanding the social, ethical and legal issues relating to all aspects of technology, in order to use it appropriately and effectively. There are rights and responsibilities that go hand in hand with being a good digital citizen. The rights and responsibilities listed below apply to all users of the Lester B. Pearson School Board network.

I have the **RIGHT** to:

- learn and work in a safe, appropriate, and secure environment free from harassment
- use the school board network for educational purposes
- be respected as an individual
- express opinions, ideas and feelings, while keeping in mind the rights of others
- have my digital identity protected from unauthorized use
- have managed access to the internet
- report any action interfering with a safe learning environment to the appropriate authority

I have the **RESPONSIBILITY** to:

- contribute to a positive culture of learning
- use school/centre space and equipment, as well as personal devices, in an appropriate, responsible and respectful way
- respect others and their right to privacy
- practice safe, appropriate and legal and responsible use of information and technology
- protect my personal information and that of others
- engage in technology use for educational purposes and respect for educational value

I have discussed these rules with my parents and have their permission to use the Internet and all of the technological devices at Beechwood.

Daycare

Philosophy

The philosophy of the Beechwood Daycare Program is to provide a complementary program of child centered activities through the leadership of the educators, the support of the parents and the cooperation of the children. Our aim is to develop and maintain a positive and caring environment.

Our prime concern is the well-being and safety of every child. We promote a comfortable and family centered atmosphere. A rich learning environment with much to explore and discover, is combined with a program to further the development of the whole child.

Program

We offer age appropriate educational activities that meet the child's needs. These include but are not limited to arts and crafts, science, computers, dramatic play, and music and cooking. Our monthly program is theme-based. We sometimes invite outside specialists to enrich the program.

A quiet time is set aside each day in the daycare to allow the children from grades 2 to 6 to do their homework. The educator is available to encourage and to assist but homework is the responsibility of the individual child. Parents are expected to ensure that their child has completed their unfinished homework at home.

Communication

Please check our school website for the various happenings in the daycare. There is a Daycare page in the school website. Parents are requested to communicate to the staff via note or by phone of any pertinent information concerning their child.

Daycare Parent User Committee

Parents who use the daycare service are entitled to be part of a Daycare Parent User Committee. Being part of a Daycare Parent User Committee will give parents the opportunity to be involved in the daily lives of their children. This committee is formed by the governing board when a minimum of three parents, who use the daycare service, request it. The committee is:

- a) Chaired by the Daycare Technician.
- b) An advisory role.
- c) Provides a forum for consultations and feedback.
- d) Transmits suggestions and recommendations to the principal or the governing board.
- e) A liaison for all parents who use the daycare service.
- f) Focuses on the quality of daycare services and may make recommendations in respect to the rules of operations, special projects, needed changes or any other aspect of the daycare.
- g) May contribute to the development of innovative projects.
- h) Will write a year-end-report, and after being reviewed by the principal and the Governing Board, the report will be sent to all parent users.

Staff

Our educators have been selected for their experience, maturity and sensitivity to the needs of children and they will be working closely with the school teaching staff. Confidentiality is always respected between the educators and parents. Please feel free to communicate with the staff about any matter related to the program or your child.

Hours of Operation

The daycare program operates on school days from August 31st, 2016 to June 23rd, 2017 from 2:30pm to 6:00pm. Parents will be charged \$1.00/minute when picking up their child after 6:00pm. We offer an early morning program that operates from 7:00am to 7:55am.

Fees

Afterschool: \$9.10 per day. (\$8.10 plus \$1.00 snack fee).

Professional Days: \$10.00 per day On PED days when children register for outings or special activities there is a \$10.00/day supervision charge **plus** a fee for the activity and bus. There will be no refunds after the registration deadline. We will not be open for all of the PD days.

Parents must register a child for a minimum of 3 days a week. Any parents using daycare for 3 or 4 days a week must inform the Daycare Technician which days they will be choosing and will not be allowed to change these days unless two weeks notice is given.

Payment of Fees

As of September 2015, Daycare and Lunch Fees may be paid by: Internet Payments or ten (10) post-dated cheques. If the above mentioned methods of payment cannot be used, we will accept cash and will write a receipt on the spot.

Any student whose fees are not up to date will be asked to withdraw from daycare. **Please read the resolution that was passed by the Governing Board in May 2016.** (in this handbook).

N.S.F. cheques must be replaced immediately, plus a \$20 fee to cover bank charges or the children will lose their place(s) in the program. Parents must give two weeks notice in writing if they wish to withdraw their child from the Daycare. Parents will be charged \$20 for each additional change after the 1st change made to a child's Daycare schedule.

Income tax receipts will be issued for the year in which the fees are paid and only in the name of the payee.

Arrival and Dismissal

Attendance will be taken upon arrival and dismissal. All pick-ups must be made by 6:00pm sharp from the daycare door. **Children will not be sent to meet cars or wait by the door.** We stress to all parents that their children not go out the door before they do when leaving the daycare.

If a child is to be picked up by a person not listed or authorized on the registration form, the parents must notify the staff by phone or in writing. That person will be requested to show personal identification upon pick-up.

No child will be allowed to leave with anyone other than parents or authorized persons.

Daycare always uses the door at the rear of the school. Please be certain that **the door always locks** behind you when you enter or leave the daycare. We do not want to allow strangers to gain entrance into our daycare. Please do not hold the door open for someone you do not personally know. Parents may use the parking lot off Anselme-Lavigne for drop-off and pick-up.

Snacks

Nutritious snacks are provided daily in the afternoon right after school. Please advise your child's educator of any food related allergies.

Medication

In order to administer medication to a child, the educators require written parental authorization. All medication should be in the original container, which is labeled with the child's name, doctor's name, the pharmacy and the dosage. This medication will be kept in a locked cupboard or refrigerator. **The educators can administer only prescribed medication.**

Clothing

The children are encouraged to participate in all learning experiences - this includes painting, outdoor play, etc ... Please dress your child in comfortable, washable clothing and shoes that won't slip. Children are required to wear running shoes when they are in the gym. Please have your child bring the appropriate outerwear for outdoors during the cold and wet weather.

Please ensure that all clothing is clearly labeled. During the course of the year, your child may require extra clothing to change into (ex: outdoor play in the winter - extra socks mittens etc....). **The educators are not responsible for lost articles.**

Behaviour Management

Behavior management is conducted in an age appropriate and positive manner. Our daycare philosophy is based on stressing the positive aspect of a child's development both social and emotional. The expectations and rules for the children will be clearly stated and consistently applied by the educators. **Parents should remind their children that physically aggressive or verbally abusive behavior will not be tolerated.** Discipline problems will be handled on an individual basis. Parental involvement and co-operation will be expected.

Fighting and foul language will not be tolerated: Daycare services are a privilege and that repeated misbehavior and failure to comply with the rules could result in the student being asked to leave daycare.

Please discuss the following rules with your child:

1. Children attending extra-curricular activities after school should report to the Daycare Staff before going to these activities.
2. Children must bring all books, homework from their classroom to daycare.
3. Children must ask permission to leave an area (going to the washroom) the room and report back to the staff upon return.
4. Children must follow directions for learning centers and games.
5. Children must remain seated during snack time.
6. Children must pick up and put away any materials, toys and books that they have used.
7. Children must respect other people's projects and quiet time.
8. Children must learn to share, co-operate and help others.
9. No playing with sticks (i.e. broken branches) or picking up rocks.
10. Chalk may be used on asphalt but not on cement or bricks of the buildings.

Should you have any questions please do not hesitate to contact Donna Pinchuk at (514) 780-8971. In an emergency please call the Beechwood School office at (514) 626-3484.



BEECHWOOD

ELEMENTARY SCHOOL

School Handbook Commitment Form

I have read the **Parent & Student Handbook** which includes the Code of Conduct with my parents and I understand that as a citizen of the Beechwood school community, I am responsible for my behaviour and actions throughout the school year.

Student's Signature

Parent's Signature

In accordance with the Education Act, the LBPSB has appointed a student ombudsman.
Please refer to the school board's website at www.lbpsb.qc.ca for more comprehensive information.

Please visit our school website to get the latest information,
calendar updates, and all important school events at Beechwood at:

beechwood.lbpsb.qc.ca