

# Saint Mary's Elementary School

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Welcome


Information Booklet

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# Our Current Mandate

- ▶ **We are following the advice of the NS Chief Medical Officer of Health and the IWK in order to balance students' academic, social and developmental needs.**
  - ▶ **Build and maintain close communication with Parent / Guardians to continue to support the child and student well-being and learning.**
  - ▶ **Teachers will focus on ensuring that every student transitions effectively to their new grade level.**
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# Bell Schedule



- **8:45-8:55** Supervision begins inside the classroom  
**(Students cannot be dropped off prior to 8:45 am)**
- **8:55** In class instruction starts
- **10:15 –10:45** Staggered Recess
- **11:30 - 1:30** Staggered Lunch
- **3:00** Dismissal for the day **(No supervision after 3:00 pm)**

Unforeseen circumstances arise and if you are unable to pick up your child(ren) at dismissal time, please make alternate arrangements with a friend, neighbor or family member to do so and notify the teacher or main office of any change.

# Communication Between Home and School

- ▶ Communication will be conducted virtually by phone, video-conferencing or through email and newsletters. In person meetings will be as required.
- ▶ It is important for families to keep in close communication with their child's classroom teacher.
- ▶ Please consider filling the Consent for Publication of Student Personal Information and Student Work Form. Our staff would really like to send pictures of what is going on in our school through, email, class, school websites and Twitter. As always, no names of students would be used when "Tweeting" photos!

▶ *Frequent and positive communication between families and teachers are a very important cornerstone in the success of all students.*



# Hand-Washing / Sanitizing

- Frequent hand washing/ sanitizing is important for everyone entering the school.
- Alcohol-based hand sanitizers are available throughout the school, such as at entry points and washrooms. Classes are all equipped with Sanitizing dispensers.
- Practice hand hygiene (wash hands or use hand sanitizer) often; including but not limited to:

- **Before:**

- Entering the school/classroom
- Eating/drinking/handling food
- Outdoor activities

- **After:**

- Sneezing
- Coughing
- Blowing your nose
- Outdoor activities
- Eating/Drinking
- Cleaning



# Visitors



- ▶ A strong relationship between home and school is important to student well-being and success. Visitors; including parents/ guardians, will only be invited inside as needed or by appointment. There is a table by the main door for drop offs belonging to the student (i.e. lunch, forgotten items).
- ▶ As a school, we will continue to use alternative ways to engage with parents/guardians that do not require you to physically enter the building. Teachers will continue to reach out to you as it relates to your child's education and well-being. We encourage you to communicate regularly with the school and your child's teachers by email, telephone or video conference.

# School Supplies/Belongings

## Grade P-3 Supply List 2023-2024

- 1 plastic kit box
- 1 message bag
- 1 pkg. 8 – 10 markers (Crayola suggested)
- 1 pkg. of coloured pencils (Crayola suggested)
- 2 pkg. of crayons (Crayola suggested)
- 1 pair of scissors
- 2 glue sticks
- 3 pkgs. of 12 #2 pencils
- 2 low-odor whiteboard markers
- 2 white erasers
- sneakers (indoor shoes to be kept at school for Physical Education; please label)
- headphones (please label)
- water bottle (please label)



## Grade 4-6 Supply List - 2023-2024

- 1 pencil case (see picture)
- 1 message bag
- 1 pkg. 8 – 10 markers (Crayola suggested)
- 1 pkg. of coloured pencils (Crayola suggested)
- 1 pair of scissors
- 2 glue sticks
- 3 pkgs. of 12 #2 pencils
- 2 low-odor whiteboard markers
- 2 white erasers
- sneakers (indoor shoes to be kept at school for Physical Education; please label)
- headphones (please label)
- water bottle (please label)

A few things to note... Other supplies such as pocket folders, scribblers, etc., will be purchased by the school. Please refrain from labeling the markers, crayons, scissors, glue sticks, pencils and erasers as they may be organized communally in classrooms. Sneakers, headphones and water bottles can be labeled as they are for personal use. From experience, we have noticed that some of the “fancy” decorated pencils or mechanical pencils will not last as long as good quality HB#2 pencils. As school supplies tend to be less expensive in August, you may wish to pick your child’s up when some of the Back-to-School sales are on. Staples and Walmart often have better prices than Dollarama on some items. We believe that this list should be sufficient supplies to last the year. However, some students lose and/or damage supplies and they may need to replenish during the year. Please help protect our Earth and reuse any supplies from previous years that you can (message bags, kit boxes, scissors, etc.)



# Morning Arrival Procedure

- ▶ Students are to arrive no earlier than 8:45 am.
- ▶ Parents who accompany their child(ren) to school are asked to drop off their child(ren) off at their designated door. Late arrivals are to enter at the main school entrance.
- ▶ Students are to enter their designated door immediately upon arrival and go directly into their class.



# Safe Arrival – 24 hours/day, 7 days/week

One of our greatest priorities is ensuring that all our students arrive safely at school each and every day. Our school uses **SchoolMessenger** to report student absences.

If your student is absent and the absence has not been reported in advance, you will receive notifications via email, text, and phone calls from SchoolMessenger. If SchoolMessenger cannot reach you, office staff will follow up. To report your student absent, you can use any of the following methods. **Please excuse your child(ren) for the day and if they arrive later, attendance will be changed upon their arrival.**

- ▶ **PowerSchool Parent/Student Portal**

Parents/guardians can log in to <https://sishrsb.ednet.ns.ca/public/> to access the SchoolMessenger website to report future absences.

- ▶ **SchoolMessenger App**

Parents / guardians can download the SchoolMessenger app for Android and iOS devices and use their username and password for the PowerSchool Portal.

- ▶ **Toll-Free Number**

Parents/guardians can call 1-833-582-6940 to report future absences using an automated system.

All three methods are available 24 hours a day, 7 days a week. Absences can be reported at any time before the start of school on the day the student will be absent. Up to five consecutive absences can be recorded at once.

If you have students attending other schools, please continue to report absences using the existing procedures for those schools.

Please visit <https://www.hrce.ca/SafeArrival> for more information.



# School Entrances



Morris St

Spencer House Senior Centre

South End Commun Child Care Centre

Saint Mary's Elementary School

St Mary's School

Wright Ave

5/6 Portable

1 / 2

1 / 2

2 / 3 4 6



# Afternoon Dismissal Procedure



- **All Students will be dismissed at their designated door.**
- **Parents / Guardians are asked to not crowd entrances and exits and to model proper physical distancing practices.**
- **Students will take home all items belonging to them (clothing, boots, shoes, lunch bags) as nothing is to left at school.**
- **All students who are not accompanied by an adult *MUST* go directly home or to their childcare provider.**

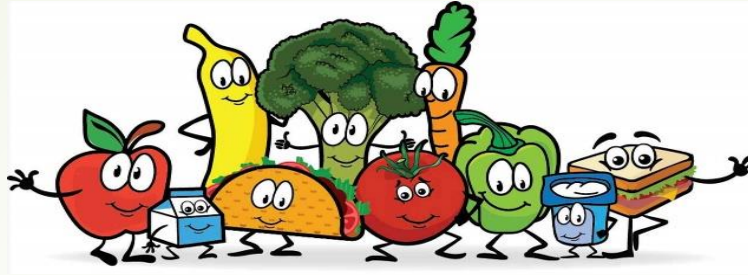
# Student Drop Off & Pick Up (Late, Appointments, etc.)



- ▶ During the school day (following morning arrival and before afternoon dismissal), all drop-offs are to be done outside the main office doors. Ring the office buzzer and a staff member will come and collect it.
- ▶ If a student is arriving late to school or needs to be picked up early for an appointment, please go to the main door and ring the buzzer. A staff member will assist you.

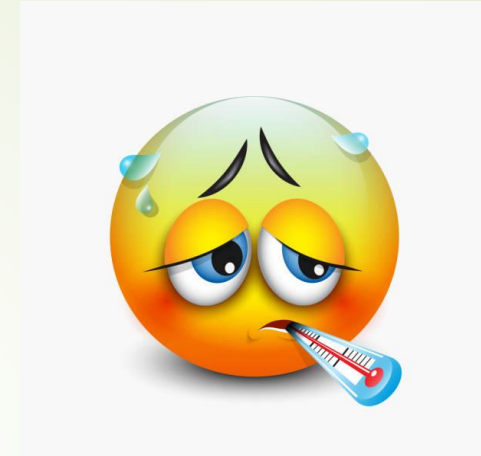


# Recess and Lunch Procedures



- Students will go outside for recess unless raining. They will have access to the playground and the paved courts.
- Lunch time will be staggered and will take place from 11:30 am - 1:30 pm.
- Class schedules will be sent home the first week of school.
- There is no hot-lunch program so students will have to bring a packed lunch that can be eaten at their desk. Please remember to include any utensils that are needed. No peanut or nut products permitted in the school due to allergies.
- Students will eat for 30 minutes and play for 30 minutes.
- Desks will be sanitized/cleaned while students are outside playing.
- When it is time to come in, they will enter through their designated door.

# Student Illness at School



- ▶ If a student becomes ill at school, the Parents/Guardians will be called immediately to pick up their child.
- ▶ If either Parent or Guardian is unreachable, we will then call the Emergency Contact to pick up the student. It is very important to ensure that your contact information and other emergency contacts for your child are kept up to date with the school during the school year.

# Additional Important Information

- Children attending the South End Community Child Care Center will receive information from the daycare.
- Registration (902) 420-1618



- The **EXCEL After School program** is operating.
- EXCEL will be communicating directly with registered families.
- Registration 902-464-2000 ext. 2787  
[excelregistrar@hrce.ca](mailto:excelregistrar@hrce.ca)

- **Bottle filling stations** and/or other sources of safe drinking will still be available. Sending your child with a **full water bottle** in the morning is greatly appreciated.



# Signage Around the School

## PROPER HAND WASHING

Washing your hands frequently with soap and water is the best way to reduce the spread of germs.

- 

1 Wet your hands with warm running water.
- 

2 Add soap and scrub for 15-20 seconds.
- 

3 Wash backs, thumbs, between fingers, and under nails.
- 

4 Rinse off soap under running water.
- 

5 Dry your hands with a clean towel.
- 

6 Turn off tap with a towel.






When soap and water are not available, alcohol-based hand sanitizers can be used if hands are not visibly soiled.

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UTILISEZ LE DÉSINFECTANT AVANT D'ENTRER  
PLEASE USE HAND SANITIZER BEFORE ENTERING

## Cough and Sneeze Etiquette

-  ..... Cover coughs and sneezes with a tissue.
-  ..... Throw the used tissue in the garbage and wash your hands or use an alcohol-based hand rub immediately.
-  ..... If you don't have a tissue, cough and sneeze into your elbow, not your hand. Wash your hands or use an alcohol-based hand rub immediately.
-  ..... Avoid touching your eyes, nose and mouth.
-  ..... If you need to touch your face, wash your hands first.

novascotia.ca/coronavirus

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## MAXIMUM OCCUPANCY OCCUPATION MAXIMALE

In an effort to protect students and staff from the spread of COVID-19, we are limiting the number of people in this space.

Afin de protéger le public et nos employés contre la propagation de la COVID-19, nous limitons le nombre de personnes pouvant occuper cet espace.

MAXIMUM OCCUPANCY  
OCCUPATION MAXIMALE

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NOUVEAU-BRUNSWICK