

REPORT TO THE OFFICE WHEN ENTERING SCHOOL

For the safety of all students at Chris Saunders Memorial Elementary School, parents & guardians must sign in at the office.

WINTER STORMS

Winter will be upon us soon enough. Please dress your children according to the weather. When the weather is inclement and the opening of school is questionable, please listen to the local radio stations for possible school closure announcements. All efforts are made to have the necessary information to the radio stations prior to its 6:30 a.m. broadcast. You may also obtain this information by phoning, 643-SNOW (7669). School closure information can also be found on ASD-S website - <http://www.asd-s.nbed.nb.ca/>. In the event of an early school closure, every effort will be made to contact parents/guardians. Teachers will attempt to contact parents/guardians by phone – following procedure for early closure provided by parent. If a parent cannot be reached, regular dismissal procedures will be followed unless otherwise specified on Student Information Form.

START OF DAY, LUNCH & DISMISSAL TIMES

Please be advised that students are able to be dropped off at school at 7:45 a.m. **Students should not be on school property until 7:45 a.m., when a school staff member is “on-duty”**. There will be NO playtime on the school grounds prior to 7:45 a.m. Announcements will begin at 8:10, so students should be here no later than 8:10. Students who arrive after 8:10 are considered late. Please see “School Routine” on this form for specific details.

LUNCH

Parents/guardians are responsible for packing their child a nutritious lunch. We ask that students return home with any uneaten items. This will help make parents aware of what their child does/does not eat during the school day. Sharing food is **not** permitted due to allergies and parent preferences for what their child consumes each day.

EARLY DISMISSAL & CHANGES TO TRANSPORTATION

If your child is required to leave the school before regular dismissal time, please be sure to send a note or contact the school in advance. This way, teachers will ensure your child is ready in time for pick up. We cannot allow an early release for any student without permission from a parent/guardian. All parents/guardians are required to pick up their child from the office if prior to dismissal time. It is not permitted to wait in the parking lot for your child or pick up your child from the playground.

BUS/WALKING RULES

When your child is waiting for and traveling on a bus, it is expected that they follow the same rules that apply within the school. As principal, I have authority and duty to protect your child(ren) once they leave their home or are dropped off by a parent. Failure to follow school rules to and from school will result in consequences: detention, written warning or possible suspension. After two warnings, the student will be suspended and/or may lose extra-curricular privileges. Severe behaviour for example: fights, threats, weapons, belligerence, extreme defiance or illegal substances will result in immediate suspension without warning.

SCHOOL SUPPLIES AND FEES

The Staff and the PSSC have decided that a \$60.00 school supplies fee for each student is appropriate to cover each student’s supplies for the year. Payment plans can be arranged with the Principal. School Fees will be \$20.00 per student to a maximum of \$40.00 per family. If you would like more details on the supplies and/or student fees, please contact the school for the school supplies/fees policy.

ELECTRONIC DEVICES AND TOYS

We kindly ask that students do not bring their own electronic devices, including mobile phones, sporting equipment and/or toys to the school unless otherwise expressed permission from a teacher or administration. We are not responsible for any personal items brought to school from home.

CHRIS SAUNDERS MEMORIAL WEBSITE

Please visit our school website for upcoming events, announcements and school news. The web address is: <http://web1.nbed.nb.ca/sites/ASD-S/1948/Pages/default.aspx>.

ADDRESS AND PHONE NUMBER CHANGES

Please call the school at 848-5425, if your address or phone number changes. It is EXTREMELY important that the school has up-to-date information in case of an emergency. Sometimes, parents need to be notified IMMEDIATELY if your child is sick or has had an accident.

CHRIS SAUNDERS’ SCHOOL STAFF

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| KINDERGARTEN –Ms. Reid KINDERGARTEN – Ms. Hickey GRADE 1 – Ms. Waddell GRADE 1FI – Mme. Lamontagne GRADE 2/VICE-PRINCIPAL – Ms. Childs GRADE 2 – Ms. Shuttleworth GRADE 2 – Ms. Redstone/Allen GRADE ¾ - Ms. Patterson GRADE 4 – Ms. Tilley GRADE 5 Intensive French – Mme. Curry GRADE 5 – Ms. Gosson GRADE 3FI – Mme. Cochrane GRADE 4FI – Mme. Hubbard GRADE 4FI – Mme. Bourque-Currie GRADE 5FI –Mme. Losier | PHYSICAL EDUCATION – Ms. Wisdom GUIDANCE – Ms. Calabrese EST-RESOURCE – Ms. Redstone & Ms. Ryan-Myles EST-LITERACY – Ms. Savoie EST-NUMERACY – Ms. Brown MUSIC - Ms. Williams SCHOOL INTERVENTION WORKER – Ms. Williams EDUCATIONAL’S ASSISTANTS: Ms. Ellis, Ms. Thompson, Ms. Adams, Ms. Hachey, Ms. Martin, Ms. Huddleston and Ms. Harkiolakis CUSTODIAN – Mr. Stewart ADMINISTRATIVE ASSISTANT - Ms. MacLeod PRINCIPAL – Mr. Wilson INTERNATIONAL STUDENT MENTOR – Ms. Locke |
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SCHOOL ROUTINE

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| 7:45 a.m. | Students allowed on school property when they see staff on duty |
| 8:10 | Students must be in classroom or considered late |
| 8:10 | Announcements begin |
| 8:15 | Classes begin |
| 10:15 – 10:30 | Recess K – 5 (3-5 Play) |
| 10:30 – 10:45 | Recess K – 5 (K-2 Play) |
| 12:15 – 12:40 | K-2 Eat/3-5 Play |
| 12:40 – 1:05 | 3-5 Eats/K-2 Play |
| 1:05 | Classes begin for Afternoon |
| 1:35 | Dismissal for Gr. K, 1 & 2 |
| 2:35 | Dismissal for Gr. 3, 4 5 |