

## CHRIS SAUNDERS MEMORIAL ELEMENTARY SCHOOL

187 Pettingill Road, Quispamsis, E2E 3S8 --TELEPHONE 848-5425

M. Wilson, Principal

C. Childs, Vice-Principal

Dear Parents/Guardians:

It is indeed my pleasure to welcome you to Chris Saunders Memorial School.

Recognizing that children develop at different rates, CSM is concerned with the intellectual, social, physical and moral development of all of its students. To that end, we are fortunate to have an excellent staff at CSM interested in working with you in the education of your child(ren). It is important to keep the lines of communication open between home and school. In this way, the task of educating your children will be easier for all and will be more successful. I invite all parents/guardians to contact me if there are any matters that you would like to discuss with me. I will be pleased to assist in any way I can.

This booklet has been developed to inform you of the policies and practices that we have at Chris Saunders Memorial Elementary School. All rules and policies are meant to foster student safety and learning.

I appreciate your cooperation in ensuring that your child(ren) have a very rewarding experience at Chris Saunders Memorial Elementary School.

Yours truly,

M. Wilson, Principal

### CHRIS SAUNDERS PARENT SCHOOL SUPPORT COMMITTEE

Here are the 2016-17 PSSC members for Chris Saunders Memorial:

Ron McGrath – Chair  
Margie Hickey – Teacher Representative  
Karen Trecartin  
Kendra Gallant  
Stephanie O'Reilly  
Amanda Sherman

Angela Murphy  
Jill Cormier  
Tanya Kelley  
Amanda DiPaolo  
Joanne Romeo  
Joanne Chen

If you would like more information on the roles and responsibilities of the PSSC, please contact the school and we will provide you with the necessary documents.

### MEDICATION

It may become necessary for students to take medication during school hours. If this medication is to be administered or supervised by a teacher, the parent/guardian of that student must complete a consent form authorizing the teacher or designate to do so. Forms are available in the office.

### CHANGE IN YOUR CHILD'S ROUTINE

It is extremely important that parents/guardians contact the school **IN ADVANCE**, if there is to be a change in your child's after school routine. For example, if your child is being picked up by an adult not familiar to the school, or if your child is walking to a friend's house, or if your child is leaving school early for an appointment. In any of these instances, a note to the teacher or a phone call at least a day in advance is required. This is for safety purposes only.

### ALLERGIES

It is important for all parents/guardians of CSM students to be aware of the fact that there are students in our school who suffer from allergies (egg, peanut, shellfish and other). Severity of these allergies may range from watering of the eyes to anaphylactic shock. In extreme cases, loss of consciousness and death could occur without immediate medical assistance. The school has an obligation to establish a safe environment of all students; thus, an emergency plan is required for each of these students. Our plan will include the location where any EPI Pen, Medicine or Puffer will be stored for easy access. Forms are available in office. **NUT PRODUCTS ARE NOT ALLOWED TO ENTER THE SCHOOL DURING THE SCHOOL YEAR AT ANYTIME.**

**\*\*\*PLEASE INFORM THE SCHOOL IF YOUR CHILD SUFFERS FROM ANY MEDICAL DISORDER (If you have not done so yet).**

### EMERGENCY PLAN

All schools in the Province of New Brunswick have an emergency plan, a procedure to follow in the case of a disaster. Depending upon the location of such a catastrophe, CSM students would evacuate to either St. Mark's Church or to Ecole Des Pionniers. Further to this plan, and for security purposes, all outside doors will be locked during the day. For entry into the main lobby, parents will need to be "buzzed" in for entry (except for the morning and dismissal times). I would ask parent/guardians to please use the front doors of the school for entering the building. During the year, we will be practicing fire drills and lock downs to ensure that your child is calm and more aware of safety procedures in case of a real emergency. If an emergency occurs then parents will be notified by radio, district website and/or community-wide correspondence (phone call or e-mail).

### PARENT VOLUNTEERS

There are many opportunities to volunteer at our school. You can volunteer as little or as much as you like. Volunteers are also required to complete a Criminal Record Check.