

Garden Creek School

2019-2020 ROUTINES and PROCEDURES

Allergies	Due to a number of nut allergies at school, parents are asked not to send in nut products or products containing nuts for either lunches or snacks. Whole eggs are also not permitted in specified classrooms due to an allergy. (Parents of the class will receive notification)
Birthday Invitations	Distribution of birthday invitations should be done by families from home. Teachers will not be responsible for the distribution of birthday invitations to students.
Bus Delays	Notifications of bus delays are announced on the radio as well as on the ASD-W website.
Bus Drop Off (end of day)	Two drop off locations may be used at the end of the day – the primary (most often used in a week) and an alternate (second choice). If specific days are not indicated as the alternate drop, a written notice must be sent to school 24 hours in advance requesting a change in the drop off location. Play dates and birthday parties are not acceptable reasons for change in drop off.
Clothing Guidelines	Students are to dress appropriately for school play and the weather. Flip flops should not be worn on the playground for safety reasons.
Code of Conduct	Creekers follow “The Essential 45”. See The Creeker Essentials which are posted on the school website http://gardencreek.nbed.nb.ca under the School Plan – Left hand Quick links
Communication	<ol style="list-style-type: none"> 1. Email (usually firstname.lastname@nbed.nb.ca) 2. Phone (506) 453-5409 3. Fax (506) 453-7144 4. Website http://gardencreek.nbed.nb.ca 5. Weekly email update from both Admin as well as the classroom teacher
Discipline	Students are to follow our Essentials of being a kind and considerate Creeker and ensure “hands off- feet off” at all times. In case of issues, age-appropriate consequences will be determined and parents will be informed.
Tech Devices	Students are not to bring devices to school unless asked by their teacher for academic purposes. We are not responsible for lost, stolen or broken devices.
Extra-Curricular and Student – Led Clubs	There are a number of extra-curricular activities in which students may take part throughout the year. We also encourage them to follow their passions and leadership through running their own .
Fundraising	Our main fund raising event for the year is our Christmas Bazaar . Loads of Christmas fun for all Creekers! Our Home and School coordinate the event but all Creekers are asked to help in some small or big way! We also raise funds through a craft fair, book fair, recycling and other activities throughout the year.
Games / Trading Cards / Toys	We are not responsible for lost, stolen, broken or traded items.
Good Deed Recognition	Student good deeds are recognized school wide by teachers issuing Good Deed Cards to students who are caught following our Essentials and being caring Creekers. Cards are drawn on Fridays and posted in the hallway. Students receive ‘good deed prizes’
Creeker Parent Involvement	Parents are encouraged to get involved in our school committees, especially the Home and School Committee (responsible for fund raising) and our Parent School Support Committee (PSSC: Advisors to the Principal). Volunteers are also welcome in the classroom and in the Library. Please call the school at 453-5409 to see how you can volunteer .
Late Arrival and Safe Arrival	Students who arrive after the student lines have entered the school are required to sign in at the office. If your child is going to be absent or

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	late for school, please call the office at 453-5409 and indicate your child's name, class, and reason.
Attendance – Tardies and Absences	For our students to achieve to their potential, attendance and on-time arrival is a priority. We do understand that students get sick and unfortunate situations occur where your child cannot be present at school. Guidelines are: After the 5th absence or tardy: contact will be made with the parent by the homeroom teacher On or before the 10th absence: Referral for support from school as well as written notice to parents
Line of Communication	In the event of a concern or question, please follow the lines of communication. 1. Teacher 2. Administration 3. District Office
Lost and Found	Lost and Found is placed on a shelf on the main floor near resource.
Lunch Hour	Students will eat lunch from 12:40pm to 1:00pm. We encourage all snacks and lunches to be as healthy as possible and mindful of noted allergies.
Lunch Program	The Lunch Program will be coordinated by the Home and School Committee. Notices will be sent home announcing the dates, block of time and menu items. All orders are on line through Cashless Schools
Medications	If medications are to be administered at school, either long or short term, please contact the school office for the applicable procedure and paperwork. Teachers or the Office should be in possession of the medication at all times.
Milk Program	Notices will be sent home announcing the dates and block of time for each payment period. Milk is white and 1%.
Funds Collection	Fees to be collected are to be done online through Cashless Schools.
Out of Zone Students (District Policy)	Families living out of the Garden Creek School Zone, wishing to attend GCS, are to complete the District Alternate Placement form. This form is obtained at the Zone school. Decision of placement is often made at the end of August. Parents of Out of Zone students are to provide transportation to and from school.
Privacy	Student phone numbers and addresses will not be shared with other parents unless permission is previously given.
School Cancellations	If school is cancelled due to weather, 1. An announcement is made on the local radio station at 6:00am. 2. Parents will be informed by email and a notice will be posted on the District website around 6:00am.
Student Drop off Areas	1. Bus Zone: beside school. 2. Drop off lane (Supervised): Students are to be dropped off between 7:45 and 8:15am . This is a quick drop off area. Cars are not to pass or park in this area. Park in designated spots only. 3. Crossing Guard: Students may be dropped off on Golf Club Road where the crossing guard is on duty.
Pick up Areas	
Student Fees	Teachers will collect a Student Fee of \$50 from each child in September to purchase student supplies (plus \$5 agenda fee for grades 3-5: Parents need only purchase personal items for their children (ex. book bags, lunch boxes, footwear, etc.) Parents are asked to pay this fee by the end of September through Cashless Schools. If financial support is required, please let us know and we can assist.

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Visiting School	For safety reasons, all entrance doors are locked at all times. Parents, please sign in at the office and remain there while we go to get your child. Parents are required to inform the office staff before taking children from the school or playground.
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