

Garden Creek School

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FAMILY HANDBOOK

(Updated August 2022)

“Once a Creeker, Always A Creeker!”

PRINCIPAL'S MESSAGE

Welcome Creeker Families!

My name is Alex Yaychuk and I will once again be your Acting Principal for the 2022-2023 School year. Having experienced a wonderful year of learning, growth, and collaboration last year, I am looking forward to continuing to work with staff, students, and families in the Garden Creek community.

Your Teachers, Educational Assistants, Administrative Assistants, Custodians, and all support staff are committed to working collaboratively to foster an ideal learning environment that provides structure and stability to your children's daily lives. Following an eventful school year (2021-2022), I have seen firsthand the level of dedication and awareness that the staff at GC has for their students' social emotional wellbeing. When a child feels safe, their ability to take-in, interpret, and utilize information increases greatly!

This document is meant to paint a picture of what your child's learning experience will look like at Garden Creek by providing information on safety, school procedures, school hours, and much more. Be sure to contact our office (453-5409) if you require any clarification.

Garden Creek is a school that prides itself on providing meaningful experiences that both inspire and challenge students to discover and appreciate the many joys of learning. We are excited to showcase this during the course of the 2022-2023 school year!

- Alex Yaychuk

STUDENT WITHDRAWAL/TRANSFERS

It is expected that a parent will inform the school of their intention to withdraw or transfer their child to a different language program within the school OR to a different school all together, **at least one week in advance.**

PERSONAL INFORMATION

It is important to notify your child's teacher or the school's Administrative Assistant of any change of address, phone number, medical needs (new diagnosis, for example), change of after school plans or any other pertinent data.

If an issue should arise regarding your child, please remember that your child's teacher should be your first contact. They can then direct you if further support is required.

LOST AND FOUND

Labelling personal items is recommended. Items that we have found are located in a tote under the main stairs. Please stop at the office first. We work daily in teaching students to be responsible for their own belongings and we ask that you encourage this with your child as well. Any items not reclaimed at the end of the school year will be donated.

PROOF OF IMMUNIZATION

Children entering public schools in New Brunswick from outside the province or country, or entering Kindergarten are required to provide proof of immunization. If needed, a proof of Immunization Exemption form must be completed by a child's physician, and can be obtained from the school office.

HEAD LICE

Any child can get head lice. Your child must be treated with a shampoo that you can purchase at a pharmacy, and the eggs (nits) must be picked out of the hair shafts. Please note that the shampoo only kills the live lice, and does not penetrate the eggs. A pharmacist is a good resource to assist you with this procedure.

MEDICATION

If a child requires medication during the school hours, parents are required to fill out a Medical form for Minor Care Services from the school office. Medication must be in the original containers with specific instructions. Please contact the office for more information.

MISSION STATEMENT

Garden Creek School strives to provide a safe, caring learning environment where everyone feels accepted and can develop their full potential.

VISION STATEMENT

Garden Creek students will develop the skills to become enthusiastic lifelong learners and caring, active citizens of their communities.

SCHOOL MOTTO



HOW FAR I GO,
HOW MUCH I SEE,
HOW WELL I DO,
DEPENDS ON ME.



RIGHTS AND RESPONSIBILITIES

I have the right to be safe,
so I will be careful.

I have the right to be heard,
so I will listen.

I have the right to learn,
so I will cooperate.

I have the right to participate,
so I will take turns.

I have the right to be respected,
so I will respect others.

HOMEWORK POLICY

Students work very hard during school hours and homework at K-5 level will be limited. Students will be encouraged to read each evening and be physically active, preferably outdoors. Homework expectations may vary from one grade level to another. Kindergarten students, for example, will not begin homework until after an adjustment period to school.

EXTENDED VACATION

On occasion parents may wish to take their child out of school for an extended period of time. Teachers are not required to provide extra work to send with your child, or to catch the child up upon their return. However, upon request, teachers can provide some direction to families on how best to support their child's learning needs. Much as our curriculum instruction is not "sheet work" or reading from a "reader", it involves using hands on activities and targeted instruction which must be done within the classroom.

School Evacuation

In the event that we must leave our school and go to a safe location, we practice this procedure each year and walk to Prospect Inn, which is our school's safe location. With supervision from staff, all students will walk to this location.



Playground Safety

Students are supervised at all times during recess. Playground safety discussions/announcements will take place many times throughout the year. It is important to sign-out your child at the office if this must occur during outdoor recess times.



GUIDING PRINCIPLES

Everyone can learn and demonstrate responsibility.

Staff, students, parents, volunteers are all learners.

Cooperation and participation are the main emphasis in all activities.

CREEKER ESSENTIAL RULES

At Garden Creek School, we have developed a list of 45 "Essential Rules" to help encourage and foster respect, compassion, and fairness. Our staff and students routinely share and promote these rules throughout the school year.

Rule 1: Say, "Yes, Mrs.____" or "No, Mr.____."

Rule 2: Make eye contact.

Rule 3: Congratulate others with the Creeker cheer.

Rule 4: Respect other's comments, opinions, and ideas.

Rule 5: Do not brag.

Rule 6: If you are asked a question, ask a question in return.

Rule 7: When you cough, sneeze or burp, say, "Excuse me."

Rule 8: Do not smack your lips, "tsk" or roll your eyes.

Rule 9: Always say thank you.

Rule 10: Accept gifts graciously.

Rule 11: Perform random acts of kindness.

Rule 12: When we read in class, follow along.

Rule 13: Answer questions with a complete sentence.

Rule 14: Complete homework.

Rule 15: Make quick and quiet changes between subjects.

Rule 16: Be organized and on time.

Rule 17: No moaning or complaining about assignments.

Rule 18: Follow the same rules for all teachers.

Fire Drill



Several times during the year the students will hear a bell which is different than the bell we ring to announce the beginning or end of recess. When the fire bell rings, the students will exit with their class and line up in their "meeting place". Once all classes are accounted for, they will be instructed to re-enter the building. These drills may be announced or unannounced.

Lockdown



In the rare case that we must secure our building due to an incident, there will be an announcement from the office saying, " This is a lockdown, please secure the building". Each classroom teacher will inform the students where they will go within the classroom to sit quietly until an announcement is made to return to normal activities.

SCHOOL SAFETY WEEK

During the first weeks of the school year, all classes in our school will participate in various safety drills. During the 1st week of October, these drills are discussed and practiced at a school-wide level throughout the entire school district.

These include:

School Bus Safety

The bus driver will instruct the students the proper way to enter and exit the school bus, and the expectations while riding on the bus. Students will learn how to exit the bus through the back door of the bus in the event of an emergency.



Rule 19: Be orderly, efficient and on task.

Rule 20: Learn the names of all the teachers.

Rule 21: Greet visitors appropriately.

Rule 22: Do not look at someone in trouble.

Rule 23: Eat quietly and remain at your seat.

Rule 24: Clean up after yourself.

Rule 25: Be quiet on the bus.

Rule 26: Be polite on field trips.

Rule 27: Take only your fair share.

Rule 28: If someone drops something, pick it up.

Rule 29: Hold the door.

Rule 30: Say, "Excuse me" if you bump into someone.

Rule 31: On a field trip, enter quietly.

Rule 32: Take your hat off inside.

Rule 33: During an assembly, remain quiet.

Rule 34: Say thanks for a field trip.

Rule 35: Move quietly in your line.

Rule 36: Keep your place in line.

Rule 37: No "wild animals" at school.

Rule 38: If you need help, ask a teacher.

Rule 39: Stand up for what you believe.

Rule 40: Be positive and enjoy life.

Rule 41: Live so that you will never have regrets.

Rule 42: Accept that you are going to make mistakes.

Rule 43: Always be honest.

Rule 44: Carpe diem. (Seize the day.)

Rule 45: Be the best person you can be.

SCHOOL HOURS

- 7:40 – 8:10:** Bus arrivals and parent drop-offs
- 8:10:** First Bell-Student entry into school
- 8:20:** Announcements
- 8:30:** Period 1 begins
- 10:05 – 10:25:** Recess (K-5)
- 12:05 - 12:35:** Lunch Recess (K-5)
- 12:35 - 12:55:** Lunch in classroom (K-5)
- 1:50:** Dismissal for K – 2 Students
- 3:05:** Dismissal for 3 – 5 Students

****Wednesday Dismissal for K-5: 12:05**

*Classroom daily schedules can be obtained from your child's teacher.



CASHLESS SCHOOLS ONLINE PAYMENT

There will be occasions throughout the school year where your family may be making payments to the school. We have fully implemented our **Cashless Schools** online payment system. The expectation is that families will become familiar with the system and comfortable using this method of payment. If using **Cashless Schools** is not possible, please contact the office to arrange alternate payment methods.

Link:

<https://anglophonewest.schoolcashonline.com/>



SCHOOL SUPPLIES

Consumable supplies will be purchased by the school for your child's class. They will be provided to each child as necessary throughout the school year. This allows us to purchase high quality supplies at a better price than charged to individuals. It also ensures that all children have the appropriate supplies when they need them. Students are required to bring a backpack/bookbag (please do not send a tiny one), lunch box, and indoor (non-marking) footwear. If your child cannot tie their own shoes, please do not send in shoes with laces. More detailed supply lists can be found on our website under the 'quick links' tab.



DROP-OFF

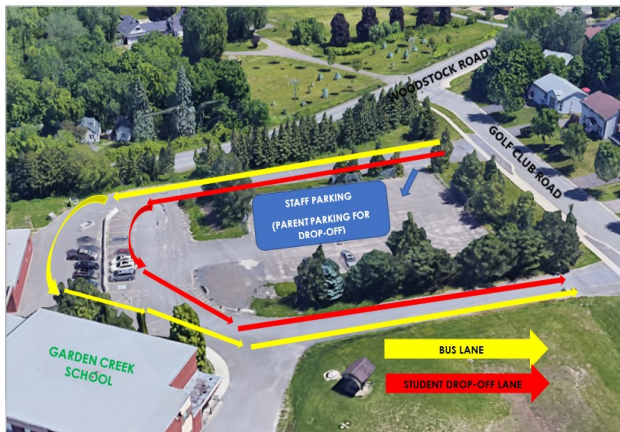
Students may be dropped off between 7:40 AM and 8:10 AM.

- Playground supervision begins at 7:40 am and students may not be dropped off at school before this time. If you are driving your child to school, please stay in your car with your child and at 7:40, proceed to the designated drop off spot near the front of the school where a staff member wearing a vest will be assisting you.
- Entrance at the front of the school is for school buses only.
- Multiple vehicles at a time may drop their child off. **Children are to exit the vehicle from the passenger-side** (nearest to the school) of the vehicle.
- Please do not pass any cars in the line. **Patience is required at this time.**



PARKING

- Parents are asked to use the designated drop-off lane as much as possible when dropping their child(ren) off at school in the morning to minimize parking congestion.
- After 8:10, should you need to park and walk your child to the building, please drive into the tennis court through the back entrance only. This is a one way route. This is for the safety of students exiting school buses.
- Walk your child to the arrival's crosswalk by the student drop-off zone. Your child can then ring the intercom to enter the building and sign-in at the office. Any students entering the building after 8:15 are considered tardy.



ALLERGY & COMMUNICABLE DISEASE ALERT

Food allergies can pose a significant concern and may sometimes be life threatening to staff or students within our school.

Please note that Garden Creek School is a peanut-free **AND** nut-free school. We ask that parents please respect this policy when preparing snack and lunches.

All families will be required to read, sign, and return our school's **Nut Allergy Form** during the first week of school.

If a student at our school has another food allergy, this policy may be extended to the classroom of that student. Families will be contacted and informed of such an allergy by your child's home-room teacher. Again, we ask that parents please respect any food allergy policies.

Information on Communicable Diseases including guidelines and resources for families can be found at <https://asdw.nbed.ca/current-students/grades-k-12/health-topics/communicable-disease/>

SNACK AND LUNCH BREAKS

Please be reminded that our school does not have a cafeteria, so students will be required to bring their lunch from home and eat in their classrooms.

Please also note that we do not have microwaves and refrigerators for student use so we are unable to heat up and store food.

Students are encouraged to bring their food in a thermos to keep it warm.

HOT LUNCH PROGRAMS

Administration will be communicating Hot Lunch options to families throughout the school year with SchoolCash Online as the primary method of payment. Please refer to Page 17 for a link to access and register with SchoolCash Online.



SAFE ARRIVAL

- If your child is going to be absent or arriving late, please phone the school and leave a message stating your child's name, grade, and the reason for the absence **before 8:45 AM.**

We kindly ask that you please make all efforts to have your child at school on time for learning.

Children thrive academically, socially, and emotionally with consistent routines. If our school can do anything to help, please reach out!



EARLY PICK-UPS FOR APPOINTMENTS

- Please let your child's teacher or the school office to know in advance
- Upon arrival, ring the bell or call the school. You will be asked to wait for your child outside.
- Your child will be called down to meet you outside.

DUE TO INCREASING NUMBERS OF STUDENTS BEING PICKED UP IN RECENT YEARS, ADHERENCE TO DISMISSAL TIMES IS APPRECIATED TO ALLEVIATE CONGESTION

DISMISSAL

- In efforts to minimize hallway congestion, your child's class will walk out as a group with their teacher.
- Parents are asked to wait to receive their child from their homeroom teacher at the designated pick-up area.
- Teachers will take the students as a group to the bus for boarding.

