



# Primary Parent/Guardian Handbook WMES



## Waverley Memorial Elementary School

Dear Parents/Guardians:

On behalf of everyone at Waverley Memorial Elementary, we would like to extend a warm welcome to you and your primary child. This handbook is set up to provide you with the information that will help you become familiar with our school and the grade primary year, that will be commencing in September.

Waverley Memorial Elementary is indeed a great place to begin one's journey of education and we are sure that you will come to appreciate the quality of teaching, the academic and social etiquette standards set for our students and the enriched experiences that our school offers.

We invite your comments and suggestions as we endeavor to start the journey of developing a new partnership with your family (or in some cases, a new journey with a sibling that will enhance an existing partnership). Please feel free to contact us at your convenience with any questions.

*Karla Wolfe*

Principal

*Jennifer van der Weegen*

Vice Principal

## **First Day of School**

**The first day of school in September is often a very anxious day for students and caregivers.** You can help the day run smoothly by talking with your child about the expectations and by having personal belongings well organized and ready.

On the first day your child should have:

- Indoor shoes – appropriate for gym (to be kept at school)
- A backpack
- A small healthy recess snack
- A healthy lunch and drink

When you bring your child to school on the first day, administration and staff will greet the students at the front of the building. You will then be able to take them inside to their classrooms to drop them off. This will be a good time to say good-bye to your child if he/she is comfortable. We want your child to feel safe and comfortable and, if it means you have to stay for a few minutes, that's okay.

It is best if regular routines start the first day so that students get used to regular dismissal routines. However, if you do have a change in plans on any day (and especially the first day) **please make sure that the classroom teacher knows what dismissal plans are.**

It is a very exciting day for us, too! If you ever have any questions or concerns, please do not hesitate to contact the Teacher, Principal or Vice-Principal. Your children are our main concern and the communication between you and our staff must always be open to ensure optimal learning for your child.

## **Nut Smart School**

To respect the safety of several of our students who have a severe allergy to nuts, **we are a nut smart school**. This means that we encourage everyone to be diligent when preparing snacks and lunches, in making sure that the children refrain from bringing foods that contain nuts.

Parents are advised to check labels when purchasing snacks and lunch foods. Please do not purchase items that say 'may contain nuts or nut products'.

Some examples of nut free alternatives include:

- Peanut Free Quaker granola bars
- Sandwiches (Meat, Jam, cheese)
- Fruit
- Plain popcorn
- Rice cakes
- Cheese & Crackers
- Cheese Sticks
- Bit's & Bites
- Vegetables
- Bologna or ham cut into cubes
- Goldfish crackers
- Yogurt

One alternative to peanut butter which has proved successful in some cases is Wow butter, which can be purchased in major grocery stores and comes with labels for your sandwich containers.

It is also important that if students have nut products for breakfast that they wash their hands and brush their teeth before coming to school.

## **Scent Aware School**

We have a scent free policy as many of our children and staff have allergies and sensitivities. Please refrain from wearing scents when you or your child are in the school.

## Music



Music education is provided for the Primary students twice a week. The children play many singing games which help introduce important concepts such as **beat, rhythm, slow, fast, and high and low**. Musical instruments are often used to reinforce these concepts. Movement and dance are also an integral part of this program. Our goal is for the children to enjoy all musical experiences and to have fun.

## Physical Education

Children participate in Physical Education three times each week. Please ensure that your child wears **gym clothes** with **no zippers and no jewellery**. **Shorts are not required for Phys. Ed. since there is no time to change.** **Short-sleeved T-shirts are best, and sneakers must be worn.** Velcro closures on sneakers are wonderful for small children; the children can be independent when putting sneakers on, and there is no fear of tripping over laces.

Please be sure that your child's clothing is comfortable and easy to run and jump in.... on all days.... not just Physical Education days. There is a large portion of school time devoted to active learning, which requires freedom of movement. This is important for all indoor and outdoor footwear. Party shoes and fancy sandals are best left for special occasions.

## **Does your child have special requirements?**

As parents/guardians and educators, we know, appreciate and celebrate the differences in our children. In their own way, each child is special and unique in their growth and development.

However, some children require some assistance with communication (speech, language development, hearing), being able to focus for longer periods of time, safety issues, personal care or just making it through a busy day's schedule without stress or confusion.

There are times that many children can seem to fall into one or more of those categories. But if your child consistently needs support, is on medication, or you are working with physicians or thinking of going to a physician to explore the special needs that your child may have, please let us know during **Primary Orientation**.

Please make sure that you meet with one of our staff to share any information, thoughts or concerns you may have about your child entering school.

## **Speech-Language Pathologist**

Sometimes, children have difficulty with listening or talking. They may say words incorrectly, make sentences like a younger child, or have a problem remembering directions. If you have a concern about your child's speech or language skills, ask the Principal or Primary teacher to refer your child to the school Speech-Language Pathologist. The school Speech-Language Pathologist will assess your child, give you and the school the results, and recommend ways to help with your child's speech and language development. Please share with us the nature of any previous speech/language therapy.

### **What can you do to Help your Child with Speech and Language Development?**

Your child is already learning a lot about speaking and listening from you. Does your child continue to surprise you by using new words? To encourage this learning, you should use new words. Listen for new words in bedtime stories. Explain words he or she might not know. Encourage your child to use complete sentences.

Why not read a book, learn some new words, and have fun at the same time?

**FACT:**

**Children, 4 to 5 years of age, understand about 2,500.  
Children, 5 to 6 years of age, understand about 4,000 words.**



Remember, if your child is having difficulty with listening and talking, you can ask for help. Contact the Principal or the school Speech-Language Pathologist.

## **Administration of Medication**

- If your child needs to take medication prescribed by a practicing physician during school hours because it is deemed a necessity in order for the student to attend school, the following procedure **MUST** be followed:
- Form A (sections 1 & 2) **must** be filled out in order for office staff to be able to give your child any medication. Form A is available at the office.
- Once the appropriate forms have been received by the school, parents/ guardians will provide the office with prescribed medication in **the original container** administered by the pharmacy, including a legible pharmacy label with the student's name, the name of the medication and prescribed dosage. (Pharmacies will provide separate containers for schools if you ask them)
- No medications will be administered by school staff during school hours unless it is prescribed by a health care professional.
- A two week supply of the medication should be provided to the school on a regular basis.

**Medications are administered by office personnel only.**

## **Administrative Assistant**

You will be greeted with a smile **in the office** by our administrative assistant, Charlene Fizzard. Among her many responsibilities, she will help the children when they are ill and call home to let you know. She will also call home in emergencies.

### **Dismissal Changes:**

Any parent wishing to pick up his/her child for appointments should indicate to the classroom teacher by a note on the day of the appointment.

Please inform the classroom teacher anytime you may be removing your child from their care, even at the end of the day.

Let the teacher know by note if the child is being picked up by a person other than the parents, or if there is a change in their bus routine. All students should be signed out, if the pick up is at non dismissal times.

**If a student arrives late please check in at the office to inform Ms. Fizzard for attendance records.**



## Telephone Calls to the School

Should you wish to contact the primary teachers during the day, leave a message with Ms. Fizzard and the teacher will return your call at her/his earliest convenience. Please remember to let the school know if you change your contact information 902-860-4150.

## Library

Children go to the library once a week. Our librarian is Mrs. Michelle Dey.



Parents can help their children learn to care for books, turn the pages properly (upper right-hand corner) and be responsible for their library books. Children also need their parents' help in remembering to return the library books on their Library Day. You will be informed of this day by your teacher in the fall.

Please try to read the stories brought home by your child. Sharing books with your child helps to create a love of literature, as well as a desire to learn to read. Books are also an excellent means of helping to extend a child's language.

## School Hours

First Bell	7:55 a.m.
Recess (P-2)	9:30 – 9:45 a.m
Recess (3-5)	9:45 – 10am
Lunch	11- 11:55am
Dismissal	1:55p.m

**\* Morning Supervision starts at 7:40am.**

## **Primary Supplies**

Parents are asked to provide the following:

- **Supply List** items (posted on the webpage in June)
- **School bag** – a school bag with one large compartment, as students will need to carry library books, a reading pack, a message bag, spare clothes and a lunch bag.
- **Indoor sneakers** - Students are required to have a pair of sneakers to be left in school and worn only in school. White or non-marking soles. Velcro sneakers are best.



**Please put your child's name on all belongings, including jackets, hats, school bags and sneakers.**

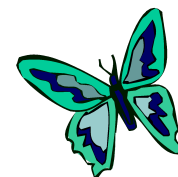
## **Bus Safety Instructions for students**

- 1) The driver is in full charge of his/her vehicle. Obey his/her instructions.
- 2) Never stand or play on the road while waiting for the bus
- 3) Be on time. The bus cannot wait.
- 4) Always look carefully in both directions before crossing the road.
- 5) Cross the street at least ten feet in front of the stopped school bus when it is safe to do so.
- 6) When leaving the bus at a scheduled stop on or near a highway, go to the shoulder of the road well ahead of the bus and in full view of the driver.
- 7) Do not stand or move about while the bus is in motion.
- 8) Do not put arms, hands or head out of the bus window.
- 9) Do not talk to the driver unless necessary.
- 10) Keep the aisle of the bus clear at all times.

**ALWAYS BE CAREFUL!**



School bus schedules are available on Stock Transportation's BusPlanner site. Please register with mybusplanner as soon as your child is registered. <https://hrce.mybusplanner.ca/>



## **School Messenger Safe Arrival**

You can report student absences easily with School Messenger Safe Arrival with a phone call, online or through the app). For more information please check out the HRCE webpage!

## **Closures During the Day / Storm Days**

If school needs to be canceled while the students are present, announcements will be made on local radio stations. Listen for the following:

**“All schools in the Halifax Regional Centre for Education(HRCE)  
are Closed”**

**OR**

**“Schools in the Lockview Family of Schools are Closed”.**

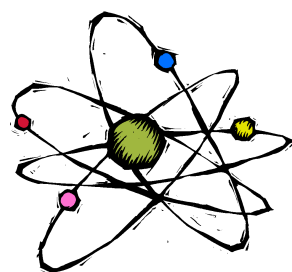


Schools may be closed by feeder system or geographical areas.

At the beginning of the year, you will identify to the school, the location where your child should be sent in case of an emergency school closure. You will also provide a number where you can be contacted.

In case of an emergency school closure during the day, a parent will be contacted before a child is sent to the designated location.

**Your child should know where they are to go if there is such a closure.**



## **Helping Your Child Learn**

Learning begins when a child is born. Children vary greatly in all phases of development. For example, not all children learn to walk at the same age. Learning to appreciate the unique worth of oneself and others will be a very important aspect of your child's growth. This goal is reached together by accepting each child's uniqueness and by praising his/her efforts. Happy children feel secure and confident about themselves.

## **Before Your Child Enters School, You Can Help By:**

- **Labelling all their belongings (especially outerwear and sneakers).**
- Ensuring that your child has a physical examination at least once a year.
- Making certain your child has three well-balanced meals a day and a **nutritious** recess snack.
- Setting a regular bedtime and ensuring plenty of sleep each night.
- Encouraging outdoor play.
- Dressing your child appropriately for the weather.
- Teaching **how to dress oneself independently** and hang up one's clothes.
- Allowing your child to help at home by doing simple tasks.
- Having your child put away their own playthings.
- Encouraging clear speech and good listening.
- Listening to your child's concerns.
- Teaching rules of good safety – how to walk to school or to the bus stop, where to cross the road, and warning of dangers such as accepting rides with strangers.
- Providing opportunities to use paper, crayons, glue and scissors.
- Counting in everyday situations.
- Helping your child learn to print their name using capital and lower case letters appropriately.
- Reading stories to your child daily.
- Encouraging play with a small group of other children.
- Taking trips to places that provide a variety of learning experiences (parks, museums, airport).
- Reviewing bus safety.
- Stressing turn-taking and good manners.
- Teaching your child independent **toileting skills.**
- Establishing a morning and evening routine in the days leading up to the first day of school to ensure a smooth arrival at school each day.
- Having your child practice opening and closing lunch containers and bookbags independently.

We want your child to have a wonderful experience at Waverley Memorial. Please don't hesitate to contact us with questions or concerns. 😊 Working together is the best way to build our team!