

Welcome to École Belmont School

Helpful Information Safety and Emergency Measures at École Belmont:

Safety plans are developed around a number of emergency situations, and we want everyone to feel comfortable and confident in the unlikely event that an emergency should arise. Plans are developed and practiced over the following situations:

- Lockdown... All schools must practice a “lockdown drill” twice during the year. During a lockdown, teachers lock classroom doors and have their students hide in a least visible spot and stay as silent as possible. The community is notified ahead of time when we are practicing our drills so that you can also help support the conversation about dealing with emergency situations with your child.
- Fire... Students practice Fire Drills at least 10 times over the course of the year. Students and staff practice safe evacuation from their classroom as well as other rooms from the school and we are able to have the school cleared in a short length of time.
- School Evacuation... In the unlikely event that we would need to leave the school, our evacuation destination is Forest Park School. All phone numbers, emergency contacts, and Health Care Plans are taken along, and if we need to evacuate, parents/guardians would be informed immediately.
- Health Care Plans... All students with special health needs have a Health Care Plan developed by Cindy Cameron from WRHA. This plan is reviewed with staff, and when necessary, includes specific emergency procedures for the student.



Our MISSION

At École Belmont we strive to create an inclusive, multilingual community that celebrates diversity and values the voice of each child. Over the years, we have become the Belmont Bees. The inspiration to have our school logo represented by a bee comes from the awe and wonderment of bees! They have much to teach us about achieving goals, interdependence, unity and well-being of our community and our planet.

École Belmont is like a beehive. We are a community where everyone plays an important role. Every bee is important and every little action we do can add value to the hive. The strong communication and collaboration amongst bees makes the hive a democratic and successful place. Like bees, we endeavor to create a place where we all work at taking care of each other, our space and ourselves.





Office Hours:

The school office is open from 8:00am to 3:30pm. If attempting to contact the office before or after these hours, please leave a message at **204-338-7893**. Messages are checked daily.

We have a call back program to ensure that all students arrive safely at school. If your child is going to be absent or late, please contact the school office. If your child does not arrive at school at 8:25am or 12:25pm and we have not heard from you, we will call you. Please keep us advised of any changes to your contact information - home, work or cellphone numbers as well as emergency contacts.

School Hours:

8:25am	First Bell
8:30am-8:40am	Morning Announcements
10:10am	Nutritional Break for Grades 1-3 / Activity Break for Grade 4/5
10:25am	Activity Break for Grades 1-3 / Nutritional Break for Grade 4/5
12:25pm	Lunch Break for Grades 1-3 / Activity Break for Grade 4/5
12:45pm	Activity Break for Grades 1-3 / Lunch Break for Grade 4/5
2:55pm	Dismissal

Students in Kindergarten are enrolled in either morning or afternoon class. Morning Kindergarten begins at 8:25am and ends at 11:00am. Afternoon Kindergarten begins at 12:25pm and ends at 2:55pm.

At 8:15am educational assistants will be on duty outdoors to supervise children as they arrive for school.

End of Day Routines:

The dismissal bell rings at 2:55pm. When the bell rings, students are dismissed from their classrooms. Please note that there is no supervision at the play structure at the end of the school day. Students are not permitted to play outside on the structure without parental supervision after 3:00pm.

Please remember to alert the school of any bussing changes for the day. Parents can send a written note with their child. If contacting the office to notify us of a change, we kindly request that this be done before 2:30pm. Parents should also inform the transportation department.

If picking your child prior to dismissal time, parents/guardians are requested to pick them up at the office rather than going to their classroom. Teachers will send the student to the office, and we ask that parents/guardians complete the sign-out sheet.

Visitors:

All Visitors Must Report to the Office

Between 8:30am and 3:30pm, parents and visitors must enter the building using the main school entrance. All other doors are locked during the school day. For an extended visit, we ask that visitors/volunteers sign in and get a pass.

A Special Welcome to Volunteers:

At École Belmont we strive to offer the best educational experiences for our children. We cannot do this alone. We look to members of our community to support the work of our school and to enrich its programs. We want to educate children who care about others, who care about their community, and who are capable of continuing to learn whatever they need to learn in the future. To do this, we need to work together, and we hope you will become a proud member of our extended school.

Volunteers are an important part of our school community. They contribute to school in countless ways: sharing their expertise, helping out in classrooms, assisting with hot lunches and other school events. We appreciate our volunteers!

If you are interested in volunteering at the school or to join our Belmont Parent Association (BPA), please contact the school at 204-338-7893.

Bus ridership is a privilege and can be lost if it is felt that a student's actions are not deemed safe.

When riding the bus, it is important we:

- Remain seated at all times
- Keep aisles clear
- Respect safety zones
- Demonstrate respect for our bus community by:
 - Keeping our voices at a reasonable level
 - Using appropriate language
 - Respecting the bus driver
 - Not eating on the bus



Twice yearly, the school participates in bus evacuation procedures for all students.

More information can be found at: <http://www.7oaks.org/Departments/Transportation/Pages/default.aspx>

If there are changes in the bus arrangements or end of the day routines for your children, please write a note to your child's teacher or phone the school office at 204-338-7893 before 2:30pm and call the divisional transportation department at 204-338-7051.

Field Trips:

Field trips are an integral component of your child's education. These experiences enhance learning and are a wonderful opportunity for students to explore, interact and engage with concepts beyond the classroom walls.

Cost of field trips are included in your child's school fee.

Communication:

Communicating with parents is an important task for teachers and can be done in a variety of formats (agenda, Instagram, Twitter, classroom website, email, etc). At the beginning of the year, teachers will discuss this with parents. At any time throughout the year, parents are encouraged to share any questions or concerns they have about their child with their classroom teacher.

For school updates and information please visit the school's website at: <https://www.7oaks.org/school/belmont/Pages/default.aspx>

A monthly paper calendar will be sent to all families at the end of each month.

Lost and Found:

Lost and found items are located at the school's main entrance. Items that are not claimed within a two-week period will be donated to a charitable organization. Lost and found items can be viewed on our website at :

<http://www.7oaks.org/school/belmont/parents/Pages/Lost-and-Found.aspx>. 6

Nutrition and Activity Breaks:

The Balanced School Day schedule divides the school day into three 90 minute blocks of instructional time. Two longer nutrition and activity breaks are provided in the morning and afternoon instead of the traditional mid-morning/mid-afternoon recess and noon hour lunch. This schedule creates equally balanced teaching/learning blocks in the school day.

The two nutrition/activity breaks allow time for eating and activity in both the morning and afternoon. Nutrition breaks provide 15-20 minutes for eating and 20-30 minutes for activity.

Nutrition breaks are a time when we nourish our body and take a break from activities.

Snacks that are especially good for kids are fruits and vegetables, dairy products such as milk and yogurt, and whole-grain foods including whole wheat tortillas, bread, and cereal.

We also encourage sending snacks and lunches that are kind to the environment. To help our school reduce waste production and our impact on the Earth, we encourage families to consider packing snacks and lunches in **reusable containers**. Please provide a spoon or fork if needed.

All students are expected to follow the guidelines for lunch so that we can maintain a safe and enjoyable atmosphere for eating. Our Educational Assistants provide supervision during lunch.

Since Kindergarten is a half-day program they are not included in this schedule.

Allergy Alert:

École Belmont School is a nut, fish and shellfish restricted school. Absolutely no nuts, peanuts, peanut butter, fish or shellfish are to be consumed at school. In our attempt to minimize the risk to our children with severe and life-threatening allergies, both through ingestion and through contact of residue oils, we ask for your support in respecting these guidelines. Examples of snacks are: cheese and crackers, vegetables, fruits etc.

Please note that École Belmont is a nut, fish, and shellfish restricted school. Please do not send these products to school with your child for lunch.



Milk Program:

Milk (chocolate or white) is available for purchase. A booklet of 20 milk tickets can be purchased for \$20.00. Please send exact change or a cheque payable to École Belmont.

Recess:

All children go outside for recess. Outdoor play is a crucial part of a child's mental, physical and social development. It is valued as an important part of a child's school experience!

It is a wonderful time for students to play and have fun with their friends, get fresh air, and be physically active. It is also a time when children are expected to take care of each other, play safely, and solve their conflicts in peaceful ways.

Adult supervision is on the playground each recess. Please note that there is no supervision at the play structure at the end of the school day. Students are not permitted to play outside on the structure without parental supervision after 3:00pm.

We ask parents to dress their child appropriately for the weather conditions. During the spring months, it is important to send your child with extra dry clothing, a raincoat and rubber boots. Sunshine, wind, snow and a little rain will not keep us indoors. This will be at the discretion of the supervisors.

To help keep our school clean and for the comfort of all students we ask that students have one pair of shoes to wear indoors and one pair of shoes to wear outdoors. Outdoor shoes should be appropriate for the weather.

Please make sure your child is dressed appropriately for the weather. We will remain indoors when the temperature is -27° or colder. (Environment Canada at The Forks)

Medical Concerns:



If your child has any of the following medical concerns: a life threatening allergy, is prescribed an Epipen, has asthma, has a bleeding disorder, has diabetes, has a heart condition, has a seizure disorder, has any other significant disorder:

Please complete the medical questionnaire on the application form. Please inform your child's teacher and the office. You will be asked to complete a URIS form and a health care plan will be provided by our divisional health nurse.

We understand that, at times, a medical practitioner will prescribe medication to a child that must be administered during the school day. If this occurs, parents are responsible for completing the "Administration of Medication" form and supplying the medication in its **original container**.

We require that over the counter medication (eg. Benadryl, Tylenol) be accompanied by a label dispensed by a pharmacy.

We ask that all medications brought to school be stored at the office.

This includes prescribed medication for asthma.

If your child has been prescribed an Epipen for Anaphylaxis we ask that the Epipen:

- 1. Be carried in a fanny pack and remain with your child at all times OR**
- 2. Be stored at the main office OR**
- 3. Remain with your child in a fanny pack and have an extra one at the office.**

Working together will ensure safe health procedures.

School Fees:

At the beginning of each school year, we collect a school fee of \$35.00 for students in grades 1-5. The school fee for kindergarten students is \$20.00.

This fee covers the cost of school supplies and field trips. Please pay online on ParentConnect, by cheque (payable to École Belmont) or cash. If paying by cash, please send the correct change per student as the office does not carry cash. Receipts can be issued upon request.

Bussing Information:



If you require busing, you will need to complete a transportation form. These forms are available at the office.

- Transportation at no cost for students in grades K-3 whose most direct walking distance to an assigned school exceeds 1.2 km, including feeder daycares that exceed 1.2 km from school.
⇒ Feeder daycares are determined by the Seven Oaks School Division and listed on the Division website. www.7oaks.org – Public Documents – Policy Manual
- Transportation at no cost for students in grades 4-6 whose most direct walking distance to an assigned school exceeds 1.6 km, including feeder daycares that exceed 1.6 km from school.
- Transportation fees for students in grades 4-6 who do not qualify for free transportation are indicated on transportation form.

In the event of bad weather, buses will be cancelled. School busing will be cancelled if the wind-chill reading is -45° or colder at 6:00am at The Forks according to Environment Canada. Notice of cancellations will be provided to media outlets and posted on school division websites as soon as the 6:00am reading is posted by Environment Canada.