

École Constable Edward Finney School  
25 Anglia Avenue  
Winnipeg MB R2P 2R1  
phone: 204-694-8688  
fax: 204-697-0139  
Email: [constable.finney@7oaks.org](mailto:constable.finney@7oaks.org)

2024-2025

# École Constable Edward Finney School Handbook

## 2024-2025



Welcome to École Constable Edward Finney School! It is a pleasure to have your family as part of our school community. This booklet contains important information about our staffing, programs and guidelines for the school year. Please take some time to review this information, and do not hesitate to call us at 204-694-8688 with any questions you may have. **The Blue Pod and Green Pod doors will be locked at 8:45am everyday. If your child is later than 8:45, please have them come in through the front door.**


Our school follows a **Balanced School Day** timetable, except for our Kindergarten classes which are half-day programs. Here is our **daily schedule**:

8:15am	Patrols go on duty.
8:25am	Teachers greet students outside.
8:30am	O'Canada/Announcements.
10:10-10:55am	Nutrition and movement break.
11:00am	Morning Kindergarten classes are dismissed.
12:30pm	Afternoon Kindergarten classes begin.
12:30-1:25pm	Lunch and movement break.
3:00pm	Dismissal for afternoon Kindergarten and Grades 1-5.



**Please** Keep our school updated on any changes in address, contact phone numbers and email addresses. This is very important in case we need to contact you in an emergency or for any other reason. Log on to Parent Connect to view your current information at any time.

### IF YOUR CHILD IS NOT COMING TO SCHOOL FOR ANY REASON...

 please phone the school at **204-694-8688** and leave a message or email [constable.finney@7oaks.org](mailto:constable.finney@7oaks.org). If a child is absent and we have not been informed, parents or guardians (or emergency contacts) will be phoned to ensure the child is safe. Students who are late are asked to report to the office so we are aware they have arrived safely.

### END-OF-DAY PICK UP

**Our school day ends at 3:00pm. There is NO after-school supervision, your child/children need to be picked up at 3:00pm. If you are unable to make it for 3:00, you are asked to make alternate arrangements.**

## 2024-25 Staff

Principal/Directrice	<b>Natalie Trudeau</b>	Vice-Principal/Directrice-adjointe	<b>Larisa Kaiser</b>
Secretaries	<b>K. Saysana and L. Stroppa</b>		
Kindergarten	<b>M. Kent and C. Semchuk</b>		
Grade 1	<b>I. Diaz</b>		
Grade 1/2	<b>G. Sprenger, A. Kovacs, K. Myska, S. Naseem, M. Bolisay</b>		
Grade 2/3	<b>H. Campbell, C. Herosian, K. Myska</b>		
Grade 3	<b>L. Dasiewicz</b>		
Grade 3/4	<b>N. Bosak (Kunets)</b>		
Grade 4/5	<b>A. Self, J. Harvey, K. Lingue, Mx. M/L. Poliquin, T. Quintana, D. Crawford</b>		
Learning Support	<b>A. Oulé, D. Vaarmeyer, A. Romaniuk</b>		
Physical Education	<b>J. Desgagnés, J. Rittberg</b>		
Music	<b>S. Wiens, J. Hildebrand</b>		
Library Technician	<b>L. Baldwin</b>		
Comm. Coordinator	<b>R. Sharif</b>		
Custodians	<b>S. Toth, D. Johnston, M. Andrews</b>		
Educational Assistants	<b>B. Croft, M. Sebastian, M. Dzama, M. Zatout, V. Digbe, M. Planidin, T. Schmidt, J. Neilson, S. Persaud-Soares, P. Sohal</b>		
Divisional Supports	<b>H. Regula, H. Burkholder-Wagner, L. Rodrigues-Braga, E. Hurtig</b>		

### IF YOUR CHILD REQUIRES MEDICATION AT SCHOOL...

1. The medication must be delivered to the school by a parent or responsible adult.
2. The medication must have an official label from a pharmacy (no over-the-counter medicines can be given as per school division policy).
3. An authorization form must be completed. Forms are available in the office or on our school web site.

Please keep the school informed of any changes in your child's health which may affect him or her at school.



### EMERGENCIES AT SCHOOL

In order to prepare for emergencies at school, we hold 10 fire drills and 2 lockdown drills per year. All students are asked to have a pair of indoor shoes at school at all times so they are prepared for a drill. A letter to parents and guardians is sent home prior to lockdown drills to inform families of the procedure.

In the event that we might need to evacuate students and staff, we would go to Maples Personal Care Home or Arthur E. Wright School. Once there, we would contact parents/guardians at home or at work to pick up their children.



## Guidelines and Procedures

### LUNCH AND SNACKS AT SCHOOL

Students bring food to school and eat in their classrooms during our two nutrition breaks. Encouraging healthy eating and teaching children about nutritious foods and treats is a component of our Health curriculum. We ask parents not to send pop and sugary snacks to school with their children. If you wish to send warm food, please use a thermos container, as microwaves are not available for reheating food. Please send utensils with your child. There is **no cost** for parents to have their children eat lunch at school.



Please review the following expected behaviours with your child:

1. Children must be seated at a desk or table while they eat lunch.
2. Appropriate table manners and speaking voices are expected.
3. When the break is over, children are asked to clean up after themselves and get ready for the activity break.

1st Nutrition/Recess Break—10:10—10:55am

2nd Nutrition/Recess Break—12:30—1:25pm



### BUSSING

Applications are required for bussing (available online), and certain restrictions apply. Students who ride the bus are expected to behave in a safe and appropriate manner at all times.

### IF YOUR CHILD IS NOT TAKING THE BUS BUT USUALLY DOES...

call transportation (204) 338-7051 and the school (204) 694-8688 to let the teacher and staff know. We require this information as early as possible in the day.

### WE ARE A PEANUT-CONSCIOUS SCHOOL

Given the number of students with life-threatening allergies to peanuts, we are a PEANUT-CONSCIOUS school. We ask that you look for the peanut-free label when buying snack and lunch items, and not to send foods containing peanuts to school.



### SEVERE WEATHER

If you are unsure whether or not there is school on a stormy day, please listen to CBC Radio 1 (89.3) or check the Seven Oaks web site at [www.7oaks.org](http://www.7oaks.org).



Please note that if school buses are not running in the morning, they do not run at the end of the school day either.

### REMAINING INDOORS FOR RECESSES

When the wind chill reaches  $-27^{\circ}\text{C}$ , or if it is raining hard, we keep the children indoors during recess breaks. Otherwise, children are expected to play outside and are asked to dress appropriately for the weather conditions (i.e. hats, mittens, warm footwear, etc.) Even when children have minor illnesses such as colds, they benefit from fresh air.

**A good rule of thumb is that “if a child is well enough to attend school, he/she is well enough to go outside for recess.”**



## IMPORTANT DATES (PLEASE CHECK OUR WEBSITE & NEWSLETTERS for additional dates)

September 3 & 4	Orientation Days-NO CLASSES
September 5	First Day of Class Gr 1-5
September 9	First Day of Class Kindergarten
September 20	OK Before & After PD Day—NO BEFORE & AFTER CARE FOR THIS PROGRAM TODAY.
September 23	Divisional/School PD Day—NO SCHOOL
September 30	National Day for Truth and Reconciliation—NO SCHOOL
October 1	School Community BBQ 4:30—6:30
October 8	Divisional PD Day—NO SCHOOL
October 14	Thanksgiving Day—NO SCHOOL
October 22	Picture Day!
October 25	MTS PD Day—NO SCHOOL
November 1	School PD Day—NO SCHOOL
November 11	Remembrance Day—NO SCHOOL
November 25	Parent-Teacher-Student Conferences-NO SCHOOL
November 28	Picture Retakes!
Dec 23—January 3	Winter Break—NO SCHOOL
January 6	Classes resume
January 31	Divisional PD Day—NO SCHOOL
February 13	Finney Family Festival Fun Night
February 14	School PD Day—NO SCHOOL
February 17	Louis Riel Day—NO SCHOOL
March 14	Parent-Teacher-Student Conferences-NO SCHOOL
March 31—April 4	Spring Break—NO SCHOOL
April 7	Classes resume
April 11	Divisional PD Day—NO SCHOOL
April 18	Good Friday—NO SCHOOL
May 19	Victoria Day—NO SCHOOL
June 5	Divisional Pow Wow (evening)
June 6	Divisional PD Day—NO SCHOOL
June 26	Grade 5 Farewell—TBA
June 27	Last Day of School—Early Dismissal (TBA)

[www.7oaks.org/school/constablefinney/](http://www.7oaks.org/school/constablefinney/)

*Please note we have moved the September 24th PD Day to February 14th, 2025.*

Dates may change— please refer to our monthly newsletters and website calendar for up-to-date information.

### VALUABLES

Students are asked not to bring valuable items to school, as they may be easily lost or damaged. These include iPods, cellphones, iPads, jewelry, trading cards, video game devices, etc. Thanks for your



### PRESCHOOL PROGRAM

Parent-child preschool programs for children age 0-5 are provided at our school at no cost to families living in Seven Oaks School Division.

For more information, please email our community coordinator Rabienna Sharif

at [rabienna.sharif@7oaks.org](mailto:rabienna.sharif@7oaks.org)



### O.K. BEFORE & AFTER

provides before and after school childcare for Grade 1-5 students in the school. The location is licensed for 45 children during the school year and 55 children throughout the summer program. For more information, please call 204-694-1545.



### VOLUNTEERS

We are happy to welcome Volunteers into our school!

Please contact our Volunteer Co-ordinator, Larisa Kaiser @ [larisa.kaiser@7oaks.org](mailto:larisa.kaiser@7oaks.org).



## Board Office

830 Powers Street  
Winnipeg, MB. R2V 4E7

Telephone: **204.586.8061**

Fax: **204.589.2504**

September 4, 2024

### **Dear Families of Seven Oaks School Division,**

I hope you all had a wonderful and restful summer. As we embark on the 2024-2025 school year, I am delighted to welcome back our returning students and extend a warm greeting to those who are new to our community. We are excited to have you with us and look forward to a year filled with learning, growth, and success.

This year, we are thrilled to introduce a more robust, universally accessible school nutrition program, made possible by enhanced funding from the Province of Manitoba. This program is designed to ensure that every child has access to nutritious snacks/meals, which are essential for their academic and personal development, fostering a school community rooted in care and belonging.

In addition to our nutrition program, we continue to offer free lunch supervision, no-cost field trips, and no-cost band instruments, along with low-cost school supplies. We are committed to providing the best opportunities that public education has to offer, both in and out of the classroom. Every child deserves the chance to thrive, and we are dedicated to making that a reality.

The teachers, support staff, and administration at Seven Oaks are devoted to your child's academic success, well-being, and sense of belonging. Our staff is committed to collaborating with you, our families, to ensure an exceptional school year. We encourage you to connect with us anytime, whether you have questions, concerns, or simply want to introduce yourself. Your involvement and feedback are invaluable to us, and we look forward to our continued partnership.

Sincerely,

Tony Kreml  
Superintendent  
Seven Oaks School Division



SEVEN OAKS  
SCHOOL DIVISION  
*community begins here*

# Student School Attendance Matters

Attend today! Achieve Tomorrow!

Missing a day of school here and there may not seem like much, but absences add up!

## IF YOUR CHILD MISSES 2 DAYS A MONTH

- They will MISS 15 DAYS of school a year.
- They will MISS 1 YEAR of school by the end of Grade 12.

## IF YOUR CHILD MISSES 4 DAYS A MONTH

- They will MISS 30 DAYS of school a year.  
(This is MORE THAN ONE MONTH of school)
- They will MISS 2 YEARS of school by the end of Grade 12.

## IF YOUR CHILD IS 10 MINUTES LATE FOR CLASS EVERY DAY

- They will miss 33 HOURS of instruction over the school year.

