

École Constable Edward Finney School  
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Winnipeg MB R2P 2R1  
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2021-2022

# École Constable Edward Finney School Handbook



2021-2022

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.

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	Students enter the school
8:40am	Announcements
9:45-11:55am	Movement and nutrition break for each pod (they each go at their staggered time)
11:00am	Morning Kindergarten classes are dismissed
12:30pm	Afternoon Kindergarten classes begin
11:45—1:45	Lunch and movement break for each pod (they each go at their staggered times)
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. 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. Please let your child's teacher know who is authorized to pick up your child. We need parent permission to change an end-of-day routine. If this routine changes for any reason, please let us know immediately.

Thanks!

## 2021-22 Staff

Principal/Directrice	Karen Hiscott	Vice-Principal/Directrice-adjointe	Amber Anderson
Secretaries	D. Denoon and L. Stroppa		
Kindergarten	M. Kent, C. Semchuk		
Grade 1	P. Ndiaye, M. Bolisay		
Grade 1/2	R. Johnson, G. Sprenger, S. Naseem, P. Klein		
Grade 2/3	L. Dasiewicz, T. Quintana, C. Herosian		
Grade 3/4	H. Campbell, A. Roque, B. Hicks, N. Bosak (Kunets)		
Grade 4/5	A. Self, B. Burns, J. Harvey, L. Kilbrai-Dyck, D. Crawford, R. Kennedy		
Learning Support	A. Oulé, A. Doole, A. Romaniuk		
Physical Education	J. Desgagnés, J. Rittberg		
Music	A. Hétu, J. Hildebrand		
Library Technician	L. Baldwin		
Comm. Coordinator	D. Giesbrecht		
Custodians	S. Toth, J. Melnychuk, F. Javier		
Educational Assistants	B. Croft, M. Sebastian, J. Celones, K. Ross, M. Dzama, D. Lipscomb, D. Peters, M. Zatout, V. Digbe, M. Planidin, T. Schmidt, M. Neapew		
Divisional Supports	J. Scott, A. MacDonald, K. Sansregret, H. Regula, N. Carreiro		

### 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

Many 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 (or “sometimes” foods) is a component of our Health curriculum. We ask parents not to send pop and sugary snacks to school with their children. We are not offering milk for purchase at this time; hopefully we are able to put together a way to do it safely in the future. 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 as well. There is **no cost** to 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.

**Brown Pod: Rm 9, 10, 11, 12, 13, 14. Lunch is 11:45-12:05, recess is 12:05-12:35**

**Blue Pod: Rm 15, 16, 17, 18, 19, 20, 22. Lunch is 12:20-12:40, recess 12:40-1:10**

**Red Pod: Rm 3, 4, 5, 6, 7, 8. Lunch is 12:55-1:15, recess is 1:15-1:45**



### BUSSING

Applications are required for bussing, 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 7 & 8	Orientation Days-NO CLASSES
September 9	First Day of Classes Gr 1-5
September 13	First Day of Class Kindergarten
September 30	Truth/Reconci. Day—NO SCHOOL
October 8	Divisional PD Day—NO SCHOOL
October 11	Thanksgiving Day—NO SCHOOL
October 22	MTS Day—NO SCHOOL
October 27	Picture Day!
November 1	School PD Day—NO SCHOOL
November 11	Remembrance Day-NO SCHOOL
November 19	Parent-Teacher-Student Conferences-NO SCHOOL
December 22	Last Day of classes before Winter Break
Dec 23—January 5	Winter Break—NO SCHOOL
January 6	Classes resume
January 17	School PD Day—NO SCHOOL
February 4	Divisional P.D. Day-NO SCHOOL
February 21	Louis Riel Day—NO SCHOOL
March 18	Parent-Teacher-Student Conferences-NO SCHOOL
March 25	Last day of classes before Spring Break
March 28—April 1	Spring Break—NO SCHOOL
April 4	Classes resume
April 15	Good Friday—NO SCHOOL
April 22	Divisional P.D. Day—NO SCHOOL
May 23	Victoria Day—NO SCHOOL
May 27	Divisional PD Day—NO SCHOOL
June TBA	Grade 5 Farewell (TBA)
June 27	Admin Day-NO SCHOOL
June 30	Last Day of School—Early Dismissal (TBA)

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

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 support and cooperation with this.



### **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.



### **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 call the school at 204-694-8688 and ask for Donna Giesbrecht.



### **VOLUNTEERS**

At this time we are trying to limit the amount of visitors and volunteers in the building due to the physical distancing protocols. If you would like to email the school at [constable.finney@7oaks.org](mailto:constable.finney@7oaks.org), our volunteer coordinator will be in touch if we are in need of someone.

