

## Principal's Message

Welcome to another exciting year at Pat Hardy Primary School.

For those who are new, we are happy that you have joined the Pat Hardy Primary School Family. For those returning we are excited to see you back. We will have a great deal of fun as we progress through this year.

Our year will be packed with spirit days, hot lunches, fun activities for the whole family, concerts, live performances, music and Phys. Ed. classes and of course learning to read, write, and understand numbers. Students will discover and learn through play.

You will have a chance to meet and interact with our Facility Service Dog, Sage. She will be connecting with students on a regular basis, to support and provide students with confidence to read, to help those students that require help calming down and for everyone to enjoy. Our school is very proud to be given this opportunity.

Pat Hardy Primary School has three objectives that we strive to meet.

1. Students at PHPS will learn and understand the foundational concepts of reading and writing. They will foster a love of reading and an appreciation of the spoken and written word. *~Literacy~*
2. Students at PHPS will understand and develop a number sense and recognize how numbers are applicable in their daily lives. *~Numeracy~*
3. Students at PHPS will learn an awareness of respect of self and others, and the environment within which they live and learn. *~Kindness~*

We look forward to a great year of learning and encourage all parents to volunteer or visit.

## School Motto

Always Learning...Learning All Ways

## School Vision

Pat Hardy Primary School is an inclusive community inspiring growth through discovery.

## Newsletters

Our newsletter will be available online ([pathardy.ca](http://pathardy.ca)) the first week of every month. In the newsletter, there will be a monthly calendar. Things such as school meetings, skating and swimming times, assemblies etc. will be marked on the calendars. Please post this page where it is easy for you to look at on a daily basis.

## Bus Schedule

Our first buses will arrive at 8:30 a.m. and we will begin loading buses after school at 3:30 p.m. **Please note that our morning supervision begins at 8:30 am. Do not drop children off at the school before that time.** In the afternoon, the children are either loaded directly on to their bus at 3:30 p.m. or wait in the assigned lines until their bus arrives. The dismissal time for children who walk or are picked up daily by their parents is 3:25 p.m.

Bus hopping – Students are not allowed to change their regularly scheduled bus route for any reason (birthday parties, playdates, childcare, etc.) unless permission is granted from the principal/or Division Transportation Coordinator.

## Bell Schedule

8:55 a.m.	Warning Bell
9:00 a.m.	Classes Commence
10:33 a.m.	Morning Recess
10:48 a.m.	Classes Resume
11:50 a.m.	Lunch
12:10 p.m.	Lunch Recess
12:35 p.m.	Classes Resume
2:08 p.m.	Afternoon Recess
2:23 p.m.	Classes Resume
3:25 p.m.	Home Time



## Lunches and Snacks

For snacks in the morning, we ask that you send a healthy food item such as cheese, yogurt, fruit or vegetables. We are working diligently to promote healthy eating at Pat Hardy. In addition, we will try to send everything that is not eaten home in the lunch kits. That way you can monitor how much your child has eaten and we hope that this will help to avoid waste. Students will eat their morning snack in class. Afternoon recess snack will be a “grab and go” snack (granola bars, banana, etc.).



## Parking

We do have a large parking lot for parents on the north side of the school. To access the lot, you must come down the alley off of **Sunset Boulevard**. Please do not stop in the alley as this blocks our neighbors from accessing their garages. We ask that you do not enter from the **Feero Drive** access road as this roadway is particularly congested and busy with school buses dropping students off. You can also drop your child in the designated "**Kiss & Cry**" area in front of the school on Feero Drive. It's located on either side of the crosswalk. **Parking is prohibited at any time directly in front of the school on the bus lanes. We have a crosswalk through this area and it is very dangerous for the children who cross to have unnecessary traffic.**

We ask that parents do not park in the parking lot directly in front of the school or the side parking lot closest to the school gym. This is designated as **STAFF PARKING only**. Unauthorized vehicles will be towed away at the owner's expense.



## Allergy Caution

Please make the school aware of any allergies your child may have. Precautions will be taken accordingly and every effort will be made to ensure your child's safety.

## Lost and Found

Please ensure that all belongings are clearly marked with your child's name. Children often have exactly the same size, color and style of an item and it becomes impossible to sort out whose is whose. Young children sometimes experience difficulty recognizing their own things; so we encourage parents to come and look in our lost and found on a regular basis. All unclaimed items will be gathered and donated to Repeat Boutique in December, April and June.



## Inclement Weather Policy

When the weather is not conducive to the children being outside, they will be allowed to stay in during breaks. "In Days" occur, as a general rule, when the temperature falls to -21C with the wind chill; however, other weather conditions are also taken into account, discretion is always used by supervisors.



## Illness and Injury

**When a child is ill, it is imperative that you keep the child at home.** By coming to school, they may regain their health much slower, learn little, and spread their disease to others in the class.

There are cases when a child appears well upon leaving for school, but becomes ill during the day. When this happens, we attempt to contact the home so that the child may be taken from the school. In case of injury in the school or on the school grounds, the child is brought to the infirmary. If the injury appears minor, the appropriate first aid is used. Whenever the injury appears more serious, an attempt is made to contact the parent or emergency contact.

**Please make sure that your phone numbers and the phone numbers of your emergency contact are up to date at the school.** The child may be taken to the hospital, if necessary.

Any child with a "head" injury will automatically get a call home.



## School Advisory Council

Everyone is invited to come out and participate in our School Advisory Council meetings. This team is always looking for volunteers to help with hot lunches and school events. This group meets once a month as stated in the monthly school newsletter. The chairperson, treasurer and heads of various committees present reports and discuss future events. Reports from the teachers, the principal and a trustee are given during these meetings as well. If you would like to add an item to the agenda, we do ask that you make this known to the chairperson seven days in advance of the meeting. We encourage parents to participate as your support is always welcome and needed.

## Reporting Procedures

### **First Reporting Period**

**November 25<sup>th</sup>, 2016** - report cards go home

**November 29<sup>th</sup> & 30<sup>th</sup>, 2016**—parent/teacher interviews

### **Second Reporting Period**

**March 24<sup>th</sup>, 2017** – report cards go home

**March 28<sup>th</sup> & 29<sup>th</sup>, 2017**—parent/teacher interviews

A final report card will go out on the last day of school for the year.

**Please remember that you are welcome to phone your child's teacher anytime you have a concern or wish to discuss your child's progress with them.**

## Administration of Medication Board Policy No. 534

### Guidelines Summary:

The principal retains the authority to reject requests for the administration of prescription drugs or medical treatment.

It is the responsibility of the parent/guardian to deliver the prescription to the principal and provide sufficient reason and authorization in writing. (Form 534-1, available at the school office)

PLEASE BE PREPARED TO PROVIDE THIS INFORMATION should you require us to administer medication.

- Name/address/phone # of family and child
- Name/address/phone # of physician
- Name of medication
- Purpose of medication
- Prescribed dosage
- Frequency of dosage
- Starting date of medication
- Completion date of medication
- Possible side effects of medication
- Precautions
- Parent signature
- Physician's signature



### Attendance Policy

Every day, attendance is taken by each classroom teacher during the morning and afternoon sessions. If a student is to be absent during all or part of a school day, parents are **asked to notify** the school's general office the previous day or by telephoning before 9:10 a.m. or 12:40 p.m. Messages may also be left on the school answering service. If notification is not received, an automated system will contact the student's parent or guardian to verify the absence. The Automated System is most efficient and effective when parents call in advance. If you receive one of these calls please remember that you must push 2 on your phone at the **end** of the message or it will continue to call you.

At Pat Hardy Primary School we believe it is important for children to attend school regularly to ensure they are successful. If your child misses or is late more than 10% of the school days in a given month, you will receive a phone call home from their teacher. If the absences persist, you will receive a phone call from the Principal. Further lates could involve a report to Alberta Education Attendance Board.

## Volunteer Program

Pat Hardy Primary School has an active parent volunteer program. Our volunteers provide extra hands, an extra measure of personal warmth, a valuable resource for the classroom, and a vital link between the school and the community. Parents are welcome to approach the teacher and ask how they can assist. Each classroom will be in need of a Room Parent. Teachers will contact you to ask for your support. We do expect all volunteers to sign in/sign out at the office so that we are aware of who is in the school at all times.



### School Assemblies

Assemblies are an opportunity for the school community to gather together for celebrations. Our assembly dates are:

September 9/16	Welcome Assembly
September 30/16, 2:30 p.m.	Regular Assembly
October 14/16, 2:30 p.m.	Thankfulness Assembly
October 31/16, 2:30 p.m.	Halloween Assembly
November 8/16, 10:45 a.m.	Remembrance Day Assembly
November 25/16, 2:30 p.m.	Regular Assembly
December 2016	Our Christmas Concerts will be at various times
January 27/17, 2:30 p.m.	Regular Assembly
February 24/17, 2:30 p.m.	Kindness Day Assembly
March 24/17, 2:30 p.m.	Regular Assembly
April 28/17, 2:30 p.m.	Regular Assembly
May 12/17, 2:30 p.m.	Regular Assembly
June 2/17, 2:30 p.m.	Regular Assembly

### Hot Lunches/Pizza Days

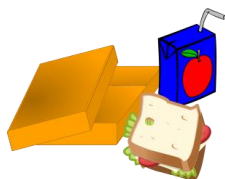
Students at PHPS are provided with an opportunity to purchase a "treat lunch". The funds collected for these days are used to support school-wide initiatives for fun events, and teacher/student resources. Parents are by no means obligated to purchase hot lunches/pizza for their children. This is a **choice** that you the parent makes for your child. Often parents feel obligated to purchase hot lunches for their children, however; these purchases are **NOT** mandatory.



## Emergency Lunches

Emergency Lunches will be available to students on a case by case situation. If your child does not come with a lunch you will be called to bring a lunch. If we are unable to locate you we will provide students with an emergency lunch (crackers, cheese, fruit, yogurt tube, water). You will be notified by your child's teacher and the incident will be documented. Should this become a regular occurrence, parents will receive a call from the principal.

At PHPS we understand the benefits of feeding the brain and body to help children learn. We will do our very best to ensure that children will not go hungry.



## Remind

To receive messages from PHPS via text, text **@pathardy** to **587-801-0289**. You can opt-out of messages at any time by replying, 'unsubscribe@pathardy'. Or to receive messages via email, send an email to [pathardy@mail.remind.com](mailto:pathardy@mail.remind.com). To unsubscribe, reply with 'unsubscribe' in the subject line. Should you require assistance with this please feel free to contact the school. This is a great way to keep informed of what's happening at PHPS.



***Have a Terrific Year!***

