

Crichton Park School

INFORMATION FOR PARENTS

School Address: 49 Lyngby Avenue, Dartmouth, N.S. B3A 3V1

School Phone Numbers:

Office	-	464-2503
Fax	-	464-2770
Safe Arrival	-	464-2043

School E-mail: crichton@hrsb.ns.ca

School Website: www.cps.ednet.ns.ca

SCHOOL ADMINISTRATION: PRINCIPAL - MS. L.A. COVEYDUC
VICE PRINCIPAL - MS. A. GOURLAY
OFFICE MANAGER- MS. D. BOHEMIER

School Office Hours: 8:00 a.m. to 4:00 p.m. (Monday to Friday)

School Newsletter: Our school newsletter, *CPS Update*, is published once a month and sent to parents via email. You can also view current and past issues on our school website.

School Family: Crichton Park School belongs to the *Dartmouth High Family of Schools* (Bus Cluster 3)

Halifax Regional School Board Website: www.hrsb.ns.ca

Daily Schedule:

8:45 am	Teacher supervision begins on the school grounds <i>(students should not arrive at school before this time)</i>
8:50 am	Bell rings for students to line up and enter building
9:00 am	National anthem, announcements and morning classes begin
10:30–10:45 am	Recess
12:00	Lunch dismissal
12:55 pm	Bell rings for students to line up and enter building
1:00 pm	Afternoon classes begin
3:00 pm	Dismissal for students

Music, Physical Education, and French: All classes will have two 30-minute classes of Music per week. Grades P-3 will have three 30-minute classes of Phys. Ed. per week and Grades 4-6 will have two 30-minute classes of Phys. Ed. per week. Grades 4-6 will have 60-minute French classes every other day. These classes will be taught by specialized teachers. Students require a pair of indoor sneakers with non-marking soles and comfortable clothing for Phys. Ed. classes in the gym.

Library: Each class will visit the school library once a week to borrow materials for a one-week period.

Safe Arrival: Our **Safe Arrival** phone number is **464-2043**. Please call this number anytime (it is operational 24 hours a day) if your son or daughter will be absent from school (for part day, full day, or more than one day). Please call the Safe Arrival line rather than the school office to leave absentee information. You will be requested to leave the name of your child, his or her class, and the date(s) and time(s) of the absence in voice-mail. This program is operated by a team of volunteer parents for the safety of our students.

Allergy Alerts: Please be aware that several of our students have *severe life-threatening allergies* to peanut/nut products. As a result, students, staff, volunteers and visitors to our building are informed that peanuts or peanut butter will not be permitted in the school.

No Scents is Good Sense: For the comfort and good health of everyone here at Crichton Park our school is a *scent aware* building. Due to the adverse effects of scented products on the health of those in our building, we request students, staff, and visitors not wear scented products.

School Grounds Supervision: Students are fully supervised by school staff while on our school grounds before morning classes commence (8:45 am) and at recess. **Students should not arrive on the school grounds in the morning before the supervised time. Non-authorized vehicles are restricted from the school grounds between the hours of 8:00 am and 4:00 pm.** Parents/guardians are asked not to drive on the school grounds, or stop in front of the school grounds to drop off or pick-up children during the above hours, unless authorization has been received from the office.

For the Safety of Our Students: The Halifax Regional School Board has installed a video intercom system for our front door. Our doors are locked during the school day. You may access the school during the school hours by using the intercom and the office administrator will let you in. Please note we ask that all visitors come to the office to sign in. This is both in the interest of safety for our students and staff as well as to avoid interruptions to our learning environment.

Child Care: EXCEL operates child care programs here at our school. Childcare is available before and after school. Please contact 464-2000 ext. 2787.

Lunch: All new students will be given a lunch card in September. This card will be used to indicate whether your child will remain at school for the lunch day. If your child has a lunch card from the previous year, please reuse it. **If your child is going home at lunch, they must show their HOME card to their classroom teacher daily.**

Drink Milk: We offer a milk program to our students. Milk is offered at a subsidized price. Order forms and payment are received at the office twice during the school year. The first order form is sent home in late September. Students who order milk will have it delivered to their classrooms during the morning.

Personal Items / Lost & Found: As much as possible label all your child's belongings (e.g. mittens, hats, boots, jackets, sneakers, school bags, etc.). Our Lost & Found bin is located near the middle entrance/exit doors. You may wish to check the bin often for your child's missing belongings.

Home & School Association: Our school is fortunate to have the support of an active Home & School Association. This group supports our school in many ways, including financially, through numerous fundraising efforts. Their meetings are at the school, and often provide a guest speaker to offer insights on a topic of interest to our parents and community.

School Advisory Council (SAC): In accordance with the Education Act, each school within the Halifax Regional School Board has a School Advisory Council. The SAC brings together parents, school staff, and community members. The SAC's main role is to provide input to the school principal and to the School Board on policy development and on issues of interest to the school. The SAC meets monthly and meetings are held at the end of the school day. Elections for vacant positions for parent representatives are held in the spring, when required.

E-mail: Here at Crichton Park School we feel it's essential to have a good flow of communication between school and home. All our teachers and support staff have e-mail addresses. You can access these from the "staff list" on our school website www.cps.ednet.ns.ca E-mail is an easy, quick and convenient way to stay in touch with your child's teacher and school administration.

Cancellation Due to Inclement Weather and Other Exceptional Circumstances: The Halifax Regional School Board will cancel school when road conditions/weather conditions or the facility within it are considered to be a threat to the safety or health of the students. In the event that schools are open in situations of inclement weather, parents must use their own discretion with regard to sending their children to school based on personal circumstances such as transportation to school or road/sidewalk/weather conditions in the surrounding community.

Crichton Park School is part of the Dartmouth High Family of Schools. If other schools outside a particular Family are to be closed, the school's name will be announced individually.

- The decision to cancel school will usually be made as close to 6:00 a.m. as possible and it will be communicated on the radio, the Board's website, the main switchboard and through **the school cancellation number: 464-INFO (4636)**.
- Before dropping students off at school on inclement weather days, parents should ensure that staff have arrived and are immediately available to provide supervision.
- If busses are cancelled and schools are open, parents must use their own discretion with regard to sending their children to school.
- When schools are open, meaningful learning activities will take place in classrooms.
- Students who are unable to attend school due to inclement weather and/or bus cancellation will not be penalized because of assignment given or due on that day.

In the event of **school cancellation during the day**, students in Grade Primary to Grade 6 will not be released from school unless parents/designates have been notified directly using the school communication network.

Code of Conduct: Students, parents, teachers, support staff, principals, and school boards share responsibility for creating a school-wide approach to maintaining a positive and inclusive school climate where all students are supported to develop healthy relationships, make good choices, and achieve success in their learning. All members of Nova Scotia's school communities have a role to play in the awareness and prevention of unacceptable behaviour. The provincial school code of conduct policy applies to all public schools and school boards in the Province of Nova Scotia. All students and school members in Nova Scotia are required to follow this provincial school code of conduct policy, which is governed by the Education Act.

You may access the Provincial School Code of Conduct Policy at:

<https://www.ednet.ns.ca/sites/default/files/pubdocs-pdf/provincialschoolcodeofconduct.pdf>