

## **SEPTEMBER UPDATES FROM THE OFFICE**

### **Welcome back! Bienvenue!**

We are delighted to see everyone back at school! On behalf of the staff, I would like to welcome all new and returning students, parents, friends, community partners and relatives to our wonderful school. The teachers, custodians and staff have all worked very hard to prepare for what I anticipate will be an amazing year for our students. I am so grateful and proud to be the Principal of a school where learning is a community effort!

We strongly encourage active parent involvement/engagement in the life of the school as that involvement/engagement in your child's school and education is a key determinant in your child's success. Our partnership with you will make all the difference in the lives of your children. Positive and open communication is vital to maintaining high standards. There are many ways to be involved in your child's education. From having a conversation about your child's learning to driving to tournaments, we appreciate your time and effort. Another way you can be involved is by being part of the School Council. If you are interested, please join us in the library tomorrow, Tuesday Sept 12<sup>th</sup> at 7:00 pm.

Our current enrolment is 792 students. As you may be aware, in September, the board regularly consults with schools regarding enrollment numbers. We will keep you up to date if there are any changes. Our ultimate goal is to create optimal learning conditions for all students.

The school will continue to keep you updated on upcoming events and activities. You can access this information on our website, (<http://jackdonohueps.ocdsb.ca>), Twitter (@JackDPS) and Synervoice. For any general information, please visit the OCDSB website. [www.ocdsb.ca](http://www.ocdsb.ca)

Our “**Meet the Teacher**” and **School Council BBQ** will be held on **Wednesday, October 4** from **4:30 – 6:30 pm**. We are looking forward to seeing our returning families and to welcome our new families to Jack Donohue Public School.

### **School Yard Supervision**

Supervision begins at 9:00 a.m.

**Children should not arrive before 9:00 a.m.**

### **Medication Reminder**

We cannot accept or administer any medication without the completed "Self-Administration of Oral Medication" or the "Administration of Oral Medication" forms

signed by both parent and doctor. We also need the medication sent in with the completed form. Please contact the office if you have any questions.

### **Students with Life Threatening Allergies**

If your child has severe, life threatening allergies, please ensure that the office is aware of this. It is recommended that **you leave TWO epipens with us** – one to be housed in the office and the **second should be in a fanny pack which your child carries on their person** at all times.

### **Allergies Awareness**

The children/staff in our school with severe peanut allergies would like to join me in thanking you for your understanding and co-operation with respect to sending peanut products. We would like to thank you for **continuing to avoid sending nuts or nut products to school**. Since even a tiny amount of the allergic substance can cause a life-threatening reaction, keeping it out of the classroom and school is our best method of preventing a serious reaction at school. Just a gentle reminder to also be mindful of our healthy lifestyle goals - for instance, if you wish to send in something special for your child's birthday/special event, please consider, fruit/veggies/cheese/crackers and or nonfood items.

Thank you for your on-going support.

### **Alternate Pick Up Arrangements for the End of Day**

If you are changing your child's normal end of day routines, please let the office know in the morning by sending an email notification to **Jackdonohueps@ocdsb.ca**, or send in a note to your child's teacher. We cannot guarantee being able to help you if you call shortly before dismissal due to the busy nature of the office. Please try to let us know as early as possible.

### **Release of Pupils During School Hours**

- If you wish to withdraw your child from school during school hours, please send a note to the teacher indicating the reason for leaving as well as the time of departure or send an email to **Jackdonohueps@ocdsb.ca**.
- Parents are asked to pick up their child at the school office. The teacher will be contacted and your child will meet you in the office. This minimizes disruptions in the classroom.
- As well, remember to fill in the requested information in the **"Sign-Out Book"** located on the counter in the office. Should there be any special custody arrangements having to do with access to students by a spouse or other adult, please be sure that the appropriate instructions and documents have been provided. The school must provide access to both parents unless advised

otherwise in writing and with supporting documentation (usually a copy of a Court Order).

### **Bus Stops/ Transportation Information**

If you need any information about where your child's bus stop is, or any other transportation related question, please go to [www.ottawaschoolbus.ca](http://www.ottawaschoolbus.ca). All school bus cancellations related to weather will also be posted on this site and our Twitter. If you wish to apply for an empty seat, applications are online. You will receive information about whether or not your child has been granted an empty seat by October.

### **Communication**

At times, parents call the school to discuss a concern about their child. In these situations, it would be appreciated if parents were to first contact their child's teacher or the bus driver, and then if they are still concerned about the situation, they may want to call again and speak to Mme Khawas or Ms. Laine. This procedure would help to enhance open and positive communication between parents, teachers and administration.

### **Safe Arrival Procedures and Student Absences**

Please notify the school if your child is going to be absent. A note to the teacher in advance or a message left on the school's answering machine or an email to [Jackdonohueps@ocdsb.ca](mailto:Jackdonohueps@ocdsb.ca) would be appreciated. Remember to leave your child's name, your child's class, and the reason for his/her absence from school. If your child is ill, please describe his or her symptoms (e.g. fever, sore throat, cough, nausea, etc.) Please use **613-271-9010 then press 1** for this purpose. Our answering machine is on at all times. This will help minimize concerns at the school. For your child's safety, the school will be phoning parents/guardians of any child who is absent from school for whom we have not received a call.

### **Financial Support**

As the year has begun, some families may be struggling financially to manage the cost of agendas, field trips, school supplies, etc. Please let the office know if this is true for you, and we will confidentially ensure that your child(ren) can participate fully in all school activities.

### **Student Safety and Security at School**

Please help us ensure that only authorized persons have access to our school. We request that **everyone report to the office when visiting the school or picking up a child**. In addition, in order to enable staff to provide for the care, welfare, safety and

security of everyone in our school, all parents/guardians and visitors are asked to enter the school building via the front doors only.

As per our OCDSB Policies and Procedures all Parents/Guardians who will be spending time in the school (i.e. not just dropping off or picking up a child) are asked to report to the office to sign in and receive an identification label which must be worn while you are in the school building or on school property. This will demonstrate to the children that you are a known visitor in the building. When you leave, please remember to stop at the office in order to sign out.

In addition, parents dropping off their children after the bell can sign them in at the office. However, we ask that you please say good-bye to your child at the office. **Please note:** You are indeed welcome and encouraged to visit the school, but we ask you to follow these procedures to ensure the safety of the children in our school.

-

We are so excited about the learning this year and look forward to seeing you on October 4th.

Cassia Laine  
Principal