

# Hazel Trembath Elementary School



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Port Coquitlam, B.C.  
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Phone: 604-941-0517

## WELCOME STUDENTS AND PARENTS TO THE 2016 / 2017 SCHOOL YEAR!

As the new Principal of Hazel Trembath Elementary, I'd like to thank you for the way so many of you have welcomed me to the community. I've had so many positive interactions with parents, students and staff! This is shaping up to be a wonderful year and I'm proud and honoured that I get to be a small part of it.



We hope you have all had a wonderful and relaxing summer and you are ready to begin a new and exciting school year at Hazel Trembath. We are looking forward to another year full of meaningful learning activities and experiences. To help keep you informed about what is happening at the school, we will send newsletters and notices, and update our school website on a regular basis. Please feel free to call or email me anytime if you have any questions or concerns: [jclose@sd43.bc.ca](mailto:jclose@sd43.bc.ca)

We would like to extend a very warm welcome to all of the new families joining the Hazel Trembath community. We would also like to welcome some new staff members to our school: **Ms Torie Burton** will be teaching a K/1 class and **Ms Deepa Gajjar** has returned to teach our Grade 1/2 class. **Ms. Juli Aaron** is in a temporary EA position and in custodial, we currently have **Mr. Vincent Resultan** working in the mornings and **Mr. John Coulson** working afternoons. Last but not least, we have a new secretary, **Ms. Lisa Johnson** taking over for Ms. Marty Morin, who retired in August. We wish her all the best!

We will continue to provide a safe and caring learning environment for all students, and our school-wide goal continues to focus on improving students' skills in the area of Social Emotional Learning (SEL); specifically, the competencies of self-awareness and self-management. Our staff will continue to plan learning activities throughout the year to improve and enhance students' performance in these areas.

On behalf of the Staff at Hazel Trembath, I wish to welcome all students and parents back to school. Below, please find information that will help ensure a great start-up for everyone. We look forward to a great year!

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### Opening Week Routine for Students: What did this look like?

Once again we focussed on building school community this past week by having students work together in multi-age family groupings (students ranging from grades 1 to 5). Tomorrow (Friday) is the last day you will drop off and pick up your child from their family groupings. Throughout this past week the family groupings have rotated to different teachers to experience community building activities. There has also been time where the whole school engaged in activities together. On Monday, students will begin attending their regular classrooms.

### Kindergarten

Kindergarten students begin their school year gradually. During the gradual entry plan, the Kindergarten teachers develop relationships with the children in class and establish home/school communication through 'welcoming conversations' scheduled during this phase-in period. It also allows the teachers to establish classroom routines. Starting formal schooling is a very exciting time for both students and parents alike and I am certain everyone will adjust to all the newness very quickly.



## Communication

Newsletters will be emailed home monthly and will also be available online at [www.sd43.bc.ca/School/hazeltrembath](http://www.sd43.bc.ca/School/hazeltrembath). For daily communication, planners will be distributed to students in grades 1-5. **Please submit \$10.00 to your child's classroom teacher to cover the cost of the planner.** Please carefully read all of the information included in these student books as they are a key part of our communication between home and school.

We will be sending home individual **Data Verification Student Information Sheets** to confirm any changes in our students' contacts or demographics. A copy of the **Student Emergency Release Form**, which is necessary for our Emergency Preparedness Plan, is located in your child's planner; however, the Emergency Release Form is available and can be filled out online (see below). You will need to print it out yourself – it cannot be sent electronically. Please take the time to carefully fill out these forms and return them to the school as soon as possible so we can ensure a smooth transition into the new school year.

You will notice that most of the usual September forms are now online rather than in your child's planner. The following forms can now be completed online at:

[www.sd43.bc.ca/School/hazeltrembath](http://www.sd43.bc.ca/School/hazeltrembath)

**Click on the Quick Link titled "Parents eForms"**

### School Policies Form

Read the various policies, guidelines and permissions in this online form and discuss them with your child as you complete it. This form is required for **each and every student each school year**.

### Student Emergency Release Form

Complete this form online, print it out and return it (it cannot be sent electronically).

### Medical Alert Form

Complete this online form **ONLY** if your child suffers from a medical condition the school must be aware of. If you complete this form online, you will have to print it out and deliver it to the school office. This form needs to be completed annually.

### Volunteer Application

Complete this online form if you think you may be volunteering at our school (e.g. school field trips or events). This form is required **once at each school level** for all parent volunteers\*\*.

### Volunteer Driver Application

Complete this online form if you think you may be driving for school field trips or events. This form is required **each school year** for all parent drivers\*\*.

**\*\*Please note that in order to volunteer, you must also submit a copy of a Criminal Record Check (every 5 years). An ICBC driver's abstract is required every school year for volunteer drivers.**

**Absence Report** To be completed when your child is going to be away from school.

Once you have completed each form, click on the **green** submit button. Repeat as necessary. If you have trouble with any of the online forms, please contact the office at 604-941-0517.

The following is a list of the divisions, grade level and teacher names:

Div.	Grade	Teacher's Name
1	4/5	Ms. Bonnet
2	4/5	Mr. Gabiniewicz
3	2/3	Ms. Hamilton
4	2/3	Ms. Gilligan
5	1/2	Ms. Gajjar
6	K/1	Ms. Kask
7	K/1	Ms. Burton

## School Supplies

Please send your child's school supplies on Monday, Sept. 12<sup>th</sup>. For those students new to Hazel Trembath, or those who did not order school supplies last year, supply lists are available in the office. Remember all supplies should be labeled before bringing them to school.

## Medical Alert

If your son or daughter has a medical concern that is of a serious or life threatening nature, please go online and complete a **Medical Alert Form**. In addition, if your child requires that medication be kept in the school, please fill out the **Request for Administration of Medication** at the office as well. These forms must be updated annually.



## Drop Off & Pick-Up, and Transportation to and from School

Please make yourself aware of the parking and drop off restrictions at the school as soon as possible. The lower parking lot is for staff members only; however, an exception is made for vehicles transferring students with specific needs. The top parking lot next to the Rainbow Bridge Preschool is large enough to support parents dropping children off at the school. Cars entering the upper parking lot are asked to take a large sweep to the right as they are entering and stay tight to the right when exiting the parking lot. Parents should not be dropping off their children before 8:25 a.m. as we do not have sufficient supervision in the morning to ensure their safety. **We strongly encourage parents and children to walk or bike to school.**

If you have any questions this week or throughout the year, please do not hesitate to contact me or anyone on staff. We have an exciting year planned ahead and look forward to working together with our parent community to ensure the success of all students.

Let's have a fantastic year!

Sincerely,

Ms. Janine Close  
Principal  
jclose@sd43.bc.ca

