

# Hazel Trembath Elementary School



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## WELCOME STUDENTS AND PARENTS TO THE 2017 / 2018 SCHOOL YEAR!

I hope you have all had a restful and relaxing summer and enjoyed some quality family time. I had an outstanding 26 days in Bali, Indonesia and I am looking forward to exchanging vacation stories with you and your children.



For the past couple of weeks teachers have been popping in and getting classrooms ready for the upcoming school year. I feel so blessed to work with such a caring, committed, professional staff and I know your children will be well taken care of and exposed to all kinds of exciting learning opportunities this school year.

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. The majority of school correspondences are sent via email, so please ensure your email is up-to-date in our system. 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 Jordyn Stephens** will be teaching a K/1 class. **Ms. Shannon Lowry** is returning from maternity leave and she and **Ms. Karen Eden** will be teaching a Grade 1 class. **Mr. Jeff Smith** has joined our staff and will be teaching a Grade 3/4 class. As many of you know, Mrs. Kristy Jack is returning to the classroom in a Grade 4/5 capacity and we have hired **Ms. Jessie Hehar** in Student Services. We also have a new counsellor this year, **Ms. Shannon Sullivan**, whom we will be sharing with Citadel Middle School.

In addition, we have two EA's, **Ms. Sandra Donnelly** and **Ms. Jill Bell** joining the staff. Finally, we have two new custodians: **Mr. Yoon Chung** in the mornings and **Mr. Peyman Sheikhabbasi** in the afternoons.

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 personal awareness and responsibility, and self-management. Our staff will continue to plan learning activities throughout the year to improve and enhance students' performance in these areas. In addition, we have acquired a range of technology resources and we are excited to be learning about how to embed these resources in the classroom and in students' learning opportunities.

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!

Sincerely,

Ms. Janine Close  
Principal



## Opening Week Routine for Students

This year we will ask students to return to their previous year's class (new students will report to the computer lab for temporary assignment). Students, except for new Kindergarteners (see Kindergarten info), will enjoy a range of school and community building activities in this grouping for the first week. Students will move into their regular classrooms on Monday. See below for where your child will go during the first week.

- Kristy Jack will take Frank Gabiniewicz's grade 4's (room 105)
- Jeff Smith will take Deepa Gajjar's grade 1/2 class (room 102)
- Shannon Lowry will take Torie Burton's grade K/1 class (room 137)
- Lori Sherle will take Jenny Kask's grade K/1 class in the library
- Leah Gilligan will take her class (room 104)
- Sandra Hamilton will take her class (room 103)
- Suzanne Bonnet will take her class (room 108)
- Janine Close will take all new registrants to the computer lab

**\*\*Please note: On Tuesday, students will attend from 8:40 a.m. to 9:15 a.m. On Wednesday, students will resume attending full days.**

## School Supplies

Please send your child's school supplies on Monday, Sept. 11<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.

## Hazel Trembath Bell Schedule

You may notice, this year, that there is a warning bell that rings at 8:35 a.m. to indicate that students need to make their way to their classroom doors. The final bell rings at 8:40 a.m. to indicate that students need to be in classes. Please make every effort to ensure students make it to school on time and ready to learn.

## Bell Schedule

8:35 a.m.	Warning bell
8:40 a.m.	Final bell
RECESS	(10:08 to 10:25 a.m.) Warning bell rings at 10:25 a.m.
LUNCH	(12:10 to 12:55 p.m.) Warning bell rings at 12:55 p.m.
2:45 p.m.	Students dismissed (no bell)



## 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.

## Upcoming Events

On **Friday, September 8<sup>th</sup>**, we would like to invite parents to Hazel Trembath's **Litterless Picnic** during the lunch hour (12:10 to 12:55 p.m.). The focus of the litterless picnic is to attempt to pack lunches that require **NO WASTE** by packing items in reusable containers and avoiding foods wrapped in packaging. Let's see how many families can go completely litterless!

On **Thursday, September 14<sup>th</sup>** we will be having our annual **Meet the Teacher Night** from **6 – 7 p.m.**; however, we are changing things up this year and the **PAC** will be hosting a **BBQ** prior to the event at a nominal cost. The BBQ will get started at **5 p.m.** More details will follow.

## SEPTEMBER DATES

September 5	First day of school (8:40 to 9:15 a.m.)
September 6	First FULL day of school
September 8	Litterless Picnic
September 14	PAC BBQ and Meet the Teacher Night (5 p.m. and 6 p.m.)
September 22	District Professional Development Day (Students Do Not Attend)
September 28	Hazel Trembath's Terry Fox Run

### 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.

### **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.**

