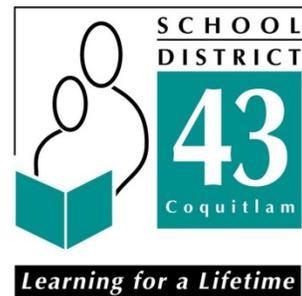


# Meadowbrook Elementary School



## Handbook for Parents and Caregivers



# INTRODUCTION

Welcome to Meadowbrook Elementary School! We believe that education is not just the responsibility of the school and its teachers - we encourage parents to be active participants in their children's education. This handbook is meant to help you stay informed and knowledgeable about the school and its policies.

Thank you for being involved in your child's education!

## Contact Information

Meadowbrook Elementary School

Address: 900 Sharpe Street, Coquitlam BC

V3C 3M3

Phone: 604.464.5813

Email: [meadowbrook@sd43.bc.ca](mailto:meadowbrook@sd43.bc.ca)

Website:

<http://www.sd43.bc.ca/elementary/meadowbrook>

Office Hours: 8:30 am - 3:30 pm

Absentee Line: 604.464.5813



## Coquitlam School District

Phone: 604.939.9201

Email: [information@sd43.bc.ca](mailto:information@sd43.bc.ca)

Website: <https://www.sd43.bc.ca>

Office Hours: 8:00 - 4:30 pm

# Summary of the District Code of Conduct

Coquitlam School District's Code of Conduct was prepared collaboratively by students, parents, and staff. The code ensures that schools are safe, caring, and orderly learning environments. This code applies to any activities that take place at school, outside of school, and online. At the beginning of each school year, teachers review the code with students through stories and activities. Throughout the year students are reminded of how they should behave.

Meadowbrook Elementary Code of Conduct:

<http://www.sd43.bc.ca/school/meadowbrook/About/COC/Pages/default.aspx>

The following behaviors are unacceptable and will be dealt with seriously:

Any behavior or communication that discriminates based on race, color, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, or sexual orientation (this is laid out in the BC Human Rights Code)

- Bullying or harassment (physical, verbal, relational, or cyber)
- Physical threats or intimidation
- Theft or damage to property
- Possession, use or distribution of illegal or restricted substances, including weapons
- Consequences will be based on the following guidelines:
- Actions will focus on correction and restoration rather than punishment.
- We will consider the age, maturity, and special needs of the child, as well as the nature and frequency of the behavior.

Consequences may involve input from parents and/or the student.

Students will be disciplined in a timely, fair, judicious, and responsible manner.

We will take all reasonable steps to prevent retaliation against students who report breaches of the code. We aim to create a culture that values reporting breaches as a responsible act of citizenship that ultimately benefits everyone.

# Parent Involvement

There will be ongoing communication between the school and home.

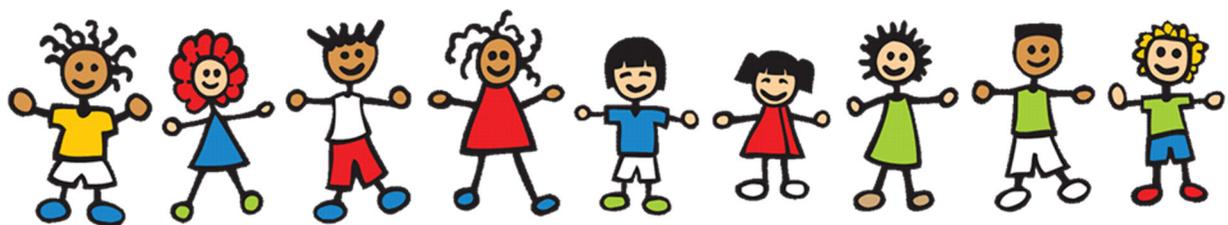
When breaches of the code occur, we will notify parents of all children involved.

## Resolving Parent Concerns

The district believes that open, direct communication between students, parents, and school personnel serves the best interests of students and assists parents and district personnel in resolving a problem.

From time to time, parents may disagree with the decisions or actions of teachers and/or administrators concerning the education, health, or safety of students. Concerns may relate to the placement of students in specific classes, grading practices, school activities, or student discipline.

To discuss any decisions relating to your child, please speak with your child's classroom teacher first. If you're not able to resolve the problem, please contact the school principal. If your concerns are not resolved, you may need to speak with the assistant superintendent of the district.



# Introduction to Reggio Emilia

The Reggio Program is a program of choice offered by School District No. 43 (Coquitlam) at Meadowbrook Elementary.

The Reggio vision is of an 'education based on relationships'. Our educational philosophy focuses on the child in relationship with the family, other children, staff, the school environment, our community, and society. These relationships are interconnected and reciprocal.

It is an approach to education that encourages children and their teachers to explore, question, discover and acquire skills of critical thinking and collaboration in beautiful, stimulating environments.

Children express interests and ideas, research for further information, reflect on the experience and form conclusions. Through this process, children develop confidence and independence.

The Reggio approach is a philosophy, not a formal approach like Montessori with defined methods, teacher certification standards and accreditation processes.

At Meadowbrook, we have interpreted the Reggio approach based on our own cultural traditions, experiences, and environmental influences. All teachers follow the BC curriculum when planning and assessing student learning. We observe student learning and make that learning visible through documentation.

We honor the child's intellectual capacities and innate curiosity. Our goal is to create a culture of learning where students, families and staff are engaged, motivated, and valued. The process of learning is our focus.

## Guiding Principles:

**The Image of the Child**—Children are viewed as powerful, capable, and resourceful protagonists of their learning.

**Emergent Curriculum**—Guided by the B.C. Ministry of Education curriculum, the delivery builds on the natural curiosities of children.

**Inquiry**—In-depth studies that develop out of children's ideas, questions, and interests. Projects involve collaboration which supports the development of cognitive, communication and social skills.

**Representational Development**—Arts are integrated into learning activities to maximize children's development. Children will regularly experience music, art, drama, movement, and play.

**The Role of the Environment**—Seen as the third teacher, careful consideration is given to the look and feel of the classroom environment. With neutral colors, natural materials and calming lighting, our students are invited to focus on provocations, exploration, and collaboration, while using space with flexibility, purpose, and function.

**Parent Involvement and Sense of Community**—Educators work together with children and families, and community partners/members to create a strong identity and interconnectedness that supports all learners. Parents are seen as partners in education.

**Our Natural Environment**—The world outside our doors is a key element of the program. Students are outdoors on a daily basis, rain, or shine, to explore and learn from the richness of our natural environment.

**Social Emotional Learning**—Students learn to monitor and manage their own emotions and to become aware of others' emotions. This learning is integrated with, and further developed by, our focus on the Concentric Rings of Care.

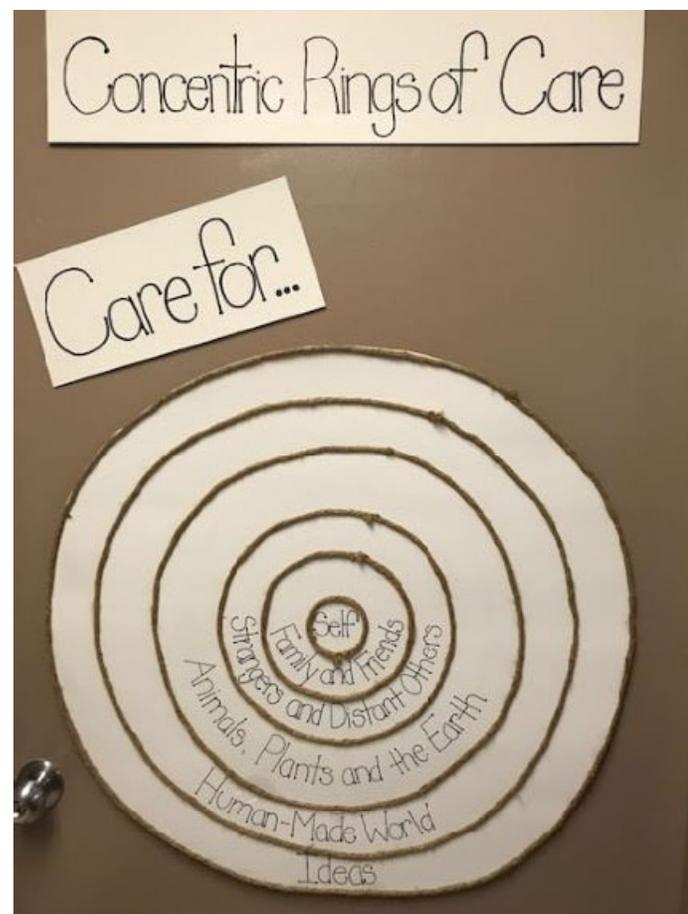
## Concentric Rings of Care

At Meadowbrook, our community has been introduced to the Concentric Rings of Care, a concept within Care Theory as conceptualized by Nel Nodding.

We view our everyday interactions and our learning journey through the lens of care-care for self, family & friends, strangers and distant others, animals, plants and the earth, the human made world, and ideas.

Within each ring of care many themes can be identified, and each is a huge topic unto itself.

Caring for self is placed in the center of the rings of care. This idea works well with the medicine wheel and its attention to finding balance between all the parts of our self (emotional, physical, intellectual, and spiritual) so as to experience health and well-being.



# Daily Procedures



## Daily Schedule

8:55	<i>BELL &amp; CHIME</i>
9:00	<i>NO BELL – Start signaled by student-led announcements</i>
10:35	<i>RECESS BEGINS – NO BELL</i>
10:50	<i>BELL &amp; CHIME</i>
12:09	<i>NO BELL (head outside to play)</i>
12:35	<i>BELL &amp; CHIME (return inside to eat)</i>
12:55	<i>CHIME – Afternoon Begins</i>
3:00	<i>NO BELL – Students will be dismissed at their outside doors</i>

## Morning Entry

Please do not bring your child to school before 8:45 am, as no supervision is available.

Sometimes special activities will require students to arrive early, but teachers will contact parents to let them know.

## Lunch

Children will go out to play from 12:09-12:35.

At 12:35 – 12:55 children will come back inside and eat lunch.

If you would like your child to eat elsewhere, they must be picked up by a parent or guardian. Children are not allowed to leave the school grounds by themselves.

## After School

All students should leave the school promptly after dismissal.

## Late Arrivals

Please let the office know if your child is going to be absent or late by calling 604-464-5813.

If your child arrives late to school, please check in to the office and get a late slip. This way, we know if your child has arrived and will not call home to check.

Please be aware that when your child is late arriving to school, he/she has missed a vital part of the day. The learning and socializing that occurs during the first half hour sets your child up for the rest of the day.

## **Other Important Information**

### **Personal Items**

Please do not allow your child to come to school with expensive or personally valuable items. Use common sense when deciding what your child can bring to school. Some items that are not allowed at school are gum, sunflower seeds, knives, toy guns, war toys, and skateboards. If you're unsure about whether a certain item is permitted at school, please talk to a teacher or the principal.

### **Lost and Found**

The lost and found bin is located across from the gymnasium doors. Please check it frequently. At the end of the school year, its contents are donated to a local charity.

### **“Wet Coast Recess”**

In order to provide children with exercise and fresh air, we expect them to go outside at recess and lunch unless the weather is extreme. Please send your child to school with weather-appropriate clothing and spare clothing to change into should they need it.

### **Week-at -a- Glance**

The week at a glance is emailed to parents every Friday. This will give parents an overview of what is happening in/around the school for two weeks at a time.

### **Medical Alerts**

If your child has a medical condition that we should be aware of, it is important you let the school know. Please drop by the office and request a medical alert form to complete. If you have completed a form in previous years, please update and initial it.

## **Parking**

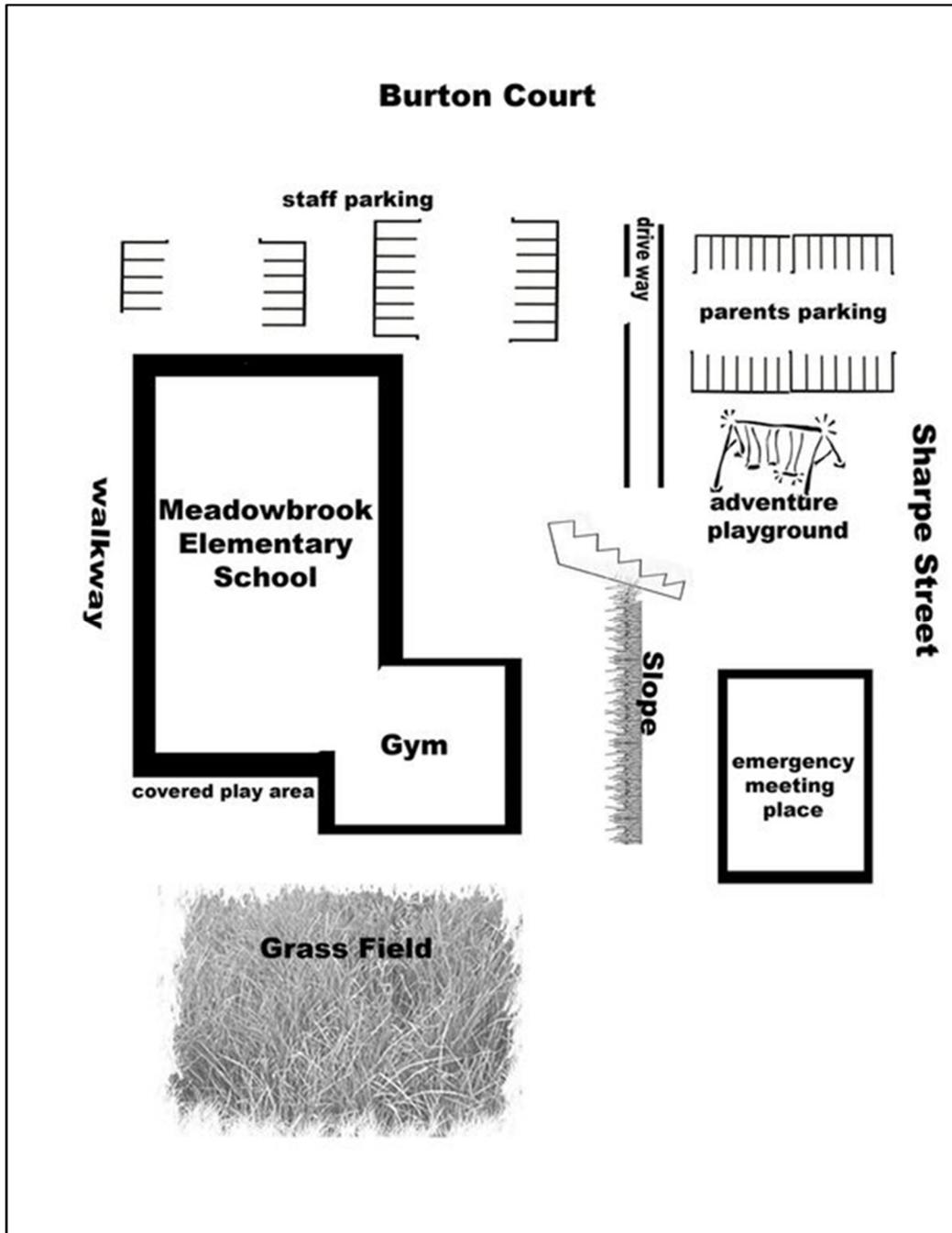
The two upper parking lots are for staff only. For safety reasons, please use the lower parent parking lot. Please respect the residents on the street and follow street parking signage.

## **Report Cards**

Meadowbrook is proud to be part of a district approach of reporting to the parents called “Communicating Student Learning.” This new approach focuses on a team approach to learning. The child, parent, and teacher meet to discuss the progress of the child. Together, they identify strengths and areas that still require development. During the Student Led Conferences, parents and their children are encouraged to look at the displays and documentations of classroom projects.

# Safety Procedures

## Fire and Evacuation Plan



The Grass Field is the emergency meeting place in the case of an earthquake.

# Earthquake Procedure

Earthquakes are unpredictable and may occur without warning. Please review these procedures with your child and ensure that they are comfortable with the information. Teachers will also review these procedures with children.

At first sign of an earthquake:

Take cover under desks or tables.

Move away from windows, shelves, and heavy objects that may fall.

Keep your head down with hands clasped around the back of your neck or cover your head with a book or jacket.

Wait until the initial shake ends, count out loud to 60, and then evacuate the building.

Evacuate the building in single file.

Keep your shoes on.

Get to the nearest designated area. Be prepared to take an alternative escape route in case of fire or blockage.

Most common injuries occur from falling or shattering objects. Be careful near windows, ceiling tiles light fixtures, signs, shelves, and other heavy objects.

# Extreme Weather Procedure

When weather conditions are considered extreme or dangerous to the health and safety of children and staff, Meadowbrook Elementary School will temporarily close.

If local conditions are deemed unsafe before school starts, announcements on local radio stations will advise parents to keep children at home. If possible, the decision to close schools will be made a day in advance.

If the District thinks the weather is getting worse during school hours, they may arrange for an early dismissal.

Staff members are expected to stay and assist children if school closure occurs while class is in session. Your child will not be left unattended.

Before a child can be released early, the school must contact the parents or guardians. If contact cannot be made, the child will remain at school and be dismissed at the end of school hours.

# Other Circumstances for School Closure

Should the school suffer from electrical, heating, or water problems, the principal will base early dismissal on general safety factors as well as:

Heating/temperature conditions

Available lighting in washrooms and work areas

Estimated recovery time conducted by BC Hydro, BC Gas, or the maintenance manager

Children's age

## Emergency Release Form

Meadowbrook Elementary School requires that all parents have an updated emergency release form. Please complete the form with your child's name and the names of the people approved to pick him or her up from the school. We will not release your child to anyone not indicated on the form. If there are changes, the office must be informed.

## Special Circumstances

### Sick Protocol

We strongly recommend that parents keep their children at home if they are suffering from illness. If your child is unable to attend classes, please contact the office. If your child gets sick at school or suffers an injury, we will inform an emergency contact to come and pick up the child from school.

### Lice Protocol

Head lice are a common ordeal. They might be aggravating and unpleasant, but they are easy to manage. Remember that anyone can get lice, and it is not a sign that a child is unclean.

#### Identifying head lice:

Itching is the initial sign of lice.

Check your child's hair, scalp, neckline, and behind the ears. Look for lice, eggs, or "nits."

Take initiative when another child in the class or school has head lice.

Head lice don't have incubation periods. They can lay approximately 150 eggs at one time and do so as soon as they find a comfortable spot.

**Avoiding head lice transmission:**

Lice do not hop, jump, or fly. They transfer from head-to-head by crawling.

Sport and play are the most common times for head lice to travel.

Do not share clothes, accessories, or any hair items such as combs, brushes, hair ties, scarves, and headphones.

**Getting rid of lice:**

Showering and taking baths will not kill or wash the lice away.

Removing lice does not require a visit to the doctor.

FDA-approved shampoo is available without prescription at any pharmacy.

After the initial wash, there may be no sign of lice, but there might still be eggs and nits.

Comb out the nits and eggs. Nits are the size of a knot in a thread and resemble dandruff.

Nits are most common at the nape of the neck (where the hair stops, and the neck begins).

A second treatment may be necessary within the next seven to 10 days.

Thoroughly clean all the fabric in your house.

Dealing with lice can be overwhelming for children and should be handled delicately. No judgment should be made toward the child or family.

# Services Offered at the School



## District Lunch Program

The school district provides a monthly lunch program that allows families to purchase healthy lunches for their children at a low cost. To participate, complete the lunch order form that is emailed monthly and make the payment online under your School Cash Online

Account. For more information on subsidized lunches please see the principal.

## Fruit and Vegetable Program

The BC Fruit and Vegetable Nutritional Program provides children with a locally grown fruit or vegetable snack about 12 times throughout the school year. Every child is included in this program. If you would like to opt out, please see the office.

## Paying on-line

SD43 (Coquitlam) is now offering a safe, easy, and convenient way for parents to pay for school fees, field trips, athletic fees, and much more ONLINE!! Brochures are available at the office which will aid you in setting up your online account at the beginning of the school year. As we are a “cashless” system at the school level, it will be important to set up your School Cash Online account to make all payments via credit card.

## School Supplies

Meadowbrook Elementary charges a \$50 fee for School Supplies for grades K-3 and \$60 for grades 4/5. These can be paid at the start of the school year through your School Cash Online Account. Classroom Teachers order for the whole class and the sharing of supplies is another way we foster a sense of community at Meadowbrook. **We ask that parents NOT purchase their own school supplies as this is a mandatory fee imposed by the school and will need to be paid regardless.**

## Strong Start

Strong Start is an early-learning initiative program funded by the Ministry of Education. It is a play-based drop-in for children aged 0-5 accompanied by a parent or caregiver. The Meadowbrook Strong Start Centre is facilitated by Linda Jang. You may register online through the SD43 website.

# Before and After School

## Meadowbrook Players: Before School and After School Care

Meadowbrook Players is an independently owned childcare facility located at Meadowbrook Elementary School, providing before and after school care. Please see <http://www.parklandplayers.com> for more information.

## Getting Involved

### Parent Advisory Council

The Meadowbrook Parent Advisory Council (PAC) plays a vital role in supporting your child's education by providing valuable services that are not covered by the school's budget. The PAC allows you to connect with other parents, share your ideas at the school level, and be involved in enriching the learning experiences of our children. Every parent and caregiver is a member of our school's PAC and is encouraged to attend monthly meetings. The meetings are scheduled for the first Monday of the month in the library at 7pm. By working together, we can make sure that our children receive the best possible education!

**Please contact the PAC at [Meadowbrookpac@gmail.com](mailto:Meadowbrookpac@gmail.com)**

### Fundraising

The PAC fundraising subcommittee organizes several events throughout the school year that raise money for various items. Popular family events include movie nights, after school treat days, monthly hot lunches, and book fairs. Parents have raised money to build a playground, host special events for students, and purchase extra classroom supplies.

### Volunteering

Whether you can contribute a lot or just a little, our school needs volunteers! There are a variety of ways to help out from joining the PAC to shelving books at the library or handing out food on hot lunch days.

If you would like to volunteer to drive for a class field trip, you will need your BC driver's abstract (available free of charge from ICBC) and a current criminal record check if you are going to be the only adult in the car. If you do this at the start of the school year, it saves a lot of time later.

Volunteers are required to have completed criminal record checks on file. To waive the criminal record search fee, please pick up a letter at the office. All Criminal Record checks will be valid for 5 years.

## **PAC HOT LUNCH**

Every 2nd Wednesday the PAC organizes a Hot Lunch for Students. Payments for the hot lunch can be made by setting up an online account through the online portal set up by the PAC. Menu information is sent out every week via the week at a glance and via the PAC Newsletter.

Please contact the PAC for more information on this.

