



Bayview Public School



École Bayview

Principal: Vivian Bright
Laliberté
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Office Administrator: Tobin

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June 27, 2017

PLEASE RETAIN FOR SEPTEMBER

Dear Parents/Guardians of Bayview students who will be in **grades 1-4**.

We look forward to welcoming your child to Bayview in September and are providing this information to help answer questions that you may have.

1. The office closes for this school year on Friday, June 30th at 3:30 pm and re-opens for registration on Monday, August 28th at 8:30 am.
2. A reminder that the instructional day is will be from 8:30 am-3:00 pm. Yard supervision begins at 8:15 am at the **back** of the school.
3. Our Office Administrator is Mrs. Tobin Laliberté. Mrs. Kelly Beardshaw is our Office Assistant and she works mornings. Our regular office hours are from 8:15 am to 3:30 pm each day. You may leave a message on our answering machine at any time and we will return your call as soon as possible.
4. The first day of school will be **Tuesday, September 5th, 2017**. Students in **grades 1-4** will meet in the yard at the **back** of the school. There will be staff on hand to supervise the yard as of 8:15 am. Each grade will be assigned a colour upon which their class lists can be found in these areas. They are as follows:

Grade 1 – Blue Grade 2 – Red Grade 3 – Green Grade 4 - Yellow

If you are sending your child on the school bus, then remind them what colour they are looking for. We are planning to post class lists at 8:15 am on large coloured posters for those students who come with a parent. All teachers will be outside at 8:30am to assist children with finding their homeroom teacher. Soon after 8:30 am, students will enter with their teachers and go to their classrooms. Don't worry: we will not leave any child unattended in the yard. Students who for whatever reason are not on a class list will be walked to the office and assistance will be provided. We respectfully ask that you say goodbye to your child at the door. The first day of school can be hard for some students and for these students it can be harder when they see other students with a parent, and not them.

5. On regular school days, supervision for students begins at 8:15 am in the school yard. It is imperative that students form the good habit of **punctuality** so that they do not miss valuable instructional time Students should **arrive between 8:15-8:30 am** so they enter with their class at 8:30 entry bell. Students who arrive at school after 8:30am are late and must enter with a parent by the front door to be signed in at the office.
6. During the instructional day, all parents and other visitors must get a visitor badge from the office **before** proceeding elsewhere in the school.
7. We appreciate advance notice of appointments or commitments that will cause a child to be late or absent from school as we do call when there is an unexplained student absence.
8. Parents are welcome to send their child with **school supplies**. The suggested OCDSB

voluntary common list of school supplies for Kindergarten to Grade 3 and Grade 4 to Grade 8 are posted on the school website.

9. If your child suffers from any life threatening condition (i.e. Anaphylaxis, Juvenile Diabetes) or if your child requires an inhaler or other medication in school, paperwork for the 2017-2018 school year must be completed and submitted to the office between Monday, August 28th and Friday, September 1st so that safety measures can be taken before school starts. Forms used for the 2016-2017 school year are no longer valid. Please contact Kelly if you did not receive the appropriate paperwork sent earlier in June.
10. The daily schedule is as follows:

08:15	Supervision begins
08:30	Entry & Learning Block 1 (120 Minutes)
10:30	Recess and Nutrition Break
11:15	Learning Block 2 (120 Minutes)
13:15	Recess and Nutrition Break
02:00	Learning Block 3 (60 Minutes)
03:00	Dismissal
03:10	Students not picked up will be brought to the office
11. The dismissal bell rings at 3:00 pm. Walkers and students being picked up by parents will be dismissed from the **back** doors. Grades 1-4 students attending EDP will walk to their EDP room and from there go outside, to the library or begin in their EDP room. Bus students line up in the front foyer and exit by the front doors to board the school buses. Please, if you are **picking up your child, please meet them at the back of the school.** If your child normally takes the school bus and you will be picking up your child on a particular day, please send a note to the **classroom teacher** via the note tote/sac de communication/student agenda. Please avoid calling the office with last minute changes and definitely not after 2:30 pm as this is how mistakes happen.
12. Students who are not directly involved in a teacher supervised activity after school should leave the school grounds within 10 minutes of the bell (3:10 pm) unless under the direct visual supervision of a parent/guardian. Supervised children who remain in the yard are not permitted to enter the school after 3:10 pm without a parent/guardian. Students who are not picked up by 3:10 pm will be brought to the main office.
13. A parent handbook(2017-2018) will be sent home the first week of school and will be posted to the school web page. Parents are asked to read these pages with their child and sign the front page to indicate that they have reviewed the expectations at home.
14. As has been the practice for a number of years, we will be requesting a voluntary student activity fee for the year. The information letter will go home in early October. This amount has been set in consultation with School Council and in accordance with the OCDSB Procedure PR.648.SCO. We will be requesting \$20.00 for each student. The money collected is used to supplement our students' school experience. Student activity fees support a variety of enhancement programming at Bayview such as arts performances, theme days, student recognition programs, crafts and student agendas. Each fall the Principal accounts for the spending of funds at a School Council meeting.
15. Students are asked to bring their lunches to school. The whole school participates in "Boomerang" lunches. This means that all food and packaging sent to school will be returned home. This is a great way for parents to know what their child has eaten or not eaten from their lunches. We encourage the use of reusable containers and the composting of food at home. Students who are part of the milk program rinse their milk cartons and recycle them at school.
16. Students eat in their classes unless they are a lunch monitor in which case they will eat with the class in which they monitor. For the safety of all, we thank you in advance for providing **peanut and nut free lunches.**
17. A telephone call to the office (613)-733-4726 - 24 hour answering machine)a note in the agenda the previous day stating the reason for the absence, is required each time a child is absent. Also, a note is required each time the student must leave the school during the regular school day (i.e. for appointments). Please try to plan ahead for appointments to avoid classroom interruptions which interrupt the learning of all.

18. **Transportation:** If you drive your child to school you may drop off your child in the school parking lot or on Owl Drive (not in the no stopping zone). **The front of the school is used by school buses between 8:00-8:45 am and 2:45-3:30 pm.** Bike racks are located at the back of the school yard, one by the primary yard and one by the parking lot. Students who ride bikes should use a good quality lock.
19. 2017-2018 Student Transportation Information
Most of our students are eligible for OCDSB yellow school buses. Route information will be available to parents as of **August 21st, 2017** via the online Parent Portal. Schools may have access to some routes prior to this date, through the school web portal www.ostabusplanner.ottawaschoolbus.ca or via OSTA's website link to the Parent Portal Log In. Student Transportation Information can also be found using the "**Stop Finder**" located on the main page of our website, which will link to the "**BusPlanner – Parent Portal**". The parent must enter the student's last name, birthdate, school and grade in order to access route and stop information. The "**Stop Finder**" feature returns bus stop and route information for eligible students who are assigned to regular yellow school buses. OSTA requires three business days to implement a change in transportation. **Parents MUST ALSO advise Tobin or Kelly at Bayview directly of any changes to student home or caregiver addresses.**
20. Please expect that buses may be late or early during the first week to 2 weeks.
21. **Application for Seat Availability** Students who had been approved to access service under the Seat Availability provision for 2016-17 will need to re-apply for service for the next school year. The NEW "**Application for Access to Empty Seats on School Bus Vehicles**" form is available at OSTA website at <http://www.ottawaschoolbus.ca/policies/empty-seat-provision>. A reminder that OSTA, and **not** the school will consider and approve all spare seats.
22. "**Meet The Teacher Drop-In**" will likely be held **Thursday September 14th** between **5-7pm**. The confirmed date will be noted on our school website and Facebook page in September.
23. The first **School Council Meeting** of the year and **Elections for 2017-2018** will be **Thursday, September 22nd from 6:30-8:30 pm** in the **school library**. All parents are invited. You do not need to be a member to attend. Please check the school website for more information at www.bayviewps.ocdsb.ca
24. A copy of tentative homeroom classes and teachers will be posted to the School webpage.

We trust the above points will answer some of the questions you may have. If you have any further questions or concerns, please do not hesitate to call us at 613-733-4626. Remember that the school closes for the summer on June 30th at 3:30 pm.

It has been my pleasure serving as the principal of Bayview for the past three years, and I am confident in passing on the baton, as I retire, to incoming principal Denise Gagnon-Lebrun.

The Bayview team looks forward to making your child's start in September a smooth and enjoyable one.

Yours sincerely, on behalf of the Bayview staff,

Vivian Bright
Retiring Principal

Denise Gagnon-Lebrun
Incoming Principal