

The Stewart School



Handbook for Parents & Guardians

This is a quick reference guide for parents and guardians provided by your School Council. For more complete information on school policies and procedures please see the front pages of your child's agenda.

Good Stuff to Know

School Address

7 Sunset Boulevard
Perth, ON
K7H 0A1
(613) 267-2940



School Hours

Supervised Arrival Time	9:15 - 9:30 am
School Begins	9:30 am
Morning Announcements	9:40 am
Class Time	9:30 am - 12:00 pm
Lunch	12:00 - 12:20 pm
Recess	12:20 - 12:40 pm
Class Time	12:40 - 2:10 pm
Recess	2:10 - 2:50 pm
Class Time	2:50 - 3:50 pm
Dismissal	3:50 pm

Attendance

If your child is going to be late (miss morning attendance) or absent call the School Phone Number **(613) 267-2940**. You can also use [My Family Room](#) website or mobile app, to indicate a late or absence.

Office Administrator: Mrs. Vicki Adrain

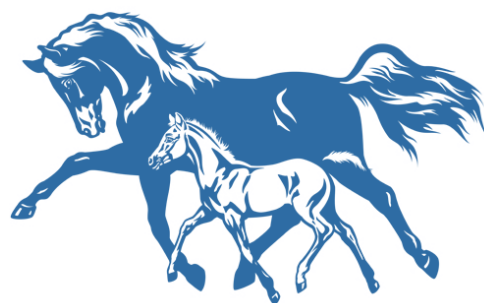
Principal: Mrs. Stacie Dowdall

Vice-Principal: Ms. Tabitha Bucholtz Valliant

Dropping Kids Off and Picking Them Up

Morning Drop Off

Parents and kids should not use the front door in the morning before school as there is no indoor supervision. Students should wait and play on back pavement until the bell rings to start classes, **morning supervision starts at 9:15 am.**



Visitor Entrances

All doors are locked. Use the main entrance, ring the doorbell and someone will buzz you in, then report to the office.

Visitors Report to Office

All visitors to the school are asked to come to the office, sign in and get a visitor's badge. Please do not arrive at your child's classroom unannounced.

Removing Students during School Day

If you need to pick up your child during the school day, send a note to the teacher with the reason and time. Parents must pick up their child at the office and sign them out. Students who return from an appointment or are late for school need to report to the office.

If you are calling to pick up your child, please call by 2:00. This saves many class disruptions and difficulty finding your child on the yard. Mrs. Adrain will begin delivering the pickup lists to each class around 2:30 daily.

Change of Information

Please let the school know when there is a change in routine, address, email address, phone number or childcare.

Release of Students

Students will not be released from school to anyone other than parents/guardians without prior notification from parents, preferably written.

Taking the Bus

The Student Transportation of Eastern Ontario provides detailed guidelines for parents and guardians regarding the transportation of students. An information booklet is given to every student at the beginning of the school year, and is also posted on the STEO website at www.steo.ca.

Be aware that;

- ☺ School bus drivers can only pick up and drop off riders at one authorized regular daily stop.
- ☺ Drivers cannot make changes to stops without authorization from the Transportation Department.
- ☺ Transportation for all non-school related functions is the responsibility of parents/guardians.
- ☺ Transportation cannot be provided for sleepovers, a homework project, to complete community service hours or for an after school job. These requests cannot be permitted for safety reasons.



Snow Days

In the event of bus cancellation due to poor weather conditions, announcements will be made on:

- ☺ LAKE 88.1
- ☺ On the STEO website: www.steo.ca,
- ☺ The Stewart School and TSS Facebook pages.

The school remains open during snow days. **If your child does not take the bus, (walks to school), the parent/guardian is responsible for contacting the school and providing notice their child is staying home.**

Money

Throughout the school year money may be requested to help pay for trips, programs, and celebrations. Subsidies or flexible payment plans are always available. Do not hesitate to contact the office if you wish to make alternate arrangements.

Stewart is starting on-line payments, starting in the Fall of 2020. These will happen through My Family Room.

Head Lice

Lice happens! Please check your kids regularly for lice. If you notice them scratching, you should be looking for small, white, sticky eggs which are attached to the hair shaft. If you do detect these eggs, please notify the school in order that appropriate action may be taken. The LLG Health unit can also help with any questions you have. Students with live lice will be sent home for treatment before returning to school.

Allergies

Please be aware The Stewart School is a nut free school. Many soy-based products, which resemble peanut butter, have recently become available at grocery stores and supermarkets. Due to severe, life threatening allergy concerns, these soy-based products, along with any products containing nuts, are not permitted at school. Your cooperation in this matter is greatly appreciated.

Serious Life-Threatening Medical Condition

Parents of students who have a serious, potentially life-threatening medical condition such as anaphylaxis, asthma, epilepsy, diabetes, or other conditions MUST notify the office and complete a Medical Plan of Care. These must be updated each year. If you have not yet notified the office or updated your child(ren)'s Plan of Care, please contact the office ASAP.

Medication Information

Any student that takes prescribed medication at school must have an Authorization to Administer Medication form filled out by their Physician for prescription medication and filled in by parent/guardian for non-prescription medication. A new form must be filled out every school year. We must have the completed and signed form, medication in original Pharmacy bottle labelled with dosage and instructions, and the pharmacist medication information sheet on file before we can administer the medication to your child on your behalf.

Great Stuff That Happens at Stewart School

Food for thought Snack Program

This is run by volunteers and is overseen by the Vice Principal and the Educational Assistants. Snacks are available in the classroom and the office throughout the day for kids who need them – no questions asked!



Milk, Pizza & Subs Days

A form will come home (form is also posted online) so you can order milk for each day, a hot lunch 1 day a week. Milk is 75 cents, pizza is \$2.50, and subs \$5. The order comes out 4 times a year (November/December, January/February, March/April and May/June)

World's Finest Chocolate Fundraiser

Watch for information about specifics.

Spirit Wear

Once a year (or every other year), families can order Stewart School Clothing. Watch for information about upcoming sales.

Scholastic Book Fair

This usually runs once a year in the Learning Commons, in November.

Meet the Teacher Night

This is an opportunity to learn more about your child's upcoming year. It takes place around the third week of September from 5:30-7 in the evening.

Kids Birthdays

On your child's birthday, a special announcement is made. Please ask your teacher about classroom celebrations.

Terry Fox Run

Students take part in a fun run to support the Terry Fox Foundation. A variety of donation options are available. This takes place at the end of September during school hours. Parents and guardians are welcome to join in. Contact the school for specific times.

The Table After School Program

The Table Community Food Centre does classroom visits but also runs a great after school program. There are 2 sessions a year and kids are picked up and shuttled to the Table at the end of the day. Parents must register for this free program. <http://www.thetablecfc.org/article/after-school-program>.

After School Care

Taycare Children's Centre offers before and after school care at Stewart School.
<http://www.tayside.ca/taycare-childrens-centres/>

Food Drive for The Table

Twice a year, our kids collect food for our community food bank, we always do a great job! A notice will come home when it is our turn to collect items.



Music Lessons

Space is provided for outside instructors to give private music lessons. Watch for more information, in the past it has been guitar and piano. Payment and arrangements are made directly with the instructor.

School Dances

Dances and dance-a-thons are held during the day time for kids, usually around Valentine's Day and one other time during the year. Not only can kids bust a move, this event raises funds through the sale of glow bracelets and other items.

Seasonal Celebrations and Performances

Each year is a little different, stay tuned for more information coming home, primary grades often have a performance in December. The spring musical is run with students in grades 4-6.



Pancake Breakfast in December

Usually Santa comes, kids sing, and pancakes are eaten...we always need volunteers for this day. Watch for a sign-up sheet to fill a volunteer spot on TSS Facebook and The Stewart School Facebook page and let's have a jolly good time!

Swimming Lessons

Kids in grade 1-6 take a short session of swim lessons at the Perth Pool, there is a cost for this, subsidies are available. Lessons are in the early fall and again in the spring.

School Council

The School Council provides a meaningful liaison between home, school and the community. Meetings are held on a regular basis throughout the school year. All meetings are open to the public, especially parents/guardians. School council has a bulletin board at the main entrance where information is posted.

If you have any questions or concerns, please contact the chair (see info posted on school website)



Council Fundraising:

Perth Fair Gates Fundraiser

Each Labour Day weekend we need about 40 volunteers to work at the entrance booth to the fair, watch for this next summer.

Wheeler's Maple Syrup Fundraiser

Forms will come home in March to order syrup from Wheelers – Yum!

Sports & Other Team Activities

Depending on the sport, kids from grades 2-6 can try out and join various teams throughout the year.



X country running (gr 2-6) – Sept/Oct
Soccer (gr 4-6) – Sept/Oct
Volleyball (gr 4-6) – Dec
Cross Country Skiing (gr 4-6) - Jan/Feb
Basketball (gr 4-6) – Feb/Mar
Baseball (gr 4-6) - June
Track and Field (gr 3-6) - June

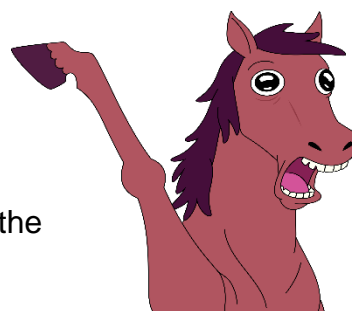
Communication – How Do I Know What’s Happening?

School Newsletters

Check out the school website for newsletter links, hot lunch orders, monthly calendar, etc. Emails will be sent home by the principal to update parents on current events and activities.

Make sure the school has an up-to-date email contact for your family.

Classroom teachers also communicate using various means, paper, email, or class sites (Facebook, Apps, blogs, etc.)



Facebook

School Stewart School has a Facebook page that is administered by the Principal and other staff, **this is a great way to keep informed, and is current.**



School Council runs a site for parents to post info and ask questions



Twitter

The school also has a twitter site

@TheStewart_UC

Stewart Website

Can be found at <http://thestewart.ucdsb.on.ca/>

UCDSB Website

There is a lot of information on this site with links to some great resources such as the virtual learning commons. <http://www.ucdsb.on.ca/>

My Family Room

Our school board has this great program that can make your life easier. For example, using the mobile app, you can let the school know that your child will be absent. The following description is from the UCDSB website.

WHAT IS “MY FAMILY ROOM”?

My Family Room is a secure website that acts as a one-stop, single point of access to all electronic services provided to parents and legal guardians of UCDSB students. Its focus is to enhance Board-Parent communication and provide 24/7 access to useful information related to your children. All parents and guardians with legal custody can register for a My Family Room account.

WHAT ARE THE BENEFITS?

With this service, you can:

- ☺ Receive important/urgent information about your child, including absence notifications, school emergencies, bus cancellations, and school events through your preferred communication method (phone, email or text).
- ☺ Easily customize your contact preferences to receive emergency notifications to one destination (example: your mobile phone) while receiving non-urgent notifications to a different destination (example: your home phone or email address) and customize which alerts you would like to receive.
- ☺ View key contact information for your child’s school, such as phone numbers and email addresses for Principals, Vice-Principals, and office staff.
- ☺ View your child’s transportation, address, phone, absence, and health information.
- ☺ View your child’s school calendar online, including PD days, exam days and other calendar items entered by your child’s teachers and school staff.
- ☺ Report your child’s absences online.
- ☺ Register new students and update your child’s information online.

HOW DO I SIGN UP?

Parents can register for an account by visiting the [My Family Room website](#) and click on the "Sign Up" button to get started.

Parents may choose to use their favourite social media account to login, or create a My Family room username using a preferred email address and password.

After a new account is created, parents will have the option of "linking" their children already attending a UCDSB school to the account. This allows parents to view information related to their child as well as to interact with the school that their child attends through the service.

MY FAMILY ROOM MOBILE APP (for Android and iOS)

The UCDSB is pleased to announce a My Family Room mobile app (for Android and iOS) that makes it easier for parents and guardians to interact with their child's school. [Click here for a video overview!](#)

With the new My Family Room app, you will be able to:

- ☺ Reply to notices you receive if your child is absent from school for unknown reasons
- ☺ Send in a note if your child is running late for school, or for an upcoming planned absence
- ☺ View upcoming class and school events in your child's calendar
- ☺ Call your child's school quickly without having to look up the phone number

All from your Android or iOS smartphone, giving you the benefits of these features while you are on-the-go! The My Family Room UCDSB app is a free download from your devices' App Store. You can use the same login account for the mobile app that you use to log in to the My Family Room website.

Volunteers – We Need You!!!

Parents and volunteers are always needed and welcomed. Volunteers can assist in many ways, such as reading, making teaching materials, working with teachers in the classroom, helping students, acting as the class contact person to send out information, helping with breakfast/snack bins, or to work at special events.

- ☺ All volunteers must complete a Criminal Reference Check each year before working with students in any capacity. Forms are available in the school office.
- ☺ Volunteers are asked to use the sign-in book at the office, wear an ID Pass while on school property, and must abide by all UCDSB policies and procedures.



Have Problems or Concerns?

If you have a concern about your child's experience or education at Stewart, communication is the key, you are your child's advocate and it may be something that can be simply resolved. First contact your child's teacher, if that does not resolve it then contact the Principal or Vice Principal. The next step is to approach the School Superintendent and finally the School Trustee.