

## **First Day Procedures – Tuesday, September 5<sup>th</sup>, 2017.**

### **ARRIVAL**

Students will come to school, arriving between 8:15 and 8:30 a.m.:

- **Grade 1 students** will enter through the front doors and go to the Kindergarten playground. Staff will be waiting to bring them to the playground.
- **Grades 2, 3 and 4 students** will proceed through the front doors to the gym.
- **Grades 5 and 6 students** will head to the second floor foyer.

In the gym and the second floor foyer, teachers will be waiting in front of a sign on the wall with their name and program (English or French Immersion). Students will find the teacher with the appropriate grade and program and will be organized into their classes. Homeroom teachers will take their students to their new classrooms. Support staff will be available to assist students who require help with finding their teacher.

\*If you have a student starting **Junior or Senior Kindergarten**, classes do not start on Tuesday, September 5<sup>th</sup>. Please consult your intake date on the letter you received at the end of June from the main office.

### **DISMISSAL:**

Students who walk with a parent/guardian or get a drive home from school will meet their parents/guardians at 3:00 p.m. in the gym from Tuesday, September 5<sup>th</sup> until Friday, September 8<sup>th</sup>, 2017. Starting the week of September 11<sup>th</sup>, students who are picked up by a parent/caregiver, can meet at one of the entry points to the school as arranged by parents - for example the front of the school, the bike racks, the north and south pathways. We ask that parents do not wait on the yard.

For information about your pick up location and time on September 5<sup>th</sup>, 2016, use the “**Stop Finder**” located on the main page of the Ottawa Student Transportation Authority website: [www.ottawaschoolbus.ca](http://www.ottawaschoolbus.ca) This will link to the “**BusPlanner – Parent Portal**”. The parent enters the student’s last name, date of birth, school and grade in order to access route and stop information. Route information will be available to parents as of mid-August 2017.

### **Medical Information**

For those parents of children with a medical condition or who require medication during the school day, forms need to be newly completed by your physician and brought into the school office, along with any medications, during the week of August 28th to September 1, 2017.

### **Bus Loading/Unloading Zone**

Buses load and unload in the half loop in front of the school. To ensure student safety, passenger vehicles are not permitted in this area between 8:00 – 9:00 a.m. and 2:30 – 3:30 p.m.