



École R.H.G. Bonnycastle School

1100 Chancellor Dr. | Winnipeg, MB R3T 4W8 | 204.261.9400
www.pembinatrails.ca/bonnycastle

École Bonnycastle School's Welcome Information

SCHOOL DAY

Supervision begins no earlier than 9:00 am

9:10 a.m. Entry to School

9:20 a.m. Classes begin

10:50 a.m. – 11:05 a.m. Recesses for Gr.1-4

12:05 p.m. – 1:05 p.m. Staggered Lunch

1:05 p.m. Entry to School

1:10 p.m. Afternoon classes begin

2:40 p.m. – 2:55 p.m. Recesses for Gr.1-4

3:55 p.m. Dismissal * **Please note there is no supervision after school. Please arrange for student pick up promptly at 3:55 pm.**

ENTRANCE

The entry bell is at 9:10am every day. Students who do not take the bus are asked to arrive at the back of school (field) no earlier than 9:00am, as supervision begins at this time. The first few days of classes, cones will be set up with grade and teacher names along the field area on the south side of the school. Teachers will greet their students outside at their designated spots. Students will line up and then enter the school through their designated door with their class.

VEHICLE TRAFFIC – DROP OFF ZONE (between 9:00-9:10am)

To help reduce traffic, we have a designated drop off zone on **Chancellor Drive (East Side)** by the daycare entrance doors. We have attached a copy of our traffic safety brochure for your reference.

Please practice a “**Stop, Drop and Go**” procedure when dropping off your children on the curb side of the vehicle. Parents are asked to remain in their vehicle. School supervisors will be on site to assist children out of their vehicles.

To ensure safety, students who are dropped off/picked up further away from the school or on the opposite side of the street are required to walk with an adult and use the crossing guard intersections. Please model patience and respect to ensure the safety of all students and staff when dropping off and picking up children.

BUSSING

Students taking the divisional school bus will be dropped off on the east side of the school. They will be directed by staff supervisors to their grade-level entry doors. At the end of the day, students will be directed by staff to their respective bus.

More information regarding divisional transportation can be found on the division website:

<https://www.pembinatrails.ca/page/556/transportation>

ACTIVE TRANSPORT

Students riding their bikes can park them in the bike racks located by the school parking lot. The school is not responsible for lost or damaged bikes.

BUILDING ENTRY PROTOCOL

Students will remove their outdoor footwear and proceed quietly to their classrooms.

OUTDOOR LEARNING

Physical Education/Education Physique, Music/Musique and classroom teachers may teach outside when possible. Appropriate indoor and outdoor footwear and clothing are required daily. Students will not change for Physical Education.

RECESS

Students have three recesses per day. Weather can change throughout the day, so please check the forecast and remind your child/children to dress appropriately for the weather (sweaters, jackets, rainboots, winter boots, mittens, hats, etc.). For our younger students, we recommend that you send a change of clothing (socks, underwear, pants), labeled in a plastic bag in case of soiled or wet clothing.

TOYS

We ask that students NOT bring toys from home to school, unless otherwise specified by their classroom teacher for a specific event. Toys can get lost or damaged and can be a source of distraction from learning.

DISMISSAL

All students will be dismissed at 3:55pm from their respective entrance/exit doors at the end of the school day.

- Students taking the school bus, walking or biking will be dismissed promptly from their assigned exit door.
- If you are picking up your child, please meet them at their designated entry/exit door promptly at 3:55pm. There is no supervision for students after school.
- **If there is a change to end of the day pick up, please advise the office prior to 3:00 p.m.**

COMMUNICATION WITH CLASSROOM TEACHER

We believe in regular communication and partnership with parents throughout the school year. Please feel free to reach out to your child's teacher through email or voicemail for non-urgent matters.

During the school day, while teachers are with their students, should you need to share time sensitive information, such as a change to the pickup arrangement, please phone the office staff directly so that they can ensure the message is received in a timely manner.

BUILDING ACCESS

All our doors will be locked during the day. Parents/guardians will not be able to come into the building, except for scheduled appointments.

Should you need access to the school, we ask that you buzz at the **west entry doors** and speak to one of our secretaries for assistance. We will call your child down and have them meet you in the office. Please allow for extra time when picking up your child for an appointment.

Please send any forms or school fees with your child to give to their classroom teacher in a sealed envelope with both your child's and teacher's names.

LUNCH HOUR

The lunch hour is from 12:05pm to 1:05pm. Students not enrolled in the lunch program may return at 1:00pm and meet the lunch supervisor at their class entry doors.

For students enrolled in the lunch program, there will be supervised staggered eating and outdoor times to allow for safe monitoring of fewer students in the outdoor play areas.

LUNCH PROGRAM

Information regarding the Lunch Program will be sent home with your child in September. The Lunch Program fee is to help pay for supervision during the lunch hour. **The fee is not to provide food for your child.** Students are responsible to bring their own lunch and cutlery.

MICROWAVES are not available for student lunches. Please ensure your child has a bag lunch with containers that they can open themselves, as well as their own cutlery.

We are currently looking for Lunch Supervisors. If you are interested in this paid position, please contact the school office bonnycastle@pembinatrails.ca

HEALTHY SNACKS and LUNCHES

****Due to severe nut allergies, we ask that no food containing nuts be brought to school. **** Your child's teacher will inform you of any additional allergens you will need to avoid.

Please pack extra healthy snacks in your child's lunch kit that can be eaten throughout the day, such as vegetables, fruit, granola bar, cheese and crackers or yogurt.

If you wish to send a special snack for a special occasion, please connect with your child's teacher ahead of time. Any special snacks should be individually wrapped and ingredients clearly labeled.

WATER BOTTLES

Students are asked to bring a filled water bottle (labelled with their name) to school each day. There is a bottle refill station in each hallway pod.

ILLNESS AT SCHOOL

If a student begins to feel unwell while at school, parents will be called for pick-up. If you are unable to pick up your child within 30 minutes, we ask that you have an alternate plan in place.

COLD WEATHER POLICY

During the cold weather months, parents are asked to ensure that their children do not come to school too early. The school opens at 9:10 a.m. and 1:05 p.m.

Indoor recess is held when the wind chill factor reaches -27 or greater, or when it is raining heavily. Please ensure students are dressed for the weather.

If you have any questions about this or any other school information, please do not hesitate to contact the school office. Further information about upcoming school events, routines, and procedures will be available on our website, which includes our school calendar: <https://www.pembinatrails.ca/bonnycastle>. Typically, a weekly newsletter is sent home every Friday, or the last school day of the week. As well, check out our Instagram account [ecole.bonnycastleschool](#)

We look forward to welcoming new and returning students and families. To ensure your child's safety and well-being please consider the following:

- Be positive about the return to school! All school staff are here to help with a caring and happy return to school.
- Reinforce that we all get nervous when we move through new experiences.
- Reach out to your child's teacher if you need support or have any questions.
- Regularly check the Pembina Trails School Division website for updates.

À bientôt et bonne rentrée scolaire! 😊

Sincerely,

Nicole Girardin
Principal / Directrice

Carissa Wiens
Vice-Principal / Directrice adjointe