



École R.H.G. Bonnycastle School

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

SCHOOL INFORMATION

School Hours:

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 Gr. 1 - 4

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.**

Arriving to school on time and attending school regularly is a very important part of school life and student progress. It helps the students develop a sense of belonging and class community along with establishing a positive start to the school day.

Crossing Guards on Duty

The crossing guards are there to help students and families cross safely. Please take the extra time to walk to designated crossing areas to ensure and model pedestrian safety.

8:55 a.m. – 9:10 a.m.

12:00 p.m. – 12:15 p.m. & 12:50 p.m. – 1:05 p.m.

3:50 p.m. – 4:05 p.m.

Office Hours

School office hours are 8:45 a.m. – 4:30 p.m. A secretary will be available during these hours.

Edsby Safe Arrival

Parents/Guardians are reminded they must call the school (204-261-9400) and leave a message on the attendance line or send a message through Edsby if their child is sick or will be absent for the day. The call back program is designed for the safety of your children. Parents are called if their children have not arrived at school and their whereabouts have not been reported to the school.

Student Information

To ensure that accurate information is always available for your child, please notify the school office in the event of a change of name, address, and telephone number, babysitter, emergency contact, or information on the health of your child.

If your child has additional needs, please make an appointment with the school administrators to discuss appropriate support so that your child's experience at school can be a successful one.

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Parent Parking/Student Drop Off/Pick Up

1. The drop off and pick up zone is located on the east side of the school. Staff members are present to assist in the morning. To facilitate a smooth traffic flow, parents are encouraged to drop their children off between 8:55 a.m. and 9:10 a.m.
2. Please adhere to the parking / stopping rules indicated on the street signs.
3. The bus loading area is clearly marked. No parking or stopping is allowed. Do not leave your vehicle in the valet zone.

Parents who drive and wish to walk or pick up their children to/ from the school doors must park in designated parking areas on the street.

Parents are not permitted to enter the staff parking lot. This is designated to staff, persons with mobility needs, and parents of students with additional needs ONLY. Parents are not allowed to drop off their children in this location as it compromises the students' safety.

Please see the *Traffic Safety Brochure* available on our school website for more information.

Student Possessions

Please ensure that all personal belongings for your child are clearly labeled with your child's name so that any lost items can be readily returned to the rightful owner.

"Lost and Found" bins are located by the office.

Students may ride their bikes to school and lock them up. The school does not accept responsibility for bikes parked outside in the racks. For safety reasons, students are not to ride their bikes on school grounds or in the parking lot. Students who have difficulty following bicycle safety rules will be asked to leave their bikes at home. Skateboards, roller blades and scooters must not be brought to school due to safety, storage and/or security considerations.

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.

Guest/Parent Sign in Policy

All visitors, including parents, are required to sign in at the office if they are coming into the school to volunteer or accompany students on a field trip. This policy excludes assemblies in the gym.

Door Intercom Security System

Parents or guardians who are picking up their child/children during the day have access to the intercom system located at the west side doors. Upon arrival, please press the doorbell and an office staff member will be able to assist you between the hours of 8:45 am and 4:00 p.m.