



Dalhousie School

262 Dalhousie Dr. | Winnipeg, MB R3T 2Z1 | 204.269.4101
www.pembinatrails.ca/dalhousie

Information for All Registrants 2022-23

Dalhousie School Website: <https://www.pembinatrails.ca/schools/dalhousie/Pages/Default.aspx>

Principal: Dawn Thompson dathompson@pembinatrails.ca
Vice Principal: Marlo Kozak mkozak@pembinatrails.ca
Administrative Secretary: Sharon Hickaway shickaway@pembinatrails.ca
Assistant Administrative Secretary: Damara Kozier daberg@pembinatrails.ca
School Secretary: Connie Mayert cmayert@pembinatrails.ca

Dalhousie School provides a yearly calendar and monthly events, Lunch Program information as well as emails for staff and teachers on the school website.

School Hours 9:00 am - 3:35 pm: The school bell rings at 8:50 AM and 12:45 PM

- Students should arrive at school no earlier than 8:45 a.m. and 12:40 p.m. Students who arrive to school prior to these times will be **unsupervised**, and all students must remain outside until the bells ring.
- Teachers will meet students outside their designated entrance at 8:50 am, 12:50 pm, and at the end of each recess.
- At the bell, students will line-up at designated entrances/exits to come into the school.
- Lunch hour is from 11:45 am to 12:45 pm. Students NOT enrolled in the lunch program go home to eat and return at 12:45 pm at the earliest, when they line up at their designated entrance.
- Students must exit out their grade level doors for safety reasons, please be sure that if you have a meeting place with your child that it is outside their grade level doors.

Building Access is restricted for safety and security reasons. All our doors are locked during the day. We have installed a security system with a buzzer at our front door to control access to the building.

- **Student Entry Doors:** All students are to enter and leave by their grade-designated doors. Parents/guardians must wait outside the school building when dropping off their child.
- **Late Arrivals:** If a child is late in arriving (after 8:50 AM or 12:45 PM) they must come to the front door of the school and ring the buzzer for entry.
- **Early Pick-ups:**
 - Parents who wish to pick up their child early from school must use the front doorbell to speak to the office staff.
 - A phone call to the school to advise office staff/teachers of early pick-up is highly recommended.
 - Parents are reminded that all lunch program students spend a portion of the lunch hour outside and may take longer to contact if your pick-up time is between 11:45 – 12:45.
 - All students leaving early must be signed out at the office.
 - Children will not be released to anyone not on their registered pick-up list.
 - Unique pick-up arrangements must be relayed to the school by parents/guardians.

- **School Visitors:** For safety reasons, all visitors to the school (including parents) must ONLY use the front entry and ring the doorbell on the security system to communicate with the office.

Attendance: Please call 204-269-4101, email DAAttendance@pembinatrails.ca or leave a message on **Edsby** <https://pembinatrails.edsby.com/> if your child will be absent from school or late in arriving. If reporting by telephone:

- Press 2 for general message (24 hr)
- Press 3 for attendance message (24 hr)
- Press 0 to speak to administrative staff (8:15-4:00)
- **Late Students:** Students who arrive late are to report to the office (via the front door of the school) where they are required to obtain a late slip. If a student is habitually late, the parents will be contacted to help resolve the situation.

Illness: SCREEN YOUR CHILD for symptoms.

- **Students must not come to school if they show any signs of illness.** If your child is experiencing flu-like/COVID-19 symptoms, please keep your child at home and follow Public Health guidelines. To stop the spread of illness, students must not be in school if they show any of these symptoms:
 - Coughing/sneezing
 - Fever
 - Body aches/stomach-ache/nausea
 - Skin rash
 - Itchy/watery eyes
- **Illness at School:** If a student exhibits any symptoms of illness while at school, they will be isolated, and parents will be called for immediate pick-up. If you are unable to pick up your child within 60 minutes, we ask that you have a back-up plan of someone who can pick up your child.

Dalhousie Lunch Program: **All students who stay for lunch at school must be enrolled in the Dalhousie Lunch Program; there are no exceptions to this rule.** This is a **user-pay program** and fees pay our lunch-time supervisors to look after the needs of students from 11:45 AM - 12:45 PM. Children not enrolled are expected to leave school property during lunch time.

- For students enrolled in the lunch program, there will be supervised staggered eating and outdoor times.
- NO MICROWAVES will be available for student lunches. Please ensure your child has a bag lunch with containers that they can open themselves, and necessary utensils.
- Students will not share food due to possible allergic reactions/dietary restrictions.
- Registration must be completed through **Permission Click** for all Lunch Program students.
- Payment is accepted in advance (only).
- Parents are responsible for reviewing the policy and behaviour rules with their children. Students are expected to demonstrate respectful behaviour and follow the guidelines set out by the lunch supervisors. In cases where there are on-going difficulties in following rules, parents will be contacted and may have to make alternative lunch arrangements.

Allergy Alerts: We are a “nut-aware” environment and ask that students refrain from bringing nuts, or foods containing nuts, into the school. We also request that students do not bring fish into the school as we have a student and staff with a life-threatening fish allergy.

Recesses and Playground Guidelines: After arriving at school, students are to remain on the school grounds in the playground area. Students are not allowed in the Dalhousie Forest or the bushes surrounding the playground. Supervising teachers must be able to easily see all the students.

Bicycles: Students bring their bikes at their own risk and are required to leave them at the bike rack. **All bicycles should be locked to discourage theft.** Because the number of bike racks is limited, students living close to Dalhousie are encouraged to walk, leaving the rack spaces for students who have a long distance to travel to school. ***Bikes are not to be ridden across school property, during school hours for safety reasons.***

Scooters, Skateboards and Rollerblades: If scooters and skateboards are brought to school, they are not to be used in the school or on the playground during school hours. We request that roller blades remain at home.

Lost and Found: The lost and found bin is located inside the school entrance on the northwest side.

Please label all clothing and other possessions with the student's name inside the garments, footwear and school supplies—many students have similar items. Students are asked to leave valuables or money at home as these are easily lost or mislaid at school.

Cellphones, Laptops and Tablets: We request that these technology items not be used while the child is at school. Should a piece of technology equipment be brought to school we ask that it be left in the school office or with the classroom teacher until the end of the day.

We are not responsible for items lost while in the care of students at school.

Cold Weather Policy: When the temperature and/or wind-chill combination is -27°C or below, students will remain indoors during recess, lunchtime and/or while waiting for the school bus. Regardless of the weather, children should always come to school dressed to go outdoors in case of fire or other emergency.

School Parking Lot:

Vehicle Traffic – Drop-Off Zones: Please DO NOT enter the parking lot.

Please practice a “Stop, Drop and Go” procedure for drop off and pick up of your children. Parents/Guardians are to remain at their vehicle. Please show patience and ensure safety when dropping off students. Students are to be dropped off on Dalhousie Drive. Please ensure you are respecting our School Patrols as they help manage foot traffic.

Patrols will stop non-staff vehicles from entering the parking lot, please do not try to by-pass the patrols or insist on entering.

Due to limited space in our parking lot there is **no visitor parking**. All parking spaces are reserved and paid for by staff. The Emmanuel Fellowship Church very kindly allows parents to park for short periods of time in their parking lot across from the school. Parking is also available on Purdue Bay.

Patrol and Patrol Crossings

Our school patrols perform a very important duty. They attempt to provide a safe passage or a safe traffic corridor for those students who walk to and from school. **It is vitally important that all adults, students, and vehicle drivers watch and obey the patrols.**

Please refer to your child's School Agenda given to them on the first day of school for more complete information about Dalhousie School.