



Beaverlodge
Elementary School

Parent and Student
Handbook
2023 - 2024

6691 Rannock Avenue, Winnipeg, MB R3R 1Z3 204.895.8213

www.pembinatrails.ca/beaverlodge

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BEAVERLODGE SCHOOL MISSION STATEMENT

Our mission is to be a community that R.O.C.K.S!

We do the RIGHT thing.

We are OPEN-MINDED.

We take CARE of ourselves, each other and this place.

We are KIND.

We STRIVE to achieve our goals.

MESSAGE FROM ADMINISTRATION

Welcome to Beaverlodge School. Our school serves approximately 150 students in Kindergarten to Grade 5. We have a dedicated staff who provide a safe, caring and inclusive environment that supports academic excellence, personal development, social responsibility, and emotional well-being. We value relationships at Beaverlodge School; our teachers work hard to learn who their students are and to form a strong connection with parents because we believe that we best serve our children by working in partnership with families.

We look forward to working with you and your children and are excited for a successful school year!

Carla Sadler

Principal

HOURS OF OPERATION

Six Day Cycle

Schools in Pembina Trails School Division operate on a city-wide six-day cycle to facilitate scheduling of activities. Days are also reported on the radio each morning and on the school's calendar on our website.

School Hours

School Entry Times: 8:50 a.m. and 12:45 p.m.

Classes Begin: 9:00 a.m. and 12:50 p.m.

AM Recess: 10:30-10:45

Lunch Dismissal: 11:45 a.m.

PM Recess: 2:20-2:35

Dismissal: 3:35 p.m.

Beaverlodge has a half-day, morning kindergarten program.

Kindergarten times

School Entry Times: 8:50 a.m.

Classes Begin: 9:00 a.m.

Dismissal: 11:45 a.m.

Students are encouraged to arrive at school as close to the entry bells as possible so they do not have to remain outside unsupervised for any length of time, and to ensure they will have the benefit of school patrols. For safety reasons, the parking lot is out of bounds.

If a child arrives late, they will need to go to the front door of the school and ring the doorbell for entry.

STUDENT PICK UP AND DROP OFF

We ask that parents, family, and friends who are dropping off or picking up children from school **NOT TO PARK** in front of the school in the vicinity of the crosswalk. Cars obstruct the view of our patrols and jeopardize the safety of children. As well, it interferes with the school bus's ability to drop off students.

The parking lot is reserved for staff vehicles only. Please do not use the parking lot to drop off and pick up students for safety reasons.

ENTRY DOORS

Please have your child meet their teacher at their grades designated entry door:

Kindergarten – Front Door

Grade 1/2s – Northwest Door

Grade 3/4s – Northeast Door

Grade 5s – Southwest Door

Note: All doors are always locked. If your child arrives late, or they / you need entry to the school, please come to the front door and ring the doorbell.

PARKING

Please note that the parking lot at the school is required for the use of the Beaverlodge School, Day Care and Divisional staff who pay a fee for their assigned parking space. At the far end of the lot, there are designated Visitor Parking spaces for people with appointments or business at the school; otherwise, please park on the street away from the crosswalk at the front of the school.

SCHOOL PATROLS

School Patrol times are:

8:40 - 8:55 a.m.

11:45 - 11:55 a.m.

3:35 - 3:45 p.m.

School patrols are located at the intersections of Cullen and Rannock, Dale and Rannock, and at the crossing in front of the school in the morning and after school. At lunch, we have patrols in front of the school, only.

Traffic congestion and speed in the vicinity of the school can be a significant concern to student safety. Please remind children of the need to cross the roadway at the intersections, and to cooperate with the patrols on duty. Please bring any concerns to the attention of the office.

Patrols will not be on duty if the wind chill temperature is -27° C or colder. Patrols are not on duty during grade 5 field trip days.

USE OF BICYCLES, UNICYCLES, SCOOTERS, SKATEBOARDS AND ROLLER BLADES

A bicycle rack is available for students who ride their bicycles or scooters to school. Students are reminded to wear helmets and follow the rules of the road. They are expected to walk their bicycles on the school grounds and use a sturdy lock to secure them to the bike rack.

Please be aware that the school does not assume any responsibility for bicycles that are damaged or stolen. Skateboards are prohibited by city by-laws for use on sidewalks and roadways. The wearing of roller blades or "Heelys" is not allowed inside the school.

ATTENDANCE: EDSBY and SAFE ARRIVAL

Attached is the information about Edsby and SafeArrival:

[Edsby at Pembina Trails School Division.pdf](#)

[Edsby Attendance Instructions for Families.pdf](#)

[SafeArrival Family FAQ.pdf](#)

When using the Edsby app, you may be asked for a Edsby server address unique to our school or district in the format "xyz.edsby.com." For Pembina Trails the code is: **pembinatrails** (be sure to not include any spaces). Using Edsby is the preferred method, but you can also email BLAttendance@pembinatrails.ca or Beaverlodge@pembinatrails.ca, or phone our attendance line 204-895-8213, press 1 for attendance message.

LATE ARRIVAL

If students arrive late (after 9:00 a.m. or 12:50 p.m.) they must enter through the front door and report to the office to inform the secretary of their safe arrival before going to the classroom.

Please ring the bell at the front door to get entry. All doors will be locked.

If the student is going to be unavoidably delayed, please make a call to the school (204-895-8213). We trust that parents will make every effort to have children at school on time. Parents will be notified if it appears that a pattern of lateness is developing.

SCHOOL CLOSURES AND EMERGENCY INFORMATION

When extreme weather or unsafe school conditions arise, the Superintendent of Education has the authority to close schools. **Listen to the local radio stations starting at 7:30 a.m. or check divisional social media** for news of the Pembina Trails School Division. If schools are open but buses are not running, staff may have difficulty getting to school and roads and sidewalks may be treacherous. Parents are urged to consider the school's specific circumstances and make the children's safety the sole criterion in deciding whether to send them to school.

When it is raining, stormy, or the wind-chill becomes greater than -27° C, children will be kept inside during recess and lunch break. If a lightning storm occurs during recess or dismissal times, students will be kept in the building until the storm has passed.

In the event of an emergency such as a fire or a danger that makes it necessary to evacuate the building for an extended period, students will be taken to Westdale School on Betsworth Avenue. Parents will be informed if an extended evacuation is required.

SAFETY DRILLS

As per provincial regulations Beaverlodge will have the following safety drills at various times during the school year:

Fire Drill – 10 per year

Tornado Safety Drill – 2 per year

Intruder Safety Drill – 2 per year

Our teachers know our students and will ensure the students are appropriately prepared and each drill is appropriately explained. Safety drills are a normal part of school procedures.

SCHOOL SUPPLIES AND SCHOOL FEES

Beaverlodge generally collects a school supply fee. The school provides most supplies and families are only requested to send personal items such as runners, backpacks, etc. Please see our school website for the most up to date information for the current school year.

LABELLING OF STUDENT BELONGINGS/LOST AND FOUND

Every year, we donate to charity hundreds of dollars worth of footwear and clothing that is left around the school. In order to maintain cleanliness, decrease germ sharing, etc. we no longer have a "Lost and Found Box". Lost personal items such as keys, watches and jewellery are kept by the secretary in the main office. Other items are left where they are in hopes that the owner will return to get them. Please ensure runners, winter footwear and gym clothes are marked with your child's name and grade. Children are encouraged to keep only necessary clothing at school.

LUNCH PROGRAM

Pembina Trails School Division, in partnership with Beaverlodge School and its Home and School Committee, provide a cost-recovery lunch program for students available on a full-time or casual basis. The program allows students in grades 1 to 5 to eat their lunch at school and go outside for some free time, fresh air and activities. Students may eat from 11:45 a.m. to 12:15 p.m. and participate in lunch recess or go outside for the first part and then eat lunch. Paid lunch supervisors provide supervision every day over the lunch hour. Lunch registration forms are available through the office and are sent through Permission Click.

Students bring a lunch to school (food is not provided). There are **no microwaves** available. Students should be able to open their containers themselves. Students are encouraged to take their garbage and uneaten food home with them, but garbage cans are available if needed.

All students in the lunch program are expected to follow the school's and the division's Standard of Behaviour guidelines to ensure a safe and orderly environment is maintained for everyone. Lunch behavioural expectations are monitored by lunch supervisors with the support of the school principal.

Leaving School Grounds

Parents of students staying for lunch are reminded that their children are not permitted to leave the school grounds without a note or phone call to the school providing permission.

BEAVERLODGE SCHOOL NUTRITION POLICY AND FOOD SAFETY GUIDELINES

At Beaverlodge School, we value and promote active, healthy lifestyles, and acknowledge the important role that nutrition plays in the growth and development of all children.

We are committed to fostering and supporting healthy eating practices among our students by providing them with the knowledge, opportunities, guidance and encouragement to make healthy food choices and develop healthy eating habits for a lifetime.

As part of this on-going education, students will be encouraged to bring healthy snacks and lunches to school, and staff will promote the importance of healthy eating choices with students.

For safety and health reasons, students will not share their snacks and lunches with others.

Students will be provided with a clean area in which to eat. Each classroom is equipped with hand sanitizer.

Community Events and Hot Lunches

Sharing a meal together is a traditional way to build community. We love to engage with each other at events where food is being served, like BBQ's and hot lunches. Safety guidelines will be used to ensure safe enjoyment of these special activities. Please contact the school office if you would like more information.

ALLERGY AWARENESS

Beaverlodge School is an Allergy Aware building. Please refrain from sending any products that contain nuts and/or peanuts. Nut and/or peanut products discovered at school will be wrapped and sent home with a reminder that they are not to be brought to school. There may be times when staff need to alert students and parents of other types of allergies depending on the students attending school. Home baked goods are not to be brought to school for sharing. For the health and comfort of the staff and students in our building, we appreciate your cooperation!

MEDICAL INFORMATION

If your child has a medical condition that the school should be aware of, please ensure that you talk to your child's teacher each year and they are informed about the management of the condition. School forms need to be updated at the beginning of the school year or when there is a change in medical information.

MEDICATIONS AT SCHOOL

If medication must be administered at school it must be provided in a clearly labeled pharmacy container with the name of the child, name of the medication, dosage, frequency and method of administration, name of the prescribing physician, name of the pharmacy, and date the prescription was filled. The *Authorization for the Administration of Prescribed Medication* form must also be completed by the parents. This form is available at the school office. Refer to the Pembina Trails School Division website for more detailed information about policies regarding administering medicines to students.

Students who require an Epi-pen must always carry it and have a current prescription.

VOLUNTEERS AND VISITORS

All visitors and volunteers are required to check in at the office each time that they come to the school to work and get a volunteer name tag. This allows us to keep track of the support that we receive and gives us information about a volunteer's whereabouts in case there is a need to contact them.

Our staff welcomes assistance from volunteers. Teachers will request volunteers for different reasons, including:

1. In-Class These activities can be working directly with the children, going on field trips, helping in the preparation of classroom materials, or being a guest speaker. Individual teachers schedule their own classroom volunteers.

2. School-Wide Activities During the school year, many larger activities take place such as Fun Lunches, Tabloid Day, Terry Fox Run, among others. Usually volunteers for these activities are recruited a week or two prior to the event either through a form sent home or by direct contact from teachers.

Parents may also indicate they are interested in volunteering by contacting their child's homeroom teacher.

Home and School Council

We have a very active Home and School Council of which **you** are a member. Besides the Co-chairs, Secretary and Treasurer, other positions may include Fundraising and membership in various sub-committees. Evening meetings are held once a month in the library. Dates of meetings are confirmed on the school website calendar. The Home and School Council minutes are posted on the school website after each meeting.

The Home and School Council is elected at the annual AGM, held each September.

STUDENT USE OF TELEPHONE

All classrooms are equipped with telephones. Students need permission from the homeroom teacher to access the telephone to call parents.

Students may use the telephone in the office if they receive permission to make a call from their homeroom teacher or from the office staff.

We recommend that students leave their cell phones at home; if they need to bring them to school, during school hours the cell phone will be kept in their backpack. The school is not responsible for lost or damaged property.

HOME/SCHOOL COMMUNICATION

Effective and on-going communication with our parent community is essential to our work at Beaverlodge School. During the school year, each teacher attempts to maintain contact through a variety of tools such as telephone calls, emails, notes, SeeSaw messages, student agendas, classroom newsletters, conferences and informal chats. Parents should feel free to initiate communication and call us with questions, concerns, or information that might be helpful in our planning.

School events such as concerts, sports activities and demonstrations are opportunities to support your child, to meet others from the school community, and to keep in close touch with the school.

If parents/guardians have a concern or important information to convey, we encourage you to consider these guidelines:

- **Classroom Teacher First:** Your child's teacher is a significant adult in your child's life. Whenever you have a question or concern, please call the classroom teacher first. Parents and teachers form the core team in supporting students.
- **Secretary:** Our secretary should be notified whenever a child is ill or will be absent or late. All phone calls are generally received by our secretary who will direct your inquiries to the appropriate persons.
- **School Support Services Team:** The team consists of the principal and the student support teachers, who become involved when teachers feel that additional help is required. The way to access these supports is through the classroom teacher.

COMMUNICATION TOOLS

The following are a few of the forms of communication we use at Beaverlodge:

- The Beaverlodge School website can be found online at <http://www.pembinatrails.ca/beaverlodge>.
 - On our website you will find:
 - School and Divisional Stories
 - Our School Calendar
 - The Principal's Blog
 - School Information
- We have an Instagram account and a Twitter account: @thelodgerocks
- All classes use an online platform called "SeeSaw"
- Some teachers distribute classroom newsletters on a regular basis
- We can be reached by email at Beaverlodge@pembinatrails.ca or by telephone at (204) 895-8213.

STANDARD OF BEHAVIOUR

The Pembina Trails School Division Standard of Behaviour is a teaching model rather than a mandate for behaviour. The emphasis is on teaching rather than telling, nurturing rather than sanctioning, and including rather than excluding. The objective is to ensure, to the fullest extent possible, the provision of a safe and caring community for all. All parents receive a digital copy of the Standard of Behaviour when their child enters school. This document outlines: (a) the responsibilities of students, staff, and parents; (b) disruptive behaviour; (c) severely disruptive behaviour; (d) and appropriate responses. Please take the time to read this document. You may view it online [here](#). Hard copies are also available from the Beaverlodge School Office.

Behaviour is situational and every response to behaviour must align with the circumstances of the situation. The intent of discipline is to restore safety, change the inappropriate behaviour, and promote the learning of self-control.

The staff at Beaverlodge will always respond to ensure students' sense of safety.

BEAVERLODGE: A SAFE AND CARING SCHOOL

Beaverlodge School has developed a set of beliefs that are the foundation of our social teaching.

The following are our school beliefs:

- We believe in doing the right thing. Following the rules and making good choices results in a school where everyone feels safe. We recognize that it is not always easy to do the right thing. We know that making mistakes is part of learning and we will do the right thing to fix our mistakes. Becoming a strong, self-confident person who can choose what is right over what is popular is a goal for all.
- We believe in being open-minded. Open-mindedness means we are tolerant and accepting of others. We look for possibility and are open to creativity and innovation.
- We believe in taking care of ourselves, each other and this place. We make healthy and safe choices. We participate in service projects that show compassion for those in need. We care for our school and are respectful of school property. We care for our world by reducing, reusing, recycling; being power smart; and by respecting the natural environment.
- We believe in treating others with kindness. We want to nurture peace in our school. Showing kindness to all is a way to a peaceful playground, school and community. Kindness embraces the most fundamental of human needs: the need to belong.
- We believe in striving to achieve our goals. Hard work and persistence in the face of challenges helps us to excel as learners. Setting SMART goals helps us to achieve more.

We use the acronym “**Beaverlodge R.O.C.K.S!**”

R - We do the **R**ight thing

O - We are **O**pen-minded

C - We take **C**are ourselves, others and our school

K - We are **K**ind

S – We **S**trive to achieve our goals

ACTIVE START

At Beaverlodge School the mornings often begin with 15 minutes of Active Start. After announcements, students may walk the hallway, go outside for a walk, participate in yoga activities, enjoy an online movement video, etc. Research shows that when we begin our day with physical activity, we are activating our brains and are better prepared for academic learning.

COMMUNICATING STUDENT PROGRESS

Communication with parents about their children's progress over the school year will involve:

- Regular contact with the classroom teacher
- Two Tri-conferences
- Three formal report cards

The purpose of the tri-conferences, which involve the student, the teacher and the parent, is to give students the opportunity to demonstrate, reflect on, and celebrate their own individual growth. It provides an opportunity for teachers and parents to build relationships and work together to support learning goals. This report process increases the opportunities for meaningful student self-assessment and goal setting throughout the school year.

Student progress is assessed and reported in both academic and social domains. Social responsibility and self-discipline are integral parts of every student's education. It is that part of the school curriculum that helps students:

- Develop empathy
- Exercise self-control
- Practice social skills
- Gain respect for themselves and others

PROGRAMMING AND SUPPORT

Students' Learning Needs

In every classroom, students' learning needs are identified as part of the school's ongoing observation and assessment process. Classroom teachers work with the Student Support Team, librarian and other teachers, to explore and implement effective instructional practices to support individual students' learning needs as well as interests, skills, and talents.

A student education planning process is initiated by a teacher and supported by parents and support team members when a student's learning or behaviour indicates a need for additional support, challenge or redirection. Classroom teachers collaborate with other members of the school support team to enrich and extend learning opportunities for these students. If you have questions or concerns about your child's learning needs, do not hesitate to contact the classroom teacher for a meeting.

Divisional Support Personnel

The services of a speech and language clinician, school psychologist, a physiotherapist, an occupational therapist and a school social worker are available to assist the Beaverlodge team.

Student Support Team

Our Student Support Services team has a background in language and literacy development, social-emotional development, and curriculum planning across the disciplines. They work in partnership with all staff to identify student needs and plan instruction and interventions to meet those needs. These teachers co-plan and co-teach with classroom teachers to support learning in the classroom. They also support the implementation of new curricula and the development of plans for students with exceptional needs. They work closely with volunteers, educational

assistants and divisional school support personnel to assist students individually or in small groups. They assist staff and students with the social-emotional aspects of school life and learning. They are involved with staff in planning for health and personal safety programming, building school and classroom climate, and encouraging student leadership and effective group learning. They assist students and their families with problems that impact school success and are often members of our student education planning teams.

Educational Assistants work in classrooms to support the learning of all students. Sometimes an EA may work with a specific student who requires extra support; at other times an EA will support in the classroom as directed by the classroom teacher.

PHYSICAL EDUCATION PROGRAM

The Physical Education Program at Beaverlodge is guided by a physical education specialist.

The program emphasizes participation, fun, fitness and skill growth. It covers the student outcomes in the Manitoba Physical Education Curriculum. The basic movement skills taught are the building blocks on which all physical play is based. The program provides all children with opportunities to build a positive self-image and achieve individual growth and success.

All students are expected to participate fully in physical education classes. The school needs to be informed if a student cannot participate in the physical education program for medical reasons. Students must wear footwear at all times for health and safety reasons.

An intramural program may be run during noon hours for grades 1 - 5, is intended to give students an opportunity to play in a co-operative, low key competitive setting. Students are encouraged to use the intramural program to practice and refine new skills acquired from physical education classes. The program is optional, but participation is encouraged. The overall objectives are to have fun, build sportsmanship, participation and experience leadership.

Extra-curricular activities run before and after school throughout the year. The menu of activities offered in any given year is dependent upon student interest and availability of supervisors. Activities may include such things as jump rope, juggling, cup stacking, unicycling, ultimate, basketball, volleyball, lacrosse, floor hockey and Hip Hop. Students also participate in several inter-school events throughout the year. We have a very enthusiastic running club for grade 3 - 5 which runs from April to June in the mornings. Parents will receive information throughout the year regarding extra-curricular opportunities for students.

MUSIC PROGRAM

Music at Beaverlodge School is an **Orff** based program designed to guide students through the approved provincial curriculum as outlined in the Manitoba Education and Training Document.

Musical concepts are introduced **sequentially** beginning in Kindergarten with special awareness, beat, speaking voice, singing voice and instrumental play. The voice is the first instrument that each child explores and uses to create pattern and pitch. Musical ideas are explored in a more sophisticated way as students learn to master the **Orff** instruments which include non-pitched percussion and melodic bar instruments. In addition to the full range of Orff instruments, students at Beaverlodge School begin the study of *soprano recorder* in grade four and *alto recorder* during the grade five year.

Using the vehicles of *speech, song, movement, listening, improvisation, and instrumental play*, students are active participants in every lesson.

The most important way to help your child develop musically is simply to sing together and listen to music at home. Quality recordings for early years children to sing-along and listen to during play time are excellent strategies to develop language skills and sense of rhythm.

Beaverlodge School traditionally holds a K-5 Holiday Concert in December.

Any questions regarding your child's music education, or regarding work in the music room, please contact our music teacher.

TECHNOLOGY

Technology is integrated into our teaching as a tool to support Literacy and Numeracy to comply with the Pembina Trails School Division's "A Commitment with our Learners" statement. Staff of Pembina Trails School Division are committed to ensuring that all students are intellectually and personally engaged in learning which supports them in developing, practicing and refining the skills required to be successful in school and throughout their lives. Global learning competencies, skills and deeper learning have been identified as a way of ensuring that all students are well-equipped to meet the demands of an ever-changing modern society. These competencies include: creativity and innovation; effective oral and written communication, including fostering the mother tongue; initiative and entrepreneurialism, inclusion, teamwork and collaboration; agility, grit and capacity for lifelong learning; and critical thinking and problem solving.

To support this commitment to our learners, all classrooms at Beaverlodge School are equipped with computers, iPads, and internet access. All classrooms have Smart LCD projectors or SmartBoards to further enhance the day-to-day use of technology in the classroom.

LIBRARY

Teachers and library staff work together to foster a love of reading, to provide a wide range of learning resources and to help students develop the skills and strategies for knowledge acquisition. The school library program is integrated with the classroom programs, and information skills are taught in conjunction with classroom curriculum units. The Library/Learning Resource Centre provides access to books, magazines, reference materials, computers and access to the Internet.

We have a Teacher Librarian on staff who supports learning in the classroom through a Library Learning Commons strategy.

Book exchange: Once a cycle, students have a scheduled period to select books for free reading, in addition to after school and other times approved by their classroom teachers. The loan period for books is one cycle with an option to renew for another cycle. Other arrangements can be made to allow for more books to be taken out when students are involved in project work. Students who lose or damage a book are responsible for replacement or repair costs. Payment is gladly refunded should a book be found.

ANNUAL SCHOOL PLANNING

Manitoba Education, Citizenship and Youth's Strategic Priorities for Education

The *Kindergarten to Senior 4 Education Agenda for Student Success* outlines Manitoba Education, Citizenship and Youth's strategic priorities for education. These priorities support work already being done in schools throughout the province. They include:

- Improving outcomes especially for less successful learners.
- Strengthening links among schools, families and communities.
- Strengthening school planning and reporting.
- Improving professional learning opportunities for educators.
- Strengthening pathways among secondary schools, post-secondary education and work.
- Linking policy and practice to research and evidence.

Pembina Trails School Division Three Expectations for Student Learning:

1. All students in Pembina Trails will be personally and intellectually engaged in their learning at school.
2. By the end of grade 8, all students in Pembina Trails will meet the provincial curricular standards in literacy and numeracy, allowing them the greatest possibility for success in high school.
3. All students in Pembina Trails will graduate from high school.

SCHOOL PICTURES

Each year, the school offers a school picture program early in the school year. Information outlining the program options and costs are sent home with the students.

KINDERGARTEN REGISTRATION AND ORIENTATION

In the winter of each year, the Pembina Trails School Division holds information sessions for parents of children preparing to enter Kindergarten. School information is provided about programming, the operation of support services, and formal registration procedures.

Kindergarten registrations are accepted on the day of the Beaverlodge Information Session of the current school year. If you or your neighbour has a child due to enter Kindergarten, please make sure they are registered before the end of April. This will ensure that the school will be staffed to accept these new students. Each child registered will receive a personalized invitation to participate in our Welcome to Kindergarten event in June. This opportunity provides students with a chance to really begin to connect to the school and begin to see themselves as students. A package of information is given to parents before school begins giving details about early years learning and Kindergarten at Beaverlodge School. This package includes:

- Kindergarten staggered entrance information
- School fees/supply list
- Classroom Routines/Daily Schedule

Staggered entrance allows the teacher to spend additional time with the students as they become accustomed to class routines and connect with members of their class.

CHILDCARE

Parents and Guardians are expected to pick up their children within five minutes of the dismissal bells (or after extra-curricular activities). There is no formal supervision provided for children before school or after 3:45pm when the patrols return to the school. The school is unable to provide childcare.

Beaverlodge Care for Kids rents space in our school from the school division but is an independent business. For more information, please contact them directly.

Beaverlodge Care for Kids Inc.

Director: Tanya Gallant – 204-832-9635