

**VALCARTIER ELEMENTARY SCHOOL
SUPERVISION POLICY
2022 - 2023**

At All Times:

A) Children are expected to follow the school wide expectations and rules -Please refer to the Code of Conduct policy.

B) Children must see an adult immediately if they are experiencing any serious difficulty/injury or witness wrongdoing.

C) **Parents must contact the school Board's transportation department regarding any changes to the bussing.**

D) School has a **snack policy.**

Parents are encouraged to provide nutritious snacks and a balanced lunch for their children. General guidelines include:

- Students must eat their own snacks and lunch.
- All containers and utensils should be labeled with the student's name.
- To reduce the amount of trash, use reusable containers as much as possible.
- No microwaveable meals. Please use thermos to keep lunches hot.

Promoted in school	Not permitted in school
Fruit and vegetable Milk, cheese, yogurt Muffins Water bottles, real fruit/vegetable juice	Nuts and Peanuts

A small dessert is acceptable as part of the student's lunch, but not allowed as a snack. On special occasions, staff members may permit special treats and snacks.

Lateness/Absences/Sickness:

If a child is going to be late or absent, parents must call the school before 8:20 a.m. and leave a message on the voice mailbox. The school will call home to check on absences, if no phone call/note has been received from the parent.

Children who become sick will be supervised until a parent is notified. Parents need to make immediate arrangements for their child to be taken home and cared for appropriately. If a child is well enough to come to school, he/she is well enough to go outdoors at recess and noon.

As prescribed by the ministry of education, we do not provide exam retakes to students unless the student was absent due to illness and parents must provide the school with a medical note.

Please note that sports events, scheduled appointments during school hours, family holidays, vacations, etc. do not qualify for providing exam/tests retakes, reteaching missed knowledge or assigning homework to the absent student.

SUPERVISION BEFORE, DURING, AND AFTER SCHOOL

Before School and Daycare:

The school building and playground open at 8:00 a.m. every morning. Students are supervised by teachers in the school yard as of 8:05 a.m. We are not responsible for children's safety before supervision begins. Children may bicycle or walk to school if prior written notification from the parent(s) has been received by the school. Children on bicycles are expected to park their bicycles immediately upon arrival at school. **Children arriving before supervision starts will be sent to daycare, and parents will be billed** – Please refer to its policy.

During School:

Students are supervised by school personnel during the day from 8:00 to 3:24. Students are not allowed to leave the school premises during the school day, without written permission (or phone call) from the parents advising staff of the reasons for the child's absence. Lunch supervision is mandatory as no transportation services are offered by the Board.

After School and Daycare:

Students are dismissed from class at 3:24 and supervised by teachers until 3:44. Students must wait safely and respectfully for their bus in the designated area. Parents must pick up children who are not bused no later than 3:44. Children left behind will be automatically sent to daycare, and parents will be billed per daycare policy.

On Field Trips:

Depending on the nature of the field trip we have a ratio of 1 adult for 10 students. Should we not meet these ratios, an outing may be cancelled. Parents who accompany the school on field trips will be supervisors for a group of children not only their child. Should parents experience financial difficulties; a free alternative will be offered. In such case, the student may be kept at school under adult supervision. By a resolution of the Governing Board (September 27, 2001) younger siblings, not already attending school, are not permitted to participate in school outings.

Weather Provision

When the temperature is below -25 C, (depending on wind chill factor) students may be kept indoors for all or part of their recesses. Please make sure your child is dressed to spend recess and lunch outdoors. Students may be kept indoors on extremely wet days.

This policy was approved by resolution of the Governing Board: June 6th, 2022