

# Calgary Christian Elementary School

## CCES Staff and Support Staff

Executive Director	Ken DeWyn
Principal	Mr. Thiesen
Vice-Principal	Mrs. Wagner
Admin. Assistant	Mrs. Vanderplaat
Admin. Assistant	Mrs. Bettin
Kindergarten – M/W	Mrs. Jonker
Kindergarten – M/W	Mrs. Bruins
Kindergarten – Tues/Thurs	Mrs. Groot
Grade 1B	Mrs. Bowen
Grade 1E	Mrs. Ermter
Grade 1B/P	Mrs. Bock/Mrs. Parkin
Grade 2T	Mrs. Tarnowski
Grade 2H	Mrs. Howey
Grade 2BT	Mrs. Turner
Grade 3B	Miss Bolink
Grade 3JB	Mr. Bird
Grade 3J	Mrs. Johnson
Grade 4W	Mrs. Williams
Grade 4H	Mr. Heppner
Grade 4V	Miss Vandermeer
Grade 5O	Mrs. Ouwerkerk
Grade 5VB	Mrs. VandenBorn
Grade 5T/M	Mrs. Thompson/Mrs. Makila
Grade 6V	Mr. Vriend
Grade 6G	Miss Groeneveld
Grade 6SG	Mrs. Gooliaff
French	Mrs. Parkin
Music	Ms. Gatus
Learning Support Teacher	Ms. Visser
Librarian	Mrs. Fritschy
Librarian	Mrs. Bosgra

Family School Liaison Counsellor Mrs. Schmaltz

Community Relations	Ms. Schaap
Community Relations	Mrs. Brouwer
Educational Assistant	Mrs. Bonk
Educational Assistant	Mrs. Halford
Educational Assistant	Mrs. Unrau
Educational Assistant	Mrs. Buckner
Educational Assistant	Mrs. Montague
Educational Assistant	Mrs. Korver

## Home/School Communication

***Communication between the home and school is an opportunity to bring honour to our Lord.***

*What your child's teacher will communicate to you:*

- Positive encouragement as well as areas in which to grow
- Progress and challenges: report cards and interim reports
- Classroom events and activities via the classroom newsletter, email and the school website.

*How the parent can help build a positive and healthy home/school relationship:*

- Speak positively about your child's teacher and the rest of CCS staff. Follow the principle of Matthew 18. Speak first to anyone with whom you have a complaint.
- Consider every communication with the teacher as a 'bridge building' opportunity.
- If a significant concern arises, it is best to arrange to speak to the teacher in person.
- A positive relationship between parent and teacher is what is best for the child.
- Get involved in the CCES School Council

## Logistics

***Door Assignments:***

- Kindergarten, 1E, 1B – upper north door by playground
- 1B/P, 2's – front entrance facing 49 street
- 3's & 4's – lower north door by portables
- 5T/M, 6's – west door
- 5O, 5VB - east entrance

***Dropping children off in the morning:***

- Best place is the Emmanuel Church parking lot
- Can either drop and go by the stairs, or park by the building and walk child if desired
- School is open for students at 8:25 a.m.; outdoor supervision starts at 8:20 a.m.
- Students must be in their classrooms by 8:35 a.m. After that time Late slips will be issued.
- If arriving later than 8:35 a.m., children must come into the building through the office doors. All other exterior doors will be locked.
- Please do not park or drop off in the bus zone.
- Please do not make u-turns on 30<sup>th</sup> avenue & 50<sup>th</sup> street – both illegal and dangerous.
- Please do not park on the corner of 30<sup>th</sup> avenue and 50<sup>th</sup> street.

***Picking up children in the afternoon:***

- Arrange ahead of time where you will meet your child.
- Do not enter the building at the student exit doors. It causes too much congestion. Wait for your child outside the doors or at your vehicle. Teachers will help students exit if necessary.
- Regular dismissal is at 3:30 pm. Friday dismissal is at 1:45 pm. Please do not be late when picking up children. There is supervision after school for 15 minutes; student pickups occur within that 15 minute window.

***Recess and Playground Equipment:***

Our playground area is equipped with two play structures, a baseball diamond, soccer field, two new basketball courts, painted lines for 4-square games.

Bicycles, scooters, ripsticks, skateboards and other wheeled toys are not allowed to be used on school property during school hours: from 8:20-3:45. This includes before and after school during times of teacher supervision.

***Be sure to stop by the office when:***

- Volunteering or visiting; it is necessary for parents to sign in and obtain a Volunteer / Visitor badge.
- Picking up a child for an appointment; students will need to be signed out by a parent.
- Picking up children for CCS hockey; Division 2 students (grades 4-6) leave before the end of the school day and will need to be signed out.

***Birthdays and food related items:***

- CCS is a **nut**-aware school. Do not pack items with **nuts** in your child's lunch.
- Birthday treats are welcome, but not mandatory. If choosing to send birthday treats for the class to school with your child, please consider portion size (keep it small!); a

healthy alternative is always welcome. In this regard, parents are asked to notify teachers at least 3 days in advance of bringing in treats, so alternate arrangements can be made for children with allergies.

- Party invitations: if not all students are being invited, please do not send invitations to school. Consider mailing or emailing as alternatives.
- CCS would like to offer hotdog and pizza days again this year. Orders will be done online. No “day of” orders will be taken. Please connect with Leona in Community Relations to volunteer so these programs can continue.

### ***Volunteering:***

Please consider volunteering in the school. There are a wide variety of opportunities to volunteer: reading with students, photocopying, helping with the hot lunch program, etc. Look for the Sign Up Genius “Quick link” on the CCS website.

Police checks: at this time, only new volunteers or those who didn’t get a police check last year will need to get a police check. If anything changes, we will let you know via the weekly parent email and the website.

Spirit wear: check out the CCS website for the online store for CCS spirit wear.

### ***Supervision:***

- Children are supervised outside at lunch and recess time by several Teachers, Learning Assistants, and usually an Administrator as well. We encourage students to try to deal with issues themselves first, and if they can’t solve it, to ask an adult for help. Please talk to your child about this procedure and work on problem solving strategies with them at home, as we also do at school. We encourage these steps from the *Strategies for Success* social learning program:
  1. Ask the other student to stop
  2. Walk away
  3. Take several deep breaths
  4. Ask an adult for help
- CCS strives to be a bully-free environment. Incidences of bullying are taken very seriously. Teaching positive interaction strategies is a proactive measure to reduce incidences of bullying. This will be our focus and we appreciate your support and teaching at home as well.

### ***Miscellaneous Information:***

- If a child will be late or absent, the parent needs to let the office know. If notice is not given the parent will receive a phone call to ascertain the whereabouts of the child. The website has a tab on the left side that will take one directly to the necessary page. The

website is also mobile-device friendly. Another alternative is to call in to the office to report a late or absence.

- Please be aware that with approximately 460 students in the school, admin. assistants should not be asked to deliver personal messages to students unless it is an emergency.
- If a child is sick, please do not send them to school. If they get sick while at school, s/he will need to be picked up as soon as possible.
- If any personal information changes throughout the year (phone numbers, email addresses, home address, etc.), please be sure to let the office know.