

# Welcome to École St. Eustache!

## École St. Eustache School Handbook



École St. Eustache is a K-6 French Immersion school that is located approximately 30 minutes west of Winnipeg in the rural community of St. Eustache. Our school's mission is to provide a nurturing and engaging French Immersion environment that believes all children are capable.

At École St. Eustache, we recognize that we all shape the academic, social and physical environment of our school together! We are committed to working as a team to provide an environment that reflects thoughtfulness and excellence, while at the same time becoming bilingual.



Our school motto is:

***Always do your best never less.  
Toujours faire de son mieux et jamais moins.***

### Hours

8:50	First bell, Oh Canada and morning announcements
9:00	Classes begin
10:15-10:30/10:30-10:45	Recess
11:45- 12:45	Lunch and recess
12:45	Afternoon classes begin
2:00-2:15/2:15-2:30	Recess
3:40	Dismissal

## Arrival

Our first bus arrival is 8:30am. **If dropping students off, please do so between 8:40 and 8:50am. Please drop off students at the designated parent parking area.** Children are usually supervised outside; however, in inclement weather, they will be supervised indoors until the first bell.

## Dismissal

Student dismissal is at 3:40pm. If students are not bussed, they depart at 3:40pm. A staff member supervises bussed students outdoors, weather permitting, until the bus arrives. In the case of inclement weather, students remain indoors and a staff member will supervise them. **If picking up students, please do so by 3:40pm. Please pick up students at the designated parent pick up zone in front of the school. Please note that students must be picked up by 3:40.**

Student safety is a primary concern of our staff; therefore, we always send children home on their regular buses. As outlined in the divisional document entitled "Riding the School Bus", students may be transported on buses other than their regular bus only in emergency situations or under extenuating circumstances. Note: the driver can refuse the request if there is no room on the bus. **Notification from a parent or guardian is required.**

## Attendance

Attendance at school is compulsory for all children. Regular daily attendance at school by all students is essential to support student achievement.

## Absences



If your child is going to be absent from school, please inform your child's teacher or contact the office at 204-353-2869. The school secretary will attempt to call home, if we do not hear from you. If reporting an absence, you can leave a phone message. Messages are checked in the morning, before 9:00am. School absences can also be reported by sending an e-mail to [steuoff@prsdmb.ca](mailto:steuoff@prsdmb.ca).

## Office Hours

The secretary's office hours are from **8:30am to 12:00pm**. Please notify the school of any bus or pick up changes during office hours. If attempting to contact the school before or after these hours, please leave a message. Messages will be checked daily. The secretary can also be contacted by e-mail at [steuoff@prsdmb.ca](mailto:steuoff@prsdmb.ca). E-mails are checked regularly in the morning. During the lunch hour, the office has student secretaries assisting us. Our student secretaries will cordially answer the phone and take messages.

## Registration

École St. Eustache is a French Immersion school.



To register your child you will need:

- A birth certificate or passport
- A Manitoba health card
- Proof of address

## Directory Information

**It is critical that the school have your current address, phone number, the phone number of your work place and the number of an alternate contact. If there is any change, please inform the school immediately.**

## Medical Concerns

If your child has any of the following medical concerns:



1. Life threatening allergy
2. A prescribed Epipen
3. Asthma
4. Bleeding disorder
5. Diabetes
6. Heart Condition
7. Seizure Disorder
8. Other significant condition

Please complete the medical questionnaire on the application form. Students who have any of the above conditions will be asked to complete a URIS form so that a health plan can be established. Prairie Rose School Division partners with Southern Health to help complete individual health plans and provide training to

staff. Usually standard health care plans are in place for students with severe allergies and asthma. Please advise the office if your child wears a medic-alert bracelet.

## Medication



We understand that, at times, a medical practitioner will prescribe medication to a child that must be administered during the school day. If this occurs, parents are responsible for completing the "Administration of Medication" form and supplying the medication in its **original container**. Medication should be brought to the office to be stored safely during the day. For your convenience, this form can be printed from home.

## School Fees and Supplies



Prairie Rose School Division has implemented a fee for school supplies for all students. At the beginning of each school year, we collect a school fee of \$30.00 for Kindergarten, \$40.00 for grades 1 to 4 and \$50.00 for grades 5 and 6. This fee covers the cost of most school supplies. Please pay by cheque or cash. The school will issue you a receipt upon receiving your payment.

## Code of Conduct

École St. Eustache follows Prairie Rose School Division's Code of Conduct, which can be found through the following link: <http://www.ecolesteustache.ca/for-parents/student-code-of-conduct/>.

## Busing Information



Most of our students are bused to school. The division provides transportation free of charge. Information provided on your registration forms will indicate important details concerning your busing request.

Bus safety is everyone's responsibility. We ask that families review bus safety with their children prior to the start of each school year. Please refer to the bus ridership handbook for more information.

<http://www.prsdmb.ca/wp-content/uploads/2019/01/Riding-the-School-Bus-2019-printable.pdf>.

As well, twice yearly, the school participates in bus evacuation procedures. **Bus ridership is a privilege and can be lost if it is felt that students actions are not deemed safe.**

When riding the bus, it is important we:

1. Remain seated at all times
2. Keep aisles clear
3. Respect safety zones
4. Demonstrate safety and respect for our bus community by:
  - Keeping our voices at a reasonable level
  - Using appropriate language
  - Respecting the bus driver and other on the bus
  - Not eating on the bus

## Field Trips



Field trips are an integral component of your child's education. These experiences enhance learning and are a wonderful opportunity for students to explore, interact and engage with concepts beyond the classroom walls.

Cost of field trips is supported in part by the division, the school, grants and the Parent Advisory Council. At times, it may be necessary to charge a fee for field trips. If, at any time, this fee creates unnecessary hardship to families, please contact the school to discuss.

## Bus Cancellations



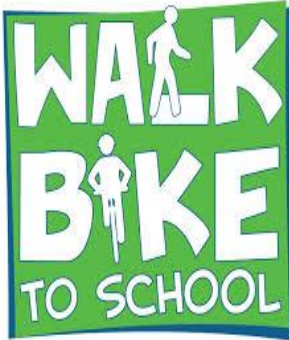
In the event of bad weather, buses will be cancelled. Please listen to CJOB radio station and consult the Prairie Rose School Division's website for cancellation alerts.

For more information on cancellations please refer to the divisional website:

<http://www.prsdmb.ca/studentsparents/class-cancellations/>

If buses are cancelled during the school day, the school will contact all parents to alert them of this matter. Parents will then inform the school of pick up plans/arrangements for their children. We ask that all adults **sign out the children they are picking up at the office** before leaving the school. Staff will remain with students until everyone is dismissed.

## Walking/Biking to School



If children are walking to school, we encourage them to use the sidewalk and cross only at intersections. Children walking to school will be dismissed at 3:40pm.

Biking to school is a parental decision. Parents should assess the route and determine if their child has the skills to walk or bicycle on his/her own.

Please assure that if your child bikes to school, he/she is wearing a helmet.

## Recess

All children go outside for recess. Recess is a crucial part of a child's mental and social development. It is valued as an important part of a child's school experience! We ask parents to dress their child appropriately for the weather conditions.

During the winter months when the cold weather is upon us, it is important to dress your child in layers and make sure they have the essentials including the following: scarf, boots, ski pants, hat, mittens, neck warmer, etc.

During the spring months, it is important to send your child with extra dry clothing, a raincoat and rubber boots. Sunshine, wind, snow and a little rain will not keep us indoors. This will be at the discretion of the supervisors. To help keep our school clean, we ask that students have one pair of shoes to wear indoors and one pair of shoes to wear outdoors. Outdoor shoes should be appropriate for the weather.

**When the temperature falls below -27 °C, students will remain indoors.** During indoor recess, students remain in their classroom.

## Lost and Found

There is a lost and found area located in our lunchroom. We ask that parents and children check the lost and found area regularly. Unclaimed items will be donated to charity.

## Communication



### **Website**

To receive current information about events and other news please visit the school's website at <http://www.ecolesteustache.ca>.

### **ÉSE Updates**

ÉSE updates will be e-mailed to our parent community **only if there has been a change**, addition, cancellation or modification of a school event.

### **Monthly Calendar**

A monthly calendar of the school's activities and events will be posted on our school website.

### **Class Communication**

Communicating with parents is an important task for teachers and can be done in a variety of formats. At the beginning of the year, teachers will discuss this with parents.

“Every communication exchange, regardless of format, should reflect a thoughtful, planned approach and should be viewed as an opportunity for teachers to promote parent partnerships and, ultimately, to support student learning.”

At any time throughout the year, parents are encouraged to share any questions or concerns they have about their child with their classroom teacher.

## Healthy Snacks and Lunches

Our school continues to focus on sustainability and living for today with the future in mind. Lessening and ideally eliminating the production of garbage from our snacks and lunches is an important step in becoming ecological responsible citizens. We are working toward a litter-light or litterless lunch for everyone at

École St. Eustache.

A litter-light lunch is one packed using reusable containers rather than disposable wrapping. In this case, all containers, water bottles, cutlery and thermoses are reusable. Please consider using these items when packing your child's lunch. We appreciate your cooperation, as we all strive to reduce our ecological footprint!



*Serving healthy snacks and lunches to children is important to providing good nutrition and supporting lifelong healthy eating habits.*

The school allocates time for a nutritional snack break every day. Please provide a healthy snack choice for your child. Most of the snacks served to children should be fruits and vegetables, since most kids do not eat the recommended five to six servings of fruits and vegetables each day.



Please do not send soda pop, candy or chips in your child's lunch.

## Milk Program



The school has a milk program that is organized by the students in grades 5 and 6. The proceeds from milk sales helps to support their yearly camp trip. There is usually a parent that helps to coordinate this program by:

- Making sure that forms are available
- Purchasing the milk

Students in grades 5 and 6 are responsible for distributing the milk, keeping forms up-to-date in a binder and alerting our secretary when the milk supply is low. The secretary then informs the parent coordinator, who will purchase the milk. This parent is usually a parent of a student in grades 5 or 6. When a student's milk card is almost complete, students give them a form alerting parents of this.

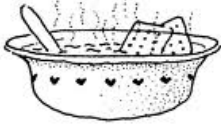
Milk is available for purchase.

**10 servings of milk for \$7.50**  
**20 servings of milk for \$14.00**



Milk forms can be found on the school's website or requested from the office.

## Hot Lunch



The Parent Advisory Council supports a hot lunch program at the school. There is a hot lunch coordinator who organizes menus and hot lunch forms, and parent volunteers who assist during hot lunch days. Lunches typically consist of a main course, salad/vegetable dish and dessert. Volunteers are needed to assure the continuation and success of this program. If you would like to volunteer with hot lunch, please contact the school.

## Volunteers

The following are a few points in defining your role as a volunteer and in making your experience as a volunteer with us a success.

1. Confidentiality is of the highest priority. Volunteers may come to know sensitive information regarding a student's academic ability, relationships with others, behaviour, etc. We ask that this information remain confidential and to not discuss it with the community at any time.
2. Please remember that any evaluation of school personnel, students or programs is the responsibility of the teachers and/or the school administration only.
3. As a volunteer, you may be involved in a variety of activities in our school. Please be aware that you are ultimately responsible to the school principal and will work at all times under the direction of a designated staff member. Remember also that the school principal and/or staff members are always there to respond to any questions or concerns you may have.
4. Safety is always of paramount importance. Please be prepared for a staff member to ask you to identify yourself. Your support is greatly valued as it adds to the development of student growth and school programming.



***We hope that you enjoy helping our students!  
Thank you for your support!***

## Visitors

### **All visitors must report to the office.**

Parents and visitors must enter the building using the main school entrance with the staircase. Please ring the bell for entry. Visitors should then report to the office. For an extended visit, we ask that visitors/volunteers sign in and request a visitor/volunteer badge. As per dismissal information, if picking up students, please park in the designated parent parking area and do so by 3:40.

## Mini-Fran



Mini-Fran nursery school is located at École St. Eustache. It is a licensed, non-profit, educational program for pre-school children. The Mini-Fran program offers an introduction to the French Language. Children are exposed to basic French vocabulary such as colours, numbers and songs.

For more information about this program, please contact the director Diane Legault. You can contact her by e-mail at [tiresntoys@hotmail.com](mailto:tiresntoys@hotmail.com).