



## Welcome to Duc d'Anville Elementary

We hope that this will be the beginning of many happy and exciting learning experiences for your family. Entering Primary is an exciting time for every child. Moving from the home environment to the school environment is a big step. Both parents and school want this transition to be as smooth as possible.

Primary is one of the most important years of a child's education. The basics of academic skills and the attitude towards school life, in general, are initiated and developed in the Primary year. It is imperative the school, community and family work together to make the Primary year the best it can be for a child. We need your help and your input. Communication is a key factor in supporting a child. We will work as a team so the children may develop to their full potential.

Duc d'Anville Elementary Phone	(902) 457-8940
Duc d'Anville Elementary Email	ddes@hrce.ca
Duc d'Anville Elementary Website	https://ddv.hrce.ca
Safe Arrival	ddvsa@gnspe.ca (902) 457-8940 press 1

## School Bell Schedule

Outside Supervision Begins	8:25 am
First Bell	8:40 am
Dismissal	2:50 pm



School Readiness: Here is a list of skills that you can work on with your child to make sure that they are ready for school.

### Social Skills:

- ☐ Taking turns
- ☐ Sharing
- ☐ Playing cooperatively
- ☐ Listening when others are speaking
- ☐ Following directions
- ☐ Waiting
- ☐ Using manners
- ☐ Solving problems effectively

### Independence:

- ☐ Fasten shoes and outdoor clothing (zippers, buttons, snaps)
- ☐ Personal hygiene (washroom routines including using public washrooms), proper use of tissues, coughing in sleeve). There are washrooms in the Primary classes. Students are expected to be able to use the washroom on their own without assistance. Please practice this over the summer.
- ☐ Following established routines
- ☐ Taking care of personal belongings
- ☐ Separating from parents with relative ease

### Emotional Regulation:

- ☐ Reacting appropriately to a variety of situations
- ☐ Staying calm and controlling impulses
- ☐ Using words to share feelings
- ☐ Asking for help

### Fine Motor Skills:

- ☐ Dressing/undressing
- ☐ Opening containers
- ☐ Holding a pencil correctly and using scissors safely
- ☐ Drawing /colouring
- ☐ Being familiar with other writing and craft tools (crayons, markers, glue stick, paintbrushes, etc)

#### Oral Language:

- ☐ Talking about shared experiences
- ☐ Asking and answering questions
- ☐ Playing with pretend situations
- ☐ Singing familiar nursery rhymes/songs
- ☐ Playing rhyming and letter-sound games

#### Early Literacy Skills:

- ☐ Recognizing name
- ☐ Printing name (with a capital letter at the beginning and lowercase for the rest of the letters)  
Recognizing, naming and printing letters (beginning with the child's name and then with family members).

Items: The following is a list of items that students will need to bring with them to school:

### Clothing

- ☐ **Indoor Shoes** - students will need one pair of indoor shoes (good for running activities in phys ed class) that will be left at school to be used each day in the classroom. If your child is registered in YMCA they will need a 2nd pair of indoor shoes to be left in YMCA.
- ☐ **Dress for the Weather** - Please make sure your child is dressed appropriately for the weather. We ask that your child have an extra set of clothing (including socks and underwear) in his/her backpack in case of accidents or spills.
- ☐ Tying laces is not a simple task for five-year-olds. Please help your child learn to tie, but in the meantime, consider having him/her wear Velcro-style sneakers at school.
- ☐ Please make sure all clothing, boots, backpack etc are labelled with your child's name.
- ☐ **Backpacks** - should be able to hold a full-sized scribbler or duotang laying flat.

### Food

- ☐ **Recess** - students need to bring a recess snack to eat. Snacks should be easy for the student to handle and not take very long to eat. Some examples would be a nut-free granola or cereal bar, piece of fruit, cheese and crackers etc.
- ☐ **Lunch** - students need to bring a lunch to school every day. Lunch will be eaten in the classroom and again the food should be easy for your child to handle and not take more than 20 minutes to eat. Some examples would be a sandwich, piece of fruit and juice or a slice of pizza, a piece of fruit and a juice. Be creative! To help promote independence it is a good idea to practice opening snacks, containers and juice boxes before school starts.
- ☐ **Food Allergies** - Duc d'Anville is a **Nut Free/ Peanut Free school**. When packing food for your child/ren's snacks and lunch **please make sure to send nut free items.**

## Medical / Administration of Medication (If applicable)

- ☐ The office **MUST be notified of all students who are on medication or who may have life-threatening allergies.**
- ☐ Forms can be picked up at the office. Please complete and return to the office during the first week of school.
- ☐ All medications must be kept in the prescription containers with the appropriate instructions and the child's name affixed on the container. All medications will be kept in the office and administered by office staff.



## Other Important Information:

### Your Child's Health is Important - Please help them:

- ☐ Get enough sleep (10 – 12 hours)
- ☐ A nutritious breakfast is especially important. A healthy snack for recess will reinforce these habits. Please **DO NOT SEND PEANUTS OR NUT RELATED PRODUCTS.**
- ☐ Develop habits of cleanliness and independent personal hygiene. Proper handwashing is very important!
- ☐ Keep them at home when they are ill (contact the school's safe arrival to report an absence).
- ☐ If your child is ill and not able to participate in outdoor recess and lunch, consider keeping him/her home for the day.
- ☐ Inform the school of any medical problems that might affect your child's well-being or progress in school.

## Absences & Appointments

- ☐ **Absent or Late** - If your child/ren will be late or absent from school, please **ENSURE you let Safe Arrival know** by 9:00 am by calling 902-457-8940 (opt.1) or by emailing [kwesa@hrce.ca](mailto:kwesa@hrce.ca).
- ☐ Even if you have advised the teacher, please call/email the school office as well.
- ☐ **Late** - If your child is late to school, you **must sign them in at the office**. Walking your child to class is discouraged, however, if you need to walk your child to class, you must sign in yourself and take a visitor tag.

## Picking Up A Student

- ☐ **Sign out** - If your child/ren needs to leave school early, you must sign them out at the office.
- ☐ If your child is going to be picked up by someone other than the person who usually picks them up, you must let us know. You can send a note with them for the teacher, email safe arrival at [ddvsa@gnspe.ca](mailto:ddvsa@gnspe.ca), or call the school at 902-457-8940.
- ☐ **Same-Day Change in Dismissal Plans** - If there is a change in dismissal plans please call the office at 902-457-8940. **Please do not email the change to the teacher as they may not check their email before dismissal.**

- ☐ Parents/Visitors who come to the school **must enter and exit through the front entrance only**. Visitors must not enter through any side doors.
- ☐ All **visitors must sign in immediately at the office** and wear a visitor's tag even if you are just dropping off your child.

## Before & After School

- ☐ **Morning supervision** begins at 8:40 am. Please do not drop students off on the playground prior to this.
- ☐ After school - Dismissal is at 2:50 pm.
- ☐ Students enrolled in Excel will be dismissed to the Excel monitor.
- ☐ Students being picked up or taking the bus will walk out with their teacher.

**Please do not take your child from the dismissal line until you have talked to the teacher!**

## Toys/ Electronics

- ☐ We strongly discourage children from bringing their toys, electronics or anything of value to school because they will not be allowed to play with them during school time. Toys often get broken or lost at school. This can be very upsetting to your child and we prefer children to interact with the educational activities that have been carefully chosen to support the curriculum.

## Contact Information

- ☐ Please check registration forms when they are sent home to ensure they are up to date and have accurate information.
- ☐ **Don't Forget** - Let the school know if you:
  - ☐ Change your phone number (home, cell or work)
  - ☐ Change your address or email address
  - ☐ Have an addition, separation or death of a family member

## Early Dismissal Plan

- ☐ **Early Closure** - There may be times where schools have to close early. Please make sure you have a plan in place and your contact information is up to date.
- ☐ In the event of early closure:
  - ☐ School staff will contact you to confirm dismissal plans
  - ☐ Students in grades Primary-Six will not be released from school unless parents/designates have been informed directly using the school communication network.
  - ☐ Please keep in mind that YMCA will be closed if there is an early dismissal.

## Transportation

- ☐ Transportation inquiries should be referred to **HRCE's Transportation Team at 902-431-4723 (HRCE) or via email** (transportation@hrce.ca).
- ☐ Bus students need to be registered on My Bus Planner. <https://hrce.mybusplanner.ca/>
- ☐ Students attending a daycare or a sitter before and/or after school must have the



daycare/sitter information registered in our student information system.

- ❑ If there is a change in dismissal plans please send a note to your child's teacher or call the office.
- ❑ All **visitors must sign in immediately at the office** and wear a visitor's tag even if you are just dropping off your child.

## Volunteers

- ❑ Family volunteers enrich our classroom programs by listening to children read, helping children write, going on class trips and helping with class celebrations.
- ❑ All school volunteers must provide the school with a completed Child Abuse Registry and a valid Criminal Record Check with Vulnerable Sector Check. These checks must be no older than 3 months when provided to the school. They will remain valid with us for 3 years. If you plan on volunteering this year we recommend you start on this paperwork as soon as possible. Duc d'Anville is registered on [mybackcheck.com](https://mybackcheck.com).