



**École Elizabeth Rummel School
Early Learning School**

Kindergarten Handbook

English and French Immersion

MESSAGE FROM THE PRINCIPAL

Welcome to École Elizabeth Rummel School! Thank you for choosing to be a part of our Early Learning School. Built in 1990, ERS offers a dual English and French Immersion program from Kindergarten to Grade Three. Our school has strong academic programs. We strive to provide our students with a balanced education in all areas of their academic, social and emotional development. We believe that learning occurs through a variety of learning experiences and in a variety of places within our school walls and throughout the amazing Bow Valley. We invite and encourage our community to be involved in the education of our students.

As the Principal of ERS, I encourage you to communicate regularly with your child's teacher. For your child to reach his/her potential we need to work together. Please feel free to contact me as well at any time to talk, to share ideas and collaborate.

The School Handbook provides information to help families navigate through some of our school routines and requirements. This handbook can be found on our website along with more information about our school. www.ers.crps.ca

We encourage you to join us in our learning.

Come Grow With Us!
Grandissons ensemble!

Brian Wityshyn, B.Ed., M.Ed.
Principal

SCHOOL NAME

Born in 1897, Elizabeth Rummel was an adventurous woman who loved the outdoors. The Order of Canada, presented to Elizabeth Rummel read: "Mountaineer par excellence, protector of the environment, authority on local flora and fauna, and friend to countless hikers in the mountains near Banff. She has enriched her country by sharing her deep love of the Rocky Mountains with all who meet her."

Lizzie's favourite flower was the Moss Campion. It grows at high altitudes, in areas with very little soil, and is a very hardy flower with a delicate purple colour.

SCHOOL MISSION

To create a safe, child-centered learning environment where children are inspired to explore, engage, and achieve. Our caring learning team is dedicated to the fundamentals of literacy and numeracy.

VISION

Elizabeth Rummel, Early-Learning School is committed to providing an enriching, engaging and inspiring learning environment.

VALUES

We will

- Be supportive and respectful
- Be team players who listen and share
- Be accountable and committed
- Model school values
- Have a positive attitude

We will

- See students who are respectful and cooperative
- See students who believe that learning involves effort, risk and personal triumph
- See confident students who have experienced success

We will

- Provide a diverse learning environment
- Foster respect and tolerance
- Support each other, and our students in collaboration with our learning community
- Provide a safe and caring environment where the basic needs of children are met
- Provide an environment that encourages risk taking

CANADIAN ROCKIES PUBLIC SCHOOL KINDERGARTEN PROGRAMS

At CRPS we believe that:

- √ It is through play that children make sense of their world.
- √ Play promotes healthy physical, social, emotional, language and cognitive development.
- √ Children are natural learners, full of wonder and curiosity about their world.

Kindergarten was established by the Government of Alberta in 1973. Kindergarten focuses on the needs of the child in terms of the social, intellectual, emotional and physical needs. Our programs provide learning experiences that capture our children's imaginations and encourage them to tap into their sense of wonder! The learning experiences provided through our kindergarten programs are designed to prepare our students for success in grade one and beyond. It is our belief that by providing children and families choice within the kindergarten programs, families will be provided the opportunity to select a program that will best support the learning needs of their children.

WAYS TO SUPPORT YOUR CHILD AT HOME

- Teach your child his/her phone number, address and birthday
- Teach your child to dress him/herself and to tie his/her shoes.
- Teach your child to wash his/her hands thoroughly before snack time and after using the washroom.
- Please label all children's belongings - jackets, sweaters, hat, mitts, scarves, shoes, boots, school bags, lunch kit, etc.
- Help your child practice printing his/her name.

Please remember to bring your child to school no earlier than 8:15 a.m. and to pick-up your child promptly at 11:25 (morning K only). The full day program will break for outdoor play at 11:25 and return to the classroom at noon to eat their lunch. Afternoon session will resume at 12:25 and dismiss at 3:06. Please wait in the Kindergarten boot room where your child will meet you after dismissal. Canmore Community Daycare provides before and after school care. Please contact them at 403-678-5762 for more information.

**WHEN THERE IS A PROFESSIONAL DEVELOPMENT DAY –
THERE IS NO SCHOOL FOR KINDERGARTEN STUDENTS**

PROGRAM DESCRIPTION

PLAY

Play is a central and necessary part of children's development. Play includes any activity children have freely chosen, is under their control and is not dominated by an adult. Play is a major learning process and, with its risk-free atmosphere, provides a natural opportunity for young children to add to their knowledge, learn new skills and to practice familiar ones. It provides many situations in which the child observes, discovers, reasons, and solves problems. Play brings together physical and intellectual abilities, emotional health, creativity, and the ability to get along with others.

LEARNING CENTRES

Learning centres are areas in the classroom, which provide a special focus and are programmed to help the child develop different skills. They provide the children with opportunities to be active learners. Centres in the kindergarten room may include the following: house centre, puppet centre, writing centre, book centre, listening centre, puzzles, games centre, math centre, water centre, science centre. Children are encouraged to make decisions about the centres they will choose and to use their time at the centres productively.

KINDERGARTEN ACTIVITIES

Circle Time - This is the time we are all together discussing the calendar (day, date, month), the weather and the theme we are studying. New concepts and new vocabulary are introduced. Repetitions, games, songs and fingerplays are the best ways to promote language learning, as well as pre-reading skills. The children will be expected to participate in group discussions, to sing, to mime, and to play games with the group. They are also expected to listen attentively, to raise their hands and to wait for their turns to talk.

Directed Activities - These include art, math, science, writing and other activities.

Centre Time – Independent, child-centred activities.

Outdoor Play or Gym.

Story time and Singing.

LEARNING SUPPORT

The Kindergarten Program helps to identify children with special needs and provides additional support to them and their families. This allows children to increase their potential for learning and to make the most of learning opportunities. Instructional strategies may be adapted to meet the special needs of children.

CLASSROOM BEHAVIOUR EXPECTATIONS

All children are expected to:

1. Contribute to a safe environment in the classroom;
2. be co-operative, considerate, and courteous to others.

* Each child's teacher uses a variety of discipline strategies to encourage positive behaviour. If you have questions about classroom discipline, feel free to discuss this with your child's teacher. An

example of a problem-solving approach is a four-step process which is effective both with child-to-child and adult-to-child interactions.

1. Send an ignoring message. Keep a pleasant face. Look away or walk away. Keep a quiet mouth. Pretend you're not listening.
2. Talk to the person calmly. Tell them how you feel.
3. If talking didn't help, find an adult and ask him/her to come with you so that you can talk to the person again.
4. Make a plan and then shake hands.

CLOTHING

Students should dress according to the weather as they will be going outside every day to play or for walks. Mitts, hats, warm boots, etc., are a must during winter months. An indoor pair of shoes should be kept at school all year. Please label all clothing items with your child's name.

Lost and Found items can be located in each Kindergarten room or in the school-wide Lost and Found.

Please dress your child in play clothes when you send him/her to school. We do messy projects and cannot be responsible for paint, mud, glue, etc. on clothes.

SCHOOL BAG

Each child will need a **regular-sized** backpack in which to carry home notes and projects. Newsletters and calendars will be sent home at the beginning of each month to keep you informed about the program. Additional short notes may be sent home occasionally. Please check your child's backpack daily to make sure you receive these. We will check the children's backpacks daily for any notes from home.

THEMES

Here is a list of tentative themes that we will follow this year. Our field trips have been planned to support the curriculum. Please feel free to share ideas, materials and games that could help us.

September	Colours and Shapes, Apples
October	Fire Safety, Halloween, Fall
November	Transportation, Bears and Wolves
December	Christmas
January	Winter, The Sea – Castles
February	Friendship, Valentines, I am Unique
March	Dinosaurs
April	Space, Zoo
May	Spring, Farm
June	Insects

PARENT INVOLVEMENT

We encourage you to be involved with your child's program to whatever degree time and permits. This involvement can be a most enjoyable and enriching time for you and your child to share. You can help supervise a field trip, bring a special guest to visit, share your skills and talents, assist the teachers with the daily program, help plan special events and outings, but most important of all, you can support your child in his/her learning and get to know him/her better by sharing the Kindergarten experience.

Assistance in the classroom covers a variety of activities. We appreciate any time that you can give us. It can involve preparation of materials, maintenance of classroom and equipment, and most importantly, working with the children on an individual basis or in small groups. To extend the benefit of your visit to your own child, teachers request that siblings do not accompany the parent.

FIELD TRIPS

Please join us on our field trips. We ask that you make other arrangements for siblings when you are volunteering on field trips. One of the few exceptions is new born babies. This enables you to have one on one time with your kindergarten child and to help assist with other children.

Tentative Field Trips:

Banff Park Museum
Policeman's Creek
Town Library

Arts Place
Banff Springs Christmas party
Kindergarten Year End Picnic

COMMUNICATION

To ensure the proper lines of communication and to maintain confidentiality, please follow this protocol. If you, as a parent, have a concern about your child, please speak to the classroom teacher. If the discussion needs to go further, please contact the administration. Please respect our busy classroom times and arrange a meeting time after class or make contact through e-mail.

NEWSLETTER

Your child will be responsible for bringing home a monthly newsletter and calendar. Please post this in a spot where you and your child can refer to it easily. This will ensure that both parent and child will be well prepared for the many activities planned for each month.

RELEASE OF STUDENTS

Students will be released to the parents unless otherwise requested. **Please put your request in writing to the teacher prior to your child leaving the school.** If this will be an ongoing occurrence such as going to the Day Care program or having a grandparent pick up your child please provide a letter that will be kept on file. If this request will be occasional then a written request is required each time.

ILLNESS AND MEDICATION ADMINISTRATION

If your child is ill, we encourage you to keep your child at home so as not to spread germs. We do not have supervision available for children to stay in at recess or at lunchtime.

Non-prescription medicine is not available at the school and will not be administered to any child. For prescribed medication to be given by office staff, the proper forms must be completed according to Board Policy. See our administrative assistants for the appropriate forms.

ATTENDANCE

If your child is to be absent, it is **very important** that you inform the Elizabeth Rummel School Attendance Line before 8:30 a.m. Please call 403-678-6292, press **1** and leave a detailed message with the name of the student, teacher's name and reason for absence. If it is necessary to have direct contact with the school, you may call our office at the same number 403-678-6292 and press **2** to speak to our Admin. Assistants. **Please make sure your phone numbers provided to the school are kept up to date.**

KINDERGARTEN FEES

Parents and caregivers will be notified of school fees near the end of the first week of school.

All fees are due by September 30. Cash, Cheque, Visa or MasterCard payment and post-dated cheques are accepted. Post-dated cheques are to be dated no later than June 15 and received by September 30. An account shall be considered delinquent if no payment or **arrangement to pay** has been made by September 30.

In the event an account becomes delinquent, a notice will be sent by the school to the parents to make them aware of the delinquency and indicate to them that payment or other arrangements should be made within fifteen days.

If you feel you are eligible for a fee waiver, please call the school office for details. The principal is responsible for reducing or waiving school fees. The school or program for which the fees were charged would absorb the lost revenue related to fees.

LUNCH HOUR SAFETY PROGRAM

The vast majority of our students are bussed and therefore eat their lunch at school. Kindergarten students go out for recess at 11:25, then eat their lunch in their classroom. They are supervised during these times by paid Lunch Hour Supervisors. It is important to note that for safety reasons, children who eat lunch at school are not allowed to leave school property during the lunch hour without their parents or guardians. Parents who wish to take children home on a regular or occasional basis are asked to pick up their children at the office and also to sign the "sign-out book."

For the Safety of our students, all adults entering the school are asked to report to the office.

LUNCH HOUR SUPERVISION

Kindergarten students are supervised outside during their lunch break. Fresh air, exercise and outdoor play are invigorating for the body and the mind.

If children are well enough to attend school, they should be well enough for outdoor recess, unless otherwise directed by a doctor's note. Unless it is heavily raining or it is very cold or there is a severe wind-chill factor, recess will be outdoors. For indoor recess, children are expected to remain in their classrooms for quiet activities. An indoor recess will be called based on the judgement of the principal or designate. Fundamentally, we live most of our months in cold weather and therefore expect students to dress for the weather with proper coats, mittens, hats and footwear. As

a rule of thumb, students may still go outside at -20 degrees Celsius however; the wind chill factor will be taken into consideration.

ERS HEALTHY NUTRITION: BACKGROUND

Student health, nutrition and the promotion of healthy food choices are important components in creating a healthy environment for our children in school.

Specific guidelines have been developed by the school, the school council and the school division to help clarify and ensure consistency around the use of food in the school. These guidelines address the promotion of healthy food choices at ERS and build on existing practices that are already working well at the school. Please note that these guidelines are intended to address healthy food choices rather than allergy issues; these will be addressed separately.

GUIDELINES

BUILDING COMMUNITY WITH CLASSROOM CELEBRATIONS

In our society, food plays an important role in building community and in celebrating special events. At ERS, food is often used as part of the celebration of special occasions such as Halloween, Christmas, Valentine's Day and year-end. In celebrating these events, the following procedures should be followed:

- The classroom teachers will inform all parents (e.g. by their monthly newsletter, email, phone tree) of any upcoming classroom celebrations that include food. This communication should include the type of food that will be offered so that parents who wish to do so can make alternate arrangements for their child. In a majority of cases, healthy choices are expected.
- If parents are contributing food to a classroom celebration, (e.g. pioneer day, multicultural day, 100th day etc.) the teacher will coordinate the types of food to be brought in to ensure that a variety and a balance of healthy choices are available.
- Parents are urged NOT to bring food into the classroom other than when asked to do so by the classroom teacher for special events.

SPECIAL EVENTS

At times, teachers may plan a special event that includes food specifically related to a classroom project or curriculum, such as a multicultural luncheon. In this case, the teacher would inform all parents (e.g. by their monthly newsletter, email, phone tree) of the upcoming event.

LITTERLESS LUNCHES

Litterless lunches are part of our Earth School status. Children are encouraged to bring lunches in reusable containers and to take home all food not eaten. Milk and yogurt containers may be deposited in the recycling bins provided. Tetra paks and other refundable containers are also being collected for refund in the lunchrooms. The money goes to support various school activities.

PIZZA DAYS

Pizza Fundraising Days are provided, twice a month, by School Council with the help of parent volunteers. Orders are taken in advance and a notice will be sent out in September detailing the program. Gluten-free and dairy-free options are available.

FOOD FOR LEARNING

The Food for Learning program helps support the children of families who are having difficulty providing a nutritious, balanced lunch for their child. It is available free of charge. For more information contact the school office. The program is offered through the generous support of the Alberta Government.

FOOD ALLERGIES

If your child suffers from allergies, please report all information to the office immediately. Parents of children with severe allergies will meet with the principal and/or the teacher to review the protocol and policies of the school division.

At ERS we believe that students need to learn to manage their allergies so they can grow up and be able to live a full life. The school is an excellent place for them to learn strategies for managing their allergy because there are personnel who can help them deal with reactions if they arise. All staff are trained to recognize allergic symptoms and to administer an Epi-pen if needed. Children who have been prescribed an Epi-pen must keep it on their person at all times. A fanny pack works well for this purpose. See section on Illness/Emergency procedures.

The school can only help the child learn how to deal with their own food allergies if they know about it. Once we are informed, a personal program will be devised for the student in conjunction with the parent. For more information on the Canadian Rockies Public Schools' Administrative Procedure for Anaphylaxis, visit the CRPS website (www.crps.ab.ca), then go to Information, Documents, Administrative Procedures Manual, Administrative Procedure 316-1 Anaphylaxis.

If your child is allergic to anything, we need to know in order to keep them safe.

TRANSPORTATION

You may access the school bus if you reside more than 2.4 km from the school. There is NO FEE for bussing but students must be registered before they can ride the bus. Only one Drop-Off Location is permitted.

Call the Transportation Department, at **678-5545** for further information.

PARENT PARKING

The bus loop is restricted to use by **buses only** during the times when buses are bringing students to school and picking them up: 8:15 – 8:30; 11:20-11:35 and 2:55 – 3:15. Drivers are not allowed to pull past a school bus in the loop. Parents wishing to drop their children off or pick them up should use the drop-off zone along the west side of the front of the School, on Cougar Creek Drive. There is a Visitor Parking area on the east side of the school grounds for parents and visitors.

If you are visiting the school, please park in the lot adjacent to the playground on the east side of the school grounds.

BIKES AND OTHER WHEELS

Bikes should be parked in the bike stands at the east side of the school.

Students who come to school on scooters are required to fold them up before entering the school. Unicycles, heelies, skateboards, bikes, rollerblades, scooters, etc. may NOT be used on school property

Please do not bring bicycles, skateboards, scooters, burleys or baby strollers into the school. They add to the congestion and track water and mud down the hallways.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Canadian Rockies Public Schools policy encourages the use of school buses rather than the use of privately owned vehicles to transport students to and from internal and external school related activities such as field trips and outdoor pursuit activities. Where the Division provides transportation, volunteer vehicles will not be recognized.

Parents may make arrangements with the classroom/supervising teacher to transport their child to and/or from an activity. However, for reasons of liability, we will not allow students to be transported by other parents. A parent cannot authorize another parent to transport their child for a school related activity.

FIRE DRILLS AND LOCKDOWNS

It is a requirement that all schools practice Fire Drills and Lockdowns procedures. To support student and staff safety our school division requires 3 fire drills in the fall and 3 in the spring. We also have lockdown practices in the fall and in the spring. Teachers also do practices with their classes and the Canmore Fire Department joins us for class presentations during Fire Safety Week. If you have any questions please contact your child's teacher or the principal for more information.

CANADIAN ROCKIES PUBLIC SCHOOLS PERSONNEL

Canmore Board Office
618 - 7 Avenue, Canmore, AB. T1W 2H5
Phone: 609-6072 Fax: 609-6071

For a complete list of CRPS District Personnel, including Board of Trustees:

[CRPS Staff Directory](#)

ERS SCHOOL COUNCIL MEMBERS

For a complete list of ERS School Council Members:

[ERS School Council](#)

RIGHT FROM THE START: MENTAL HEALTH CAPACITY BUILDING PROGRAM

Dear Parents of ERS Students;

Right from the Start

The Mental Health Capacity Building (MHCB) in Schools Initiative works to promote positive mental health in children, youth, families and support individuals in the community who interact with children and youth. The MHCB Initiative is based on research and best practice literature that demonstrates that mental and emotional wellbeing can be developed, nurtured and supported through promotion and prevention efforts.

Right from the Start (RFTS) Success Coach Kat Wiebe visits every classroom on a regular schedule to facilitate activities and experiences to foster positive mental health. Here are some of the programs your child will learn from.

As part of the ERS support team, Ms. Kat can provide drop in support to children and families. The Success Coach can provide help for emotional regulation, problem solving and friendship challenges to children and parents, as well as resources and referral suggestions for navigating mental health supports within the school and in the community.

Contact Kathleen.Wiehbe@crps.ca with questions, concerns, or to schedule a meet and greet