



Regular Daily Schedule

See Appendix F

Before and After School Supervision

Supervision of the crosswalks and building perimeter starts 20 minutes before the first morning bell and ends 20 minutes after the dismissal bell.

Pick-up

Please ensure that your child is picked up on time. If you will be delayed, please phone the school office. If a teacher deems it necessary for your child to remain after school for longer than twenty minutes, you will be informed in advance.

Playground Supervision

In the morning and after school, the playgrounds are not supervised. Students are not permitted to be on them without direct parent supervision.

Changes to School Hours

Should circumstances require a change to the start or finish time of school, the Principal will notify parents of any changes during the school year.

Classroom Deliveries

In the event that lunches or other items must be delivered to your child after school begins, we ask that you label the item (name and grade) and bring it to the school office. Your child will be called to the office to pick up the item.

Student Appointments

We are responsible for the students during school hours. If a student needs to leave the school during these hours, we must have a written and signed note from the parent explaining why. Please send this note to the classroom teacher. When you come to pick your child up for the appointment, please report to the office and your child will be called down to meet you there.

Notification of Sickness

Please keep your child home if they are unwell. Sending a sick child to school is counter productive, as they will be unable to focus or learn well and they can pass on their illness to others. A sick child should stay home until they have been without fever or other illness symptoms for 24 hours.

The school needs to be notified immediately when children have head lice or communicable diseases such as pink eye, chicken pox, measles, mumps, etc.

Absences

If a student is to be absent, the parent is asked to phone the school between 8:00am and 9:00 am on the day concerned. Immediately upon the student's return to school, please submit a dated and signed note to the school office explaining their absence.

A physician's letter is required to explain an extended absence for illness. The Ministry of Education requires this information for grant purposes.



Late Arrivals to School

Any student arriving late to school must come to the office before going to the classroom. The student will receive a dated late slip to give to the teacher in the classroom.

Vacations

Parents who must plan vacations during the school year are to notify the Principal in advance. It is the parents' responsibility to teach the children during the vacation so that upon return to school, they can rejoin the class without any difficulty. Teachers are not expected to provide homework for students who miss school due to vacations.

Qualifying Pupils

To qualify for government funding, pupils must be in attendance for 600 instructional hours from September to May 15. Absences due to illness are not deducted from the 600 hours if a properly dated note is submitted upon the student's return to school. A student who, because of holidays or unexcused absences, is in attendance for less than 600 hours only qualifies for partial funding. Parents would therefore be expected to make up the shortfall in funding for such students.

Reference:	Approved: St. Joseph's Parish Education Committee
	Date(s) Revised: