



## **A. Lorne Cassidy Elementary School**

**This package contains some important information. Please review and keep in a safe place for easy reference.**

**Contained in this package:**

- **School Contact Information**
- **Instructional Day Schedule**
- **Attendance Procedures**
- **Procedures for picking up students during school hours**
- **Administering Medications/Medical Conditions**
- **Busing Information**
- **Plans for after school and use of office phone by students**
- **Visitors/Volunteers in the school**
- **Field Trip permission forms**
- **Information from the school**
- **Snow Day Procedures**

**Information regarding the following items may be found on the ALC website: <http://alornecassidy.ocdsb.ca>**

- **Volunteer Opportunities**
- **ALC Fundraising Schedule**
- **Hot Lunch order information**

## School Contact Information

A Lorne Cassidy E.S. phone number: 613-831-3434 Fax: 613-831-3997

Principal: Elizabeth Rainer, email: [elizabeth.rainer@ocdsb.ca](mailto:elizabeth.rainer@ocdsb.ca)

Vice-Principal: Stephanie Tubman, email: [stephanie.tubman@ocdsb.ca](mailto:stephanie.tubman@ocdsb.ca)

Office Administrator: Wendy Norton, email: [wendy.norton@ocdsb.ca](mailto:wendy.norton@ocdsb.ca)

Office Assistant (a.m.): Katherine Wolf, email: [katherine.wolf@ocdsb.ca](mailto:katherine.wolf@ocdsb.ca)

Office Assistant (p.m.): Heather Churchill, email:  
[heather.churchill@ocdsb.ca](mailto:heather.churchill@ocdsb.ca)

A Lorne Cassidy website: <http://alornecassidy.es.ocdsb.ca/>

School Office Hours: 8:30 am to 4:30 pm

School Day: 9:15 am to 3:45 pm

## Instructional Day Schedule:

9:00 am Supervision on the yard

9:15 am Bell Rings, classes start

9:15-11:15 First Instructional Block

**11:15-11:40, 11:40-12:00 pm First Nutrition Break, Recess**

12:00-2:00 Second Instructional Block

**2:00-2:20, 2:20-2:45 Second Nutrition Break, Recess**

2:45-3:45 Third Instructional Block

3:45 pm Dismissal

## Attendance Procedures

Our primary concern is the safety of your child. Communication is vitally important. As a parent, there are a number of things you can do to help us keep your child safe:

**Please call the main school number: 613-831-3434 and press 1 for the absence line. Our attendance line is open 24/7.**

**If your child is going to be late or absent, please call the absence line.** We need the name of the child, their class and grade and the reason for their absence. You may also wish to write a note in your child's agenda to the teacher, but the office also needs to be notified directly. Please don't leave a message on the teacher's voicemail or only send an email to the teacher. If the teacher is away, the office won't get the message. If you email the office with an absence, please send it to Wendy, Katherine and Heather. The preferred method of communication is always to call the office during school hours or leave a message on the absence line anytime.

If your child is going to be away for more than one day and you know how long they will be away, please let us know. Otherwise, we require a call on each day of absence.

Please report absences before **8:30 am** if possible.

Make sure the office has all up to date contact information for parents, caregivers and emergency contacts. Verification forms will be sent home in the first week or two in September with a package of school forms so you will have an opportunity to update, or change the information for your child. Later in the school year, you can call us or send us a note or email if there are any changes to your contact information.

We try to have the attendance calls done before 10:00 am. Reporting all absences promptly saves our office staff a lot of time. It is vitally important that parents call in absences, otherwise we waste valuable time trying to track down students who are away for valid reasons. If a child has indeed gone missing, time is of the essence.

On snow days, when buses are cancelled, we require only **walking** students to call in absences. We assume that all bused students will be absent. If you drive your child to school on snow days, parents have to pick them up no later than 3:45 pm and make sure they get home.

## Picking Up Students During School Hours

If anyone other than a parent picks up your child, we require a phone call or a note from the parent, otherwise we will not release the child to a non-parent. No exceptions.

If there are any custody issues, the office needs to have the legal paperwork on file for your child. Otherwise, we cannot deny access by a legal guardian or parent.

When picking up your child for an appointment we ask that you make sure that your child is aware of the time that they need to be in the office. Please provide a note for your child to give to the teacher. (Please do not send the teacher an email in case the teacher is absent.)

**We ask that you try to pick up and drop off your child during Nutrition Breaks. Picking up students during class time is very disruptive to the learning environment in the classroom. We strongly discourage picking up students early from school unless they have an appointment.**

## **Administering Medication/Medical Conditions**

If your child requires prescribed medication to be administered during the school day, the medication must be brought to the office along with the required OCDSB forms that have been signed by both the parent and the prescribing doctor. **Forms for over the counter medications must also be signed by the parent and a doctor.**

Please note that staff are **not** permitted to administer medication without these forms on file in the office. A hand-written note from the parent is not acceptable. Medication forms are available on the school website under the “Forms” tab and hard copies are available in the school office. **Any liquid medications must be provided in a syringe, pre-measured by the parent.** If you have any questions about the administering of medication, please call the school office and we would be happy to explain the procedures and which forms are needed.

If your child has a health condition or severe allergy, for your child’s safety it is important to inform the office staff and your child’s teachers and this information will be noted on your child’s file.

### **Busing information:**

To get bus stop information for your child go to the OSTA website:

[www.ottawaschoolbus.ca](http://www.ottawaschoolbus.ca)

click on “Parent Portal Login”

The Transportation phone number is: 613-224-8800, our school is in the “West Zone”.

### **Bus Company Phone Numbers:**

Voyageur: 613-836-0502

DC Bus Lines: 613-831-9888 (vans only)

At the beginning of the school year, it takes time for bus drivers to get settled into their new routes, so buses often run later than the scheduled time. For the first few days of school, it is wise to have a backup plan to get your child to school just in case there is a problem with the busing.

If you need to make changes to your child’s busing pick up or drop off information, it usually takes about 4 to 5 days for changes to take effect. Please note that in September, it could take considerably longer (weeks) to make busing changes due to the volume of calls to Transportation. **Any changes to busing must be made through the school, so please contact our office.**

### **Bus Changes**

We are not able to accommodate requests for students to take a different bus to go home with a friend. \*Please note that students will no longer be allowed to get off at any stop other than their regular designated stop.\*

Please note: Kindergarten parents, guardians, or care-givers must be at the bus stop to meet their child or the driver will return your child to the school.

If your child is a bus student and you come and pick them up after school, we ask that you sign them out at the office – this helps us to track where students are in the event of an emergency.

## **Plans for After School and Use of Office Phone by Students:**

To prevent unnecessary disruptions and confusion, we ask that students have their after school plans made and confirmed with parents and friends before they come to school in the morning.

Students are encouraged to take responsibility for their possessions and ensure they have all of their school items with them when they leave home in the morning.

**Use of the phone in the classroom or office by students to call a parent is reserved for urgent situations only.**

## **Visitors/Volunteers in the School**

**For safety reasons, parents and visitors are not permitted to be in the hallways during the school day without permission from the office.**

Parents who are volunteering in their child's classroom or who have been invited to a school event are to sign in at the office, wear a visitor or volunteer label and go directly from the office to the classroom where they are volunteering or to the location of the event. When parents leave, we ask that they return to directly to the office to sign out. If we have a fire drill or an emergency in the school, we need to account for every person in our sign in book, so signing out is important.

**Please do not attempt to discuss your child's progress with the teacher while in the school as a visitor or volunteer.** Please contact the teacher via email or send a note to set up an appointment outside of classroom time. During a scheduled appointment, the teacher will be able to provide parents with their undivided attention and will be better able to address any questions or concerns you may have in a more private and confidential setting.

## **Field trip permission forms:**

Field trip permission forms are handed out well in advance of field trips. If a student doesn't have their permission form in by the deadline, they will not be permitted to go on the field trip. Students will not be permitted to call parents the day of the field trip to get the forms signed. The only exception for this would be if the student had a prolonged absence and didn't have sufficient time to take the form home, get it signed and returned on time. **Parents must sign the permission form provided by the school, a hand written note giving permission is not acceptable.**

## **Information from the School**

We are trying to reduce the amount of paper we send home, so you should refer to the school website and calendar on a regular basis. We will also send regular information emails to parents so it is important that the office has your most up to date email address recorded in our database.