

April 2018

Elk Island Public Schools

# THE WESTBORO REPORT



## PRINCIPAL'S MESSAGE

It is April and Spring should be here any day! We are anxiously awaiting the snow to melt so that we can enjoy some green grass, budding trees and fresh flowers!

Westboro is excited about our upcoming **Shop till you Drop** on April 7th. Families are welcome to come and purchase items from a variety of vendors.

We also hope you will be able to join us for the **Family Dance and Silent Auction** on May 11th - so many wonderful activities to look forward to! Thank you to our parents and staff for making these opportunities possible! Happy Spring everyone!



## APRIL

- 6 Newsletter
- 7 Shop 'Til Ya Drop!
- 13 Hot Lunch
- 18 School Council  
6:30 p.m.
- 19 Wear Green
- 25 ECS Open House  
6:30 - 7:30 p.m.
- 26 Chapel 1 p.m.
- 27 PD Day

## MAY

- 2 Early dismissal
- 4 Newsletter

## KUDOS



Many, many thanks to the amazing parent volunteers that we have in our school! For your work on councils, for organizing hot lunches, for decorating eggs, and making pizzas! For supervising field trips, for completing book orders, for photocopying, and organizing fundraisers! For running Penny Carnival, for helping with student reading, for completing crafts and laminating materials. Our parents even supervise swimming!

These are just a few of the very important tasks that you do in the Westboro School community to make our school the fantastic place that it is. Thank you so very much for all of your efforts!! We appreciate you most sincerely!

PRINCIPAL  
Mike Lastiwka

ASSISTANT PRINCIPAL  
Matt Matheson

1078 Strathcona Drive  
Sherwood Park, Alberta  
T8A 0Z9 780-467-7751

[www.westboroelementary.ca](http://www.westboroelementary.ca)  
@WBOelementary

## A REMINDER: SAFE PARKING AT WESTBORO ELEMENTARY

Thank you to those parents who have been working with us at the school to help keep our students safe!

Thank you to the many parents who honour the posted parking signs, are mindful of the speed zone in front of the school, and park away from the crosswalks. Again, our students' safety is top priority to us at Westboro, and our school zone is a very busy place before and after school. We have included a map from Strathcona County that outlines parking around the school in this edition.

## ATTEND OUR KINDERGARTEN INFORMATION NIGHT

### Gearing up for Kindergarten

Do you have a child registered in kindergarten next year? If so, make sure to attend our upcoming Kindergarten Information Night on April 25, 2018 at 6:30 p.m.:

- tour the school;
- meet the teachers;
- gain insight on play-based learning; and
- see what a typical day looks like.

Elk Island Public Schools has also put together an online toolkit to make the transition to school as smooth as possible. The kit includes information about registration, important dates, programming options, what to expect, eligibility, how to find your designated school, transportation and more. Find it by visiting [www.eips.ca/programs-services/kindergarten](http://www.eips.ca/programs-services/kindergarten).

Additional information regarding Westboro Elementary's kindergarten program, can be found on our school website at [www.westboroelementary.ca](http://www.westboroelementary.ca).

**NOTE:** To be eligible to attend kindergarten in the 2018-19 school year, children must be five years of age on or before Dec. 31, 2018.



## REGISTER FOR KINDERGARTEN

Is your child turning five on or before Dec. 31, 2018? If so, it's time to register for kindergarten.

Kindergarten registration is now open for the 2018-19 school year. To register, simply complete the online registration form at [www.eips.ca/registration/kindergarten](http://www.eips.ca/registration/kindergarten).

### *KINDERGARTEN REGISTRATION CHECK LIST:*

- Determine your child's designated school
- Scan and upload all required documents: proof of name, residence, date of birth and citizenship.
- Additional documents to scan, if applicable include: Guardian Letter and Parental Custody Agreement if restrictions on access.
- Once the online registration is complete and submitted, a confirmation notice is sent to the given email address.

*NOTE:* The paper copy is no longer available. For step-by-step instructions on how-to use the online form visit the [EIPS Registration](http://www.eips.ca/registration) web page.

Families will be advised in April about the results of the application process.

Additionally, to help families prepare for kindergarten, Elk Island Public Schools has put together an online toolkit to make the transition as smooth as possible. The kit includes information on registration, important dates, programming options, what to expect, eligibility, how to find your designated school, transportation and more. Find it by visiting [www.eips.ca/programs-services/kindergarten](http://www.eips.ca/programs-services/kindergarten).



## EARTH DAY AND PITCH IN

We will be celebrating Earth Day in our school on April 19. An assembly will be on the 16th during Circle Time. We will be "Pitching-In" to help clean up our school yard on April 19th! Students should arrive at school this day prepared to spend some time outside picking up garbage. If you have old gardening gloves, rubber gloves or latex gloves, please feel free to send them with your child.



## AMA PATROLLER FOR THE MONTH

Once again many thanks to our dedicated team of School Safety Patrollers who are outside monitoring our crosswalks in the morning and after school. This is especially difficult in the cold weather. Thank you for the respect you show them by allowing them to guide you safely across the street.

A special mention goes out to our Patroller for the

Month March: Zoey in Grade 5R

Well done! Keep up the great work!



## HOT LUNCH

Online ordering for the final session of this year (May & June) will be open from April 5th through April 20th. Sorry no late orders will be accepted. Visit [westboro.hotlunches.net](http://westboro.hotlunches.net) to place your orders. If you have any questions email us at [westborohotlunches@gmail.com](mailto:westborohotlunches@gmail.com). Also as always, a big THANK YOU to our volunteers for their continued support!

## FRIENDS' CLUB



### Accredited Friends Club Child Care and Out of School Care program

We are located inside Westboro Elementary School and are now accepting registration for **children ages 3 to 5 years old, Kindergarten and grades 1 to 6 students.**

We offer breakfast and afternoon snack, gym sports, outdoor play, fun projects, homework club, soccer club, cooking/baking club, field trips, arts, crafts and games. We are open on PD days.

Full time child care spaces are available. Subsidy is available for eligible families.

For more information about our programs and services, please call us at 780-707-4481 or e-mail: [kspa@shaw.ca](mailto:kspa@shaw.ca)

We are happy to answer all your inquiries.

PLACE / STEP FUNDRAISER

PLACE & STEPS

Popcorn Sale



Friday, April 20<sup>th</sup>

\$1.00/bag

**\*\*Only 1 bag per person.\*\***

Money must be sent in by **WEDNESDAY, APRIL 18<sup>TH</sup>**. Our students will be collecting money and preparing popcorn ahead of time as part of their numeracy and life skills programming. All money raised will be used towards developing our school's Sensory Garden as part of our Courtyard Revitalization Project that all Westboro students will utilize. Your support is greatly appreciated.

If you have any further questions please see Andrea Perrotta, PLACE 2.

## SCHOOL COUNCIL / PARENTS' GROUP NEWS

I often hear, "I'm not on school council" from parents.

Did you know that if you have a child attending Westboro, you are automatically on school council (even if you don't attend the meetings)?

Did you know that as parents, we can make positive contributions to our children's education in lots of different ways?

Attending school council meetings is one way. We are able to give input to decisions and provide a parent's perspective. We work with administration to improve the learning outcomes of the students. They will ask our advice and seek help when needed.

If you can't attend the meetings, then there are tons of other ways to be engaged. Volunteer in a classroom to help with an activity or to read with the students. Read with your child (ren) at home. Help them study. Think about a skill or hobby you can share with a group of students. Talk to other parents, get to know them and build our community. Help out at one of our Parent Group events: pancake breakfast, family dance or hot lunch and engage with other parents.

If you are interested, you can attend our next meeting on Wednesday, April 18<sup>th</sup> at 6:30 pm.

## LOGOS INFORMATION

Happy spring! This week may be freezing, but things are looking up! Our next Logos meeting will be held on Tuesday, May 8 at Brentwood Elementary school at 7pm. Please mark your calendars and plan to join us. Please also consider attending the Logos Society Annual General Meeting on Tuesday, June 12 at Westboro. We will be electing vacant board positions so please think about whether this is a way you could support the Logos Society.

Our next chapel is on Thursday, April 26 at 1 pm in the gym. Join the children as they praise and worship our Saviour together.

Remember, if you want to keep up to date on what is happening with Logos, please visit our website at <http://elkislandlogos.ca> and join the Elk Island Logos Society Facebook page.

Rachel Milne  
Westboro Logos Representative

The grace of our Lord overflowed. 1 Timothy 1:14



## EIPS DISTRICT NEWS

### KEEPING SAFE

#### School Emergency Program

A GUIDE FOR PARENTS AND GUARDIANS

Revised: June 2017

**Schools are considered to be one of the safest places in our communities. However, in reality, an emergency can strike anywhere at any time.**



DURING ANY EMERGENCY, THE DIVISION'S FIRST PRIORITY is the safety

of its students and staff. To provide an effective response to any school crisis, the Division has developed an Emergency Response Plan. The plan works in conjunction with other local emergency plans, as a school emergency could require the involvement of numerous agencies. Both individual school plans and the Division's plan, are reviewed annually and after each emergency.

There is an onsite emergency-response team at each school, along with a Division-based Emergency-Response Team that provides support and aid to schools at the time of an emergency. All staff are trained on emergency protocols and drills are regularly practiced at each school.

Although standardized protocols and procedures provide the basis for the response, the way Elk Island Public Schools (EIPS) responds to an emergency is influenced by the specifics of an incident. As a Division, the foremost by the concern to ensure the safety of students and staff.

As such, the Division collaborates closely with local emergency personnel to ensure plans are co-ordinated with appropriate agencies. The Division's plans don't replace the authority of the municipality, law enforcement, fire or EMS—staff members work in full co-operation with these agencies.

For security reasons, certain components of the emergency response plans aren't publicly available. However, the following "School Emergency Program" guide outlines key elements of the plan and answers questions parents frequently ask regarding emergency preparedness. I hope you find the guide helpful and informative.

We appreciate your support and assistance in our continued safety efforts. Sincerely,

Mark Liguori, Superintendent

## EMERGENCY DRILLS

THROUGHOUT THE YEAR, SCHOOLS CONDUCT TRAINING AND DRILLS to help better prepare students and staff for possible emergency situations. When a school is confronted with an emergency, staff will assess the situation and then decide on a course of action.

Schools conduct drills throughout the year to rehearse emergency procedures. These exercises prepare students and staff to act quickly and help to minimize a child's fear during a real emergency.

In addition to the procedures described below, schools also practice protocols such as "Drop-Cover- Hold," a method of protecting vital body parts during certain natural disasters, and conduct fire drills. All staff and students are required to participate in these drills.

### Lock Down

A Lock Down is usually used in response to acts or threats of violence to students and staff directly impacting the school. During a Lock Down all doors to and within the school are locked. No one is permitted in or out of any area once it has been locked. Students and staff must respond quickly to a Lock Down command to get to a safe location before doors are locked. **No one, other than law enforcement, is permitted access to the building until the Lock Down is over.**

### Hold and Secure

Hold and Secure is used in response to security threats or criminal activity outside the school. During a Hold and Secure, all entrance doors to the school are locked, with no one permitted in or out of the building. **No one, other than law enforcement, is permitted access to the building until the Hold and Secure has been cleared.**

### Shelter in Place

Generally, Shelter in Place is used during an environmental emergency, such as severe storms or chemical spills. During a Shelter in Place, students and staff retreat to safe zones to seek shelter, which includes students or staff who are outside coming back into the school. Each school's emergency-response plan identifies the safest location for its occupants and how to seal a room from hazardous conditions. **Students will not be released or dismissed until the situation is resolved.**

### Evacuation

An Evacuation requires all students and staff to leave the school and go to an alternate location. In some cases, this may mean only going outside and away from the building until it's safe to re-enter the school. In other cases, students and staff may need to go to an evacuation centre. Parents are informed of the alternate location through the school's Crisis Notification Network.

### Dismissal

Under some circumstances it may be determined it's best to dismiss students to their homes and families as expeditiously as possible. Should this be the case, every attempt will be made to alert every students' emergency contact about situation and to ensure young students aren't left unsupervised.



## REUNITING WITH YOUR CHILD



WE RECOGNIZE WHEN AN EMERGENCY OCCURS parents are worried and want to be reunited with their child as quickly as possible.

It's our intention to make this happen. However, to ensure every child's safety and the safety of staff, specific procedures have been established for releasing students. **During an emergency, do not come to the school to pick up your child unless requested to do so.**

Parents are asked to adhere to the parent-child reunification procedures listed below. Staff will work to ensure these procedures take place without delay. Understand the process will take some time and we ask for your patience when you arrive at the Parent-Child Reunion Area.

### Parent-Child Reunion Procedures

1. **A Parent-Child Reunion Area will be established.** Parents are notified at the time of the emergency of the Reunion Area's location. The location may not be at the school—the location will depend on the specifics of the emergency.
2. **You will be required to fill out a Student Release Request Form.** The form ensures all students are accounted for at all times and students are only released to authorized individuals.
3. **Students will only be released to an individual designated as legal guardian or emergency contact** on the student's Emergency Card, which is completed at the time of school registration. Make sure to keep this information current with your school, as the school will only release a child to someone listed as an emergency contact—no exceptions are made.
4. **Valid identification is required to pick up your child.** Requiring identification protects students from any unauthorized individuals attempting to pick them up. Even if school personnel know you, you must still present ID as the school may be receiving assistance from other schools or agencies.
5. **You will be required to sign for the release of your child.** The release form is extremely important, as it ensures all students are accounted for at all times. Do not just take your child from the school or evacuation centre without signing for his/her release.
6. **Once you have been reunited with your child, please leave the area immediately.** Leaving immediately ensures your safety and that of your child's.

**If you are unable to pick up your child,** he/she will be kept at the Parent-Child Reunion Area until alternate arrangements can be made. Your child will be supervised at all times.

## REUNITING WITH YOUR CHILD

### WHEN AN EMERGENCY OCCURS



ALTHOUGH YOUR NATURAL INSTINCTS IN AN EMERGENCY may be to go to the school to safeguard your child, understand doing so could impede the response to the situation. Going to the school may interfere with efforts to deal with the emergency. Extra vehicles and people at the site make the task more difficult. Please follow the instructions provided to you through the communications channels outlined below. **Do not come to the school to pick up your child unless requested to do so.**

**If you arrive at the school in the midst of an emergency**, respect the protocol in progress. While the Division understands personal circumstances or initial reactions might move you to do something contrary to the school's established procedures, it cannot compromise the safety of students or staff to accommodate individual requests that could put another individual at risk.

**DO NOT CALL THE SCHOOL and DO NOT CALL YOUR CHILD'S CELL PHONE DURING AN EMERGENCY.**

- Phone systems need to remain available for handling the actual emergency.
- Overloading the system may mean the school cannot communicate with first responders.
- Calling your child's cell phone during an emergency may be putting them at higher risk by disclosing their location or drawing attention to them during a Lock Down.
- Experts advise under some circumstances cell phones and other electric devices may actually act as an ignition source for fires or explosions.

### KEEPING INFORMED DURING AN EMERGENCY

DURING AN EMERGENCY, it's unlikely you will be able to reach the school by phone. The school will, however, make every effort to contact parents directly or by one of the methods noted below.

#### **Crisis Notification Network and/or the Media**

Parents will be alerted to emergency situations through the school's Crisis Notification Network—by phone or electronic notification—and local media. Stay tuned to local TV and radio stations for news alerts.

#### **Website, Social Media and Recorded Messages**

The Division will also keep parents informed through Synrevoice or by posting information regarding the emergency on the [EIPS website](#), [Twitter](#), [Facebook](#) and recorded messages on the Central Office phone system (780-464-3477).

Additional information regarding emergency procedures is included in your child's School Handbook. If you have any questions or concerns, contact your school.

## NATIONAL VOLUNTEER WEEK: APRIL 15 - 21

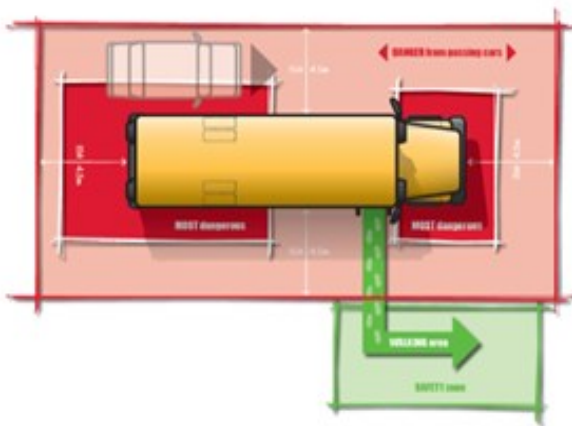
### A big *THANK YOU* to all of our volunteers

On behalf of the Board of Trustees at Elk Island Public Schools (EIPS), thank you to all of our volunteers within the Division who help make our schools and programs successful. Whether it's assisting at an athletic competition, co-ordinating a fundraising initiative or helping at a school event, the impact you make within our school community is profound. Together, we've built a positive relationships that has allowed us to rally behind one clear vision: Provide exceptional education for all students.

In recognition of National Volunteer Week, which runs April 15-21, EIPS extends a heartfelt thanks and celebrates the hundreds of volunteers across EIPS who dedicate countless hours of their time in our schools.

Trina Boymook  
Chair, Board of Trustees

### BUS SAFETY TIP: STAY CLEAR FOR THE DANGER ZONE!



Did you know there's an area around each bus called the Danger Zone? There is. It's the area around the bus—4.5 meters on all sides—where students, people, or objects are not easily seen by a bus operator. It's important all students stay outside this area at all times. An easy way to tell if you're outside the Danger Zone is to simply take five giant steps—as big as you can make them—back from the road. Staying this far away from the road, before boarding and when getting off the bus, helps keep everyone safe. — EIPS Student Transportation