



Crystal Bay Centre for Special Education

31 Moodie Drive
Nepean, Ontario K2H 8G1
828-5376



Principal: Deb Lyon
Vice-Principal: Delia Craig
Office Administrator: Kathy Trotman
Office Assistant: Sandra McPhee
October 2020

PRINCIPAL'S MESSAGE

Welcome to the 2020-2021 school year! We wish to extend a warm welcome to students and staff returning to our school. A special welcome to all new families and staff who have joined our learning community. We are also pleased to welcome all of our remote learners.

We would also like to welcome the following contract teaching staff: Andrea Connick and Trent Weir. Our LTOs for the year include: Meagan Sarrazin (in behind Kealey Nephin until Jan.), Julia Dods (in behind Ben McNeil – full year), Lisa Green (in behind Emily Ottawa until Jan.), Emily Corkery (in behind Del's teaching position until Jan.), Erin Fillion (in behind Blair Moore-full year), Heather Burnett in behind Sean Cinnamon, Kristin Tadeo (part-time music and movement), and Fiona Gunter-Woods our Designated Occasional Teacher. The new permanent EAs we welcome to Crystal Bay include Breanne Stewart, Kealey Neate, Skylar Skinkle and Brandi Bronkhorst-Gee. The Educational Assistants who join us for this school year include: Mehgan Zonneveld, Kelly Wood, Brenna Wilson and Cheyenne Kuiack.

Many thanks to our custodial staff for their hard work this summer. Thank you to our dedicated staff who has devoted many hours setting up classrooms in anticipation of the new school year particularly with all of the new protocol we must follow. We know that your children will encounter many meaningful and enjoyable learning experiences and that you will appreciate our supportive staff. We look forward to working with you and your children in the coming year.

DRESS FOR THE WEATHER

We have been directed to spend as much time outdoors as possible. All gym classes are outdoors (weather permitting) and classes are using the outdoor spaces for learning. Please make sure your child is dressed for the weather.

MEDICATION FORMS AND SERIOUS MEDICAL PROTOCOL FORMS

Thank you to all the parents who have submitted their forms. If your child needs to receive medication at school at any time this requires a form that must be filled out by you and signed by a physician. The medication must come to school in its original packaging or prescription bottle and the information on it must exactly match the form signed by the doctor.

SCHOOL COUNCIL NEWS

The first Parent Council meeting was held at the school on Tuesday **October 13 at 6:30 pm**. The dates of the meetings during the year are: November 17, December (no meeting), January 19, February 16, March (no meeting), April 20, May 18, and June 15. We welcome all parents to the council. At the first meeting we outlined initiatives for the coming year and elections were held at that time. Our School Council Chair and Treasurer is – Janet Bowen and our Secretary is – Ali Muir – Thank you!! Our parent representatives include: Joanne Small-Greenall, Bethany Cook, Margaret Sambol, Lillian Kitcher, Sara Atkins, Stephanie Brousseau. If you would like to join a virtual School Council meeting please send an email to - sc-crystalbaycentreforsped@ocdsb.ca

School Council's Fundraiser – Wreath sales are currently taking place and is the largest fundraiser for the year.

School Council's Flip Give Fundraiser – (an amount of each purchase using Flip Give is donated to Crystal Bay).

<https://www.flipgive.com/teams/241176>

It will ask for a Team Code to join the team, the code is: BWTTVY

CURRENT INFORMATION

Student Verification Forms -We have sent home Student Verification forms. We ask families to carefully check that all the information we have on file for your child and for parent/guardian contacts is accurate. It is very important that you review, update the form, sign, date and return to school. If there are no changes please indicate “no changes”, sign, date and return. As this is the information the school has on file for your child, it is imperative that the contact information be accurate.

IEP UPDATE

Thanks to all parent/guardians for your valued input in the IEP process. Our staff has been working hard in collaborating with parents and creating SMART (Specific Measurable Attainable Results-based Time-bound) goals for Term 1. IEPs will be sent home on October 26th via email. Please be patient with us as this is the first time we will be sending home IEPs electronically.

FIRE DRILLS

We are following new protocol for our fire drills this year based on directives from the Ottawa Fire Marshall. We had our first fire drill on Wednesday, October 14 and it went very well. There will be two more fire drills (based on current weather forecast but subject to change if weather changes) on Monday, October 19 and Thursday October 22. In lieu of a whole-school Fire Drill, individual classes will be scheduled during each of those days to participate in the fire drill and will play a recorded version of the fire alarm to initiate their drill.

TERRY FOX RUN UPDATE

Thousands of schools across Canada participated in the Terry Fox Run this year and Crystal Bay was one of them! During the week of September 30th, our students and staff followed in Terry's footsteps as we walked and ran for cancer research. Thanks to all the generous donations Crystal Bay raised a total of \$200! Thank you for your support!

SCHOOL HOURS

Our school hours are as follows:

8:35 to 8:50	-buses/vans arrive
8:50	-Start of the Instructional Day
11:10-11:50/11:50 to 12:30	-Lunch/Recess or Recess/Lunch
2:35	-Dismissal
2:45	-buses leave the parking lot

Students should NOT arrive at school prior to 8:35 a.m.

Our staff is allocated as follows:

Class A1:	Amanda, Ana, Cheyenne, Mehgan
Class A2:	Linda, Leah, Tracy, Cathie
Class A3:	Jessica, Adam, Mieke, Brittany
Class A4:	Beth, Danielle, Becky, Mickey
Class B1:	Kealey (Meagan), Skylar, Matt, Brooke
Class B2:	Julia, Ron, Jenna, Kealey
Class B3:	Dylan, Kelsey, Luc, Carolyn
Class B4:	Sean, Alyssa, Jordan, Brandi
Class C1:	Blair (Erin), Shelly, David, Alyson,
Class C2:	Andrea, Andy, Kelley, Deb
Class C3:	Emily (Lisa), James, Sherry, Darnella
Class C4:	Alexandra, Jamie, Jonathan, Tammy

BLV/Hard of Hearing Support – Wendy, Cassie

Other Support – Anne, Brenna, Breanne

Music and Movement/Physical Education: Rebecca/Kristen (A Pod)

Music and Movement/Physical Education: Trent Weir (B Pod)

Music and Movement/Physical Education: Emily/Kati (C Pod)

Chief Custodian:	Trevor
Night Time Custodian:	Nieves
Office Administrator:	Kathy
Office Assistant:	Sandra
Vice-Principal:	Del
Principal:	Deb

BUS LOADING ZONE



To support student safety at entrance and dismissal times, we ask that the parents **do not drive or park** in the bus loading zone in front of the school's main entrance. The Moodie Drive side of the school is the best area to park while you pick up as it keeps you out of the way of the student transportation vehicles.

If you must pick up your child early on any given date, we would request that you pick up your child prior to 2:30 p.m. which will ensure your departure before the buses. If it is not possible to leave the parking lot before 2:30 then you will not be able to depart until 2:45. Thank you for your cooperation and understanding.

If your child needs to be dropped off at **respite** at any particular time, it is required that you **give the office a minimum of 72 hours (3 days) written notice**, in order to make the necessary arrangements with transportation. All permanent address changes require 5 business days' notice; please contact the office for this purpose.

Please notify your driver (or carrier) if you do not require transportation either from home or from school (i.e. if you pick your child during the day from school).

Transportation questions or concerns may be directed to the Ottawa Student Transportation Authority (OSTA) 613-224-8800 OR you may submit your concern via OSTA's parent/guardian portal, <http://www.ottawaschoolbus.ca/parents>

ABSENTEE LINE-24 hour

Ensuring students arrive safely at school each day is a top priority at the Ottawa-Carleton District School Board. Our office staff follows up on children who are absent from school. Please call us at 828-5376 before 8:15 a.m. to report if your child is ill or will be late that day, or call us before 12:15 to report an afternoon absence. Please do not ask the bus driver to relay messages about your child being absent.

When you call in please indicate one of the following reasons for your child's absence:

- Covid testing/symptoms
- Illness/injury
- Appointment
- Vacation
- Religious/Cultural
- Bereavement
- Absence Approved by Parent

We are asking for your assistance to help us monitor how many students are away due to covid-like symptoms including flu. When reporting a student absence, please indicate Covid testing/symptoms as the reason for the absence if you are keeping your child home because you completed the OCDSB Daily Student screening and are following the guidelines and keeping your child home and/or are following OPH guidelines and or notifications and keeping a student home.

SYMPTOMATIC STUDENTS AT SCHOOL

We wanted to share some important information about how the school will respond to a symptomatic student at school. We are following the process that our public health partners and the school district have developed. We hope this flowchart will help families understand how school staff will respond. We will be calling parents to request that a child be picked up if symptomatic so it is very important that your contact information is up to date.

https://www.ottawapublichealth.ca/en/public-health-topics/resources/Documents/Symptomatic_revSept6_EN_v7.pdf

OCDSB Back to School Survey

With the return to school now underway, the OCDSB would like to gather feedback from students, parents/guardians, educators and staff on your experiences so far this year. All families should have received an email with an invitation to complete the survey. If you did not, you may access the survey

<https://ocdsb.ca/cms/One.aspx?portalId=55478&pageId=33336962>

Parents also have an opportunity to provide input on the OCDSB High Performance Athletic (HPA) High School program.

https://ocdsb.ca1.qualtrics.com/jfe/form/SV_8IgtDLIyv824FJH

ALLERGIES

Crystal Bay is a **scent** free, **nut** free and **chalk** free school.

SCHOOL PHOTOS

School Photos are on hold until further notice.

LIFE THREATENING FOOD ALLERGIES

Crystal Bay Centre for Special Education has a number of students who have life threatening allergies to peanuts, nuts and nut bi-products. This is a medical condition that causes a severe reaction to specific food and can result in anaphylactic shock and death within minutes. In order to create an allergen safe environment we would like to encourage you to send to school snacks and lunches that are peanut free. We ask that everyone wash their hands and faces of all traces of breakfast before coming to school as any amount of life threatening allergen is too much for those who are allergic. We will also remind students in classes with anaphylactic children to wash their hands after lunch and snacks.

CRYSTAL BAY WEB SITE

Should you wish any information about our school, programs, and contacts or if you have misplaced a newsletter, please feel free to log into our web site:

https://crystalbayse.ocdsb.ca/our_school

FOLLOW US ON TWITTER

We want to remind you that you can **follow Crystal Bay School on Twitter**. Follow us on Twitter and see all the wonderful learning that is happening at our school. If you are interested in following us please visit <https://twitter.com/CrystalBayOCDSB> We hope you will enjoy reading and responding to our posts as they occur throughout the year. We are excited to give you a virtual window into our classrooms and school! (*please note privacy wishes will be respected and student names will not be used.)