



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

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: Gayle Jorgenson

Sept. 2019

PRINCIPAL'S MESSAGE

Welcome to the 2019-2020 school year! We hope that you had a relaxing and fun summer and are ready for the opportunities and challenges that are ahead in this new 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 would also like to welcome the following teaching staff: Dylan Rankin, Katherine Drescher-Brown, Meagan Sarrazin, Julia Dods and Jessica Levee. The Educational Assistants who join us for this school year include: Darnella Nimubona, Lauren TeBrake, Brooke Sheldrick, Kelly Wood and Veronica Emmerly Racine.

Many thanks to our custodial staff for their hard work this summer. Thank you to our dedicated staff who have devoted many hours setting up classrooms in anticipation of the new school year. 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.

MEDICATION FORMS AND SERIOUS MEDICAL PROTOCOL 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.

If your child has a serious medical condition such as seizures, anaphylactic allergies, a heart condition etc. you must completely fill out the form that is coming home today. If this does not apply to your child please write the child's name on the top of the form and put N/A on the form. This way we can ensure that we have heard from each family and are aware of all medical issues. We thank you for your cooperation with this.

PARENT COUNCIL NEWS

The first Parent Council meeting will be held at the school on Tuesday **September 17th at 6:30 pm.** The dates of the meetings during the year are: October 15th, November 19th, December (no meeting), January 21st, February 18th, March (no meeting), April 21st, May 19th, and June 16th. We welcome all parents to the council. At the first meeting we will outline initiatives for the coming year and elections will be held at that time. Hope to see you there!

School Council's Indigo Fundraiser – Please check out and support the School Council fundraiser: <https://indigofundraising.flipgive.com/teams/110219-crystal-bay-centre-for-special-education>

RICHMOND FAIR

Thanks to the Richmond Fair for again opening the grounds for our school free of charge. We will be going to the Fair on Thursday, September 19th. You will be receiving a **permission form** and a **waiver form**. Both of these must be signed and returned in order for your child to attend. This is always a fantastic day for our students to experience a fall fair without crowds and line ups.

SCHOOL HOURS

Our school hours are as follows:

8:50 -Start of the Day

11:30-12:30 -Lunch

2:35 -Dismissal

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

Our staff is allocated as follows:

Class A1: Amanda, Ana, Anne, and Veronica

Class A2: Linda, Leah, Brandi and TBD

Class A3: Jessica, Adam, Mieke, and Lauren

Class A4: Meagan, Danielle, Becky, Mickey and Darnella

Class B1: Kealey, Brittany, Stephen and Cassie

Class B2: Katherine, Sherry, Cathie and Jenna

Class B3: Dylan, Kelsey, Luc and Brooke

Class B4: Sean, Ron, Alyssa, Amanda and Jessica

Class C1: Blair, Mel, David, Alyson,

Class C2: Sue, Matt, Shelly and Tammy

Class C3: Emily, James, Kelly, Sam

Class C4: Kati, Jamie, Jordan, Shawna and Jonathan

Music and Movement:	Rebecca
Physical Education:	Alexandra
Kitchen EA:	Deb B.
Kitchen EA:	Wendy
Chief Custodian:	Jonathan
Night Time Custodian:	Nieves
Office Administrator:	Kathy
Office Assistant:	Gayle
Vice-Principal:	Del
Principal:	Deb

CLASSROOM COMMUNICATION

Teachers will communicate with parents on a daily basis to inform them of classroom happenings and events. The communication book will facilitate on-going communication between home and school. You are encouraged to use this book to provide information on how your child's evening/morning went or anything else that might have an impact on their day. The book can also be used to let the teacher know that you would like to speak to them. If you call the school during instructional time to speak to the teacher we will take a message and have the call returned when the teacher is not in class.

MEET THE TEACHER

Meet the Teacher for this year will be on **Thursday September 19th**. More information will be available to you shortly.

SCHOOL ACTIVITY FEES

Crystal Bay Centre will continue to follow the same format as in previous years. We will no longer ask parents for funds throughout the year that would cover concerts, extra field trips such as community fairs or movie trips, but will ask for a one-time voluntary fee of **\$60**. This format will cover all of the above including the weekly field trips for all classes. Crystal Bay staff has always worked very hard to provide meaningful excursions at a reasonable cost to families, by alternating between free and fee-paying trips. They also frequently request subsidization and are sometimes given discounts, or free admission. I think most parents would agree that they stretch the community outing dollars to the maximum.

Parents have agreed in the past that a fixed amount of money in order to cover the trips, rather than charging for each trip on an ad hoc basis has worked better in terms of family budgeting. All classes will request **\$60.00 for the year**. To eliminate the need for counting cash, families are requested to submit the money through School Cash Online which can be accessed from our school website or send the amount in the form of a **cheque made out to Crystal Bay Centre for Special Education**. As principal, it is my job to ensure that the dignity of every student and parent is honoured in the school fee collection process. Should this plan cause hardship for you, please contact me at 828-5376, and discuss it with me in confidence. School fees are voluntary, and we will ensure that no student misses an outing or event for financial reasons. Please contact me if you have any questions or concerns.

BUS LOADING ZONE



To eliminate a possible danger 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. This area will be closed off to all cars at bus loading time. You are asked to park in the school parking lot adjacent to Moodie Drive when picking up your child after school.

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 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 request a form from the office for this purpose.

ABSENTEE LINE-24 hour

A monitoring system operated by 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.

ILLNESS POLICY

In order to prevent the spread of flus and colds, we would appreciate your support as we implement the following:

It is recommended by the Health Department of Ottawa-Carleton, that a child, who is vomiting, has diarrhea, and/or a fever, remain at home until he or she has been symptom free for a period of **24 hours**. In addition, we ask that symptoms of possible infection, such as green nasal discharge, undiagnosed pain or bleeding be dealt with in the same way. When your Doctor prescribes an antibiotic, it does not take immediate effect. Therefore, we ask that your child remain at home until it is known that the medication is effective and/or at least 24 hours have passed. Please be reminded that a school board form is required for the administration of any medication at school, including non-prescription medication. A copy of this form is available in the office.

The parent of a child with a communicable disease, such as impetigo, pinkeye or chicken pox, fifth disease, should inform the school immediately. If your child displays symptoms of illness while in school, it is our practice that you receive a telephone call from our office. Since your child is not comfortable when he or she is sick at school, and because others are at risk of becoming ill, we ask that you co-operate with our practice regarding illness and school attendance. Thank you for your co-operation in providing a safe and healthy atmosphere for both our students and staff.

SCHOOL SAFETY

All visitors to the school are required to use the front door and **report to the office**. If you are volunteering in a classroom, you will be required to sign in at the office. The doors at Crystal Bay are kept locked at all times.

ALLERGIES

Crystal Bay is a **scent** free, **nut** free and **chalk** free school. Please refrain from bringing/wearing any of these products when visiting the school.

SWIM PROGRAM

The swim program will start shortly at Clifford Bowey School. Teachers will notify you regarding the day and time that your child's class will swim. Please send a swimsuit and towel in a bag, clearly marked, with your child's name.



CAFETERIA AND LUNCHES



Crystal Bay is very fortunate to have a full service commercial kitchen. As a result, we are able to offer daily lunch menus to all students. A "Menu of the Week" will be sent home every Wednesday for the upcoming week. It must be completed and **returned by Friday morning** with full payment. Our school cafeteria will be up and running by early **September** under the direction of educational assistants Wendy and Deb B.

SCHOOL PHOTOS

The photographer will be in the school on **Friday, September 13** to take student photos. Details regarding pricing and the packages available will follow. Purchase is, of course, optional.

STUDENT ACCIDENT INSURANCE

Creating a caring and safe environment for our students is our top priority. Unfortunately, despite all reasonable precautions being taken, accidents can still happen. Some injuries may result in medical, dental or other expenses that are not covered by provincial health care or employer group plans. As a parent/guardian, you become responsible for these expenses. Student accident insurance is available for purchase from Maritime Travel, on a voluntary basis. Forms are included with this Newsletter.

The OCDSB encourages all parents/guardians to consider purchasing this insurance. If your child is involved in school related sports activities or is participating in any field trips out of the province you may wish to seriously consider the coverage options. This coverage is for the entire calendar year and also applies outside of school hours.

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

DATES TO REMEMBER:

Sept. 19th - Richmond Fair for all classes

A1, A2, A3 p.m. River Mist Park		B1, B4, C2 a.m.		a.m.
10	Barrhaven	12:30	10	Giver Park 150 ALT 9:00
17	Kanata Recreation Centre	12:50	17	Landsdowne Park ALT 9:00
24	Nepean Sportsplex Trail	12:50	24	Mountain Orchard 9:00
C1, C3, C4 a.m.		A4, B3, B2 p.m.		p.m.
13	Nepean Sportsplex Trail	9:15	5	Nepean Sportsplex 11:30
27	Mountain Apple Orchard	9:00	12	Vincent Massey Park 11:30
			19	Richmond Fair
			26	Brewer Park 11:30