



MAPLE RIDGE ELEMENTARY SCHOOL

613-834-1927 Fax 613-834-6625

Principal: Marianne Harvey
Office Administrator: Tanya Dumas
Office Assistant: Laura Stephenson and Dianna Beattie
Trustee: Keith Penney

Vice-Principal: Natalie Makara
Chief Custodian: Dan Lepage
School Council Chair: Cynthia Allen
Superintendent of Schools: Mary Jane Farrish

Our Mission Statement

*"As a community of learners, we strive for and celebrate excellence
in a diversity of ways and in all aspects of daily life"*

Fall 2017

Home and school communication is a key element to your child's success. We will be communicating school information through our Maple Ridge ES website: <https://mapleridgees.ocdsb.ca/>. We encourage all parents to visit the website on a regular basis as it will contain our most up to date information. Our school calendar is also on the "Home" page for easy access. We will continue to use our email system for more pressing information as well as reminders as we have been doing for the past two years.

Attendance Line

If your child is going to be absent, please call 613-834-1927, and leave your child's name, his/her grade and the reason for his/her absence. This is a 24hrs service. You can call at any time. When the buses are cancelled and the school is open, please call to advise us if your child will be staying at home.

REMINDER

Students Dropped Off and Picked Up by Car

There is NO PARKING allowed in front of the school in the front parking lot. If you are driving your child to or from school, the drop off and pickup area is located near the Community Centre front doors. If your child is in JK or SK, he/she can be dropped off in the in front of the school by the JK/SK playground, where they will be escorted by a teacher to their yard.

You should also note that there is **NO PARKING** or **STOPPING** allowed on most of Provence Street. By-Law officers will be monitoring the area on Provence more closely in the coming months and tickets will be given.

Bus Transportation

Visit this website for bus information:
<http://www.ottawaschoolbus.ca/>

Please note that the school will NOT accept requests for students to take a bus other than their designated bus in order to go to a friend's home or to be dropped off at a location other than home. We are mandated to deliver your

child to their designated location safely every day, and should students wish to visit with each other after school hours, we ask that they do so once they have checked in at home at the end of the school day. We very much appreciate your support.

Telephone number for all transportation inquiries:
613-224-8800 East – 2852 Central -2853 West- 2851

Fire Drills and Lock Down

In October, we conducted 2 fire drills and will be practising a lockdown drill before the holiday time. Teachers will review the expectations with their students prior to this event. We would like to remind you that if you enter the school and you notice a particularly silent environment with nobody in sight, please remain outdoors (perhaps remaining in your car) until movement is noticed. This will ensure the safety of all Maple Ridge community. You should also know that in the event of a lockdown, the phones will not be answered.

Remembrance Day

On Friday, November 10th, we will be having an assembly to remember the brave men and women of our Armed Forces and Peace-Keeping missions. This assembly will take place in the school gym at 10:30. We look forward to welcoming those who would like to join us.

Parent Teacher Interviews and Progress Reports

Progress Reports will be going home on Thursday, November 9th. These will be followed by Parents/Teacher interviews on the evening of Thursday, November 23rd and the morning of Friday, November 24th. There will be communication from teachers closer to the date for scheduling.

To assist you in preparing for the interviews, it would be helpful to discuss the Progress Report with your child prior to attending. I would urge you to focus more on the words in the report as well as the interview itself rather than just the marks your child has received. Also, the section of the report entitled Learning Skills, is full of important information regarding how your child behaves as a learner in their classroom and at school. In an Elementary school

Our Motto

"Aiming for Excellence"

setting what children learn is obviously important, but we also strive to teach your child how to learn and how to be responsible for their learning. The Learning Skills section of the report card will provide some insight into this important function of our school. We also believe that your child's successful education results from a partnership between school and home. Two-way communication is vital and a cooperative, trusting and respectful relationship is critical.

Tips for a Successful Parent-Teacher Interview:

1. Jot down everything that you want to talk about at the interview.
2. Arrive promptly or a few minutes early.
3. Begin with positive comments about the teacher or classroom.
4. Avoid lengthy discussions of topics that are not related to the purpose of the interview.
5. Be open-minded to suggestions from the teacher.
6. Keep your emotions under control.
7. Take notes about what has been discussed to share with your child.
8. Express appreciation for the conference.
9. Do not stay beyond your allotted time.

Please remember that Friday **November 24th** will be a **PD day**, NO school for students.

Lost and Found

We have many, many items in our Lost and Found box located in our front foyer by the elevator. Items will be on display during our Parent Teacher Interview times and we urge you to check as perhaps you may recognize an item of clothing that your child has not! Thanks Everyone!

Field Trip Forms

Board policy requires us to collect the original form with your signature; a handwritten note giving permission is not sufficient for our records. Students are responsible for ensuring their parents sign the forms as soon as they are brought home. Unfortunately, if there is no signed form, the student will be required to stay at school and will be given

an alternate assignment. We thank you for your cooperation with this.

Student Accident Insurance

Accidents sometimes happen. Some injuries may result in medical, dental or other expenses that are not covered by provincial health care or employer group plans. Student accident insurance is available for purchase, on a voluntary basis, through Reliable Life Insurance Company. Forms can be picked up from the school office or downloaded from this website: www.insuremykids.com.



Medication at School

If you want the school office staff to store and administer long-term prescription medications, it is mandatory to get your doctor to complete and sign the form available from the school office. These forms go into a medical log which must be updated annually at the start of every school year. This applies as well for students who have severe allergies and must use an Epi-pen. Medication will be administered to the students upon receipt of the completed form, signed by the doctor. This also applies to short-term prescription medications.

Bus Cancellations On Inclement Weather Days

If the school buses are cancelled due to inclement weather conditions, the Ottawa Student Transportation Authority will have the cancellation announced by 6:15 a.m. on most local radio stations. Parents can also view cancellation announcements on the Ottawa Student Transportation Authority's website at www.ottawaschoolbus.ca or on our Board website at www.ocdsb.ca. **Please note that if buses are cancelled in the morning transportation at the end of the day will not operate.** If the schools remain open, students who are dropped off by parents in the morning will have to be picked up by parents at dismissal time 2:30 p.m.

Attendance is monitored on these days. **Please call the school if your child will not be attending school on bus cancellation days** at 613-834-1927.

Turn Markers



Into Energy!

October 2015

Dear Parents,

I am excited to tell you about a very special program I am coordinating at our school in conjunction with Crayola. It's called Crayola ColorCycle – an amazing new program devised to turn used markers into energy!

All around Maple Ridge students and teachers will be collecting used markers that are ready to be discarded. The markers will be sent to a facility where they will be converted into clean fuel. This fuel can be used to power vehicles, heat homes, cook meals and more!

Please help support our efforts by sending your children in with any used markers you may have around the house – even non-Crayola brands. A drop-off box will be located in the school foyer for your child to deposit the markers.

Thank you in advance for participating! With the help of parents like you across the country, the Crayola ColorCycle program can keep tons of plastic out of landfills each year.

Remember, do not throw out that used marker—*ColorCycle it!*

Sincerely,

Nicole Colverson
Principal
Maple Ridge Elementary School