

# Campbell Children's School



**2011- 2012**

**CAMPBELL CHILDREN'S SCHOOL  
PARENT HANDBOOK**

**TABLE OF CONTENTS**

Campbell Children's School (CCS) Team .....	1
School Year Calendar .....	2
Introduction to Campbell Children's School .....	3
Board Philosophy, Mission and Vision Statements .....	3
The Goals of Education.....	4
Special Education .....	5
Admission Criteria for Campbell Children's School.....	6
Campbell Children's School Admission Policy Agreement.....	6
Ontario Student Record (OSR) .....	7
Ontario Education Number (OEN) .....	7
Individual Education Plan (IEP) .....	8
Curriculum.....	8
Reporting Student Progress .....	8
Transfer to Home School Board.....	9
Special Equipment Amount (SEA) .....	9
Identification, Placement and Review Committee (I.P.R.C.) .....	10
School Council .....	10
Team Approach.....	10
Daily Communication Book .....	10
Public Health Services .....	11
Court Orders .....	11
Code of Conduct.....	11
General Information	
School Hours .....	12
Snack Money.....	12
Lunches .....	12
Clothing .....	12
Swimming.....	13
Library Books.....	14
Transportation .....	14
Role of the Parent/Caregiver in Pupil Safety.....	14
Pupil Illness .....	14
Medication .....	15
Medical Emergency .....	15
Allergies.....	16
Change of Information.....	16
Fundraisers .....	16
Field Trips.....	16
Photographs .....	17
Holiday and Birthday Celebrations .....	17
Phone Calls and Visits to the School.....	17
Student/Professional Relationships.....	17
Grandview Children's Foundation .....	18

**CAMPBELL CHILDREN'S SCHOOL TEAM**

**SEPTEMBER 2011**

**SCHOOL STAFF - 905-576-8403**

**Principal:**

Sue Gualdieri

**Teachers:**

Mary D'Angelo  
Nancy McDowell  
Amanda Myers  
Stephanie Parco  
Janet Harper (Liaison teacher)

**Educational Assistants:**

Sherry Kocot  
Valerie Nichols  
Linda Pawlowitsch  
Della Pearson  
Judy Robertson  
Pamela Vergara  
Beverly Smith

**Board Administrator:**

Joyce Whittick

**School Secretary:**

Jackie Windatt

**GRANDVIEW CHILDREN'S CENTRE STAFF (C.C.S. School Program) 905-728-1673**

Linda Laing- ext. 2347..... Clinical Manager  
Kirsten White - ext. 2351..... Speech/Language Pathologist  
Lisa Osso - ext 2313. .... Communicative Disorders Assistant  
Marj Kennelly - ext. 2357..... Physiotherapist  
Serena Chow - ext. 2234 ..... Occupational Therapist  
Marilyn Mitchell - ext. 2352..... Family Support Services

**QUESTIONS OR CONCERNS:**

If questions or concerns arise regarding education or therapy issues, contact the professional member of your child's team who is directly involved.

If you call the school office (905-576-8403) and we are not available, please leave a message and we will return your call as soon as possible. If it is urgent that you contact a member of staff and we are not available at the above number, please call 905-728-1673 ext. 2241.

**SCHOOL YEAR CALENDAR  
2011 - 2012**

---

Thursday, September 1 & Tuesday, September 6	Interview appointments for parents, students and the CCS team
Friday, September 2, Monday, September 5	Labour Day Weekend Holidays
Wednesday, September 7	First day for all children; busses run
Friday, September 16	Professional Activity Day: no classes
Monday, October 10	Thanksgiving Day Holiday
Friday, October 28	Professional Activity Day: no classes
Friday, November 25	Professional Activity Day: no classes
Friday, December 23	Holiday Concert for families Students are dismissed at 2:00 p.m.
Monday, December 26 to Friday, January 6	Christmas Break
Monday, January 9, 2012	Classes resume
Friday, January 27	Professional Activity Day: no classes
Monday, February 20	Family Day Holiday
Friday, March 9 to Friday, March 16	March Break
Friday, April 6, Monday April 9	Easter Weekend Holidays
Friday, April 27	Professional Activity Day: no classes
Monday, May 21	Victoria Day Holiday
Thursday, June 28	Last day of school "Graduation" Celebration
Friday, June 29	Professional Activity Day: no classes

## **INTRODUCTION TO CAMPBELL CHILDREN'S SCHOOL**

Campbell Children's School Authority is the education partner of Grandview Children's Centre. Our school is one of the six schools located in Children's Treatment Centres in Ontario that are mandated under Section 68 of the Education Act. Campbell Children's School does not belong to any of the local school boards, and as such, has its own trustees who govern the operations and policies of the school.

As a School Authority Board, Campbell Children's School serves students with communication and/or multiple disabilities in specialized programs from the local District School Boards (Durham District School Board, Durham Catholic District School Board, Kawartha Pine Ridge District School Board, and the Peterborough Victoria Northumberland Clarington Catholic District School Board).

It is the Board's goal to provide individualized educational programs to children admitted to the Grandview Children's Centre program and to assist the integration of these children into their community school programs when, and as soon as, possible.

## **CAMPBELL CHILDREN'S SCHOOL MISSION STATEMENT**

*At Campbell Children's School, individualized therapy and education programs for students with special needs are developed and implemented by a multi-disciplinary team of professionals. Within a safe environment, each child's unique abilities are nurtured and celebrated, as we foster growth, self-confidence and independence in preparation for a successful transition of acquired skills to the home, school, and community.*

## **VISION STATEMENT**

Campbell Children's School  
Celebrating Children's Success

## **THE GOALS OF EDUCATION**

### **for the Province of Ontario**

1. Develop responsiveness to the dynamic processes of learning.
2. Develop resourcefulness, adaptability and creativity in learning and living.
3. Acquire the basic knowledge and skills needed to comprehend and express Ideas through words, numbers and other symbols.
4. Develop physical fitness and good health.
5. Gain satisfaction from participating and from sharing the participation of others in various forms of artistic expression.
6. Develop a feeling of self-worth.
7. Develop an understanding of the role of the individual within the family and the role of the family within society.
8. Acquire skills that contribute to self-reliance in solving practical problems in everyday life.
9. Develop a sense of personal responsibility in society at the local, national, and international levels.
10. Develop esteem for the customs, cultures, and beliefs of a wide variety of societal groups.
11. Acquire skills and attitudes that will lead to satisfaction and productivity in the world of work.
12. Develop respect for the environment and a commitment to the wise use of resources.
13. Develop values related to personal, ethical, or religious beliefs and to the common welfare of society.

## **SPECIAL EDUCATION**

The philosophy pertaining to Special Education Programs and Services is in accordance with the guidelines provided by the Ministry of Education.

1. Education is of paramount importance to the growth and development of children and youth.
2. The curriculum should provide opportunities for each student, to the limit of his or her potential, to:
  - a. acquire the basic skills fundamental to his or her continuing education;
  - b. develop and maintain confidence and a sense of self-worth;
  - c. gain the knowledge and acquire the attitudes that he or she needs for active participation in Canadian society; and
  - d. develop the moral and aesthetic sensitivity necessary for a complete and responsible life.
3. The responsibility for each individual's education is shared by students, parents, educators, and trustees.
4. Expenditures on behalf of the education of students with special needs can be a wise investment in human resources. With educational intervention, these students may become more self-sufficient, mature, and responsible citizens.
5. The general goals of education apply to special education as well. For the student with special needs however, special teaching strategies, personnel, facilities and equipment may be required.
6. It is essential to identify and continually reassess a student's learning needs and abilities if an education program is to be appropriate to the level of his or her development.
7. Continuous program evaluation and modification must be integral parts of the education of students with special needs.
8. Personnel with the required qualifications are necessary to provide special education programs for students with special needs.
9. Cultural, linguistic, or socio-economic differences must not be the sole or primary determinant in identifying a student as having special needs.

## **ADMISSION CRITERIA FOR CAMPBELL CHILDREN'S SCHOOL**

In order to be considered for admission to Campbell Children's School, each child:

- must be eligible for Junior Kindergarten Program (4 years by Dec. 31),
- must be a client on Grandview's caseload,
- must have the ability to actively participate in the treatment program provided by the therapeutic services (OT, PT and/or SLP),
- must require the development of strategies and/or adaptive equipment to function in the community classroom setting.

A child may also be admitted for a short period of intensive therapy following surgery. Referral must be from the treating therapist at Grandview Children's Centre.

There are admission criteria for therapists' consideration when planning an augmentative communication system at Campbell Children's School or when determining a child's ability to participate in a treatment program.

## **CAMPBELL CHILDREN'S SCHOOL ADMISSION POLICY AGREEMENT**

It is very important that each family, when consenting to placement of their child in the Campbell Children's School Program, make a commitment to participate fully for the complete academic year. Therefore, parents should not schedule holidays, lessons or alternative therapies that affect school attendance. It is necessary that each child attend regularly and on time.

Failure to comply with this policy may result in immediate discharge from the Campbell Children's School Program.

## **ONTARIO STUDENT RECORD (OSR)**

The OSR is the ongoing, confidential record of a student's educational progress through schools in Ontario. The Education Act authorizes the collection of this information.

An OSR is established for each student in an elementary or secondary school that is operated by a district school board or school authority in Ontario. If a student is transferring from another school, the OSR will be requested from that school. School boards are responsible for ensuring compliance with the Ministry of Education policies regarding the OSR.

The information in an OSR is available to the principal, teachers, educational assistants and school secretary for the purpose of improving the instruction of the student. With parental consent, this information may be available to therapists of Grandview Children's Centre and consultants from the student's home school board.

All students, and the parents or guardians of students under 18 years of age, have the right to examine the OSR and to receive a copy of its contents, if they so desire. If you wish to examine your child's OSR, please set up an appointment time when you can meet with the principal for this purpose.

An OSR consists of the OSR folder, documentation folder, various supporting documents and other information. The OSR is filed in the school office.

After a student transfers from Campbell Children's School, the OSR is forwarded to the new school when a written request from the receiving school is received. Third party information is removed from the file at that time.

## **ONTARIO EDUCATION NUMBER (OEN)**

The Ministry of Education has implemented the Ontario Education Number (OEN), a 9-digit numerical identifier assigned to students in the province's elementary and secondary education system.

Over time, you will see the OEN on a number of education-related forms. Procedures are in place to ensure that the confidentiality of your child's personal information is protected. The OEN will be used only for educational purposes.

The OEN will also be a key tool for collecting accurate and timely information about education for the purposes of policy and decision-making.

## **INDIVIDUAL EDUCATION PLAN (IEP)**

An IEP is a written plan describing the special education program and/or services required by a particular student, based on a thorough assessment of the student's strengths and needs that affect the student's ability to learn and demonstrate learning.

There are three main types of programs in an IEP. These are:

Accommodated Program: The student is working on the same curriculum as other students in the grade, but he/she requires the program to be delivered in a different way; for example: environmental accommodations for a wheelchair, fine motor adaptations, use of a communication book with Picture Symbols.

Modified Program: The expectations for the student are from a different grade level, or the complexity of the expectations is changed, or the number of expectations is reduced.

Alternate Program: In some cases, a student's program will include expectations derived from an alternative program (such as social skills, communication, and behaviour management). Alternative programs are intended to supplement, not replace, the student's access to the provincial curriculum.

## **CURRICULUM**

The Ontario Kindergarten Program is used for Junior and Senior Kindergarten students. The Ontario Curriculum is used with students in other grades. There may be accommodations, modifications, or alternate programming indicated in your child's Individual Education Plan.

## **REPORTING STUDENT PROGRESS**

Parents/guardians are encouraged to establish regular contact with teachers by means of the daily communication book and telephone conferences. Interviews with the teachers for all students occur at the end of the fall term. (There is an opportunity in December for parents to visit the classrooms and observe therapy sessions). Children who are Grade 1 age and over will receive a report card each term. Report cards for Kindergarten students are completed and forwarded to parents in June.

## **TRANSFER TO HOME SCHOOL BOARDS**

A Transition Meeting with parents and the School Team (therapists and teacher) will occur in February. Information is shared in preparation for the student's eventual return to the home school board. A Transition Form is completed at this time detailing the needs of each child.

Admission Committee meetings are held in March. Children may be re-referred if their therapy needs warrant an additional year at the school.

In April/May, School Transfer Planning Meetings are held for all children returning to their home school boards. The Transition Report information is reviewed and updates presented by the school team members. Home school board representatives attend and, if placement has been determined, staff from the receiving school may attend. Parents are an important part of this meeting. The schools often send staff to meet the child and talk to the teacher and therapists. If therapy is to be transferred to the Central East Community Care Access Centre (CE-CCAC), they will send a representative to the meeting. They will explain their services and complete the necessary paperwork to initiate their service.

During the school year, Satisfaction Surveys may be distributed to all families to solicit information that will help us to continually improve the services of the Campbell Children's School program, including the transition process.

The CCS Liaison teacher's role is to facilitate transitions. She is available for consultation by parents and/or the receiving schools. She also facilitates parent groups such as the CCS Parent Information Network.

Following discharge from Campbell Children's School, follow-up regarding the transition process takes place in the form of a reunion in October, staff focus groups with the receiving school boards, and feedback provided at any time by the parents to the principal or school-age therapy team (If the child is still on Grandview's caseload). This information is valuable in helping us to ensure successful transitions for students back to the home school board.

## **SPECIAL EQUIPMENT AMOUNT (SEA)**

SEA funding is provided by the Ministry of Education. Therapists carefully consider each child's needs, and when they feel equipment is necessary to support the student's access to the Ontario curriculum, it will be ordered. Communication with the home school avoids duplication and ensures the equipment will be useable in that setting too. To date, equipment such as standers, special chairs, and computers have been ordered to meet students' personal care, curriculum and safety needs. It is important

that parents realize that this equipment is for school use only. It is sent directly from our school to the child's new school.

### **IDENTIFICATION, PLACEMENT AND REVIEW COMMITTEE (I.P.R.C.)**

The I. P.R.C. process does not apply to students at Campbell Children's School. All students are admitted and transferred based on therapy needs. This process may be implemented when your child transfers to the home school board.

### **SCHOOL COUNCIL**

The CCS School Council provides parents, students, staff, and community representatives with the opportunity and means to advise the principal and the board on ideas that lead to improving learning opportunities for students.

Parents/guardians of students and former CCS parents will form a majority of the Council. The School Council meets about 4 times a year on a weekday evening for 1-½ hours. No prior experience is necessary.

### **TEAM APPROACH**

Your child's teacher is one member of a professional team that works with your child, which includes therapists and educational assistants. The team members meet on a regular basis to share information, set goals, problem-solve, and collaborate in decision-making. In this way, your child's program is co-ordinated and he/she is assured of the best possible professional help based on his/her individual needs.

If Parents Have a Concern about the school or therapy programs, please talk to the teacher or therapist directly. Teamwork requires a great deal of communication and problem solving together. Be prepared to think about the problem before you call to arrange a meeting. Be ready to clearly and calmly explain your concern. After the meeting, if your concern remains, please contact the Grandview Clinical Manager if it is a therapy issue or the Principal if it is a school issue.

If Parents Have Positive Information about the school or therapy programs, please let us know by means of the Communication Book, phone message or letter.

### **DAILY COMMUNICATION BOOK**

At the beginning of the school year each pupil is provided with a "Communication Notebook". This book travels with the pupil on a daily basis between home and school, and serves as a valuable communication link between families and the child's team.

Parents are a very important part of the team and they are encouraged to communicate

**daily** in the communication book. The amount of information will be determined by your child's ability to communicate. Many parents keep staff informed of:

1. news your child may not be able to communicate easily to staff, such as family outings, family nick-names, visiting relatives, information on siblings and/or pets;
2. medication the child is taking, the amount and the time given that morning (for example: puffers, antibiotics, etc.);
3. illnesses, such as ear infections;
4. sleep problems;
5. behaviour difficulties at home.

The goal is for parents to work with the school team in order to benefit the child.

A CCS Parent Newsletter is sent home regularly, with school news of interest to all families.

### **PUBLIC HEALTH SERVICES**

A Public Health Nurse is assigned to our school and is available to us upon request. The Public Health Nurse is our liaison with the Public Health Department and provides us with information concerning available services and teaching resources for immunization, health, nutrition and dental care.

The Public Health Department is legislated under the Immunization of School Pupils Act R.S.O., 1990 to collect and maintain immunization records for all students (up to 18 years of age).

### **COURT ORDERS**

Court orders should be presented to and discussed with the Principal. Parents should be aware that court orders regarding their child must be on file in the OSR if they are to be carried out.

### **CODE OF CONDUCT**

The Ministry of Education has a province-wide Code of Conduct. This Code, which carries the force of law, sets clear, consistent, province-wide standards of behaviour.

A copy of the Code of Conduct booklet is included in your Information Session package.

## **GENERAL INFORMATION**

### **School Hours:**

Busses arrive at the school at 8:45 a.m. and children are helped to disembark by the educational assistants and then greeted by the teachers. Students whose parents bring them to school should arrive at 8:45 a.m. at the north-east doors for their child to meet the educational assistants.

The school day is from 8:55 a.m. to 3:00 p.m. There is a snack break mid-morning. At 11:30 a.m. the children have recess outside, weather permitting. The students' lunch time is from 12:00 to 12:45 p.m.

### **Snack Money:**

The children have milk or juice and a light snack in the morning and afternoon. We ask for your support of this program by providing \$1.00 per week towards the cost of the snack. A little brown envelope will be sent home with your child for this purpose. You may choose to contribute an amount per term or pay the full year at the beginning of the year. The school also subsidizes the snack program.

Please make sure the teacher is aware of any food allergies your child has. If your child does have food allergies, a form will be sent home for you to complete and return.

### **Lunches:**

The school does not provide lunch. Parents are responsible to send a lunch daily. If you would like your child to have a hot lunch, it **must** be sent preheated in a thermos. We do not have the resources to heat lunches. Please send nutritious food for your child. Also, please send the food the way you would like your child to eat it – already cut up the way he/she likes, grapes cut in half, etc. CCS has a boomerang lunch procedure, similar to other schools in Ontario: children will bring home wrappers, containers, un-eaten food, etc. from their lunches, to be disposed of at home.

### **Clothing:**

We attempt to provide every opportunity for each child to do as much for him/herself as possible. The following recommendations regarding clothing have proven beneficial in promoting independence in the basic skills of dressing:

- When buying clothing always buy on the large side. It is much easier to remove or put on an item that is too big, rather than too small.
- In warm, sunny weather, please ensure that your child has a hat and sunscreen available.

- Velcro fastener shoes and boots assist children in dealing with this aspect of dressing.
- One-piece snowsuits are extremely difficult to put on and remove. Two-piece suits are recommended. If possible, purchase suits and/or coats with raglan sleeves and non-fleece lining. Velcro or zippers as fasteners are best. 'Kutaways'-type coats are very versatile for children in wheelchairs.
- When purchasing winter items, please buy mittens rather than gloves. These are warmer for the children. Our playground is on a high windy hill and may be cooler all year long. Please send children dressed accordingly. For sliding on the snowy hill, a helmet is required.
- A durable knapsack is ideal for transporting items and possessions between home and school. It is easily placed on a wheelchair or the child's back, leaving his/her hands free for balance and/or mobility aids where necessary. Please make sure it is big enough to hold the lunch bag, communication book, and your child's schoolwork, but not too big and heavy to manage safely.

We do not have a stock of extra clothing at school. Please **send a change of clothes** (underwear, long pants, shirt and socks) to be kept at the school for the term in case of accidents, paint spills, etc.

Please put your child's name on outdoor and extra clothing, including coats, hats, mitts, boots, scarves, etc.

If your child wears diapers, the family must provide them. Please make arrangements with the teacher by means of the communication book for replacement of diapers, wipes and cream.

### **Swimming:**

The school students will swim on Fridays. Please send a bathing suit and towel to school each week. If necessary, special swimming diapers are required to be worn in the pool. Children in wheelchairs need two towels. Please put your child's name on bathing suits, underwear and towels.

Please dress your child carefully on swimming days. This time is used to facilitate independent dressing, so loose clothing is very important. Track pants are an easy solution.

If your child has inner ear tubes, requires ear plugs or has hearing aides please make

sure that his/her teacher is aware of any extra care that should be taken.

### **Library Books:**

The children have access to our school library. Please return our school library books by the due date. This will ensure that books are not lost and our library remains well stocked.

### **Transportation:**

The CCS Transportation guidelines are attached. By following this guide you can assist the school to provide safe, pleasant and efficient travel for your child.

In the event of inclement weather please listen to CKDO 1580 AM or 107.7 FM for notification of transportation cancellation. Every attempt is made to personally contact each home if busses are cancelled or the school is closed.

**IMPORTANT:** When a student is absent, please advise by telephone, **both** the bus company (Stock Transportation 1-800-889-9491 or Phoenix Transportation 905-697-0503) **and** the school (905-576-8403).

Bus runs begin very early in the morning. You will be assigned approximate pick-up and drop-off times in late August. The bus is required to wait **only 3 minutes** for your child, and to continue on if you are not outside ready for the bus. A longer wait inconveniences other children and parents and may put medically fragile students at risk.

Please be at the agreed drop-off place to receive your child on time in the afternoon. If the parent or guardian is not there, the driver will wait 3 minutes and then call the bus company dispatch. An attempt will be made to phone the parent. If there is no response, the driver will keep the child on-board and proceed with the route. Then, if the parent is still unable to be contacted, the child will be returned to the school, and the parent must pick him/her up there ASAP.

### **Role of the Parent/Caregiver in Pupil Safety:**

You have a role in ensuring your child's safety while at school. Please keep the team informed about any concerns that you may have about your child's health and safety. This may include such things as changes in medications, behaviour, family situations, and equipment malfunctions and repairs.

### **Pupil Illness:**

Throughout the year many cases of sickness arise at school or home. Children require

time, especially after a fever, to regain proper health. Please keep your child home so that infections due to cold or flu do not pass on to anyone else. It is Grandview's policy that children with any of these symptoms stay home:

- Fever or chills
- New onset cough
- Sudden unexplained fatigue or pains
- Excessive nasal discharge
- Diarrhea or vomiting
- Open skin wounds or new rash
- Other symptoms of infectious illness that could be passed to others while at Grandview.

If your child is ill or has an appointment, please contact the school at 905-576-8403 and leave a message on the answering machine. The answering machine is on 24 hours a day for your convenience. Parents must also contact the bus company.

### **Medication:**

We recognize the occasional need for our educational assistants to administer medication to children during the school day. To ensure the child's safety and the protection of the staff, medication will only be given with written permission of the parent/guardian. The medication must be in a proper container with the pharmacist's instructions or a duplicate taped to it. Please include the pharmacist's information sheet, which lists side effects.

With medication that is given as needed (such as puffers) it is important and necessary for the parent to write in the child's communication book the amount and time of the dosage given in the morning before school. This is to avoid over-medication.

### **Medical Emergency:**

If your child is sick at school, the school staff will phone you with the symptoms and may request that you take the child home and/or to your family doctor. Have an emergency contact ready if you are unavailable. If you are far from the school, please have a contact close by, who could pick up your child. **If we are unable to contact you, your emergency contact person will be called.** It is important that your designated person be available to pick up the child or deal with the emergency.

If it is considered necessary, your child may be transported by ambulance, to the hospital.

**Cell, home and work phone numbers should be updated regularly in the**

**communication book. Please inform us of all changes to numbers and addresses.**

**Allergies:**

Some children may have an anaphylactic reaction to certain foods. Do not send peanut butter, items containing nuts (including sandwiches, cookies, etc.) or shellfish to school. If a child loves peanut butter, some parents find they can have it for breakfast (as long as the child's hands are carefully washed and dried) or as a snack after school.

Grandview Children's Centre / Campbell Children's School is a latex controlled environment. Therefore, we request that your child does not bring products containing latex (such as balloons, toys) to school. Alternatives without latex may be available. Poinsettias are not allowed in the building for the same reason. Perfumes/colognes/aftershave can also cause some people to have life threatening allergic reactions. Please avoid scents at school.

The safety of all children and adults is a primary concern. We thank you for your consideration of this matter.

**Change of Information:**

If, during the year, any personal information changes (such as telephone number, emergency contact, babysitters, family status, etc), please notify the school immediately.

**Fundraisers:**

During the entire month of February, our annual Move-a-thon takes place. Each day, students move through the Grandview hallways - walking, wheeling, scooting, and bike riding. It is revitalizing for staff and students! Laps are recorded for each child. Students are asked to get sponsors from friends and family only. An Awards ceremony follows and each child receives a small award.

**Field Trips:**

It is recognized that there is educational value in properly organized and well-planned field trips. We therefore support the field trip as an integral part of our school program.

You will be advised of field trips and asked to give permission for your child to participate. Children travel to and from the excursion by school bus. As transportation is expensive, we usually ask parents to assist with the cost of these field trips. Please let the school office know if your family requires some help with this expense.

### **Photographs:**

On the Parent Agreement form, you will be asked to give consent to have your child photographed and videotaped. **Please indicate your preferences on the form.**

Arrangements are made each year for individual and class pictures to be taken by a school photographer for purchase by the family. Photo packages should be available in December.

### **Holiday and Birthday Celebrations:**

Traditionally, Campbell Children's School has celebrated the following holidays: Halloween, Christmas and Easter. If, for religious reasons, you have concerns about your child being involved in these activities, please discuss this with the Principal. If you have additional celebrations your family/home celebrates, and wish to share this information, please let the Principal know.

Birthday celebrations at school are important for our students. Parents may wish to send in a cake or cupcakes for the child to share at lunch or snack time, or something may be made by the class. The birthday child may choose some special gift treats from the Birthday Box to take home.

### **Phone Calls and Visits to the School:**

Please contact the school office if you wish to convey information to your child's teacher during the school day (905-576-8403). The phones in the classrooms are for emergency purposes, and for the staff to use to contact families before or after school hours. Please do not call the classroom during the school day.

When visiting the school, please check in at the CCS office before proceeding to the classroom.

## **STUDENT / PROFESSIONAL RELATIONSHIPS**

In order to avoid compromising the best interests of the student, teachers and educational assistants must maintain a professional stance in relationships with students and their families, and will refrain from entering into personal and/or business relationships with them. Campbell Children's School staff may not engage in social situations with students and families outside of school.

Families are encouraged to express their gratitude to staff through personal messages on cards, rather than by gift-giving. Donations to the Grandview Children's Foundation in the name of the CCS team would also be greatly appreciated.

All staff, volunteers, and coop students must adhere to Campbell Children's School's policy on Confidentiality.

### **GRANDVIEW CHILDREN'S FOUNDATION**

The Grandview Children's Foundation is the major fundraiser for Grandview Children's Centre and Campbell Children's School. It supports the school on a regular basis, providing funding that is not otherwise available.

The students at Campbell Children's School may be invited to serve as Grandview Foundation Ambassadors, and to participate in donor recognition events and tours during school hours. Families will be asked to indicate their interest in this in the fall.

If you or your family wishes to make a donation to commemorate someone or to celebrate something special, please contact Brigitte, the Foundation Development Officer at 905-728-1673 ext. 2312. Donations can be designated for the school.



## **Appendix 1: TRANSPORTATION GUIDELINES**

We ask the help and co-operation of parents and guardians in providing safe, pleasant, and efficient transportation for our students.

All children are requested to wear the identification tags that you will receive for the first two days of school. These tags will include name, address and telephone number.

The driver is in complete charge of the bus and will report any misconduct to the Campbell School principal who will investigate all reported disciplinary problems.

The driver must not leave the bus, so you **must** bring and meet your child **at the bus**. As a parent, or designate, you are responsible for seating your child and securing the seat belt, unless your child uses a wheelchair.

Children may not eat or drink on the bus and should not have toys in their hands.

Please have your child ready 5 minutes before the scheduled arrival of the bus. The driver will wait up to 3 minutes time for your child. If the bus is missed, it becomes the parent's responsibility to transport the student to school.

The parent or designate person **must** be available to receive the child on return. The child will not be left at home unless there is someone present to meet him/her. S/he will be returned to the school and you will be notified by telephone to pick up your child.

An attempt will be made to contact you in advance if it is known that there will be a long delay in transportation. If the bus is more than one-half hour late and you are concerned, please call the school or the bus company.

On days of inclement weather, please listen to radio station CKDO 107.7 FM (1580 AM) for notice of school closure and/or cancellation of transportation. Your child's teacher will also try to phone your home. When it is necessary to cancel school earlier than usual, you will be informed that your child is to be returned earlier than usual.

Inform the bus company and the school in advance when it is necessary to change the scheduled location of the child's pick-up and return, the child is unable to attend school, or the child is to return after an absence.

Twenty-four (24) hours advance notice is required to re-schedule transportation routes, EXCEPT in the case of an emergency.

If you have difficulty with transportation, please inform the Campbell Children's School Principal (905-576-8403).

---

**Please detach and place near your telephone for ready reference:**

Campbell Children's School	905-576-8403
Grandview Children's Centre	905-728-1673
Stock Transportation	1-800-889-9491
OR	
Phoenix Transportation	905-697-0503