

August 29, 2025

Dear Cedardale Families,

We hope you had a wonderful summer. We look forward to seeing all of our learners back at Cedardale on Tuesday, September 2. To the new families joining our community – welcome!

Learners are asked to arrive at their designated time and meet on the grass field where they will be met by their teachers from last year or another familiar face and guided into classrooms from there.

Staff are ready to welcome new-to-Cedardale learners and help them to get settled alongside their peers.

To follow are guidelines and answers to some frequently asked questions and important information about Opening Week Procedures.

### **Class Placement & Multi-age Classes**

Each year, schools work collaboratively to create classes that are balanced and provide a culture for all learners to thrive in. Teachers, principals, and district specialty staff begin this process in the spring of the previous school year and invest a great deal of thought and effort into making the best educational decisions for organizing and placing learners into classes.

Multi-age/combined configurations are done with great care, and are very common across West Vancouver, the province, and the country.

Factors that Ecole Cedardale considers for classroom configuration and placement include, but are not limited to:

- Unique individual and diverse needs
- Learning styles, self-regulation, and executive functioning strengths and challenges
- Ministry class size and composition requirements
- Curricular demands of the French Immersion and IB programmes
- Enrollment demands
- Social/emotional needs
- Past friendships and possibility of new and fresh friendships, with a focus on what is best to support each child's learning

When school staff return in September, changes to school enrollment often occur. Changes include new families registering and other families informing the school that they will no longer be returning. This sometimes means that new class configurations and placements need to occur across all West Vancouver Schools.

**Learners can expect to officially meet their new teacher for the 2025-2026 school year no earlier than Thursday, September 4th. Changes to classroom placements cannot be considered.**

### **September 2nd**

Learners are asked to arrive at their designated time and **meet on the grass field** where they will be met by their teachers from last year or another familiar face and guided into classrooms from there. Learners may wish to bring a water bottle for this shortened day while teachers and learners reconnect after the summer and review the expectations for the school year. Staff are ready to welcome new learners and help them to get settled alongside their peers.

- Grade 1-3 learners 8:40 am – 10:10 am
- Grade 4-7 learners 9:00 am – 10:30 am

### **PICK UP:**

**Grade 1-3** learners will be dismissed from the front entrance of the school and supported as they make their way to their parent/caregiver or their vehicle approaching the turnaround at dismissal time. If driving, please be prompt and **remain in your vehicle** and off your phone. Pick-up priority will be for those approaching.

Once you have picked up your child, we ask that you continue in your position in the queue and **DO NOT PASS** other vehicles on the inside/left.

### **September 3<sup>rd</sup> - onwards**

Full Day for Grade 1-7

- Grade 1-3 learners 8:40 am – 2:40 pm
- Grade 4-7 learners 9:00 am – 3:00 pm

### **Kindergarten Gradual Entry (for Kindergarten parents only)**

- **September 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup>. Morning (9:15 am – 11:15 am) or afternoon (12:20 pm – 2:20 pm) as assigned. Please send your child with a snack and water bottle.**
- On September 3<sup>rd</sup>, Kindergarten grown-ups are invited for a quick (15-20 min) informal school tour with Mme Hayes once the Kindergarten learners have settled in the classroom. No need to r.s.v.p.
  - Morning tour 9:35 - 9:50 am

- Afternoon tour 12:25 -12:45 pm
- **Monday, September 8<sup>th</sup> – Friday, September 12<sup>th</sup>.**
  - Kindergarten learners attend as a full class **8:40 am – 12:00 pm**,
  - Intake Interviews with parents/caregivers in the afternoon
    - teachers will send out a link to sign up for interviews during the first week of school along with other information about Intake Interviews
  - Please send your child with a snack (marked snack), water bottle, and lunch (marked lunch) in containers that they can open independently
- **Friday, September 12<sup>th</sup> 1:30-2:30 pm – District Kindergarten Picnic – more details to follow**
- **Beginning Monday, September 15<sup>th</sup>**
  - Full Days 8:40 am – 2:40 pm

### **TRAFFIC & SAFETY (Pick up and Drop Off) – PLEASE SHARE WITH ALL CAREGIVERS**

A staggered day continues to have a positive impact on traffic and learner safety.

We recognize that this poses an added complication for families with multiple drop-offs and pick-ups, however the staggered start and finish allows for reduced congestion, improved safety, and a smoother start and finish to our days.

Active transport (walking, biking, or rolling to school) is strongly encouraged when families and learners are making their way to school. Bike racks are available in the staff parking lot. We understand that this is not always possible for all families and ask that you drive with the utmost care when approaching and leaving the school. Please obey all traffic laws, i.e., do not block the driveways of our neighbors when waiting in line to access the turn-around; do not block Inglewood Avenue when turning right onto Burley Drive; if picking up on Inglewood Avenue, drive carefully and pull into a spot so that your child can approach and enter your vehicle safely, etc.

When approaching the turn-around, parents and caregivers are asked to remain in their vehicles and approach the front of the school from the turn-around on Burley Drive. Remaining in one's vehicle helps with the flow of traffic. Please have your child sit on the passenger side of the vehicle and have their school bags within reach for a quick good-bye and exit.

Cedardale staff will indicate when it is safe for your child(ren) to exit the vehicle.

Please DO NOT PASS other vehicles on the inside/left.

Please do not park or block traffic in the turn-around or park in the handicapped parking space. We have families that need access to that spot.

**Please avoid parking or drop-off along Burley Drive to help with the flow of traffic.**

The staff parking lot on the south side of the building is for staff only. Please do not park in this lot or use it for learner drop off or pickup after **8:10 am** or before **3:30 pm**.

## PICK UP:

**Please do not wait in the turnaround prior to 2:30pm as this is a fire lane and staff must be able to enter and exit the school. If you are blocking the fire lane, you will be asked to exit the turnaround and re-enter at a later time.**

**Please avoid unnecessary early pick-ups.** Our office staff are busy ensuring learners are safely meeting their parents and caregivers at the end of the day.

**Kindergarten to Grade 3** learners will be dismissed from the front entrance of the school and supported as they make their way to their parent/caregiver or their vehicle approaching the turnaround at dismissal time. If driving, please be prompt and remain in your vehicle. Pick-up priority will be for those approaching.

Once you have picked up your child, we ask that you continue in your position in the queue and **DO NOT PASS** other vehicles on the inside/left.

In order to help with traffic flow and learner safety, we encourage playdates on the school grounds to happen after 3:30 pm. Please consider taking your child home for a quick snack and then return to the school once the traffic has cleared to avoid parking near the school and creating additional blind spots and congestion.

After school, learners attending La Maison afterschool care will have priority on the playground.

Learners who are making their way home independently (walking or biking) will be encouraged to leave the school grounds immediately upon dismissal to return home as **no supervision staff is available after 3:00 pm**. We ask that if you anticipate being late to pick up your child due to unforeseen circumstances that you **call the office** (604-981-1390) so we can communicate this with your child and help to make plans accordingly.

Grade 4-7 learners will be dismissed at 3:00 pm by their classroom teachers. Please ensure you have pre-arranged a pick-up plan and contact the school office (604-981-1390) in case of emergency.

## **Personal Digital Device Expectations for Students and Parents/Caregivers**

At Ecole Cedardale and all West Vancouver Schools, we understand that personal digital devices offer learners valuable opportunities to collaborate, create, and communicate, enhancing their learning experiences. We also recognize the importance of maintaining focused and safe learning environments for all learners. Last year, provincial guidelines and legislation have further highlighted the need to minimize distractions, as digital devices can interrupt class time, interfere with student concentration, and disrupt the educational setting.

To support focused and safe learning environments, West Vancouver Schools' approach to digital device use applies to personal digital device expectations across all schools. Personal digital devices will only be allowed with the explicit permission of a teacher or administrator, who will provide clear guidelines to ensure their use is intentional and directly supports student

learning. Additionally, considerations will be made to accommodate students' medical and health needs, accessibility, and accommodation requirements.

Here's what this means for Cedardale:

- **Elementary Schools:** Personal digital device expectations will apply throughout the entire school day, **including before school, after school**, and during break times. Cell phones will not be used at all during school hours.

### How You Can Help:

To support these updated expectations, we ask parents and guardians to:

1. **Familiarize Yourself:** Please take the time to read through the [Parent/Guardian Guide to Personal Digital Devices](#) to fully understand the district-wide expectations. Additionally, review any specific guidelines or expectations provided by your child's teacher(s). Understanding both the general and specific expectations will help you support your child in following the new expectations effectively.
2. **Model Appropriate Use:** Demonstrate and discuss the importance of limiting device use at home, especially during family time or other important activities. Your behaviour sets a powerful example for your child. **Please model this behaviour by putting your cell phone away when you are in the school, at events, and on school grounds.**
3. **Encourage Balance:** Help your child find a healthy balance between screen time and other activities, such as reading, outdoor play, or family interactions. This will reinforce the focus on learning during school hours.
4. **Mindful Communication:** Please avoid calling or texting your child during school time. Remind your child that school time is for learning, and that messages can wait until after school. Please remind your child not to call or text you from a personal digital device (i.e. cell phone or computer). If they do send you a message, please do not respond and call the school office. If it is an **emergency or urgent communication is needed, please contact the school office (604-981-1390).**

By working together, we can create a safer, more focused learning environment for all students. These small steps at home can make a big difference in reinforcing the positive changes we're implementing at school. Thank you for your cooperation and support.

### Health and Safety Protocols

- **Do not send your child to school if they are ill.**
- If children experience **any illness symptoms** while attending school, they will be isolated in a designated space within the school.
- Parents/caregivers will be expected to pick up their children immediately and may be asked to have their child seen by a physician to assess their health.
- Learners must demonstrate Respiratory Etiquette as follows:
  - Cough and sneeze into their elbow, sleeve, or a tissue.
  - Throw away used tissues and immediately perform hand hygiene.
  - Refrain from touching their eyes, nose or mouth.

- Refrain from sharing any food, drinks, unwashed utensils.

### **Lunch and Snack**

- Learners are asked to bring their own food and drink **at the start of the school day** – this includes snacks, lunch, and water bottles.
- There will be no sharing of food or drink.
- **Mid-day drop offs or deliveries of food items are strongly discouraged.** This is very challenging for the office staff to accommodate as lunchtime is a very busy time and staff supervise in classrooms.
- **No food delivery services (DoorDash, UberEats, etc.) can be accommodated.**
- Water-bottle filling stations are available to all learners.
- Soap, water, and paper towels are available in all classrooms to support hand hygiene.
- Please note, the school does not have masks available for learner use.

### **Webpage & Instagram**

Please bookmark the [Cedardale website](#). Check the website for upcoming events, to download and complete forms, and to stay up to date with the Cedardale PAC. You will also find past editions of the Hawks Highlights (eBulletin) located on the school website:

<https://westvancouver.schools.ca/ecole-cedardale-elementary/school-news/>. You may also wish to follow us on Instagram [@ecolecedardale](#) for quick reminders, photos, events, and updates.

### **eBulletin - Hawks Highlights**

Please check your email each Thursday evening for the latest edition of the Hawks Highlights - eBulletin. You will find important information for families, upcoming events, and Cedardale community news in this weekly newsletter. If you have not received the eBulletin, please check your Junk and Spam folders and contact the school to ensure we have your most up-to-date email address.

### **Mecredi d'esprit - Spirit Wear Wednesday**

On Wednesdays we wear Cedardale Spirit Wear! In keeping with the tradition, we invite everyone to show their Cedardale pride on Wednesdays. Prizes for those who participate will continue for the 2025-2026 school year! Click on the link below for Spirit Wear Ordering. Order deadline is September 14, 2025, however there will be other opportunities throughout the year to purchase spirit wear.

<https://ecolecedardalestore.itemorder.com/shop/home/>

### **Outdoor Exploration**

We relish our time outside and will be outside rain or shine for both recess and outdoor learning opportunities! Please ensure that your children have appropriate footwear (running shoes, waterproof boots) and outerwear (waterproof rain jacket with hood) to ensure that they stay safe

and dry. Consider sending a complete change of clothes in a drawstring bag for your child to keep at school “just-in-case”.

## **Emergency Contact and Policy and Procedures Forms**

To ensure a safe and successful start to the school year, we ask you to complete two important forms for each student in your household. Both forms must be submitted. One is on paper and one is electronic. Without these forms, your child’s participation in activities throughout the school and classroom will be limited.

### **1. Student Verification Form (paper copy – sent home in September)**

- Review the information we have on file for your child on the paper verification form.
- Make any changes directly on the form. Please make sure the new information is **clear** and easy to read. Additional space is available at the bottom if required.
- Sign and date the form, **even if no changes have been made**
- Return to your school office

*If you make any changes to the following information, you must provide supporting documents:*

- Home address
- Parental responsibility
- Legal or medical alerts
- Citizenship

A list of acceptable documents is available at

<https://westvancouver.schools.ca/admissions/required-documentation/>. Staff may request additional documentation at their discretion.

Please upload documents electronically using the secure upload link here:

<https://eforms.sd45.bc.ca/Form/StudentDocuments>

If supporting documentation is not provided, changes will NOT be made in MyEducationBC, the official student information system used by school districts and the provincial government to maintain a student’s permanent record.

### ***Emergency Contact Section***

- Only contacts listed will be authorized to pick up your child in the event of an emergency
- All emergency contacts must be 19+ years and aware of this role
- We recommend including at least one trusted contact who lives nearby
- In the event of a broad emergency, the school may implement a **controlled release of students** to ensure their safety and well-being. If this becomes necessary:
- Students will only be released to **parents/guardians or emergency contacts** listed on the form. If necessary, students may be released to **authorized medical personnel**
- **Accurate emergency contact information is essential for your child’s safety.**  
Please ensure this section is accurate and up to date.

### **2. Online Policies and Procedures Form**



The Online Policies & Procedures Form must be completed online for each child every school year. The form covers:

- basic student information,
- permissions for school activities, media, and programs,
- permissions for technology/WiFi use and digital resources,
- release of limited personal information.

Link to the Policy and Procedures online forms:

<https://eforms.sd45.bc.ca/Account/Login?rr=Form/PandP>

Thank you for your attention to these important steps. By completing these two actions, you help us support a safe, responsive, and well-organized learning environment for all students.

If you have any questions or require assistance, please contact the school office directly.

### **Reporting Learner Absences**

Please help us to keep your child safe and ensure their safe arrival. If your child will not be attending for the day, please contact the Cedardale office by emailing Mme Frezell at [mfrezell@wvschools.ca](mailto:mfrezell@wvschools.ca) or by calling 604-981-1390. It will help us to be efficient if you are able to provide this information to us prior to the start of each school day.

### **Extended Absences – PLEASE READ CAREFULLY!**

The Ministry of Education and Childcare in BC mandates 180 instructional days for the 2025-26 school year. This means that families have 185 days (more than half of the year) to make travel plans outside of regular school time. Each of those 180 school days is comprised of 297 minutes of instructional time (this excludes recess and lunch). Given these numbers, I urge you to consider the following:

- If your child misses 10 days of school this year, they are missing 2,970 minutes, or almost 50 hours of instruction.
- If your child is late for school by even 5 minutes, three times a week, that is 15 minutes a week less of instruction and social connection. If that pattern continues for the 38 weeks of regularly scheduled school, that means 570 minutes, or 9.5 hours of missed instruction (almost two full days of school).
- As a family you have chosen IB PYP French Immersion for your child. **Missing days of school outside of regular scheduled holidays means less exposure to the French language in an academic setting.**

### **HELPFUL HINTS**

As a school community, we are here to help. Here are some suggestions to ensure your child arrives to school on time before the day begins.

1) Pack backpacks/lunchboxes the night before. Make sure everyone's backpacks are ready to go and prepare home lunches as much as you can. Also fill their water bottles ahead of time and store in the refrigerator.

2) Lay clothes out. Seems too simple to make a difference, but hunting down matching socks or pants without holes in the knees is time consuming. Not only that, but you won't have to worry that you didn't notice your child was wearing shorts in colder weather until after you arrived at school.

3) Set up a "last stop" area. Pick any available area near the door you typically leave through and put everything there for the day: backpacks, phones, homework, and especially coats and shoes. There are no last-minute distractions this way.

4) If all else fails, wake up earlier and/or leave the house earlier. This is not always the most enjoyable solution 😊 but often times, this will do the trick. Allowing yourself 5-10 extra minutes in the morning may also make for a calmer start to your day.

A reminder that we ask you to please email your child's teacher AND the office at: [mfrezell@wvschools.ca](mailto:mfrezell@wvschools.ca) if your child will be **absent** (generally this is in the case of sickness or appointments that can not be scheduled outside of school time).

For any **extended absences** that are *not avoidable*, please reach out directly to Mme Hayes at: [khayes@wvschools.ca](mailto:khayes@wvschools.ca).

### **School Cash Online**

SchoolCashOnline is the online payment system that provides a fast and easy way to pay for school related items such as resources, field trips, recorders and more. The school office cannot accept cash or cheques or provide change. All payments must be done online.

If you signed up previously with West Vancouver's SchoolCashOnline, you do not need to enroll again. However, if you did not, please do so as soon as possible. All learners new to Cedardale will be given instructions and an SCO PIN for each child. Please check the [SchoolCashOnline – Welcome](#) and the [SchoolCashOnline – Step-by-step Registration](#) information in Publications on the school website for more details.

Learners who have transferred from another West Vancouver public school and who used SCO at their previous school do not need to do anything. Learners who transferred from another School District that used SchoolCashOnline will need to use their new West Vancouver SCO PIN to attach their child to the West Vancouver school. Please be sure to use the West Vancouver SCO link when accessing the system: <https://westvancouver.schoolcashonline.com/>

If you are new, Mme Frezell will have sent or will be sending your SCO login information via email.

### **Parent Advisory Council (PAC)**

The Parent Advisory Council (PAC) is a dedicated group of parent volunteers who plan and organize events and opportunities and fundraise to support school initiatives. Working closely with Cedardale Staff and Administration, they share the ideas of fellow Cedardale parents/ caregivers and help bring the Cedardale staff's dreams for our learners into reality. In the past years, family- friendly community building events and targeted fundraising have supported the purchase of learner-use Chromebooks, iPads, music equipment, library books, classroom funds, fieldtrips, guest speakers, learner workshops, community partnerships, the Cedardale Garden program, and our Outdoor Classroom. If you are interested in learning more about how you can help with this initiative, please contact Mme Hayes at [khayes@wvschools.ca](mailto:khayes@wvschools.ca) and she will put you in touch with the PAC Executive.

### **Canadian Parents for French**

West Vancouver Schools has [CPF](https://cpf.ca/en/join-cpf/) chapter. The link for registration is <https://cpf.ca/en/join-cpf/>. The more members, the more French speaking events! For more information regarding CPF West Vancouver, please contact Alma at [cpfwestvancouver@gmail.com](mailto:cpfwestvancouver@gmail.com).

### **No Treats and Food for Birthdays and Celebrations**

In order to ensure the health and safety of all of our learners, learners are asked not to share food or treats. **Please do NOT send your child to school with treats or food to share on their birthday or for other celebrations.** Many children have allergies, and we cannot ensure that allergens are being avoided without seeing comprehensive ingredient lists.

**Instead, as a way to celebrate your child's special day, consider donating a book to your child's classroom library with a personalized message.** Your child's teacher will share the book with the class in honour of your child's birthday and at the end of the year, the book will be added to the library's collection as a special memory that your child can revisit year after year.

### **Visitors and Appointments at Cedardale**

If you would like to meet with your child's teacher(s), Mme Hayes (Principal), or Mme Dixon (Vice Principal), we ask that you set up an appointment via email. Staff are focused on the learners during instructional hours, all meetings should be pre-arranged.

We would also encourage you to schedule your child's medical and other such appointments outside of school hours to limit the comings and goings of your child into and out of the class as it is disruptive to the learning environment.

Please arrange playdates and appointments prior to your child arriving at school. **Please avoid unnecessary early pick-ups.** Our office staff are busy ensuring learners are safely meeting their parents and caregivers at the end of the day.

## **School Supplies**

School Supply Lists can be found at <https://westvancouver.schools.ca/ecole-cedardale-elementary/school-news/>.

## **Important Dates to Note for September**

Friday, September 12<sup>th</sup> – Individual Photo Day

Tuesday, September 16<sup>th</sup>, 23<sup>rd</sup>, Oct. 7<sup>th</sup> Cross Country Meets (Grades 3-7)

Wednesday, September 17<sup>th</sup> – Curriculum Night at 5:45pm

Monday, September 15<sup>th</sup> – deadline for completion of school forms

Thursday, September 25<sup>th</sup> – Terry Fox Run *\*Complete Policy and Procedures Forms in order to participate*

Friday, September 26<sup>th</sup> – Professional Development Day – **school closed/no classes in session**

Tuesday, September 30<sup>th</sup> – National Day for Truth and Reconciliation – **school closed/no classes in session**

We look forward to a fabulous 2025-2026 school year!

Warmly,

Mme Hayes, Mme Dixon, and the Cedardale Staff