



WEST BAY ELEMENTARY

August 30th, 2021

Dear Parents,

Thank you for your continued faith, trust, and patience as we all work together to build a safe, caring and inspiring learning community. Our staff look forward to seeing all our West Bay learners next week. To all of the new families joining our community – Welcome!

To follow are some guidelines and answers to some of the frequently asked questions that have come our way:

Many considerations have been taken into account when placing our learners in their classes for the 2022 – 2023 school year. Students will meet their teachers for the year as soon as possible. Given the care and consideration taken in the creation of classes and the cascading effects that can come about when changes are made, no changes can be made to the classes. Thank you for your understanding.

September 6th

Students are asked to return to last year's classroom. Students should only need a water bottle for this shortened day while teachers and students reconnect after the summer and review the expectations for the school year. Students new to West Bay are asked to make their way to the Gym (right next to the front entrance of the school).

- Grade 1-7 students 9:00 am – 10:30 am

Grades 1- 7 September 7th and Onwards

- 9:00 am – 3:00 pm. Please send your child with a snack, water bottle, lunch, and all school supplies

Kindergarten Gradual Entry

- **September 7th, 8th, and 9th.** Morning (9:15 am – 11:15 am) or afternoon (12:00 pm – 2:00 pm) **as assigned**. Please send your child with a snack and water bottle.
- **Monday, September 12th – Friday, September 16th.**
 - Kindergarten learners attend as a full class **8:40 am – 12:00 pm**,
 - Intake Interviews with parents in the afternoon – Appointment schedule will be shared next week

- Please send your child with a snack (marked snack), water bottle, and lunch (marked lunch) in containers that they can open independently
- **Beginning Monday, September 19th** Full Days 9:00 am – 3:00 pm

Webpage

Please bookmark the West Bay website. Check the website for upcoming events, to download and complete forms, and to stay up to date with the West Bay PAC. You will also find past editions of The Wolf (eBulletin) located on the school website:

<https://westvancouver.schools.ca/westbay-elementary/>

Traffic Update

Please note that Exit 7 (Westbound Highway 1 – Westmount Road/Westridge Avenue) remains closed until further notice. In addition, the union representing West Vancouver Blue Bus drivers and mechanics has issued notice that they may be taking job action on September 7th.

Please plan your route accordingly and allow for extra travel time.

eBulletin – The Wolf

Please check your email each Thursday evening for the latest edition of The Wolf - eBulletin. You will find important information for families, upcoming events, and West Bay 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.

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](#)

Each student will be sent home with a package containing information and important forms which must be filled out and returned to the school. If you have moved over the summer or have a different email address, please provide the office with the most up-to-date contact information. This information is used to contact families in case of emergency as well as to communicate important information from the school. Without this, you will not receive timely communication from the school or school district.

As we are only sending one set of papers home with your child, if your child moves between households, please share this information with all adults involved in your child's life.

In addition, please take the time as soon as possible to complete our online Policy and Procedures Forms: <https://eforms.sd45.bc.ca/Account/Login?rr=Form/PandP>. It is very important that each student has these forms filled out in order to participate in all school-based opportunities (i.e. Terry Fox Run, community walks, accessing digital resources, using school wifi).

Reporting Student Absences

Please help us to keep your child safe and ensure their safe arrival. If your child will be late or not be attending for the day, please contact the West Bay office by emailing Ms. Barrie at sbarrie@wvschools.ca or by calling 604.981.1260. It will help us to be efficient and ensure your child's safety if you are able to provide this information to us prior to the start of each school day.

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, school Spirit Wear, 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 students new to West Bay 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.

Students who have transferred from another West Vancouver public school and who used SCO at their previous school do not need to do anything. Students 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, Ms. Barrie will have sent or be sending you 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 West Bay Staff and Administration, they share the ideas of fellow West Bay parents and help bring West Bay 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 student-use ipads, music equipment, library books, classroom funds, fieldtrips, guest speakers, student workshops, community partnerships, and the West Bay Outdoor Classroom. If you are interested in learning more about how you can help with this initiative, please contact Ms. LaBounty.

Hot Lunch

We look forward to having our Hot Lunch up and running shortly using the MunchaLunch platform. Thank you to parent volunteer, Elmira Montazami, for organizing this valued service and important fundraiser for the PAC.

Pick up and Drop Off

PLEASE REVIEW THIS SECTION CAREFULLY AND SHARE IT WITH ANY CAREGIVERS

General

- Students are always encouraged to walk or bike to school and bike racks are available in the on the playground.
- The Staff parking lot on the west side of the building are for staff only. Please do not park in this lot or use for student drop off or pickup.
- Please do not park in, block, or turn around in neighbours' driveways.
- Proceed slowly and carefully and use courtesy and caution when approaching from Thompson Place, Westmount Place, or Roseberry Lane.
- If possible, consider a "drive-to-5 location." Arrange a meeting place a 5-minute walk from the school for pick up and drop off.
- Please do not walk through the parking lots and help your child(ren) learn to walk along the perimeter of the parking lot and, where possible, on sideways or marked paths.
- Please do not park in the turnaround before 9:30 or after 2:30.

Drop Off

- Parents/caregivers are asked to remain in their vehicles and approach the front of the school from the turnaround on Thompson Place.
- Adults are asked to remain in their vehicles to help 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.
- West Bay 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 drop students off in the staff parking lot.

Pick Up

- Dismissal will be at 3:00pm for all students. Please help keep our children safe and be here promptly for 3:00pm.
- If you are not able to pick your child up at 3:00pm on a regular basis, please make alternate care arrangements. Children should not be left unsupervised after school and staff are not available.
- The Upper parking lot is for KINDERGARTEN STUDENT ONLY PICKUP (10 minutes maximum). We recognize that this is a departure from previous years, but the lot does not have the capacity to safely accommodate additional vehicles.
- Students in Grade 1 - 7 will be dismissed from the front entrance of the school and delivered to parent vehicles as they approach in the turnaround at dismissal time. 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 student safety, we would 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.
- Students 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 pm.
- Please arrange playdates with other families or make alternate pick-up plans the night before so this can be communicated with your child prior to the start of the school day.
- If you anticipate being late to pick up your child due to unforeseen circumstances, please call the office so we can communicate this information with your child and help to make plans accordingly.
- The staff parking lot will be closed to all traffic from 2:30 – 3:15

Health and Safety Protocols:

- **Do not send your child to attend school if he/she is ill.**
- Parents and caregivers must assess their children daily for symptoms of illness before sending them to school.
- If children experience **any illness symptoms** while attending school, they will be isolated in a designated space within the school. Parents/guardians 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
- Students 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

- Students 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 discouraged.
- Water-bottle filling stations are available to all students.
- Soap, water, paper towels, and hand-sanitizing stations are available in all classrooms to support hand hygiene
- If your child will be voluntarily wearing a mask, please provide your child with their own supply. The school does not have masks available for student use.

Treats for Birthdays

In order to ensure the health and safety of all of our students, students are asked not share food or treats. 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 West Bay

If you would like to meet or chat with your child's teachers, we ask that you set up an appointment via email.

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.

School Supplies

School Supplies that were ordered via EDUPAC have already been received. If you are new to the school, please contact the office for more information.

Please note that September 23th is a Professional Day and no classes are in session.

September 30th is National Day for Truth and Reconciliation (Federal Statutory Day) – no classes in session