

**Woodbine School**

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**Newsletter | September 2014****Principal's Message**

Welcome back to the many families who are returning to Woodbine School! It is wonderful to have you all back. For those who are new to Woodbine, we would like to extend a very warm welcome and we are looking forward to getting to know you!

The staff at Woodbine School have been very busy planning and preparing to make this a wonderful year for our students. We would like welcome Mr. Craig Mansell who will be teaching grade 6 and to the new EDC Program team made up of Ms. Sarah Cameron (Program Teacher), Christine McKinnon and Kyle Gustafson (Educational Assistants), Jennifer Moore (Speech and Language Pathologist) and Lauren Schumacher (Speech and Language Assistant). We also welcome back Miss Amanda Kindree who is teaching in grade 6 while Mrs. Ellis is on leave. Please read on for a full listing of Woodbine School staff for the upcoming school year.

Please note that the student classroom placements are still tentative, as adjustments may be necessary due to an increase or decrease in student enrolment. We will strive to make any necessary changes quickly and any students/parents affected will be contacted.

The Parent/Student/Teacher Conference is an important part of the student reporting process. The purpose of the initial conference is to exchange important information about your child and to establish a close working relationship between home and school. The first set of conferences for this school year is scheduled for the evening of **Thursday, September 18th from 5:00 to 8:00 pm and again on Friday, September 19th from 8:00 am to noon. There is no school for students on Friday, September 19^h due to the conferences.** Parents will be using the new Calgary Board of Education on-line booking system, "My CBE Account" to book your conferences. You will see more information on this booking procedure on page 4 of this newsletter. You only need to call the school to book your conference appointment if you don't have access to a computer. You can begin to book on Sunday, September 14th at 6:00 am.

Woodbine School's monthly newsletter is available on our website: www.cbe.ab.ca/b266. The newsletter is a vital communication link between school and home and we strongly encourage parents to read the newsletter with their children to stay up-to-date and informed. Please note that the newsletter will be posted on, approximately, the second school day of each month. Please call the school office (777-8630) if you require a hard copy of the newsletter, as September is the only hard copy sent home to **all** families.

I would also strongly encourage parents to attend our monthly School Council Meetings that are held on the 3rd Tuesday of every month at 6:30 pm in the school Learning Commons. Attending these meetings is a first-hand way to hear about what is happening in the school and have an opportunity to provide input into helping Woodbine School be the best it can be. The first School Council meeting of school year will take place on September 16th. Hope you can come!

Important Dates

Tuesday, September 2 –
First day of classes

Thursday, September 4
9:00- Welcome Back
Assembly

SUNDAY, September 14
6:00 AM – Booking for
Meet the Teacher
interviews begins

Monday, September 15 –
Patrols begin

Thursday, September 18
– Terry Fox Run 11:15-
12:00
- Meet the Teacher 5:00-
8:00 PM

Friday, September 19 -
Meet the Teacher 8:00 AM-
Noon

Monday September 22 –
School Fees Due

STAFF for 2014-2015*Our Classes are tentatively organized in this manner:*

▪ EDC (2 classes, 1 am and 1 pm)	Room 21	Sarah Cameron
▪ Kindergarten (3 classes 2 am, 1 pm)	Room 6	Christina Caddel(AM only)
	Rm. 7AM/PM	Kate Mallabone/Andrea Close
▪ Grade 1 (3 classes)	Room 1	Susan Leach
	Room 2	Laura Metka
	Room 3	Rhonda Calder
▪ Grade 2 (3classes)	Room 5	Joan Joffe
	Room 4	Hayley Evans-Scully
	Room 18	Barb Lemon
▪ Grade 3 (3classes)	Room 11	Karen Part
	Room 10	Joan Shorrock
	Room 19	Lori Higgins
▪ Grade 4 (2 classes)	Room 12	Nancy Tucker
	Room 13	Nancy Angelo
▪ Grade 5 (2 classes)	Room 9	Patti Parker
	Room 8	Fay Kazi-Tani
▪ Grade 6 (2 classes)	Room 17	Amanda Kindree/Barb Ellis
	Room 14	Craig Mansell
▪ Music		Erin Elies

Admin Team:

▪ Principal	Patti Bellamy
▪ Assistant Principal/Resource	Angela Morrow

Support Staff

▪ Administrative Assistant IV	Lori McKeage
▪ Administrative Assistant I	Alison Brown
▪ Education Assistant (EDC)	Kyle Gustafson
▪ Education Assistant (EDC)	Christine McKinnon
▪ Education Assistant	Linda Sinclair
▪ Education Assistant	Jeanette Shields
▪ Education Assistant (Kindergarten-AM)	Suboda Abey
▪ Speech Language Pathologist for EDC and Kindergarten	Jennifer Moore
▪ Speech Language Assistant for EDC	Lauren Schumacher
▪ Library Assistant	Linda Biers
▪ School Assistant	Janet Dennis
▪ School Assistant	Alison Brown
▪ Lead Lunchroom	Janet Dennis
▪ Lunchroom Supervisor	Ann Belanger
▪ Lunchroom Supervisor	Seema Bhutoria
▪ Lunchroom Supervisor	Kim Beingessner
▪ Lunchroom Supervisor	Rocio Saldivar
▪ Lunchroom Supervisor	Lorraine Schubert
▪ Lunchroom Supervisor	Kate Watson



Custodial Staff

- Facility Operator
- Cleaner

Li Huang (Cindy)
Trina Organ

WOODBINE SCHOOL HOURS 2014/2015**Monday to Thursday (Grade 1 to 6)**

8:35 AM Classes begin
10:45-11:00 Recess
12:00-12:50 Lunch
12:50 PM Classes Begin
3:20 Dismissal

Friday (Grade 1 to 6)

8:35 Classes begin
10:45-11:00 Recess
12:15  Early Dismissal

Monday to Thursday (Kindergarten)

8:35	AM Class begins	12:26	PM Class Begins
11:29	AM Class dismissal	3:20	PM Class dismissal

Friday (Kindergarten) Alternate between AM and PM

8:35 Class begins
11:29 Class dismissal

EDC Monday to Thursday ONLY

AM 8:15-11:15
PM 12:05-3:05

****Students are welcome to arrive at school after 8:20 a.m. and 12:45 p.m.**

Common Non-Instructional Days for the entire system. There is no school for students on the following days:

- September 19, 2014
- October 31, 2014
- November 10, 2014
- November 21, 2014
- December 5, 2014
- January 30, 2015
- February 12, 2015 - Teachers' Convention
- February 13, 2015 - Teachers' Convention
- March 19, 2015
- April 6, 2015
- May 15, 2015

Additional Days Off for Students at Woodbine School Only

- September 18th, 2014 **EDC ONLY**
- December 4, 2014 - Parent/Teacher interviews
- March 19, 2015 - Student Led Conferences
- June 29, 2015 - Appeals Day

Parent/Teacher Conferences

- **Meet the Teacher** will be held the evening of September 18th and the morning of September 19th, 2014
- Please book via the "My CBE Account" application found on the CBE web-site beginning on Sunday, September 14th, 2014
- Parent Teacher conferences will be held on December 4, 2014 (8:00 am to 8:00 pm).
- Please book via the "My CBE Account" application found on the CBE web-sites beginning on Sunday, November 30th, 2014
- Student led conferences will be held on March 19, 2015 (8:00 am to 8:00 pm). No booking required.

"MY CBE Account"

Please note that this application within the CBE web-site will be used for booking parent teacher interviews in the fall as well as an easy way to pay all your children's fees. All families will need to set up the CBE account for the 2014/2015 school year. (This is a separate account from HomeLogic). A link to this application can be found on the right hand side of our webpage.

To create your "My CBE Account" go to the Woodbine School website <http://schools.cbe.ab.ca/b266/> Click on Fees and Waivers in the blue header. A drop down menu will appear, click on on-line fee payment. This will take you to a CBE Parent page. On the left hand side, there is a link to "create a new account" for new users. You will only have to create this account once and you will be able to pay fees **and** book Parent/Teacher conferences through this application. Please bookmark this page for future reference.

SCHOOL FEES for 2014/2015



SCHOOL LEVEL	EDC and KINDERGARTEN	Grade 1 to 6
Instructional Supplies and Materials Fee (ISM) (mandatory for all schools)	\$15.00	\$30.00
Incidental Activity Fee for Students at Lunchtime	N/A	\$10.00
TOTAL	\$15.00	\$40.00
Field Trip and Activities Fees	Per Trip Cost	Per Trip Cost

NOON SUPERVISION FEES



Woodbine School offers a 4 (FOUR) day per week noon supervision program.

Cheques are to be payable to Calgary Board of Education NOT the school.

ALL STUDENTS	\$250.00 per year per student
Drop in lunch fee Please call the school in advance to inform us that your child(ren) will be attending the lunch program on a drop-in basis.	\$5.00/day

BUS TRANSPORTATION



Transportation Fees	KINDERGARTEN	Grade 1 to 6
Eligible Rider	\$330.00	\$330.00 Noon Supervision Fees ALSO apply
Ineligible Rider (Conditional) Please fill in application to ride and submit to CBE. Payment required upon approval	\$330.00	\$330.00 Noon Supervision Fees ALSO apply

Reminder you need to submit your charter transportation contracts!

- Bus stops are established based on charter transportation contracts received in the Transportation office prior to **June 26th**. We cannot anticipate where you live and cannot establish a bus stop without a completed contract.
- Bus stops/routes will not be changed for any contract received after **June 26th**.
- If you have missed the deadline and there is no bus stop within the prescribed distance from your residence, you must submit a Charter Transportation Change Request form which may take up to 8 weeks to process. The form is available on the web site www.cbe.ab.ca/transportation/default.asp.

HOW TO PAY YOUR FEES for 2014/2015

The school will accept payment:

- By VISA, MasterCard, VISA Debit or Interac Online payment at the CBE online fee payment website (See below).
- By VISA, MasterCard or Debit Card at the school, through a POS (Point of Sale) terminal.
- By cheque, delivered to the school. A charge of \$25.00 will be made for NSF (non-sufficient funds) cheques to defray bank charges and related school costs.
- In cash, delivered to the school.

NOON SUPERVISION PROGRAM



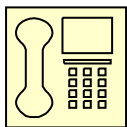
Woodbine School will continue with its operation of a Noon Supervision Service. This service is optional and is offered on a user pay basis only. Students who are bus eligible and do not ride the bus must pay for lunchroom. **PLEASE NOTE: Bus riders must now pay for the use of the lunchroom service.** Students are supervised while they are eating and outside during their free time.

Registration forms for the 2014 - 2015 school year were sent home June 2014. If you have not returned the registration form to the school could you please do so as soon as possible. The lunchroom will be in operation on the first day of school. Please direct any inquiries to Ms. Dennis at (403) 777-8630 ext 2.

If a student is going to be absent from the lunchroom program or would like to access the drop-in program, a parent needs to call the lunchroom line before 11:45 a.m.

- If your child is going to go to a friend's house for lunch, we need to have written permission from both sets of parents before we can allow your child to leave the school property.

STUDENT ABSENCES AND LATES



If your child is going to be absent or late, parents are asked to contact our absentee line at (403) 777-8630 ext. "1" and leave a message. Messages should be left prior to 8:30 a.m. for the morning attendance and 12:45 p.m. for the afternoon attendance. This is a 24 hour automated phone line, so messages can be left in the evening for the next school day. Messages are greatly appreciated as they save the office a lot of time and concern.

We look forward to having all students arrive at school on time! This is beneficial to their learning and to the learning of all students in their classroom. We ask all parents who bring their children to and from school to please be respectful of our school hours. We ask that students arrive at school between 8:20 and 8:30, allowing them the opportunity to connect with their classmates before the school day begins. Should your child be late for school, they must report to the school office prior to going to their classroom.

PHONE CALLS



Phone calls to students will **not** be put through to classrooms. We will be happy to take a message and have your child call you back when it is not disruptive to the classroom learning time. If it is an urgent call, we will call your child down to the office to speak to you. The office phone is for emergencies only. It is not to be used by parents or by the children to arrange play dates, etc.

VOLUNTEER POLICE CLEARANCES



Please ensure that if you would like to volunteer in the school this year, you must have received clearance **from the Calgary City Police via the Calgary Board of Education** before you will be allowed to do so. Clearances from any other agency are not accepted. Please come into the school office for your application form. There is no charge for this clearance. You will be contacted when the clearance is approved. Clearances are only valid for **5 years**.

Volunteer Registration Forms must be completed every year. One form is included in the start-up package. Additional forms are available in the office.

WOODBINE SCHOOL SAFETY PATROLS



Woodbine School Safety Patrols will begin Monday, September 15th, 2014. Many of our patrollers are new to the patroller program so we request that you please be patient while we get our routines in place.

Just a reminder that drivers are to stop when the patroller has the stop sign raised and are to remain at a standstill until the lieutenant gives the whistle signal for the signs to come down.

To further ensure the safety of our students we ask that parents do not drop off students in the parking lot.

VOLUNTEERS/VISITORS (PARENTS) TO WOODBINE

Please sign in/out at the office when you are coming into the school, even if you are only going to be a few minutes. You need will wear a name tag (Visitor or your Volunteer badge) when you are in the school. If you borrow a visitors badge please return it before you leave the school when you sign out. If you are dropping off items for your child, please leave the item (Lunch, homework, etc.) with the office staff. They will deliver the item to your child when it is the least disruptive to the class.

NO PARKING or STOPPING IN the BUS ZONE

The bus zone in front of the school is a NO PARKING/NO STOPPING zone from 7:00 AM to 5:00 PM ALL school days! Please **do not** park to run into the school or drop your child off in this zone.

CROSSING SAFELY

Students and parents are expected to use the marked crosswalks and refrain from jaywalking across the street anywhere in the school zone.

MEDICATION

If your child requires any medication to be at the school, please complete the required forms and return to the office. These forms do not carry forward and need to be completed each school year.

TERRY FOX RUN

Woodbine School will again be participating in the Terry Fox Run to support cancer research. Our run will be held on **Thursday, September 18th from 11:15 - 12:00 pm**. We will be accepting donations beginning **Monday, September 8th** until **Friday, September 26th**.

If donating by cheque please make it payable to **The Terry Fox Foundation**. Tax receipts will be issued by the provincial office for donations of \$20 or more. Donations of less than \$20 will be receipted by request only. If sending cash and you require a receipt please ensure that you provide necessary information (name, address including postal code).

Thank you in advance for your support.

VOICEMAIL NUMBERS

As our phone system no longer provides a directory, please note the voicemail number of your child/rens teacher(s) for future reference.

Teacher	Grade/Room	Voicemail Number
Cameron, Sarah	EDC Room 21	7018
Moore, Jennifer	SLP for EDC and K	7015
Caddel, Christina	Kindergarten-AM Only	7006
Mallabone, Kate	Kindergarten AM & PM	7007
Leach, Susan	Grade 1 Room 1	7001
Metka, Laura	Grade 1 Room 2	7002
Calder, Rhonda	Grade 1 Room 3	7003
Joffe, Joan	Grade 2 Room 5	7005
Evans-Scully, Hayley	Grade 2 Room 4	7004
Lemon, Barb	Grade 2 Room 18	7018
Shorrock, Joan	Grade 3 Room 10	7010
Part, Karen	Grade 3 Room 11	7011
Higgins, Lori	Grade 3 Room 19	7019
Tucker, Nancy	Grade 4 Room 12	7012
Angelo, Nancy	Grade 4 Room 13	7013
Kazi-Tani, Fay	Grade 5 Room 8	7008
Parker, Patti	Grade 5 Room 9	7009
Ellis, Barb	Grade 6 Room 17	7017
Mansell, Craig	Grade 6 Room 14	7014
Elies, Erin	Music	7020
Morrow, Angela	AP/Resource	2232
Dennis, Janet	Lead Lunchroom	2230
Biers, Linda	Library	2227



connect | participate in your school council

A new school year provides exciting new opportunities for both students and parents to get involved in their school community. For parents, that might mean volunteering at the school and getting involved in the school council.

School councils are one of the most significant ways parents, students and community members can make a meaningful difference in the lives of our students.

We know that parent support doesn't happen just at the school. Many parents help their child to be successful through active support at home.

The school council acts as an advisory body to the school leadership team. School councils can provide advice on the development of many issues relevant to matters that affect every student, including the development of the school's

- mission, vision and philosophy,
- policies,
- annual education plan,
- annual results report, and
- budget.

School councils are provided with the school's provincial testing program results and other provincial measures, as well as a reasonable interpretation of those results and measures.

We encourage you to get involved in your school council. It contributes to the effective communication that builds relationships and a shared understanding of needs, expectations and values within your school community.

The CBE also has a Council of School Councils (COSC). Through COSC, each CBE school has a voice to speak to the Board of Trustees and the system, not just to their schools and principals.

The Council of School Councils is comprised of school council chairs (or appropriate designates), members of

the Board of Trustees and representatives from CBE administration. Its purpose is to give CBE leaders and parents an opportunity to work together, share information, discuss concerns and plan for the future.

The Board values the knowledge, ideas and suggestions school councils provide and the work they do to support and enhance student learning.

Our students are among the most successful in the world and that is due in part to the active involvement of parents and community members. We want to hear from school councils and work with them to make Calgary's public education system even better.

We look forward to meeting school council chairs and/or designates at the next COSC meeting on Tuesday, Sept. 30, at 6:30 p.m. The meeting will be held at the Education Centre, 1221 – 8th Street SW. Free parking is available for attendees.

Board of Trustees

Visit www.cbe.ab.ca to learn more about the Board of Trustees and upcoming public board meetings. By ward, your trustees are:

1 & 2	Joy Bowen-Eyre
3 & 4	Lynn Ferguson
5 & 10	Pamela King
6 & 7	Trina Hurdman
8 & 9	Judy Hehr
11 & 13	Sheila Taylor
12 & 14	Amber Stewart

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