



# River Valley School



## A safe and secure place to learn...

June 2019

We value your involvement in your child's education. As the world changes we continue to consider how to ensure a safe, caring and optimal learning environment for your children. We truly appreciate your understanding in regard to following the processes noted below - thank you.

## Basic Safety & Security Policies & Processes to be aware of:

- volunteers please complete a school volunteer form, criminal record & vulnerable sector check, use ID lanyards when in the school, and follow the sign in/ sign out process at the main office – forms can be accessed at the office or found at: <http://www.rivervalleysundre.ca/view.php?action=documents&id=2301> . For new Kindergarten parents, we attach a copy within the Spring Orientation package as well.
- parents dropping off items during the school day are asked to please leave items with the main office for delivery; children can be called down to the office if parents need to connect with them directly. Alternately office staff can go with parents to a classroom, as only school personnel and on-duty volunteers can be in hallways during the school day
- to ensure only authorized individuals can access a child during the day, adults may be asked to present ID. Key to this is having accurate demographic information listed in Powerschool. **Please be sure to update this every year online.** We send important information out digitally with our School Messenger system throughout the year which also relies on accurate information.
- exterior doors (other than the front doors which will be open at 8:00) will open only a few minutes prior to each recess bell in the day (includes first bell at 8:25 and dismissal bell at 3:05)
- children and parents are asked to please wait outside their grade's boot room doors until the first bell. There is a map attached indicating grades/ boot room doors. We encourage children to access the playground until the first bell at 8:25; supervisors are present starting at 8:15. In cases of extreme weather, there may be access for children to the boot rooms earlier, but as always, it is important they dress for the Alberta weather. There is access prior to the first bell in the morning for parents who have an appointment with someone in the school, but please check in at the office. We would ask that prior to the last bell that adults please wait outside boot rooms, or just inside the main doors rather than the Common Area, as this is an area where students/ staff work throughout the day.
- after the last bell parents may move into the Common Area if necessary to meet their child, but we do not anticipate parents heading to lockers or classrooms on a regular basis. Students need these opportunities to become independent, and teachers generally request that you make an appointment if you need to connect. K-2 staff accompany students to boot rooms if you need an occasional check in at the end of the day.
- school drop off loops may not have unattended vehicles, but we would encourage parking in the arena lot, which will have a staff member managing the cross walk before and after school. You may also park/drop off behind the ball diamonds to the north of the school, which means no streets for kids to cross! If parking at the ball diamonds, please park along the north fence, and not in the walkway area – thank you.
- if parking in the school lot, please do not block anyone in. Please remember that it is unsafe to have young children access the school parking lot without a parent as traffic is constantly on the move in this area.
- **our youngest students (Pre-Kindergarten and Kindergarten) may have slightly different pick-up/ drop-off routines to accommodate their needs – please see the reverse page.**
- supervision is in place on the playground during recesses, as well as before (starting at 8:15am) and after school at buses, the arena crosswalk, and in boot room areas to help ensure safety and security
- please remember that pictures/ videos at school can only be taken by staff members, and these will only be posted with adherence to FOIPP (Freedom of Information and Protection of Privacy) guidelines. **An exception to this rule is in the first few days of school where parents may take a photo of only their own child at a locker/ with their teacher etc. As well, there may be special occasions within the school year where you may be able to take a photo of your own child - please just check with a teacher.**

- For September 3,4,5 there will be a relaxed process around drop-off and pick-up for Grades 1-8. Parents may access hallways at 3:00, as well as those mornings beginning around 8:20 until the second bell at 8:30. We would continue to encourage you to access the school through the appropriate boot room doors rather than through the front doors during this time- thank you. Supervisors in each area will facilitate early entry and exit on these days. **Standard processes will be in place starting on September 9. If you have a unique circumstance that requires special arrangements for transitions that extend beyond this timeframe, please have a conversation with your child's teacher.**

### **Pre-Kindergarten Morning Program**

Drop off: please arrive outside the east boot room doors at 8:20 and a staff member will meet your child

Pick Up: please arrive at the same boot room doors at 11:15 and a staff member will deliver your child to you

### **Pre-Kindergarten Afternoon Program (not applicable for Fall 2019)**

Drop off: please arrive outside the east boot room doors at 12:10 and a staff member will meet your child

Pick Up: please arrive outside the same boot room doors at 3:00 and a staff member will deliver your child to you

\*\*We are asking for no unattended vehicles in the drop-off loops but recognize the unique needs of many of our youngest students which require them to have more adult support and easy access to the building – if you are in the east loop, please try not to leave your vehicle unattended for lengthy periods of time. Alternately, if you stand beside your vehicle, but on the sidewalk/ passenger side, staff will help your child navigate to you.

### **Kindergarten**

Drop off – Students being dropped off by parents should access the playground until the first bell and then proceed to line up outside the west boot room doors. There is supervision on the playground starting at 8:15. If you wish to remain with your child, feel free to wait outside these boot room doors until the first bell at 8:25.

Bus students will initially be met by supervisors and taken to line up outside the boot room doors until the first bell – as the year and their skills progress, they will learn to head to the playground on their own and line up at the bell.

Pick up – Students being picked up by parents will be taken to their boot rooms at 3:00. Parking is available behind the ball diamonds to the north, in the arena lot, and occasionally in the school parking lot.

Bus students will be taken to their buses before 3:00 each day.

---

**September for PreK & K:** We recognize that beginning your school years can be both exciting and a bit daunting for our youngest students. To help facilitate this transition, parents are welcome to come into the building through the appropriate boot room doors from Sept 3 through to Sept 27 and accompany their PreK or K child to the classroom. Supervisors at each door will facilitate the entry of students/ parents into the building each morning. We would ask that once staff has collected your child from you (prior to the second bell at 8:30/ O'Canada) that you exit through the same boot room doors – thank you. As noted above, PreK & K students are brought to their boot room ahead of the last bell to ease the end of the day rush, so please meet them outside these doors. **If you have a unique circumstance that requires special arrangements for transitions that extend beyond this timeframe, please have a conversation with your child's teacher.**

---

### **Picking up other children not in Pre-K/K**

If you have children in both Pre-K or K AND Grades 1-8 whom you wish to pick up, the best option is to have all your children meet you outside the Pre-K or K boot room. The other option is to take your littlest, travel outside the building back through the front doors, and to the Common Area – it does seem like more work, but unfortunately we can only have school staff navigating through hallways – thanks for your understanding.

**Thank you for your willingness to follow protocols that make RVS the safest, most productive learning environment for your child that it can be – we appreciate it!**

