



**Urban**  
ACADEMY

**Junior Student  
School Preparation  
Handbook  
2017-2018**

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## Introduction

Welcome to Urban Academy! What an exciting time for you and your family as your young child begins their elementary school journey. This handbook has been created to support students and parents through the transition to their child's first formal school. Information contained in the handbook will help you prepare your child over the summer months to be ready for school in September. Please let us know if you have any questions about any of these details.

*Urban Academy Administration*

## September Integration

The first few days and weeks of school can be exciting, and sometimes a little uncertain. Urban Academy wants to be sure that you and your child are prepared for those first weeks of school.

**First Week of School:** The first day of school (the day after Labour Day Monday) is always a half day of school. The Wednesday is a full day, as is the balance of the week. If your child is registered with our Out of School Care program, care will be available for that first half day of school, as well as the balance of the week. We begin teaching throughout this first week of school so please ensure that your child is ready for the routine of school and getting enough sleep for a day of classes. This will help ensure they start off on the right foot! Remember that Out of School Care is available in July and August as well.

**Gradual Transitions:** Many parents ask about gradual transitions if this is the first time a child has been in a school environment outside the home. We understand that school is a big change for most children, and teachers will work with parents to ensure your child is comfortable, so please connect with your classroom teacher with any concerns. Class assignments and teachers will be announced at the Back to School BBQ at the end of August.

In Junior Kindergarten, parents are welcome to stay with children on a regular basis from 8:50-9:00 am to read stories as an initial warm up activity. In Kindergarten, parents are welcome to attend the Opening Circle Assembly that takes place two mornings a week from 8:45am-9:05am. There are designated seating benches for parents, and we enjoy seeing you there!

**School Readiness:** There are some things that can be done at home throughout the summer that will help prepare children for school. When they are learning a new skill, whatever it may be, ask your child to try the activity first by showing them how to do it rather than doing it for them. Getting into this practice early will help them be more comfortable when learning new skills at school. If children enter a program and are having challenges learning foundational skills or are having difficulty with a particular area of development, they may need extra support. We will work one on one with parents to address any challenges that may arise.

**School Supplies:** At the request of Urban Academy families, and the ease of equipping classrooms with the most appropriate resources, the cost of school supplies for our Junior Kindergarten and Kindergarten students has been included in your Consolidated Fee. So no need to worry about purchasing school supplies!

**What to Bring the First Week:** There are a few things that we would like you to bring the first week of school – please ensure **all items** are labeled with your child's name.

- Small plush toy and blanket for quiet time
- Junior Kindergarten students are required to bring a fitted crib sheet for rest time mats

- Change of clothes, including socks and underwear
  - Please send a white top and dark bottoms so that the change is similar in colour to the uniform. The change of clothes does not need to be uniform pieces
- A package of personal wipes
- Rain boots
- Water bottle

**Comfort Kit:** Please send a comfort kit the first week of school to be used in case of emergency. Urban Academy has sufficient supplies and equipment in case of emergency, but the comfort kit is a nice personal touch for your child to have. Please include a letter of comfort, family photo, small toy or activity, non-perishable snack and beverage. Please be conscious of size, all items together should fit in a medium size zip lock bag.

## Self Care Skills

**Responsibilities:** Every morning it will be your child's responsibility to hang their backpack and jacket up in their locker or cubby. Practice these responsibilities at home to ensure your child feels confident in hanging up their belongings. JK families will take their child into class each morning throughout the year. K parents will do so for the opening month of school. After that Kindergarten students will say goodbye to parents at the door and have them go into class on their own. This builds confidence and independence.

Junior Kindergarten students will be assisted, if needed, in getting jackets, shoes or boots on for recess and PE. However Kindergarten students will be expected to be able to put on and take off their own jackets and shoes or boots. Please keep this in mind when purchasing these items to ensure there aren't too many complicated buckles, ties and snaps.

For quiet time after lunch and recess, it will also be your child's responsibility to get their blanket and stuffy from their lockers. Ensuring they feel confident in that type of responsibility at home will be helpful when they are faced with similar expectations at school.

Each class will decide on various jobs and tasks that the children can do throughout the year to keep their classrooms tidy and in order. Students will select their 'chore' (clean desk tops, organize bookshelf, tidy activity areas) and work as a team and be asked to participate willingly. It may be a good time to practice some similar chores around the house!

**Personal Care:** Students are expected to be toilet trained once they begin with Urban Academy. We recognize that sometimes accidents do happen, so as mentioned above, please ensure your child has a complete change of clothes at school.

All students are expected to be able to go to the bathroom, clean themselves appropriately and wash their hands independently. The toilets are low to the ground and each bathroom is equipped with step stools so that students can reach the sinks. Students will often be gently reminded to wash their hands after using the facilities. If a Junior Kindergarten student requires additional support with toileting, support is available. Please connect with the teachers at the start of the school year so that they can offer the appropriate care.

**Well Being:** To ensure not only a smooth transition, but that your child is ready every day to learn, engage and grow, please be conscious of bed times and getting a good night's sleep. Adjusting to a regular bed time at least two weeks prior to the start of school will be helpful in getting ready to start

the new school year. Committing to a regular bedtime and bedtime routine will also set your child up for a productive and fulfilling school day.

In Kindergarten, the Fraser Health Authority will conduct routine vision and hearing checks. The school has had the practice of conducting a speech and language screening partway through the year as well. You will be notified via regular school communications as to when those will take place. Should any concerns or recommendations arise from those screenings, we will be in touch to discuss next steps.

## Food & Nutrition

When selecting a lunch kit for your child, please keep in mind that they will have to open it with limited assistance. Some lunch kits can have zippers, snaps and clasps and can be difficult for little fingers to open. Have your child become familiar with opening and closing their lunch kits by themselves. Here are a few highlights to think about when planning for lunches and snacks for the upcoming school year.

**Food:** All students should bring healthy snacks as well as enough food for lunch. Please do not pack candy, gum, or extra sweet treats in your child's lunch. Water is preferred over juices or other sugary drinks. Also, be aware that the children will be asked to refrain from the sharing and/or trading of foods. They will have opportunities for sharing food at special event times but overall, we want to promote healthy eating habits and encourage the students to only eat food that their parents have packed for them.

**Allergies:** Due to the severity of nut allergies, peanut allergies, and other food allergies. Urban Academy is a nut free zone. We ask that parents not pack snacks or lunches containing whole nuts, peanuts or nut butters. Please inform us of any allergies your child may have, so that we may outline any procedures for their classroom accordingly.

**Hot Lunch Days:** Hot Lunch days are held by the Parent Auxiliary as a school fundraiser. Order deadlines are communicated at least one week before the Hot Lunch day and can be done online at [www.munchalunch.com](http://www.munchalunch.com). Please note that students will still need to bring a snack to school that day as the items ordered will not be brought to the classrooms until the daily lunch break.

**'Snack, Pack and GO':** We want all of our students to be part of a responsible recycling program at school. To limit the amount of garbage generated at the school and to reduce the student and parent volunteer hours required to manage it, the school has instituted a program, called 'Snack, Pack & GO'. Students will be informed that ALL juice boxes, ALL yogurt containers, ALL snack containers, ALL drink containers, ALL wrappers, and ALL garbage will be packed back into their lunch kits and will be returned home for recycling and disposal by each family.

**Students Going Home for Lunch:** Students must be picked up by their parents if they are leaving the school at lunchtime. Homeroom teachers must be notified in advance of their students leaving and must be informed in person when their student is leaving the school grounds.

## Guidance Policy

By understanding child development and discovery, teachers are able to assist children to communicate their feelings and needs in a cooperative way. By assessing behaviour and determining the root of it, teachers can determine a child's reasoning and then respond appropriately. The teachers use the following skills to guide the children:

**Encouragement:** Children are encouraged in their activities by honest appreciation of them. Positive statements by teachers set a comfortable tone in the classroom. Children learn cooperation rather than obedience and this requires negotiating and respecting the rights of others.

**Negotiation:** Teachers model ways for children to talk through conflicts and find reasonable solutions. Children are encouraged to state their needs and feelings and to make “I” statements. For example, “Can I have it when you are done?”, “I feel frustrated”, or “I see you feel sad”.

**Responsibility:** Children are responsible for themselves and their actions. They are taught to care for themselves, each other, the teachers and the objects in the room. Natural consequences are used as a means of highlighting this expectation.

**Communicating:** Teachers assist children who are disagreeing with each other to verbalize their difficulties appropriately. They help to define the problem and may suggest alternatives. When a resolution is reached, the teachers monitor from a distance, acknowledging and encouraging positive results.

**Anticipation and Redirection:** Teachers work to anticipate problems and redirect children to other activities. In working toward long-term results, teachers give the children the support they need to learn to communicate boundaries and needs effectively.

## Policy and Procedure for the Safe Release of Children

**Drop Off:** For the Junior Kindergarten program, parents are invited to stay and read books with their children until 9:00 am, when the class begins. Please sign your child in on the JK Sign In/Out List. Kindergarten students will begin their regular day right at 8:45 am. The children coming from Out of School Care will be escorted to the JK room and signed in.

**Pick-Up:** Pick-up will take place inside the school at the classroom under the supervision of teachers. Please be sure to make eye contact, and be in the line of vision of the teacher that is releasing the children. Making eye contact with the teacher and receiving acknowledgement that the teacher realizes you have your child, indicates that you are accepting responsibility for your child from the teacher at that time. Please also sign your child out on the JK Sign In/Out List.

Please be on time for pick-up. If a parent is more than five minutes late, they will receive a verbal ‘reminder’ from the teachers. If the child is not picked up after 15 minutes, they will be assigned to the OOSC program. This ensures their safety and provides supervision. Parents will be invoiced for the OOSC program at rates that apply at that time.

Everyone who picks up a child from school must be listed on the “Student Pick Up Form” Community Care Facilities Licensing Registration Form (completed in your Registration Package). Parents must provide teachers with written notice at drop-off time if someone unknown to the teachers or administration will be picking up their child. The new person will be required to show photo identification to the teachers before the child can be released. If someone not listed on your registration forms, but known to the teachers, will be picking up your child, the teachers will also have to be informed by the parents, either in writing or by a direct telephone call.

In an emergency, please call the school during session and leave a message informing the teachers who will be picking up your child. This person must follow the above procedures for our teachers to be able to release your child to them.

If an unauthorized person arrives to pick up your child, the child cannot be allowed to leave **even if they know the person or believe their family has authorized the pick-up**. Teachers will attempt to contact the family to obtain authorization, but they cannot and will not release the child without appropriate consent. In cases where the teachers believe that the child, staff, or anyone else at the facility is in danger, the police will be called immediately.

**PLEASE MAKE SURE YOU HAVE NOTIFIED YOUR TEACHERS IF YOU HAVE MADE ALTERNATE ARRANGEMENTS FOR THE PICK UP OF YOUR CHILD.**

Teachers and Out of School Care staff will transition Junior Kindergarten students going into Out of School Care at the end of the regular school day.

## Uniform

Urban Academy students wear uniforms, so it is important to contemplate the following information when deciding which pieces to purchase.

**Purchasing Uniforms:** We work with a company called InSchoolwear ([www.inschoolwear.com](http://www.inschoolwear.com)). Staff from InSchoolwear will be available at Urban Academy on June 17<sup>th</sup> and 18<sup>th</sup> with sizing kits and order forms. They will be able to help you choose the correct uniform pieces for your child and help you with the order process. Future uniform orders can be made online at the Urban Academy page on [www.inschoolwear.com](http://www.inschoolwear.com), with delivery of uniforms direct to your door.

To order uniforms online, please visit [www.inschoolwear.com/store\\_landing.php?schoolID=267](http://www.inschoolwear.com/store_landing.php?schoolID=267).

**Types of Uniform:** There are three kinds of uniforms for UA students. The first being the 'day to day' uniform: polo shirt, shorts or pants, sweater or vest, skirt or tunic. The second is the PE uniform, which must be purchased from InSchoolwear: shorts or sweatpants, t-shirt and hoodie. And finally, the formal uniform: for JK's and K's this one is much like the day to day uniform but for girls would be either a tunic or skirt rather than pants, and must include a cardigan or vest over top of the shirt. For information on what pieces are mandatory vs. optional, please visit our website at [www.urbanacademy.ca/urban-academy-uniforms-0](http://www.urbanacademy.ca/urban-academy-uniforms-0)

**Uniform Tips:** Keep in mind that for the days the students have PE, they will wear their PE strip for the full day. JK's have PE once a week, and K's will have it twice a week. This will help you in planning the number of uniform pieces you will require. JK's will be assisted in putting on coats and shoes, however K's will be expected to put these items on by themselves. Please consider this when purchasing shoes or jackets that may have difficult snaps or ties. Also, please consider the size of the backpack that your child will be carrying. Some can be quite large and difficult for students to carry safely. They will need to be able to fit the following items: lunch kit, water bottle, duo tang sized folder, and a few auxiliary items (hat, sunscreen, scarf, mitts) throughout the year.

**Uniform Pieces Non-UA Brand:** There are very few items that may be sourced outside of InSchoolwear. These include outerwear, socks or tights, leather dress shoes, etc. For these items you may consider sources such as, but not limited to: The Gap, Hudson Bay Company, Old Navy, Land's End (online), Marks & Spencer (online), Children's Place, Panda, Geox, The Shoe Company and others. Choices must comply with the uniform policy. The correct pieces are available for parents at InSchoolwear.

Below are some photographs showing acceptable alternate pieces as well as some examples of items that are not acceptable with the uniform.

- Navy blue socks to be worn with uniforms and white gym socks for PE may not have images or logos on them and must be plain navy or white. Ribbed socks for boys, and knee high socks and tights for girls are available from InSchoolwear.



Acceptable



Acceptable



Not Acceptable



Not Acceptable



Not Acceptable



Acceptable



Acceptable



Acceptable



Not Acceptable



Not Acceptable

- Running shoes for PE must be shoes suitable for physical activity and cannot light up, squeak or have rollers. High tops or skate shoes are also not permitted for PE. White, grey, navy or black are the preferred colours for running shoes.



Acceptable



Acceptable



Not Acceptable



Not Acceptable

- Gym strip track pants and shorts must be purchased from InSchoolwear



UA High Neck Full Zip Hoodie  
*Boys and girls JK-Grade 5*



UA Coolmax Gym T-Shirt  
*Boys and girls JK-Grades 12*



UA Coolmax Gym Shorts  
*Boys and girls JK-Grades 12*



UA Junior Sweatpants  
*Boys and girls JK-Grades 12*



UA Unisex Sweatpants  
*Boys and girls JK-Grades 12*

- Day to Day Shoes – InSchoolwear provides shoes for boys and girls in grades JK to Grade 5. Shoes are required to be black or navy dress shoes with no embellishments. They must be able to be polished.



Acceptable



Acceptable



Not Acceptable



Not Acceptable

- Day to Day Navy Pants – For either boys or girls, must be purchased from InSchoolwear.
- Day to Day Jackets – Any navy or black outerwear without logos or embellishments is appropriate.



Acceptable



Acceptable



Not Acceptable



Not Acceptable

## Daily Routine

Below are the details of the daily routine for JK and K students.

**Junior Kindergarten Routine:** School hours for JK students are from 9:00am – 3:00pm daily. Though the formal school day begins at 9:00 am, to ensure a smooth transition into class and ease any separation anxiety, as well as to minimize interruptions, parents are invited to sit with their children and read in the classroom from 8:50 - 9:00 am.

Although the day-to-day class specifics will be handed out to you at the Meet the Teachers night, students will follow a general routine daily (with some flexibility depending on special outings or activities planned):

<b>8:50-9:00am</b>	Junior Kindergarten arrival (Parents are invited to stay and read books with their children until 9:00 am).
<b>9:00-9:30am</b>	Group gathering. Group time will begin with a gathering circle where the children can share thoughts and ideas. Songs and a book reading will follow.
<b>9:30-9:55am</b>	Morning recess.
<b>9:55-10:25am</b>	Discovery time.
<b>10:25-11:45am</b>	Explore time.
<b>11:45am-12:30pm</b>	Recess.
<b>12:30-12:45pm</b>	Lunch time.
<b>12:45-1:30pm</b>	Rest time/quiet activities. The children stay on their mats for about 30 minutes listening to quiet music. Some children do use this time to nap. While still on their mats the children choose from activities brought by the teacher. Individual quiet play time begins and later merges into group play.
<b>1:30-1:45pm</b>	Rest mats are put away.
<b>1:45-2:30pm</b>	Outside activity time.
<b>2:45-3:00pm</b>	Closing Circle.
<b>3:00pm</b>	Pick up time. The children going to Out of School Care will remain in the Junior Kindergarten room.

**Kindergarten Routine:** School hours for K students are from 8:45am – 3:15pm. Teachers are in their classrooms at 8:35am and parents are asked to drop their children off directly to their classrooms if they aren't coming from Out of School Care. JK families will take their child into class each morning throughout the year. K parents will do so for the opening week of school. Two mornings a week, from

8:45 am-9:15 am, the day will begin with Opening Circle time, and parents are always invited to attend this opening assembly.

Classroom timetables will be handed out at the Meet the Teacher night, however a general routine as noted below can be expected:

<b>8:35-8:45am</b>	Arrival
<b>8:45-9:55am</b>	Opening Circle/Morning Meeting/Core Subjects
<b>9:55-10.25am</b>	Recess & Snack
<b>10:25-12:15pm</b>	Core Subject Inquiry, Activities, Centres and Specialties (PE, French, Music, Art)
<b>12:15-1:15pm</b>	Lunch, Recess & Quiet Time
<b>1:15-3:10pm</b>	Core Subject Inquiry, Activities, Centres and Specialties (PE, French, Music, Art)
<b>3:10-3:15pm</b>	Farewell Routine
<b>3:15pm</b>	Pick up time. Parents are to pick up children in their classrooms. Students going to Out of School Care will be escorted there by their teachers.

**Punctuality & Absences:** It is incredibly important for your child to arrive to school on time. It is **extremely stressful for a child to walk into a lesson late**. A smooth transition prepares the student for success that school day and it also is less disruptive for the rest of the class. **We consider it the responsibility of parents to ensure that their children arrive at school 5-10 minutes prior to the start of the school day.**

If your child is late, please report to the administration desk to be signed in and receive a late slip to give to your child's teacher. This is part of our Safe Arrival policy. In the event that a child does not arrive at school within 15 minutes of start time, and no call has been received from their parent/guardian to explain the child's absence, a call home or to emergency contacts will be made in order to confirm the safety of the child. If your child is sick or late, please call the administration office and leave a message. Please do not email the teacher or administration, as voice mail is always checked first thing. Parents of students in Kindergarten and up who bring their child late to school more than four times per term will be asked to meet with the teacher and possibly Head of School to address the issue.

If you know ahead of time that your child will be away from school for three days or more, either due to illness or holiday, please advise both your classroom teacher and the Administration office as soon as you are aware. We will require this notification in writing.

**Specialty Teachers:** At Urban Academy, specialty teachers teach classes such as Art, French, PE, Music and Drama. Your child will come to know these staff members well. In Junior Kindergarten, less time is spent with specialty teachers although students receive all these core areas of instruction. In Kindergarten you will receive report card feedback from specialty teachers and there will be opportunities at parent teacher interviews and student lead conferences to meet with them as well. Please note that Drama and Music classes take place in the Opening Circle Room, therefore, if your child is coming to school late or from an appointment, please escort them to join their class.

**Rest Time:** In Junior Kindergarten there is a time after recess and lunch for downtime. They will each have their own mats and sheets, and we ask that they bring a small blanket and stuffy from home to leave in their lockers or cubbies. Though some children do choose to sleep, this is an important rest time to relax with a book or quiet activity, with the lights low and quiet music on. This valuable practice helps prepare them for the afternoon activities. Kindergarten students transition with downtime but do not nap.

**Homework:** In Junior Kindergarten, there is limited, if any, homework. One in a while, the teachers may ask for a child to bring in a special toy or object to talk about, or to collect for an ongoing project. Parents will be made aware of this via direct communication from teachers. For our Kindergarten students, a daily home reading program will begin in early November. This is a guided reading process designed for parents to participate in with their children.

**After School Activities:** September is a significant first step when a child begins at a new school, or in a new program. You may find that they come home excited about the day's events, but also a little tired from a full school day. Consider waiting until October or November to register them for additional after school activities. Each child is different, but downtime to rest and simply play is also incredibly valuable at this age, so take some time to read their energy level to determine what may be most appropriate for them.

## Safety and Security

**Illness, Immunization & Public Health:** Children must be well enough to attend school. Please keep your child home from school if your child has a fever, is listless, has a headache, or has had diarrhea or vomiting within the last 24 hours. If a child becomes ill at school, the teachers will phone the family or emergency contact to take the child back home. The child can return when recovery is complete. Please advise us if your child is staying home due to illness.

Children who are seriously ill with a communicable disease may not attend school. If your child shows symptoms as described in the "Sneezes and Diseases" Public Health Handbook, staff will ask you to bring the child home. A doctor's note may be required for returning to school following any serious communicable illnesses. Symptoms such as vomiting, diarrhea, pink eye, a fever over 38 degrees Celsius, or undiagnosed infections or rashes are sufficient cause for a child to be sent home.

Please ensure that your Immunization records are up to date. The Vancouver Coastal Health's list of recommended immunizations is included in your registration package, as well as a form for you to complete which is to be kept on file at the school.

The Public Health Nurse visits us and can check records and observe the children. She can also make referrals to other health professionals for personal initial assessments such as speech therapy.

**Administering Medication:** Teachers are not trained medical personnel and as such will avoid administering medication. However, in some cases, it is necessary and there are guidelines set by Child Care Licensing that regulate the conditions and procedures we must follow. If your child requires medication to be administered at school, please provide a Medication Consent form signed by both yourself and your doctor. This form must CLEARLY outline the amount and timing of the medication to be given. Also, all medication must be in its original containers. Medication is stored in a locked cabinet or in the fridge, if necessary.

**Natural Disaster Emergency Procedures:** Urban Academy has developed an Earthquake/Disaster Preparedness Plan as required by the Ministry of Education in 1991. This involves a plan of action (classroom drill and evacuation procedures), having an Emergency Preparedness Kit and ensuring that the classroom is safe in the event of a disaster. The drill is taught to the children as a game so as to not alarm them. Please feel free to speak with the teachers if you would like more information about our classroom drills.

In the event of evacuation of the school, a notice of intent will direct you to our meeting place, the parking lot across the street from the school. Teachers will remain with the children until they are picked up by family or emergency contacts. Our staff are guided by our UA Emergency Response Manual. Also, please ensure that you send your Comfort Kit to the school.

**Custody & Access Policy:** If parents live separately, Urban Academy expects that the information provided by the enrolling parent is accurate. If there is a court order regarding child custody, the teachers will verify and file the statement and, by law, must comply. If no court order or custody agreement is filed with the teachers, staff cannot deny access to the non-enrolling parent. Legally restrained parents are treated the same as unauthorized persons as outlined in the Pick-up and Drop off section of this manual.

If custody has not been legally determined and conflict between family members is evident, the school may require that a signed agreement be provided confirming the details concerning authorization for pick up and access to the child's information. This agreement may be a requirement for conditional enrollment in the program, with conditions that state that breach of the agreement may result in withdrawal of the student. If a Ministry of Children and Families Officer intends to apprehend a child at our school, teachers will verify with a Ministry Supervisor that the Officer is indeed authorized to apprehend the child. If all is in order, we are legally bound to comply.

**Suspected Child Abuse Policy:** The Child, Family and Community Service Act states that all children in the Province of BC "are entitled to be protected from abuse, neglect and harm or threat of harm." The Act also states that any "person who had reason to believe that a child needs protection must promptly report the matter" to the appropriate Ministry. The Board has a thorough policy and procedure in place to report suspected child abuse.

**Medical Emergency Policy:** If your child becomes ill or is injured while at school, the teachers will quickly assess the situation to determine what action/attention is required and then will act accordingly.

**First Aid Situations:** In an instance where a child is not seriously injured and First Aid is sufficient, there are First Aid certified staff at each campus who will provide such treatment as is necessary. They will comfort and reassure your child while acknowledging their feelings, as well as recognizing the needs and concerns of the rest of the class. An incident report is filed and the family is notified upon pick up.

**Medical Attention Required:** One teacher will remain with the child while the other attempts to contact either the family or the emergency contacts provided. If no one can be reached, the family physician will be contacted. If the family physician cannot be reached, the teachers will proceed as though it were an emergency situation (see below). As in first aid situations, teachers will comfort and reassure your child while acknowledging their feelings, as well as recognizing the needs and concerns of the rest of the class. An incident report is filed.

**Emergency Medical Situation:** One teacher will remain with the child while the other calls 911 for an ambulance and attempts to contact either the family or the emergency contacts provided. When the ambulance arrives, one teacher will accompany the child to the hospital, to provide comfort and reassurance to your child. The teacher will bring your child's medical information as provided by you in your Registration Package along with your Medical Consent forms and remain with your child until either a family member or an emergency contact arrives to relieve them. The other teacher(s) will continue to attempt to contact the family of the injured child, as well as the Head of School, to request

classroom assistance. The teacher(s) will remain with the rest of the children, calming and reassuring the children as they return to regular class activity. Teachers will work with the children to discuss and debrief the event as necessary.

## Community

**Communications:** We value communication with our parent community, and aim to have open lines of communication with both staff and administration. A brief outline of our various forms of communication are as follows:

- Weekly Emails: Be sure to keep an eye out for these emails outlining various things to look forward to, pay attention to, events to mark in your calendars, volunteer opportunities etc. They are sent from [Admin@urbanacademy.ca](mailto:Admin@urbanacademy.ca) and keep you informed on school wide information.
- *The Urban Academy Times* is the school newsletter that is distributed every 2 months and includes teacher write ups and pictures of projects and events that have taken place at Urban Academy. It allows parents to get a glimpse into other initiatives taking place in some of the other junior and senior classes.
- Blogs: Each grade has a password protected blog for parents to log into and see what is going on in the classroom. Rather than asking the question 'what did you do today' and getting limited feedback, you will be able to know what the class is doing, and what your child will be working on in the near future.
- Class Parent Emails: Each class has a parent representative who supports the teacher in communicating with the rest of the class. Often, they play a role in coordinating field trips and rallying the parent community in various parent-led spirit competitions for the class. Keep an eye out for emails from your Class Parent.
- Direct Parent Communication: Urban Academy teachers welcome direct communication with parents and you may also receive emails from your classroom teacher on occasion.

**Volunteering:** Our parent participation program consists of volunteering for a minimum of 35 hours over the course of the year and is an integral part of operations of Urban Academy. We truly appreciate parent involvement, both in the classroom, and in the wider school. There are plenty of opportunities over the course of the school year, which will be provided and communicated via our online volunteer program, SignUp.com, as well as in various forms of communication throughout the year. Please download the SignUp.com App and we will add you to the program. The school Volunteer Coordinator is Joanne Ward, and she can be reached at [volunteer@urbanacademy.ca](mailto:volunteer@urbanacademy.ca).

## Teachers

Mrs. Vassev (JK)



Mrs. Burnet (JK)



Ms. Burnside (K)



Mrs. McBride (K)



## Operations

**Robson Manor Logistics:** Robson Manor is the home of our primary students. There are some rules that we have put in place to ensure the safety and security of your children, and to ensure that we continue to be good Queens Park neighbours.

**Front Door Access:** Urban Academy's main front door will be unlocked 15 minutes before and after the start of class. The doors will then close and remain locked until 30 minutes before the end of the school day. Please ring the doorbell if you require access at another time. All parents and staff should be aware of this policy and notify the administration staff or Head of School immediately should the doors be open outside of these times.



**Parking:** The back parking lot is designated for staff parking only. There is a community parking lot off of Royal Avenue at the end of Fourth Street, where our families can park and walk across Tipperary Park. We have a crossing guard system in place to ensure students cross Third Street safely. Parents may also park on Royal Avenue to walk their children to class. Please **DO NOT** park on Third Street or on Manitoba Street. We wish to create a positive relationship with the neighbours and to also avoid having families' cars towed or ticketed.

**Gates:** There are two gates located on the south and west sides of the playground. Those gates will both be locked throughout the day to ensure the safety of the students. There are certain volunteer roles that require parents to have access to the gate codes. Should this be the case, please ensure the gates are locked after you have finished your task.

**Playground Supervision:** The playground and outdoor areas are not supervised before or after regular school hours. Parents/guardians are responsible for supervising their own children while they use the play apparatus before or after school. Students must remain within eyesight of their parents and are asked to use the playground **ONLY** after school, and no later than 4:00pm to allow access for the Out of School Care Program. Running and playing inside the school or in the gardens is not permitted before or after school.

Students are expected to respect and follow instructions given by Urban Academy staff members before and after school, however Out of School Care staff do not supervise children who are not in their program in the play area. They are not responsible for children not in the program that day.

**School Calendar:** The school calendar will be distributed with this package, as well as at the beginning of the school year. If you would like to keep track of school activities online, please visit the Urban Academy website at: <http://urbanacademy.ca/calendar/>.