



# Prospect Lake Elementary

321 Prospect Lake Road, Victoria, B.C. V9E 1J7

Phone: 250-727-3314 School e-mail: [admin\\_plk@sd63.bc.ca](mailto:admin_plk@sd63.bc.ca) Fax: 250-479-292

Principal: Mr. Mark Guiguet

[mguiguet@sd63.bc.ca](mailto:mguiguet@sd63.bc.ca)

Dear Parents / Guardians,

Welcome back! We are excited to have so many new families in our school this year. We have 207 students currently registered in nine divisions, which fills all of our classrooms! Everyone seems to have settled into their new routines with new friends and new teachers. The excitement of a new school year is felt by everyone and with our summer weather still in full force there are lots of tired faces by the end of the day. With increased enrolment comes increases to our staff and I would like to welcome Rebecca Rashleigh who will be sharing Mrs. Schwann's grade one class, Crystal Hrynyk-Foreman and Elisabeth George who are teaching our one/two class, Jennifer Bailey and Delaney Jamieson who are teaching grade three, Alisa Russell who is teaching one of our grade four/five classes and our new educational assistants Jenny Forth, Tanya Doucet and Cynthia Gardiner-Creed. Schools are only as strong as the people who are in them and we are indeed fortunate to have such a strong educational staff at Prospect.

Mark Guiguet

Principal

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## UPCOMING EVENTS

Sept 19	PAC meeting @ 6:45pm
Sept. 22	Open House at Prospect 5:00 – 6:45
Sept. 28	Fire Drill
Sept. 29	Fire Expo for grades 4&5
Sept. 30	Terry Fox Run (starts at 1:00 pm)
Oct. 4,5&6	Early Dismissal @ 1:48
Oct. 7	Individual Photo Day
Oct. 10	Thanksgiving Day Holiday
Oct. 17	Earthquake Drill
Oct. 18	PAC meeting @ 6:45 pm
Oct. 21	Non-Instructional Day (no students)
Oct. 25	Lock Down Drill
Oct. 26	Fire Drill
Oct. 27 & 28	Halloween Safety Sessions
Oct. 31	Black & Orange Day&Pumpkin Run @ 1:00
Nov. 3	GoldStream School Field Trip
Nov. 7	Photo Re-takes
Nov. 10	Remembrance Day Ceremony at 10:00 am
Nov. 11	Remembrance Day
Nov. 14	Non-Instructional Day (no students)

Mrs. Campbell	Playground Supervisor
Mr. Davison	Custodian
Mrs. DeGeest	Lunch Supervisor
Mrs. Doucet	Education Assistant
Mrs. Evans	Grade 4/5
Mrs. Faminoff	Education Assistant
Mrs. Forth	Education Assistant
Mrs. Gardiner-Creed	Education Assistant
Mrs. George	Grade 1/2
Mrs. Gladwin	Kindergarten
Mr. Guiguet	Principal
Mrs. Hamilton	Grade 3/4
Mrs. Harward	Kindergarten/grade one
Mrs. Hrynck-Foreman	Grade 1/2
Mrs. Jamieson	Grade 3
Mrs. Lail	Grade 2
Mrs. Mangiola	Education Assistant
Mrs. Pallman	Education Assistant
Mrs. Rashleigh	Grade 1
Mrs. Rayner	Library Assistant
Mr. Rozborski	Custodian
Mrs. Russell	Grade 4/5
Mrs. Schwann	Grade 1
Mrs. Shatford	Education Assistant
Mrs. Sinats	IST/LA
Mrs. Sundby	Education Assistant
Madame Tate	French teacher
Mr. Ward	Custodian



## **MEET OUR STAFF**

### PROSPECT LAKE STAFF: 2013-2014

Mrs. Auger	Computer Assistant
Mr. Ball	Teacher-Librarian
Mrs. Bailey	Grade 3
Mrs. Barradell	Reading Recovery
Mrs. G. Blackwell	Secretary
Mrs. Buchner	Education Assistant

## BELL SCHEDULE AND SUPERVISION

8:20 - 8:35	Playground Supervision
8:35	Warning Bell
8:40 - 11:14	Instruction
11:14 - 11:54	Play Period
11:54 - 12:14	Lunch Eating Period
12:14 - 1:30	Instruction
1:30 - 1:45	Recess
1:45 - 2:48	Instruction
2:48 - 3:08	Playground Supervision

## COMMUNICATION

Our first newsletter of the year will be the only hard copy sent home. For the remainder of the school year, we will be posting weekly information updates on our website. If you are subscribed to our website, these updates will automatically be sent out to you once they are posted. You can unsubscribe by going to our home page, go to Parents – Subscriptions and then Manage Subscriptions.

## SIGN IN/SIGN OUT

We would like to remind everyone to please sign child(ren) IN at the main office when late arriving and sign them OUT when leaving earlier than dismissal time at 2:48. Once again, this is an issue of safety and security and your assistance is appreciated.

## PARKING LOT

As is true in every school parking lot there are a lot of drivers and a lot of children so please drive slowly and with great care. The buses need to enter the parking lot at approximately 8:30 am and 2:48pm to pick up students. After about 2:50 p.m. the parking lot is usually much clearer and safer for additional traffic. In the morning, if you are dropping off students, please pull forward in the Drop Off Lane so that traffic is not backed up onto Prospect Lake Road. **Also, please do not block the sidewalk if you are parking on Prospect Lake Road or park in the areas designated by cones.**

## FORMS, FORMS, FORMS

A package of forms will be sent home this week that need to be completed and returned to the Office as soon as possible. They have important information to help us take care of your child(ren) in the event of an emergency. Your cooperation is greatly appreciated!

## LIFE THREATENING ALLERGIES AT SCHOOL

At Prospect we have nine children who have anaphylactic (life threatening) allergies to peanuts, tree nuts and eggs. It is the school's responsibility to take the threat to these children seriously and to ensure that we have as safe an environment as possible. **To that end we strongly urge all parents in the school not to include nuts or nut products, such as peanut butter, in your children's lunch or snacks.** A mistake on our part has the potential for fatal consequences.

### **In The Classroom**

To help maintain an allergy safe environment we have established and reinforce rules such as students not being allowed to share food with each other. In addition to Allergy Alert posters being placed prominently outside classrooms where students have allergies, a letter is sent home informing families that a serious allergy exists in their child's class and all staff are aware of which children have allergies and are trained in how to respond if an allergic reaction should occur.

### **Special Days**

Special days like birthdays, Halloween, Valentines, Easter and end-of-the-year parties are examples of celebrations with friends and food. However, since there are students in our school with life-threatening food allergies these students are especially at risk during these times. You can help to keep allergic students safe by celebrating with stickers, games or prizes instead of food. However, accepting "class treats" such as cupcakes from parents, for all of the students in a class, is an individual teacher's decision. **Therefore, it is essential that you contact your child's teacher prior to bringing food of any kind to the classroom. And please do not bring any type of food treats, to be distributed on the playground.**

### **Halloween**

Finally, for children in all of our classes, we ask that you do not send any Halloween candies or other edible treats to school for children to share with others prior to, or after Halloween.

## MEDICATION AT SCHOOL

District Policy does not allow School staff to administer any type of medication without a "Medication Administration Form" from your family physician.

- 1) At the beginning of the school year (or when medication is to start), complete and return to the school a medication administration form signed by your physician. Forms are available from the school office.
- 2) Provide the medication in a container clearly labeled with child's name, medication name and dosage and instructions for administration.
- 3) It is important that you inform the school about serious

medical conditions or allergies that may affect your child. For your child's safety, please don't assume we've already been told about your child's medical condition.

### **PROSPECT LAKE SAFE ARRIVAL**

Prospect Lake School provides a Safe Arrival Program. This service ensures that your child has arrived safely at school. In the unlikely event that something does happen on the way to school, this system alerts you to the possibility, and allows immediate action to be taken. Briefly this is how it works.

1. If a student is ill or expected to be late for school for any reason, the PARENT is responsible for notifying the school. We have an answering machine in operation at all times. The special phone number is 250.727.9993. Just leave the date, your name, your child's name, grade and teacher's name. If the absence will be lengthy, this information can be left with your initial call, so you needn't call daily.
2. Each morning volunteer parents receive the absentee lists from the teachers. If a child is marked absent, and we have not received notification from the parent, you will be contacted immediately.
3. On the information form that is sent to families to complete, we ask for an emergency contact. This should be someone with whom you are in regular contact and who would have knowledge of your whereabouts in any circumstances (e.g., shopping for the day, appointments or out of town). Please be sure to explain our program to your emergency contact and the importance of their role in it, as they will be called after all efforts to reach you have been unsuccessful. This is a very worthwhile program and your help and co-operation will make it successful. Please feel free to contact the school with any questions or concerns you may have.

### **FIELD TRIP REMINDERS**

Criminal Record Checks are required for anyone driving on field trips. A waiver letter can be requested via the office.. Present this to the Saanich Police and the fee will be waived. Record Checks are valid with the District for TWO years no matter when you have it done. Ones filed from last year have been extended for a second year. Field trips which occur with parent drivers may require that students have booster seats (under 4 feet, under 9 years of age). Field trips are of two types: 'Required' (no cost) where the objectives are part of the curriculum and the participation/attendance becomes part of the student's grade and 'Enhancement' where the experience enhances the student's learning but will not form a part of the student grade/mark (cost may be gathered from District or PAC funds. In some cases, parents/guardians may be asked to cover the costs).

### **WEST ENTRANCE DOORS LOCKED**

The west entrance doors to the school, in the undercover area, will be locked from 9:00 – 11:00 am and from 12:00 – 2:15 each day to help ensure the security of the school. \_

### **OPEN HOUSE & CORN ROAST**

The Prospect Lake Staff and PAC invite you to an Open House at our school on **Thursday, September 22, between 5:00 – 6:45 p. m.** The school will be open and we hope you will bring your family, meet the teachers and have a tour of the school and our grounds. We encourage families to bring a picnic dinner and blankets and find a place on our grass areas to enjoy a meal with your family and rest of the school community. Our Staff will provide fresh corn to accompany your dinner. We look forward to seeing everyone on Thursday, September 22 and thank you for your continued support.

### **TERRY FOX RUN**

Prospect Lake Elementary families and friends are invited to join us for our Terry Fox Run. It will take place from 1:00 to 1:30 on Friday, September 30<sup>h</sup>. The children will begin with a warm up in the gym at 12:45 then move onto Adam Kerr Field. There they will run or walk around the perimeter of the field for twenty five minutes. We are hoping families will send toonie donations this year. These can be sent to your child's classroom. If you choose to make a larger donation, please do so by going on-line: Terry Fox Foundation Donation then choose "Select a School" and make your donation. Thank you in advance for your support.

### **MULTI-AGE CLASSES**

It is important for all to realize that multi-age classes are very common organizational structures in elementary schools. They are not 'split classes' where students in each grade study a different curriculum (two different math classes, two different science classes, etc.). Learning the skills, processes and concepts for each subject area is paramount. All children learn at their own rate and style and expectations in these classes are set accordingly. Our instructional practice in the classroom reflects this philosophy whether multi-aged or single grade. In all classes at Prospect, we work hard to take the focus off meeting the needs of the whole group and strive to meet the needs of each individual student. Children will learn to focus on their personal progress and will be challenged to meet higher expectations. Whether reading, writing or mathematics, each child will be:

- Building on what they already know;
- Making choices;
- Showing what they know in different ways;
- Working together and individually;

- Knowing what they say is valued by teachers and classmates;
- Finding out that one can learn from others and others can learn from them;
- Seeing that learning can be fun, enjoyable and challenging;
- Excited about sharing what they are doing with others;
- Talking about what they are doing and how

Development, School District 61, Children's Health Foundation of Vancouver Island, Island Health, and the FORCE Society for Kids' Mental Health.

Registration: to register for this free event, contact Lisa Tate at [lisat@forcesociety.com](mailto:lisat@forcesociety.com)<mailto:lisat@forcesociety.com>

### **DOGS ON THE PLAYGROUND**

Please be aware that many children have a fear of dogs. They are often larger than many of our children and kids can be knocked over by their rambunctious play. **We prefer that you do not bring your dog to the school.** However, if you do please have them leashed at all times and please do not leave them tied up and unattended. Be sure to pick up your dog's droppings and take them with you.

### **BICYCLES/SKATEBOARDS/SCOOTERS/ROLLER BLADES & HEELIES**

For the safety of everyone, we are asking students (and adults) to dismount their bicycles at the entrance to the school gates and driveways. This will help to ensure that no one gets hit by a bike or backed over in our busy parking lot. Skateboards, scooters, roller skates and hee-ees are not allowed on school property.

### **ADHD PARENT INFORMATION DAY**

Date: Monday September 26, 2016

Time: 8:30am - 2:30pm

Location: Auditorium, Queen Alexandra Building  
2400 Arbutus Road, Victoria, British Columbia

Details:

This learning event will provide an introduction to childhood ADHD, and has been developed especially for parents/caregivers. Participants will be provided with practical information about supporting children with ADHD, working with professionals effectively, and promoting a positive family environment. This event is sponsored by the Ministry of Children and Family Development, School District 61, Children's Health Foundation of Vancouver Island, Island Health, and the FORCE Society for Kids' Mental Health.

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