



# Welcome to Pincrest Public School

We hope each of you had a great summer vacation! Whether you are new or returning to Pincrest we welcome you and look forward to a great year of learning together!

**This package contains important information. Please review and keep in a safe place for easy reference.**

### Contained in this package:

- School Contact Information
- Day Schedule with Nutrition Breaks
- Attendance Procedures:
  - Student Absences, Late Arrivals & Early Pick-Ups
- Visitors/Volunteers in the school
- Administering Medications/Medical Conditions
- Instructions for School Cash ONLINE
- Busing Information
- Field Trip Permission Forms
- Health & Physical Education
- Extra-Curricular Activities
- News from the Library
- Monthly Character Traits

**SCHOOL CONTACT**

**INFORMATION:**

-Pincrest Public School-  
 1281 McWatters Rd., Ottawa, ON K2C 3E7  
 phone: 613-828-5115 / fax: 613-596-3821  
 website: [www.pinecrestns.ncdsh.ca](http://www.pinecrestns.ncdsh.ca)

### **PINECREST P.S. NUTRITION BREAKS**

<b>PSN / PRIMARY(gr. 1&amp;2) / JUNIOR (gr. 3-5)</b>		<b>AUTISM / KINDER / INTERMEDIATE (gr.6-8)</b>	
<i>Supervision on the Yard: 8:15am</i>			
<i>School Starts: 8:30am</i>			
10:30am – 10:45am	Nutrition Break	10:30am – 11am	Recess
10:45am – 11:15am	Recess	11am – 11:15am	Nutrition Break
<i>School Starts: 12:30pm</i>			
12:55pm – 1:10pm	Nutrition Break	12:55pm – 1:25pm	Recess
1:10pm – 1:40pm	Recess	1:25pm – 1:40pm	Nutrition Break
<i>School Ends: 3pm</i>			

**Please note: We are a scent-free & nut free school!**



## Attendance Procedures

**Student Absences:** As a parent, there are a number of things you can do to help us keep your child safe:

**Please call the main school number: 613-828-5115 and press 1 for the absence line. Our attendance line is open 24/7.**

**If your child is going to be late or absent, please call the absence line.** We need the name of the child, their class and grade and the reason for their absence. You may also wish to write a note in your child's agenda to the teacher, but the office also needs to be notified directly.

If your child is going to be away for more than one day and you know how long they will be away, please let us know. Otherwise, we require a call on each day of absence.

**Please report absences before 8:30 am as we start calls home at 9am. Reporting all absences promptly saves our office staff a lot of time.**

Make sure the office has all up to date contact information for parents, caregivers and emergency contacts.

### Snow Days:

- When buses are cancelled, we require only **walking** students to call in absences. We assume that all bussed students will be absent. If you drive your child to school on snow days, please remember that you are responsible to pick them up no later than 3:00pm.

### Late Arrivals:

- There may be days you choose to bring your child to school instead of sending them on the bus. If you drop your child off between 8:15-8:30am, please park on Thorsen, the side street closest to the school. Your child can then safely enter through the primary gate. If you drop your child off after 8:30am, **students MUST sign in to the office for a late slip.** **PLEASE NOTE:** *It is important to not drop your child off before 8:15am as there will not be any staff members on duty to supervise.*

### Early Pick-Ups:

- Please **call the office** if you need to pick your child up during school hours. We will then do our best to have them ready and waiting for you.
- All students picked up during school hours, must also be **signed out in the main office.** **PLEASE NOTE:** *If another person is picking up your child, we will need a written note or call from the parent giving permission.*

## Visitors/Volunteers

All visitors and volunteers to Pinecrest are required to sign in at the office upon arrival to take a visitor/volunteer badge.



## Administering Medication/Medical Conditions



If your child requires prescribed medication to be administered during the school day, the medication must be brought to the office along with the required OCDSB forms that have been signed by both the parent and the prescribing doctor. **Forms for over the counter medications must also be signed by the parent and a doctor.**

Please note that staff are **not** permitted to administer medication without these forms on file in the office. A hand-written note from the parent is not acceptable. Medication forms are available on the school website under the forms tab and hard copies are available in the school office. **Any liquid medications must be provided in a syringe, pre-measured by the parent.** If you have any questions about the administering of medication, please call the school office and we would be happy to explain the procedures and which forms are needed.

**If your child requires an EPI-PEN**, it must be worn by your child at all times while at school. Also, we ask that a second epi-pen be provided for the office. Please call the office if you need an epi-pen belt and we'll assist you with getting one.

## School Cash ONLINE

This is now the method of payment for all school related fees such as agendas, field trips, milk, pizza etc. If you created an account this year for your child(ren) or are coming from another OCDSB school where you had an account, your account will still be active.

### To REGISTER:

1. Go to: <https://ocdsb.schoolcashionline.com>
2. Select: Get Started Today
3. Complete 3 registration steps
4. Confirmation of registration will be emailed to you. Click on the link provided in the email to confirm you School Cash Online account. Now sign in using your email address and password.
5. Select Add a Student and follow the steps. (repeat the steps for any other many students you have attending an OCDSB school even if they do not attend Pinecrest P.S.) Be sure to select "Yes" to email notifications as this is how you will stay informed about upcoming fees.
6. Once your child(ren) has been added, you will see a tab with their name on it and below a listing of items available for purchase.

### To PAY:

- Once you have selected the item(s) you wish to purchase for each of your children, go to Checkout and select one of the three methods of payment.

If you have any questions at any time, please call the school office. We are here to help!



## BUSING INFORMATION



To get bus stop information for your child, go to the OSTA website: [www.ottawaschoolbus.ca](http://www.ottawaschoolbus.ca) and click on "Parent Portal Login"  
The phone number for OSTA is: 613-224-8800

### Bus Changes

- Any changes to busing must be made through the school office and usually takes between 4-5 days.
- We are not able to accommodate requests for students to take a different bus to go home with a friend. \*Please note that **students are not allowed to get off at any stop other than their regular designated stop.**\*
- **NOTE:** Kindergarten parents, guardians, or care-givers must be at the bus stop to meet their child or the driver will return your child to the school.

### Application Process for an Empty Seat

- The application for access to an empty seat on a school bus form is available on the OSTA website at: <http://www.ottawaschoolbus.ca/policies/empty-seat-provision> and should be sent to OSTA directly. **All applications will be reviewed and seats assigned after October 1<sup>st</sup>.**

## SCHOOL FIELD TRIPS

Field trip permission forms are handed out well in advance of field trips. If a student doesn't have their permission form in by the deadline, they will not be permitted to go on the field trip. Parents must sign the permission form provided by the school, a hand written note giving permission will not be accepted.



## HEALTH & PHYSICAL EDUCATION

Students have Phys. Ed. classes each week in the gym. Sometimes classes will be held outdoors. On gym days, students should dress appropriately for physical activity. Appropriate dress, depending on the weather, is a T-shirt, neat and respectable shorts or loose fitting clothing such as jogging or snap pants, socks and indoor running shoes. Physical Education is an integral part of the school program. Students will be excused from physical education class only for reasons of health with a note from a doctor or parent. Please notify your child's teacher if a short-term modification to their gym program is necessary.



## EXTRA-CURRICULAR ACTIVITIES

There are a variety of activities offered during the year provided to enhance students' overall development. Children have an opportunity to learn new skills and grow in social ways too. We ask for your encouragement of your child's initial participation and continuing commitment to the activity. These activities occur during lunch hour and are planned and supervised by teachers.

## NEWS FROM THE LIBRARY

Welcome back! Class visits to the Library will start the week of September 9<sup>th</sup>! Students come to the library once a week on either Tuesday, Wednesday, or Friday morning with their classes.

All of the children are able to borrow books and the classes also have a Story time or a Book Chat. Please take a few minutes to share and enjoy the books that come home with your child.

Kindly remind your child to take good care of his/her library books, to keep them in a safe place and to return them on time. If a student has an overdue book, he/she will not be permitted to borrow anything else until that item is returned. If your child still has a library book from last year, please take time to return it to our library so that other students may enjoy it too!



**Our Character Trait for September is:**

# RESPECT