

Important Information - Frequently Asked Questions

What is Queen Mary's Bell Schedule?

Entry Bell 8:40

Instruction Begins 8:45

Recess 10:30 – 10:50

Lunch 12:10 – 1:00

Mon., Tues., Thurs., Fri. Dismissal 3:00

Wednesday Dismissal 2:01

We request that students enter and exit the building at the door closest to their classroom, to reduce hallway congestion.

How can I safely drop off and pick up my child?

Parking is available on the streets immediately surrounding the school. These streets can be busy at drop-off and pick-up times, so best option is to park a block or two away and walk to/from the school with your child - a good form of exercise to start and end the day!

Please **DO NOT use the school parking lot** for drop off, pick up OR to turn around. The school parking lot is for staff use only.

Please remind children to ONLY cross streets at stop signs/lights and designated crosswalk areas – for their personal safety!!

What do I do if my child will be absent?

If you know your child will be late or absent please call the school's main office phone (604-903-3720 - 24 hours).

When you call please state:

- Your child's name
- His/her teacher's name or division
- A brief explanation for their absence

Attendance is taken in classrooms at 8:50 and 1:00 each day. If a child is not in class when attendance is taken, and we do not have prior notification of their absence, we will proceed as follows (in this order):

1. Check the sign-in list to see if the child arrived late and confirm absence with the teacher
2. Attempt to contact parent through home, cell, or business number
3. Call emergency numbers that have been provided
4. Failing to reach these contacts, we will notify the police

Please ensure that you have provided our office staff with up-to-date telephone numbers for your home, cell/work, and names and numbers of emergency contacts.

- **Students who arrive late must sign in at the office before going to their classroom**
- **Students who need to leave during school hours must sign out at the office and sign back in if they return later the same day**

What do I do if I would like my child to come home for lunch?

What if I need to pick my child up before regular dismissal time or take them out of school for an appointment during the school day?

Children must stay on the school grounds from the time they arrive at school until dismissal after school unless they are going to their own homes for lunch.

If your child routinely goes home for lunch, please make your teacher is aware of this routine and have your child sign out and back in at the office.

We do not allow students to leave school grounds during the day for any reason (aside from teacher-arranged field trips) unless we have received prior written notification or written consent from a parent that includes:

- The reason the child is needing to leave school/be away from school
- The date(s) and time(s) the student will be absent
- The name of the adult that is responsible for picking them up and returning them to school (if returning the same day)

Please have your child provide this information to the classroom teacher so the teacher can have your child prepared for pick-up.

Please report to the office to pick up your child/children if they are leaving at any time during the school day. Either your child/children will already be waiting for you at the office, or one of the office staff will call the teacher to have the child sent to the office. We request that this practice be adhered to for safety and security reasons and to minimize disruption to classroom instruction and learning.

What should I do in the event of a major emergency?

Queen Mary Community School has a number of procedures in place to handle emergencies from minor to major emergency situations. These procedures are continually updated and protocols have been developed for critical incidence interventions. All staff members are conversant with these protocols. In the event of a

major emergency the school is prepared to care for your child if you are unable to reach the school.

If there ever is a major emergency we ask for your help in the following ways:

- Please do not telephone the school-phone lines must be available for emergency calls.
- Please walk to school and do not drive. The school access routes and entrances must be clear for emergency vehicles.
- A student will ONLY be dismissed to the parent/guardian or designated emergency contact as indicated on school emergency contact forms. The parent or designated guardian must report to the office or Command Centre to sign out the child.
- Turn on your radio for instructions and news reports.
- Prepare at home. Make your children aware of safety issues and what to do in the event of an emergency. Have emergency kits in your home and vehicle.

Information on earthquakes and first aid is available in the white pages of the telephone book or through the North and West Vancouver Emergency Office.

If you have any additional questions, or suggestions for information to add to this list, please let me know!

Thanks!

Jen Wilson, Principal

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