



## **Nutrition Breaks (Lunch and Snack) Procedures:**

At Collicutt School all our students have two nutrition breaks at the school. We encourage healthy food, and intentionally teach students about healthy eating. We teach children to eat nutritiously, and we ask parents not to send sugary snacks. We ask all children to bring a reusable water bottle that can be refilled at school. We teach kids to read ingredients on packaging and we talk about treats and "sometimes" foods. We feed children breakfast, if they have not eaten, and we give students food when hungry. Parent Council has chosen healthy choices for hot lunches. Collicutt School is a 'peanut free' school.

**Please review the following lunch time expectations with your child:**

- 1. At 1:00 p.m. when the bell rings, students pick up their lunch kits, sit and eat at a table in their classrooms.**
- 2. They are asked to eat sitting in their seats using their speaking voices. It is important that the room be a pleasant one for everyone.**
- 3. When the 1:25 p.m. bell rings and the students have finished eating they are asked to clean up after themselves and get ready to go outside.**

## **Collicutt Healthy Snacks**

Thanks to a grant from the Child Nutrition Council of Manitoba. Collicutt is able to offer healthy snacks for any student who is needing a snack. No registration is required. Please contact us at 204-338-7937, if you have any questions.

75 Cottingham Street, Winnipeg, Manitoba, R2V 3B5

Phone: 204-338-7937 • Fax: 204-663-8481

*PRINCIPAL: Jamil Mian*

**WELCOME**



## **Balanced School Day Timetable:**

8:30 a.m.	Office Opens/outdoor adult supervision is available
8:55 a.m.	Bell Rings for Entry
9:00 a.m.	Opening Exercises
10:30 a.m.	Activity Break/Outside
11:00 a.m.	Nutrition/Instruction time
11:30 a.m.	Kindergarten Dismissal
1:00 p.m.	Nutrition Break
1:25 p.m.	Activity Break/Outside
1:55 p.m.	Bell Rings
2:00 p.m.	Classes Resume for the Afternoon
3:30 p.m.	Dismissal/outdoor adult supervision till 3:45 p.m.

**AT COLLICUTT  
WE TAKE CARE OF OURSELVES  
WE TAKE CARE OF EACH OTHER  
WE TAKE CARE OF THIS PLACE**

### **Call Back System:**

Parents are asked to call and leave a voicemail (24/7) or email the school, when their child is not going to be at school. This information will assure us that your child is safe. Should we not receive a call, we will call you at home or at work. Our concern is to make certain that when children are sent to school that they have in fact arrived. **Parents are also asked to keep the school updated on any change in address, home phone #'s, cell #'s, and work #'s. This is very important in case the school needs to contact parents/guardians in case of an emergency.**

### **Evacuation Sites:**

In the event that Collicutt School needs to evacuate, we would go to Lansdowne School. Once there, we would contact families at work or at home. Please make sure the telephone numbers that the school has are current, as well as the current information as to who has the authority to pick up your child.

### **Fire Drills:**

The school is required to conduct 10 fire drills during the school year. We ask students to wear indoor shoes at all times, so that they are prepared for a drill. In the winter, students will frequently only wear boots and have no shoes to wear indoors. Please help us to insure your child has indoor shoes. Thank you.

### **Stormy Days:**

The decision to not open schools due to a winter storm is made by the Superintendent's Department, who consult with the Seven Oaks Transportation Department and other school divisions. Parents are asked to check the School Division website and listen to local radio stations for school closure information on severely stormy days. (Please remember, if the school buses are not running in the morning, they will not be running at the end of the school day.)

### **Remaining Indoors for Recess and Lunch Breaks:**

Students generally go outside for recess and lunch breaks so it is necessary to dress appropriately for the weather conditions. Hats, mittens or gloves and warm footwear are important garments to be worn in Winnipeg during the winter. **When the wind chill factor is -27 or there is heavy rain, we keep the children indoors.** Children benefit from fresh air during the day even when they have minor ailments such as colds. A good rule of thumb is, "that when a child is well enough to attend school he/she is well enough to go outside for recess".

### **Medical Information and Administration of Medication:**

Please keep the school informed of information, which affects your child's health and well-being. When you receive prescribed medication, which the child needs to receive at school, **an authorization form needs to be completed.** This form is available in the school office. You are asked to bring the medication in its original bottle to the school and complete the authorization form. We will do our best to assist you to address this need, but we are required by law to have this form completed. **Staff cannot administer any medication without a signed consent form. Only prescribed medication will be administered. Over the counter medication will not be given to any child as per our division policy. The first dose of any medication should be administered at home, in case of an adverse reaction. If you have any concerns, please ask the office for a copy of the divisional policy.**

### **Permission for Field Trips:**

Please complete a permission form using Parent Connect to cover the field trips for the school year. The school has the responsibility to send you information about each trip prior to its occurrence. If, at that time, you have concerns or questions we would appreciate hearing from you. Field trips are integrated into the classroom learning and provide actual experiences to support your child's education.