



Welcome to Cove Cliff Elementary Information for new families

Cove Cliff Communications & Website

The majority of our communication is by our school email system. Please make sure that we have updated emails and contact information. Information will also be on our school website.

Weekly Newsletter- Every Thursday, we will be sending out our weekly document via email, which will outline upcoming events for the following week. Please make sure you check it out as there is lots of information and reminders included. This year we are not planning to use Sway, and instead documents will be sent as PDFs.

Website - Contains all school information, including our on-line calendar, School Supply lists, student sports, teacher contacts, technology help, report card information and much more. Visit the site at <https://www.sd44.ca/school/covecliff/Pages/default.aspx#/=>

The North Vancouver School District's web site is full of valuable information, and help for parents. Please visit the site to make yourself familiar with the resources offered: <https://www.sd44.ca/parents/Pages/default.aspx#/=>

Code of Conduct

Please review the Code of Conduct with your children prior to the start of school. The Code of Conduct can be found on our web-site at:

<https://www.sd44.ca/school/covecliff/About/CodeOfConduct/Documents/Code%20of%20Conduct%202017-18.pdf>

Student Planners (Grade 1-7)

Student planners are an essential organizational and communication tool for student success. Our planners include information for students and parents about our school, calendar of events, and code of responsibility. We encourage parents to take time with their children to review the planner and to set personal goals for the school year. Planners are sold to families in September for a nominal fee.

School Supplies

School supply lists for grade 1-7 can be found on the Cove Cliff Website.

<https://www.sd44.ca/school/covecliff/About/Supplies/Pages/default.aspx#/=>

The supply lists have a Starter Package (base package) as well as Additional Items Required. The additional items are required by each teacher; they include items such as pencil cases, sharpeners, and calculators. These products do not need to be purchased on a year-to-year basis if you already have them. Families are welcome to purchase supplies at any store, or purchase from **School Start**.

Kindergarten supplies are purchased by the classroom teacher. Families are invoiced a fee to the cost of supplies in September.

Student emergency contact and consent forms

A forms package is given to families when students start school. Families are required to complete several paper forms outlining emergency contacts, and persons granted permission to pick up your children. Forms are also required granting permission for students to go on walking field trips, use the computer lab, or have their photo taken. Please take time to complete these forms and return them to the school office.

Comfort Kits

To enhance our students' safety and well-being, we are expanding our school's efforts to prepare for an emergency this year. Each class has a grab-n-go kit, kept in the classroom and taken by teachers in case the school is evacuated in an emergency or disaster.

In addition to the grab-n-go kits, each class has supplies in case of a lockdown, as well as a separate duffel bag containing **individual comfort kits** for each child and staff member. We need your help to complete these kits.

1. Label the zip-lock bag with your child's name.
2. Add a family photo. On the back of the photo, please print your child's name, parent's contact phone numbers, care card number and out of area contact person and phone number. List any allergies.
3. In addition to the photo, include the following into this bag:
 - chewing gum (optional) sugarless
 - two peanut-free granola or fruit bars, or other non-perishable, high-energy snack
 - two Band-Aids
 - Kleenex
 - small personal item (optional)- for example, cards, toy, letter from parent

Everything must fit into the small ziplock bag, including the solar blanket and poncho supplied by the school. Please return this kit to the classroom teacher no later than Sept. 20th so we may include it in the class carry bag.

School Fees – School Cash Online

North Vancouver uses School Cash Online for the payment of school fees including field trips. Details about the system, and how to make an account can be found here:

<https://www.sd44.ca/parents/techservicesandresources/scoparenttipsandresources/Pages/default.aspx#/=>

Student Attendance

Ensuring students arrive safely at school each day is one of our top priorities. It is the parents/guardian's responsibility to inform the classroom teacher and school office if their child will be late, away or will leave early.

Absence reporting can be sent by email to covecliff@sd44.ca, can be reported by phone 24 hours a day to 604-903-3426, or via the Safe Arrival system.

SafeArrival, which is part of the SchoolMessenger platform, is designed to enhance our existing procedures by making it easier for you to report your child's absence (e.g. illness, vacation, appointment). Full details can be found here:

<https://www.sd44.ca/school/covecliff/About/Attendance/Pages/default.aspx?login=-222572591#/=>

Student Drop-off & Parking

Student drop off, parking and pick up is a challenge for the school and many families. We encourage you to walk, or ride to school.

If you would like to park, there are a few spots on the road and many spots at Myrtle Park. Our two parking lots are for staff parking and are not for student drop off or pick up. Please do not park and leave your car in the yellow zone at the front of the school as this is an Emergency zone.

In the event that the orange cones are up blocking access to the round-about, please do not park in front of them: we may be waiting for Emergency vehicles or busses.

Please drive safely in the neighbourhood, and remember our friends at the RCMP traffic division are frequently helping maintaining safety near the school (i.e. tickets!).

Drop Zone

Everyone forgets something from time to time... maybe it's a lunch, an instrument, extra shoes due to a change in the weather or too much fun on the playground!

Inside the front door, we have set up a table with pens, tape, sticky notes, etc., so parents can pop into the school and drop the item off on The Drop Zone table. Just put your child's name on a sticky note or piece of masking tape, put the name on the item, and students will pop by and collect their forgotten item. It's quick! It's convenient!

Students Leaving the School Early

In order for students to leave the school the following procedures must be adhered to:
During instructional Hours 8:45 - 12:00 & 12:56 - 3:00

- Parents must provide a note to the teacher AND office, outlining the details of the absence
- A call into the absence line would be very much appreciated
- Parents must sign-out their child in the sign-out book at the school office

Student leaving during Lunch hour

- Must be pre-arranged (phone calls home on the day will not be permitted)
- A parent signed note including where the child will be on that day must be provided to the office
- If two students are planning to leave for lunch together notes are required from both families
- Students must present the signed parent note and sign-out in the sign-out book at the school office when leaving and sign-in when returning to the school grounds
- We respectfully request that students do not go to the Cove for lunch
- Students must return on time or will be written down as late
- We will not be allowing students to leave the school unless proper procedures are followed

Parents are reminded that the school is not responsible for the safety of students once they leave the school grounds.

Student Learning Updates / Report Cards

A section of the NVSD website provides students and families with important information regarding communicating student learning in the North Vancouver School District (NVSD). Learning Updates (Report Cards) are issued three times per year via an online platform called MyEdBC. Link to the NVSD website here: <https://www.sd44.ca/District/Communicating/Pages/default.aspx#/=>

Or link to the MyEdBC help documents here:

<https://www.sd44.ca/parents/techservicesandresources/myedparenttipsandresources/Pages/default.aspx#/=>

Cove Cliff PAC (Parent Advisory Council)

The Cove Cliff PAC (Parent Advisory Council) run activities and events that help raise money for the school. One of the most popular activities is the optional Hot Lunch program that is offered on most Mondays and Fridays throughout the year. Please see the PAC website for full detail:

<https://www.covecliff.com/>