

Dear Parents and Guardians,

The staff at Errol Road Public School extend a warm welcome to you and your child(ren). We are looking forward to an exciting year together. Please note the following:

- School newsletters, calendars and important information from LKDSB are posted on our school website. Please read the September newsletter and calendar which is posted for you to read at: <http://errolroad.lkdsb.net/>
- Please sign and return the attached forms to your child's homeroom teacher.
- Please review the attached Student Accident Insurance information sheet giving you the option to purchase insurance. Please note that LKDSB does not provide accident insurance for students.
- If your child has any medical concerns, asthma, epilepsy, diabetes etc. or any life threatening allergy to bees, latex, milk, peanuts, nuts, gluten, or other allergens, contact the office this week to create and or update a medical plan for staff to follow.
- Some of our children and staff have life threatening allergies. To keep everyone safe, we are a peanut/nut aware school. Please ensure all food items sent from home are peanut/nut free.
- Attached you will find a list of our bell times and the list of dates when the school is closed for statutory holidays and for professional development days when you will need to make alternate arrangements for child care.
- Kindergarten students are dismissed directly from their classroom. The Kindergarten door is opened at 3:20 pm for you to line up outside your child's class.
- Grade 1-8 parents are asked to wait outside on the tarmac for their child(ren) who will be dismissed through the primary, junior or intermediate exit doors. Please talk to your child and designate a meeting spot.
- If your child is registered to ride the bus, we expect them to be on the bus unless you have sent a note to your child(ren)'s teacher outlining other pickup arrangements. This is necessary for bus attendance.
- Please keep the office up to date with any court orders and custody arrangements to be followed.
- If your child is absent from school, please leave a message on our answering machine (519-542-9341). If we are unsure why your child is absent, we are required to phone all emergency contacts, including your work place.
- If your child needs excused from class early, please sent a note to your child's teacher.
- We are unable to administer any medications at school (even over the counter medications), unless your child's physician has completed an "authorization to give medicine" form. You will find these forms located on the school website or you may pick up one in the office.
- Please let us know if you have any questions or concerns, we are happy to help in any way.

Yours sincerely,

Ms. McLean, Principal and Mr. Newcombe, Vice Principal