

# Mutchmor Public School

Ottawa Carleton District School Board  
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Friday, September 10, 2010



## Principal's Message

Welcome to the 2010-2011 school year. I would like to thank the care staff, the support staff and the teachers for their hard work to ready the school and classrooms for Opening Day; all contributed to a smooth start to the new school year as we welcomed 290 students on September 7<sup>th</sup>. We still have a few more spots to fill in some of the gifted classes and these placements will be made centrally over the next few weeks. The month of September can bring staffing changes and school re-organizations; we will endeavour to keep you informed should we find ourselves in a school re-organization.

I would like to extend a warm welcome to the many new students in JK to grade six classes. I know all of these students will readily be accepted by teachers and classmates and will quickly feel at home here at Mutchmor P.S. We extend a warm welcome to Mrs. Rhonda Barclay, who will be sharing the Learning Support Teacher role with Mme Marchessault for the next month.

A monthly school newsletter will be posted to the school website on the second Friday of every month. If you would like to receive a paper copy, please complete the attached tear off form and return it to the office prior to Friday, October 8<sup>th</sup>. At various times throughout the year, teachers will also send home Classroom Newsletters or use a classroom website to share information specific to your child's class.

This year our School Council Co-Chairs are Barbara Massey and Cindy Kirk. You can meet Barbara and Cindy and other members of the School Council at the Meet the Teacher Night on September 23<sup>rd</sup> and at the first School Council Meeting in the Computer Lab at 7:00 p.m. on September 27<sup>th</sup>.

As you may have noticed, construction work is ongoing at the school. We are being refitted for some new windows, an elevator and handicap washroom are being installed and shortly, we will have solar panels installed on our roof. The work has moved to evenings and nights and we anticipate a quick completion. We appreciate your patience and understanding during the construction phase as we try to accommodate the work, ensure student and staff safety and not disrupt student life too significantly. From time to time, we may need to close the Primary Yard after school so that equipment and materials can be delivered to the project site. We will try our best to inform you in advance when the yard must be closed via posters on the Primary doors and notices posted on the school website.

Please do not hesitate to contact your child's teacher or myself throughout the year if you have any questions or concerns. We look forward to meeting all of you at the upcoming Meet the Teacher Evening.

Sherri Bonneville

## Dates to Remember

Sept 23 – Meet the Teacher  
5 -7 PM

Sept 24  
Pizza lunch begins

Sept. 27  
School Council Meeting  
(Library) 7 PM

Sept 28  
Lunch Lady lunches begin

Sept 30  
Photo Day

Oct 11  
Thanksgiving-  
No School

## **Meet the Teacher**

**Thursday, Sept. 23 from 5 - 7 PM**

Parents and students are invited to our annual Meet the Teacher evening. We will begin in the large gym at 5:00 pm with staff introductions, school year highlights and a brief presentation by the School Council. Teachers will be present in their classrooms or teaching areas from 5:30 to 7:00 pm.

We look forward to seeing you on this evening.

## **School Organization September 2010**

Below you will find our tentative school organization:

### **English Program**

Betty Taylor	JK
Betty Taylor	SK
Rhonda Birenbaum	1
Anne Ballard	2
Dorilyn Kooy-Roome	2/3
Larry Stonebridge	3/4
Sean Aston	4/5
Angela Ward	5/6
Shaun Bourassa	6

### **Gifted Program**

Emily Eacrett	1/2
Lori Sheehy	2/3
Zak Firestone	4
Kimberly Hodges	5
Janet Zylberstein	6

### **Core French/FSL**

Joanne Cameron  
Chloe Lambert

### **Special Education**

Andree Marchessault	LST
Rhonda Barclay	LST

Cathy Hall	LRT
Donna Pattee	ESL

### **Educational Assistants**

Irini Gagnon  
Wendy Tenwolde

### **Note**

**The school organization is tentative until October and is subject to possible change depending on enrolment.**

### **Office Staff**

Jean Neidy  
Kathleen Neville

### **Library Technician**

Connie Bruce

### **Chief Custodian**

Vince Gobeo

### **Safety and Security**

Mutchmor provides a very safe and secure environment. I would like to review some of the safety procedures that are in place.

All outside doors are kept locked during school hours. Cameras are placed at both the Fifth Avenue and Fourth Avenue doors and you can be buzzed in at either door. You are still expected to go to the office to sign in.

### **Note**

**Parents, Visitors and Volunteers to the school are reminded to come to the office to sign in before proceeding to a classroom/hall area during school hours.**

## Daily Schedule/Supervision

Morning Start	9:15
Nutrition Break and First recess	11:25-12:10
Lunch	11:55-12:15
Afternoon Start (SK start at 1:15 pm)	12:10
Nutrition Break and Second recess	2:10-2:55
Dismissal	3:45

The school yard is supervised from 9:00 to 9:15. Parents are asked to ensure that their children do not arrive at school before 9:00.

Students are expected to leave the school grounds following afternoon dismissal. No after school supervision is provided. Please do not assume other parents will care for your children until you arrive.

If an adult who is picking up a student is unavoidably detained, students are instructed to go to the office to wait.

No parking is permitted in the bus lanes on Fourth Avenue and Fifth Avenue. Your cooperation in regards to pick up areas is very much appreciated. The safety and well being of our students is always our first consideration. **As parking for staff is at a premium, we cannot accommodate parents parking in the staff parking areas.**

**Please note, as well, that new parking restrictions are in effect for parking on the road. Ottawa Bylaws officers regularly patrol the area and impose \$90.00 fines.**

Parents are asked to wait in the Primary yard to pick up their children after school. Students may only be picked up from school by their parents or by

persons other than their parents **provided the school has received written notice.**

## Nutrition Breaks and Recesses

The first nutrition break (11:25 -11:45) has been designated as our lunch and pizza, Lunch Lady, milk will be delivered at this time. The second nutrition break is from 2:10-2:30. Some classes eat their lunch in the classrooms while some junior classes have lunch in the lunchroom which is located in the basement. Supervised recesses are from 11:45 to 12:10 and 2:30 to 2:55. Students will have the opportunity to get fresh air and exercise. Please ensure they have appropriate dress for the weather. Students will only remain inside for recesses in cases of extreme weather.

\*If your child is going home for lunch please provide a written note with instructions for them to sign out and then sign in at the office upon their return to school. If your child goes home for lunch regularly one note may be written for the year.

## Attendance

If your child is going to be absent please call the attendance line at

613-239-0535.

Students arriving after the 9:15 AM must report to the office for a late slip before making their way to class.

## Administration of Medication

The school is not able to administer prescription or non-prescription drugs without having the proper OCDSB forms filled out. This also applies to children with food allergies that require an **Epi-Pen**. We ask that the parents of these

students contact the office as soon as possible.

#### **Note**

**A Doctor's Signature is required on these forms which have to be updated every year.**

To ensure a safe environment for the children who have life-threatening allergies we would ask that you not send any peanut, other nut or sesame products to school in lunches or snacks.

#### **Emergency Evacuation**

In the event of a prolonged evacuation of the school building, Mutchmor's evacuation site is Corpus Christi Catholic School across the street on Fourth Avenue.

We would hope that sufficient time would be provided for the school to notify the parents, via the school's Emergency Phone tree, prior to an evacuation. However, that may not be possible. In any event, parents will be notified following an evacuation about where and when to pick up their child(ren). Once again, accurate and up-to-date contact information is crucial in such an event.

#### **Homework**

The following is a Guideline for homework.

##### **Guidelines:**

Grades 1 and 2 up to 20 minutes

Grades 3 and 4 up to 40 minutes

Grade 5 and 6 up to 60 minutes

Parents play a key role in reference to homework. They are requested to support their child by providing a quiet place to work, ensuring consistency and management of time, showing interest and providing help such as clarification, editing and listening. Regular reading to

your child in their first language is shown to greatly enhance learning.

If there are times when the assigned homework cannot be completed, a written note should be provided.

#### **Agendas**

Agendas are an excellent tool for communication between home and school and also for organization. Not all classrooms use an agenda, but all use some form of home and school communication. At the front of your child's agenda you will find information about Mutchmor P. S. procedures and rules. Students in classes that do not use the general school agenda will receive a copy of the information pages in the near future.

If your child has received an agenda, we ask for a voluntary contribution of \$8.00 to help us offset the cost of this valuable tool.

#### **Transportation**

We are still in the process of fine tuning bus routes and pick up times and we appreciate your patience as OSTA (Ottawa Student Transportation Authority) finalizes all details. They can be contacted at 613-224-8800.

Any questions or concerns that you may have regarding busing issues can be directed to the School office and we will in turn direct you to the appropriate busing personnel, if we are unable to solve the problem in house.

Bus students and their parents are reminded that according to OCDSB Policy and Procedures students must be consistently picked up and dropped off at the same location. Written notification to the office is required for any change to pick up or drop off. Please ensure that those changes are kept to a minimum as children function better when a routine is

set and kept to avoid stressful situations for the child and our office staff.

### **Access to Empty Seats**

Allocation of empty seats on our buses will take place after October 1.

Applications for empty seats on our existing routes are available in the office. Empty seats will be assigned based on age, need and distance from the school.

### **Glebe's Got Flavour**

This weekend, September 10<sup>th</sup> - 12<sup>th</sup> participate in the *Glebe's Got Flavour* festival in Central Park (corner of Bank and Patterson)

Friday night there is a free 'reel deal' outdoor movie night presented by the Glebe BIA.

Bring friends and family, lawn chairs and blankets. Dress up as your favourite character from *Neverland* and enjoy the movie '*HOOK*' starring Robin Williams. Festivities start at 5 p.m. on Friday, September 10<sup>th</sup>. The reels start rolling at sundown with a children's cartoon followed by the feature film.

### **Family Day at the Bill Mason Centre Sunday October 3rd from 10:00 to 2:00**

Please join us on Sunday October 3rd from 10:00am to 2:00pm at the Bill Mason Centre for guided explorations, Instructor lead activities and a hot dog cook-out.

Admission is free, hot dogs and drinks are available for a small fee.

Please bring your friends and family, but leave your pets behind.

Directions and information are available at [www.ocdsb.ca/oec](http://www.ocdsb.ca/oec) or by phone at 613 833-2080.

## News from School Council

Mutchmor School Council welcomes everyone back and we are looking forward to supporting the school lives of our children and involving many parents in our activities and causes. Our first council meeting for this school year will be on Monday, September 27th from 7-9 pm in the computer room. New council members will be elected at this meeting. We have several positions on council available. New Co-Chairs will be elected as well as the Treasurer. An Assistant to the Treasurer is needed and there are several Parent member positions open. Join us, bring fresh ideas and energy or just listen to what's going on. All are welcome.

School Council fundraises, and through these funds we support the arts, donate to our library, support the purchase of new technology for the school, sports equipment, Scrabble sets and more. This past year the Greening Project, lead by council member Cindy Kirk, saw 18 new trees planted, quiet seating and an outdoor rock classroom added to the Mutchmor yards.

Council will be offering the Milk Program shortly. Fresh milk (1%, 2% or chocolate) can be ordered for your child's lunch (first break) at a reasonable cost. More information will be sent home soon on the Milk Program. The popular Pizza Program will offer pizza every second Friday. Take a break from making a lunch and order pizza for your child. Forms will come home in the next few weeks.

Mutchmor t-shirts, hoodies and ball caps can be ordered at the end of September. Look for our Spiritwear order form in a few weeks.

Renew your magazine subscriptions and order new ones through our QSP Program. This is an easy way for you to support Mutchmor. Wait until October to order your magazines through our program. More information will be sent home in October.

Council also coordinates the School Directory - a listing of names and contact information for the students. This can be useful for homework and play dates! Be sure to complete the School Directory

information request in the School Council Welcome Back letter if you want to be included in the directory. E-mail blasts are sent out from Council via the Class Reps to update you on relevant school news and upcoming events.

Council also hosts the traditional Holiday Family Breakfast in December and the End of the Year BBQ in June. Another vital function of council is providing a forum for communication between parents and school staff as well as addressing issues facing our school community. School Council representatives meet with parents, school staff, our school board trustee, the Glebe Community Association Education Committee, neighbouring school councils and the Ottawa-Carleton Association of School Councils.

Drop by our table outside of the library at "Meet the Teacher Night" on September 23 and learn more about School Council. Add our website to your favourites for easy referral to all of our School Council news.

[www.mutchmorsc.ca](http://www.mutchmorsc.ca)

THIS IS OUR LAST HARD COPY NEWSLETTER! IN ORDER TO HELP DECREASE COSTS SUCH AS PHOTOCOPYING AND PAPER USAGE, ALL SUBSEQUENT MONTHLY NEWSLETTERS WILL BE POSTED TO OUR SCHOOL WEBSITE ON THE SECOND FRIDAY OF EVERY MONTH.

IF YOU CONTINUE TO REQUIRE A HARD COPY, PLEASE COMPLETE THE TEAR OFF FORM BELOW AND RETURN IT TO THE OFFICE BEFORE FRIDAY, OCTOBER 8TH.

\_\_\_\_\_ YES, I WANT TO CONTINUE RECEIVING A  
HARD COPY OF THE MONTHLY NEWSLETTER  
HOME WITH MY CHILD

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CHILD'S NAME

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TEACHER'S NAME