

# **STUDENT HEALTH & SAFETY**

## **Emergency Information**

In the event of a serious accident, it is vital that we be able to contact the parent/guardian or neighbour/relative immediately. Please review and/or correct your child's Emergency Information Form, which will be sent home early in September and return it to the school as soon as possible. Parents are asked to let the school know immediately if there is a change of address, phone numbers, or other pertinent information.

*Note:* It is suggested that any person who is identified as an alternative emergency contact person be one who lives near or has easy access to the school. It is important that each child know the name and location of the person to whom she/he should go in case of an emergency.

## **Creating Safe and Healthy Schools for Children with Allergies**

School staff and parents/guardians are responsible for creating safe and healthy environments for students. This is an additional challenge for schools attended by children with allergies, especially life threatening allergies. While it is impossible to create a risk-free environment, school staff and parents/guardians can take important steps to minimize potentially fatal allergic reactions as there are implications for the whole school, not just individual classrooms. It is especially important that parents/guardians communicate a life threatening allergy to the school as soon as they become aware of it. Please notify the principal and your child's teacher so that we have accurate records and establish the protocol to follow with your child.

We do not allow any peanut or nut products on school property. We also do not allow snacks that contain traces of peanuts or nuts. You may be informed of other specific allergens that affect individual students in your child's class (i.e., egg or dairy). Please read all labels carefully before sending a snack to school.

We appreciate your support in working towards safe environments for all of our students.

## **Celebrations**

Food items are not permitted during celebrations. Birthday celebrations will be acknowledged over the school announcements. If you would like to exclude your child's name from the birthday list, please inform the office.

## **Students Leaving School During the School Day**

In accordance with Board policy, if a student needs to leave the school prior to regular dismissal time, he/she must have a note. No student will be permitted to leave without parental

permission. Students who leave during the day must be signed out by the adult who picks them up.

Students are not permitted to leave school property:

- Once the bus has arrived and prior to morning entry;
- During recess and during the lunch period (Market Day privileges for Grade 6, 7 & 8 students are arranged by homeroom teachers and will require parental consent) and;
- Before bus pick-up at the end of the day.

### **Morning Drop-Off Procedure**

1. Please arrive between 8:20 a.m. and 8:30 a.m. to avoid long lines near the 8:35 bell
2. Enter into parking lot and proceed along curb to furthest available point
3. Please do not stop at far end of parking lot, proceed along curb to North Curbside Kiss and Ride
4. KPS staff members will assist students in exiting the vehicles in Kiss and Ride Zone

### **Vehicles in Kiss and Ride Zone:**

\*Children must exit vehicle on curbside ONLY in the Kiss and Ride Zone

\*Please drop off quickly so the most number of vehicles can move safely through the lot

### **Vehicles on South Curb:**

\*Please wait in vehicles and move forward with flow of traffic

\*Do not attempt to pass in the thru lane to your left, wait your turn

### **Vehicles Parked in Spaces:**

\*Please walk children to the North curb

\*Exit parking spaces cautiously

\*When possible, exit spaces through front without reversing

### **Afternoon Pick-Up Procedure**

1. Enter into parking lot and proceed along curb to furthest available point
2. Limit space between parked cars to allow the most number of cars in lot
3. Children will be encouraged to wait along North and East sidewalks for pick-up at dismissal

### **Vehicles in Curbside Loading Zones:**

\*Load your children curbside of vehicle ONLY

\*Please load children quickly so that you may exit and allow curbside loading for next vehicle

\*Once children are buckled in, please use thru lane to your left to exit

### **Vehicles Parked in Spaces:**

\*Please exit vehicle and meet children on sidewalk at dismissal bell

\*Do NOT allow children to cross parking lot without you, there will be heavy vehicle traffic

### **Vehicles Double-Parked**

\*Do NOT leave your vehicles unattended

\*If the vehicle(s) you are blocking is/are ready to exit before you are, you MUST move your vehicle and loop around the lot to find a curbside spot open to load your children

### **Exit Procedure**

1. Proceed to the gate and come to a complete stop to ensure no children are crossing
2. Turn right at gate, proceed SLOWLY through the front driveway to left of buses
  - \*Pylons will be present, stay to left
3. Children may be crossing between buses with supervision, be cautious!
4. Exit front driveway with caution at North stop sign
5. Front driveway may close at 3:05 to give buses priority to exit
6. Vehicles may be held for a few minutes until buses clear driveway

### **Safety Rules**

**There will be no parking in space at far end of lot marked with painted stripes**

**\*Parking here inhibits safe maneuvering around the far end of the lot**

**At no time should any child be by himself/herself in the parking lot, sidewalks ONLY**