



COMMUNITY SCHOOL LTD

**97/99 Church Street
Moncton, New Brunswick
E1C 4Z4**



IMAGINE.....

- a unique learning centre that provides education for students of all ages who may be struggling to find academic, social, or emotional success at school.
- a place that helps demystify the complicated world of learning disabilities.
- a place where learners of all ages, who require meaningful, individualized educational services can receive personalized care.
- a place that improves the lives of students by giving them a comforting environment and the skills they need to achieve personal, emotional, and academic success.
- a place where students are free to be themselves.

Riverbend Community School is a safe, empowering, non-judgmental space where students come to discover what they are truly capable of accomplishing.

Our Core Values...

- We can help students truly believe they are smart and capable
- Every student has the right to be successful
- Students can learn to be resilient and show grit in the face of adversity
- We can prove to students that their learning disability does not define who they are
- Every person has many strengths. These strengths far outweigh any perceived academic “weaknesses”
- Every student has the desire to be successful, our job is to show them how
- All that we are and all that we do as a school is in pursuit of the best interests and the best service possible for our students and their families
- Individuality should be not only encouraged, but celebrated

Contact Information

Riverbend Community School
99 Church Street
Moncton, New Brunswick E1C 4Z4

Tel: (506) 388-5813
Cell: (506) 381-5955
(Emergencies only)

Website: www.riverbendschool.ca

Email: info@riverbendschool.ca

Rebecca Halliday	Director Teacher ELA Accounts Manager	Rebecca@riverbendschool.ca
Chantal Ricker	Teacher	cricke2016@gmail.com
Sarah Noseworthy	S.T.E.M Teacher	sarahjnose@gmail.com
Jaymie Wilson	Education Assistant Math Support	jaymiew61@gmail.com

Parents can email at any time. Emails received after close of business each day will not usually be responded to until the following business day.

The main method of communication should always be email.

We greatly encourage you to download the Class Dojo App and communicate with us this way. Class Dojo will also allow you to see what's going on in the classrooms each day and provides a great sense of community. See our section about apps and technology for further information.

Arrivals & Departure

It is very important that arrival and departure times be closely adhered to. **The doors open at 8:00 a.m.** and **school commences at 8:30 a.m.** Students should be here approximately 10 minutes prior to the time school starts. The School front door is locked once School commences, so if your child is going to be late, please contact us via phone, text or email to let us know. You must ring the bell to be let in.

Please note: there is no parking permitted in the Frenette's Funeral Home parking lot, or in the yard behind the School. There is metered parking on Church Street.

School is finished at 2:45 p.m Whomever is picking the child up is welcome to come in to the School to get the student, although this is not a requirement. If someone besides the child's parent is doing the pick-up, please notify the School in advance. The alternate person's name should be on the Consent Form for Student Pick-up that was signed at the beginning of the School year.

Dress

Please remember that education can involve many messy activities. In case of mishaps, parents are asked to provide a complete set of clothing to be kept at the school. The items should be in a see-through plastic bag, clearly labeled with the child's name. When these clothes are used, parents must provide replacements.

Students should come to School dressed for the weather. In winter, this includes a winter jacket, snow pants, gloves/mittens, and a hat. Since there is often outdoor recess, and the children do leave the school to attend Gym, students should also bring an extra pair of mittens or gloves.

Boots are not permitted to be worn in class, so during winter months, or in wet weather, proper indoor footwear is to be provided to be worn indoors.

Rain gear is also recommended during the spring and fall.

For scheduled Gym activity off-site, depending on the activity, students will not be allowed to participate without the proper footwear, so Crocs, sandals, clogs, flip-flops, and dress shoes are not permitted in gym class, or when participating in outdoor activities.

Field Trips

Field trips are a part of Riverbend's educational experience. Information concerning each trip will be distributed at least a week before the field trip, along with a Field Trip Consent Form. It is

important that the Field Trip Consent Form is signed and returned to a teacher. If the signed form is not received, the student will not be able to participate in the Field Trip.

Depending on the destination, and the length of the field trip, parents may be asked for a financial contribution to off-set the cost of the trip. If it is a day trip, appropriate clothing must be worn, and parents will be asked to provide a lunch for their child, as well as healthy snacks.

Shared transportation can be arranged, and it is important that this be arranged and assigned before the day of the Field Trip. If a parent is offering transportation to other students, it is that parent's responsibility to ensure that their Vehicle Insurance covers all eventualities.

On School outings, School rules apply. The students will stay with their teachers, and parents will be there as support. There will always be a minimum of two teachers present during field trips.

If the field trip is within the School area, it will be a walking field trip, and students will be expected to follow all safety rules – walking on the sidewalk, not in the street; being careful when crossing the street (paying attention to stop signs, red lights, walk/don't walk signs, pedestrian crosswalks, etc.); no pushing or shoving other children. Students who do not comply with these rules will be asked to be picked up by a parent.

Recess & Lunch Breaks

Students will eat their snack outside, so a healthy, quick and easy snack is essential for recess time. Students who have written permission may leave at lunchtime to buy their food may do so, but we'd rather they didn't. Students leaving the property are responsible for meeting the class at whatever destination they will be at after lunch. If for any reason the student does not arrive on time during the lunch hour, and the school is locked, they will be responsible for either waiting or contacting their parent if the class and teachers have gone to another location.

Students who do not comply with our safety rules at recess or lunch – most importantly leaving the park or premises we are on or who are behaving in an unsafe way towards themselves or others, may be asked to be picked up by a parent. Travelling off school grounds to local parks and destinations means students are responsible for making good decision and are able to keep themselves and others safe at all times. Students who are unable to do this, may not be permitted to leave school grounds.

Storm Days/Professional Learning Days

Riverbend Community School will close due to inclement weather, following the same guidelines used by the School District. Information regarding School closures can be heard by calling “The Snow Line” at 856-SNOW (7669). The decision to close District Schools is usually made by 6:00 a.m.

We also follow the same guidelines as the District for Professional Learning Days, and a copy of the Anglophone East School District Calendar can be found here [online school calendar](#).

Online learning during storm days

We believe that students should continue on with their learning whenever possible, even on storm days. After 4 storm days in the school year, we will start posting assignments and challenges for students to take part in. If students are without power or Internet service, or the teacher who will be posting from home is without service, then there’s nothing that can be done. But most often, students have Internet access and can continue their learning at home. E-learning activities will be posted by **10am** on snow days and the expectation is that if students can complete the work, it should be treated as homework.

Lost and Damaged Items, etc.

We would prefer that students **NOT** bring personal items such as toys and/or hand-held games, etc.

If a student does choose to bring any of these types of items, please be aware that Riverbend Community School **WILL NOT** be responsible if the item is damaged in any way, or if the item is lost or misplaced.

Please notify the office or do message a teacher promptly if you feel an item has been left behind by your child, such as a backpack, outerwear, etc. If the item has been left here, we will be happy to keep it until someone can pick it up, but again, we are not responsible for the condition of the item/s that have been left behind. Any item that is not claimed within sixty (60) days after the end of the tutoring/school year will be disposed of, or donated.

If any item belonging to Riverbend Community School (such as electronic or other equipment, furniture, fixtures, etc.) is damaged or broken by a student, then the parent/s of that student are responsible for any replacement or repair costs of the item/s. The amount of repair or replacement will be invoiced to the parent/s and the invoice will be payable upon receipt.

Drop-off and Pick-up

Children may be dropped off at the front of the building on Church Street, but parents should remain watchful until the child has actually entered the building. Should the parent accompany their child in to the School, they are to park at the metered parking on Church Street – there is no parking allowed in the side parking lot, as this lot belongs to Frenette’s Funeral Home. There is also no parking allowed behind the building.

At the end of the School day, the parent or the person/s that are designated to pick up the student, may come in to the School to pick the student up, but this is not a requirement. No student may leave the School without being accompanied by the parent or designate, unless previous permission has been given.

Once the child has left the premises, the parent assumes full responsibility for the child. If a caregiver or another family member picks up your child, please make certain that he or she is aware of these guidelines.

During the regular School year, Day School students are leaving between 3:20 p.m. and 3:30 p.m., while tutoring students may be just arriving. If you have come in to the school to pick up your child, meet with a teacher, etc., please remain in the seating area while your child is putting away books, getting dressed to leave, etc.

If you wish to meet briefly with a teacher, please make prior arrangements via phone or email, as the teachers may also be getting ready to provide tutoring to the afternoon students. Any meeting, which may last longer than a few minutes, should be scheduled for a more convenient time.

RCS may provide a safe place for after-school, on a limited basis, for parents who cannot pick their child up within our Day School hours (due to their work hours), and when supervisory staff is available. We will provide internet access, and an opportunity to complete homework before leaving. For those parents who may need to be late picking up their child on an intermittent basis, (after 3: 45p.m.) please contact a teacher directly through dojo messenger or calling the school line 388-5813.

Communication

At Riverbend Community Day School, there is a lot of School/Parent contact, by design. Here are the Communication guidelines to follow:

Confidentiality

Any information (educational or personal) that is heard at RCS is kept in strict confidence. Any issues involving a student are discussed only with the child's parents or with another teacher. Outside discussions about students could cause harm to the student, the family, and the School. We strive to maintain community spirit and a positive atmosphere, so "gossiping" is strongly discouraged.

Respectful Behaviour

It is imperative that all members of the Riverbend community (students, teachers, and parents) speak respectfully to each other, and always act in a respectful manner. It is unacceptable to speak or act in a disrespectful or unproductive manner. Children who do so will be dealt with immediately by a teacher, and if the problem persists, their parents will be contacted (see behavior policy section). Teachers who do so will be dealt with by the Directors. Parents who do so will be required to meet with the Director to address the problem.

Talk to Us

Although it may seem easier, or more convenient, to ask another parent when you have a classroom or general School question, this can lead to misinformation. If you have questions or concerns, consult the teacher. If something has happened at school and your child tells you, and you feel we should know, let us know. Dojo messenger or email with the details would be the best way to contact us.

When You Have a Question

Please be assured that if at any time you have concerns or questions regarding your child, the teacher will be happy to discuss this with you. Scheduled meetings may take place after school, and parents are asked to respect the privacy of these meetings. Unless a situation is urgent, do not attempt a lengthy conversation with the teacher in the morning. We use this time to organize materials for the class, to coordinate plans for the day, and to greet the students.

Food

Healthy, non-sugar based snacks should be provided by the parents, and if possible, any items containing red dye should be avoided. On occasion, snacks may be provided by RCS, but this is not guaranteed. Apple slices, orange segments, and raw vegetables are examples of a healthy snack option. We will ask students save their junk food snacks, energy drinks, pop, etc. until the end of day. We see students eating unhealthy or junk food early in the morning and it greatly impacts their learning and behaviour. We also see students trading or selling junk food to others who don't have it. So, to make it fair and supportive of everyone, please do not send these items to school at all and save them for home.

There is to be absolutely no food in the students' cubbies, unless it's in a sealed lunch box or container.

The child should also be bringing a healthy lunch, and if possible, something to drink – again, please avoid sugary drinks. Although a microwave is available, **please try to avoid providing items that need to be heated in the microwave. We only have 1 hour for a lunch/outdoor play period, and if a number of children have items that need to be heated, it cuts in to that time.**

Allergies

Please note: Riverbend Community School **has a no peanuts policy at this time.**

It is the responsibility of the parent to advise RCS if there are any allergies that we should know about.

If a student is supposed to carry an Epi-Pen, it is **CRUCIAL** that it be sent to the School with the student. Your child's teacher must be made aware of its location (in the child's backpack, for example). If the Epi-Pen is used at any time, it is the parent's responsibility to replace it promptly, and to continue sending it with the child.

If your child requires any prescription medication please let us know. If you require us to administer the meds, please clearly mark on a bottle or container what the medication is, the frequency and how much they need to take. Please also send an email describing what the medication is for and what side effects the child may experience and what we should look for.

If your child takes medication for ADHD, anxiety, etc. please let us know all of the details and how these meds typically impact your child, what happens if they miss their medication and it's VERY important that you let us know if you take your child off of their medication or increase their dose.

Classroom Management

Riverbend Community School Class Rules:

- ❖ Follow directions quickly
- ❖ Raise your hand for permission to leave your seat
- ❖ Raise your hand for permission to speak
- ❖ Keep your hands and feet to yourself (make smart choices)
- ❖ Respect your teachers and classmates

We have based our classroom management plan on the work of Michael Linsen. You can find out more information at www.smartclassroommanagement.com.

The Behaviour Plan

The philosophy is that students are given a verbal warning if they break one of our five rules. We discuss at length with students that they are not “bad”, nor are we angry, but we need them to know they’ve broken a rule. The first is simply a verbal warning and a chance for them to get themselves back on track. If a second rule is broken, they go to the reflection area, which is still within the classroom setting. This is a chance for them to take 10 minutes and reset and keep working. They set a timer and when it goes off they return to the flow of the class. The third warning means a student will go back to the reflection area and then be given a reflection sheet, which is expected to be filled out, returned and signed the next day by the parent. They may also be asked to call home and explain to their parent that they’ve received three warnings and what rules they’ve broken. This system works better for some students than others. We try to focus on students doing well and fill their bucket with praise and not focus on the negative.

The learning atmosphere at RCS is one of cooperation, trust, and high standards. All stakeholders, including our students, must share in believing in and acting on the philosophies of our School. It is not our mandate to manage disruptive, abusive, and unsafe behaviours. Our teachers are expected to share their time and attention equally among students, delivering the curriculum in a positive, enjoyable, and creative atmosphere. Our School stands solidly behind our teachers in supporting their focused commitment. Decisions made by the School reflect this support.

A behaviour policy and a disciplinary procedure are needed at every school, as both students and parents feel more comfortable when they know what the boundaries are for behavior in the School they have chosen.

Uncontrollable, unsafe, or bullying behavior is not tolerated at Riverbend.

Every parent has a different level of tolerance for children’s behavior. However, when we are together at school-related events, there will be zero tolerance for uncontrollable, unsafe, or bullying behavior. Parents are responsible for managing their own child’s behavior during school-related events, which include special events, at drop-off and pick-up times, etc. If a staff member finds that a child is not following Riverbend’s behavioural expectations, the staff member will ask the parent to take the child out of or away from the event.

The best social and learning atmosphere is one in which all members are expected to treat others with respect. At RCS, we have created a successful learning experience for our students, one that is founded on the cooperation and partnership of students, teachers, and parents.

Discipline Procedure

Behaviour deemed by the teacher to be uncontrollable, unsafe, bullying, or involving sexual harassment toward a student or the class may result in the student being removed from the class for the day. A parent may be contacted to come and get the child.

Bullying has been defined as “a willful, conscious desire to hurt, intimidate, threaten or frighten someone. If the object of the behavior feels bullied, then it is unacceptable behavior.” Bullying may be physical (i.e. hitting, kicking, biting, taking belongings, destroying others’ work, etc.), or verbal (i.e. name-calling, racist remarks, taunting, etc.). It can also happen on-line, and over various forms of social media (cyber-bullying).

If the uncontrollable, unsafe, bullying or sexually harassing behavior is ongoing, the Directors will conduct a full review to determine if further action is required including dismissal from the program.

Behaviour that is deemed to be violent or abusive will be reviewed by the Directors to determine what appropriate action is necessary, including immediate expulsion.

In all cases, teachers at RCS will work to help each student develop skills in pro-social behavior and problem solving. We recognize that some cases may require outside intervention, and we may recommend this to the parents.

Positive Guidance Techniques

Riverbend Community School follows techniques of positive guidance at all times, including:

- Reflecting with the child on an incident
- Redirecting negative energy
- Eliminating potential problems
- Using positive reinforcement and encouragement rather than competition, comparison, and criticism
- Administering, in a consistent manner, rules that are logical and comprehensive

- Explaining rules clearly to all children, staff, and parents

Individualized Behaviour Plans

If parents feel their child would benefit from a separate behaviour plan upon the recommendation of a counselor or therapist, or even something they just know will work better or motivate their child, please don't hesitate to ask. This means there would be a plan that is put in place in addition to our whole class plan. Parents, teachers, and the student will sit down together and create a specific plan with measurable goals. For example: a rewards or incentive plan for students with ADHD who need to have certain behaviours redirected, etc.

Child Abuse Referral Procedures

It is the responsibility of Riverbend Community School to document and report to the local Department of Social Development any suspected case of a child who appears to have been, or says they have been, physically, socially, emotionally, or sexually abused.

The ***Child and Family Services and Family Relations Act*** contains provisions under Part III, Child Protection, for reporting a child who is, or may be, in need of protection. If any person – including a teacher or another professional – has reasonable grounds to suspect that a child may be in need of protection, the Act requires that the person report those suspicions “forthwith” to a Children’s Aid Society, and provide the information on which those suspicions are based.

Failure to report suspected abuse or neglect is an offense under the Child and Family Services and Family Relations Act.

Technology

Each student is required to bring their own iPad to school each day. Each student is responsible for the safe keeping of their iPad. Owning an iPad is a big responsibility.

ipad rules and expectations:

1. Students must not use their iPad in an inappropriate way. There are no blocks on the iPad in terms of what they can access at our school. This means being a good digital citizen is of the utmost importance. We will teach these skills as well. However, students caught using their iPad in any way other than what their teacher has instructed them to do, will lose iPad privileges for the day and parents will be notified.

2. Students are not permitted to be on social media at school. We encourage parents to be very careful and avoid allowing children to have unmonitored social media accounts.
3. Students may not use our online school platform called Edmodo for any form of inappropriate communication. Students may not post or message students in any way that is deemed inappropriate using edmodo or any other form of messaging. Any student caught bullying or speaking inappropriately online to another student, may be asked to leave our program.
4. Students may not message, air drop or contact each other using their ipads during class time or break times. Please wait until after school to message or communicate online.
5. Minecraft is not permitted during school hours.
6. Students may not imessage or message their parents or friends outside of school during school hours. Parents please do not message your child during school hours. If you need to reach them please call the school or message a teacher via dojo or text.
7. Students may not take photos or record any student or teacher under any circumstance without their permission first.
8. Students may not post photos or videos taken at school to social media without written permission from teachers or students.
9. Students must arrive to school with their ipads charged and enough storage for school-related work and apps. If their ipad is full of games, and it interferes with class apps or schoolwork, we ask the games get deleted or get a second ipad just for gaming.
10. Students may not touch another student's ipad without permission.
11. Students may not be on any websites or apps that the teacher has not explicitly instructed them to be on.

Ipad Apps and Accounts

Here are the essential apps and accounts students must have:

1. Apple ID

If your child doesn't have an apple id, we can create one for them. They can simply load itunes cards onto their account as needed. They don't need your credit card number attached. If they already have an apple id, please make sure they know the username and password or email it or text the information to Rebecca. If they don't have money already on their account, please send an itunes card with minimum \$10 with their name written on the card.

2. Gmail Account

The reason a student needs a gmail account is so they can access google accounts that we use such as google drive, google docs, etc.

3. Edmodo

We use Edmodo as a safe, private and secure online platform to communicate with each other. Think of it as a closed facebook group for school. Teachers can post homework, flipped lessons, quizzes, assignments, and messages to their classes using Edmodo. Kids sign up with a different code for each teacher's class. Example: a student will have a code for Rebecca's ELA class, Chantal's Math class, etc. You can find a ton of information on the Edmodo web page. The following link will take you to the parent information page where you can sign up on your home computer, iphone or android phone with your own parent code. [Parent Support Page](#). Email Rebecca if you need more support or a class code sent to you when setting up your parent account.

***Each student is responsible for checking their Edmodo classes each night, as we will post assignments here INSTEAD of having them write in an agenda. They should check each one of their classes, as individual teachers post different assignments.**

4. Class Dojo

Each student will have their own dojo app. We STRONGLY encourage every parent to download the dojo app. We use dojo for many things including messaging parents with important information, posting pictures of what's happening in class, and each student will have a portfolio tied to their dojo profile that will include samples of their work (in some classes, not all). We also award points all day long for different behaviours to celebrate the choices they make. They are awarded different points for their efforts, actions, and choices. Every Friday students can go shopping for different rewards based on how many points they have. When you have the app or online account, you can take a look at your child's behaviour each day. We also do track when they make poor choices, or behave inappropriately, but they do not lose points. This allows you to talk about this at home as well and be in the know when they are having a off day or moment. Each parent will be given a handout or emailed a code and instructions to download the app.

* All other apps or accounts will be set up in class by teachers, and you will be made aware of any you need to know about. Some apps do cost money, but we rarely have them use paid apps. If they do cost money it's because we think they are really worthwhile. Sometimes we also ask students to buy a class novel in ibooks because we simply can't afford a full class set. This is why we ask students have an itunes card for these occasions.

Volunteer/Fundraising

Riverbend Community School is a partnership between teachers, students, and parents. Ongoing parental involvement is crucial, and having parents participate in any aspect of the School not only

helps lighten the load for our small staff, but also fosters a feeling of cooperative spirit. This community spirit helps parents and students feel a sense of belonging and pride.

Any parent or guardian who is interested can volunteer to help with organizing materials, reading aloud to the students, etc.

Any parent or guardian who will be working directly with students on a regular and repeated basis without direct supervision of School staff is required to provide the director with a current Criminal Records Check, including a Vulnerable Sector Search.

Fundraising is a critical part of keeping the school open. Because all staff are also tutoring after hours on top of teaching in order to keep enough revenue coming in to maintain the operation of the school, we are not able to take the lead on fundraising. Parents, we are depending on you to help organize and attend fundraising events each year. Please sign up for the committee and speak with the committee head for ideas and events.

Miscellaneous ...

Health Policy

Lice – Please check your child’s head for lice often. If lice or nits are found on a student while at School, the student will be sent home until the condition is treated and it is verified that no more lice or nits are present. Every student will be checked for lice at School, on the first day of School, and other times throughout the year.

If a child becomes ill while at School, the parent will be contacted, and asked to make arrangements to pick up the child within one hour of being notified.

Please ensure your female child has sanitary napkins or tampons and understands how to properly dispose of these items, i.e. no flushing tampons or pads in the toilet.

Consent Forms

Parents are required to sign various Consent Forms at the beginning of the School year. Consent forms cover outings taken on foot, outside activities such as Gym, and so forth.

Most importantly, the parents must sign the Exemption from Public School Attendance – Annual Independent School Application Form.

There is also a Photographic/Video/Film/Audio Release form, which gives RCS permission to film, video, or photograph the children for the purpose of presentation on the Riverbend Community School web-site, or in their advertising.

If you do not wish your child's video or picture to be utilized, that should be noted on the form.

There is on occasion a video presentation that is put together for the parents to enjoy at a Parent/Teacher night. The End of Year celebration is an example of this. The video is usually posted on our Facebook page, and the parents and other family members can enjoy the video at any time.

A Consent Form must be completed and kept on file, listing the individuals who are permitted to pick up your child from School. Should changes occur, it is most important that notification be given to the teacher in advance. For your child's protection, RCS will not release your child to someone other than the designated individual/s listed on the Consent Form.

The School must have written or verbal consent from the parent in order to release a child to someone other than those people listed on the Consent Form. An email will be considered written consent, but unless the individual is added to the Consent Form, then each time that person is picking up a child, an email or a phone call will be required.

Termination of Services

If you wish to remove your child from Riverbend, you are required to give **2 months written notice**.

No refunds will be given if you remove your child before the 2 month period before your child leaves the program. Failure to do so may lead to legal action.

Expulsion from the Program

If your child is asked to leave the program for behavioral or other issues that we feel are too disruptive to the other students or don't meet the requirements of our program you will not be refunded the money you have paid for the month that they are asked to leave. Example, if your child is asked to leave in the middle of the month, you will **not be** refunded the remaining amount for the month. We expect all parents know their child well enough when signing them up to know they are not at risk for being expelled from the program.

Fees & Additional Costs

Tuition for the School Year is as follows:

\$10,350.00 Annual Tuition, with a payment structure of **12 monthly payments of 862.50 (September through August)**. Please note: A “month” will be considered a four-week period.

or \$1035.00/month over 10 months

The half-day program is \$690.00 monthly. A “month” will be considered a four-week period.

There is a non-refundable deposit due before the School year begins, and the deposit amount will be communicated to you before the end of each school year.

There is an Annual Program Fee of 100.00, and a School Supplies fee of 50.00, which is paid separately from the tuition amount, and is due at the the start of the school year. It is preferable that tuition is paid monthly, but arrangements can be made to accept bi-weekly payments.

Payments can either be made by cheque, by e-transfer via on-line banking, or by credit card (Visa, MasterCard, American Express). A transaction fee of 2.65% is charged for tapped, inserted, or swiped transactions, and 3.4% if the card information is keyed in manually. The only form of debit we accept is “debit tap” so please check with your bank to see what the limit is on “tap” transactions. We prefer not to handle cash if that can be avoided.

If paying by cheque, RCS requires post-dated cheques for the entire School year, and these are required on the first day of School.

Any cheque that is returned due to “Non Sufficient Funds” will need to be replaced immediately upon notification that it has been returned. In addition to the replacement cheque, a \$50.00 banking fee will also be required. If more than one cheque is returned for this reason, then other payment arrangements (cash, money order, certified cheque) may be required.

If paying by e-transfer, the security question should be “what is my child’s name” and the answer should be the child’s first name. Some banks require a specific number of characters, so in that case, you would use the first and last name, entering it as all one word. When the e-transfer is made, email notification is to be sent to info@riverbendschool.ca.

Outside activity (gym membership, etc.) will be included in the monthly fee.

Fees for Field Trips and other activities requiring financial contributions will be collected on as-needed basis, and must be paid before your child can participate.

Please direct all payment inquiries to Rebecca Halliday by email at rebecca@riverbendschool.ca.

NEW POLICY: If payments are late or missed once without communication to Rebecca in advance, you will be required to set up an automatic deposit form for money to be withdrawn automatically from your account.

EMERGENCY PLAN...

Riverbend Community School Emergency Plan

The purpose of this plan is to assist RCS in the event of an emergency. Such emergencies may create the need to seek shelter within the building, or the need to evacuate the building.

It is essential that all staff be prepared for an eventual emergency. There are two scenarios: one that requires people to exit the building (due to an internal threat, such as fire) and one that requires people to seek shelter within the building (due to an external threat, such as a hurricane, or civil violence). Such preparations include having an Emergency Plan posted in each classroom. Teachers must also prepare themselves and their students for such events. To assist in the preparation for response to an internal threat (fire, air contamination, etc.), the School will have two fire drills in the fall, two fire drills after returning from Christmas break, and at least one fire drill after returning from March break.

Responding to an Internal Emergency (A Situation that requires Evacuation of the Building)

An internal emergency is broadly defined as any situation that is seen to be of immediate or potential harm to those that are inside the building, or in close proximity to it. Such situations would include fire, “mystery odor”, chemical or fuel leak, etc.).

TEACHERS ARE TO REMAIN CALM AND TAKE CHARGE

HOW TO EVACUATE THE BUILDING AND WHERE TO GO

All teachers, students, and staff must know how to exit the building, and where the outdoor meeting place is.

EXIT

All staff must take immediate responsibility for the group they are supervising at that time, and exit the building at the nearest or safest exit, **in an orderly fashion**.

Each teacher **MUST** check all classrooms and the bathroom to ensure no children are in these rooms, and **keep in mind that children may be inclined to hide, or crouch down in a small space when they are afraid.**

The top floor must also be checked – at the top of the stairs to the right is an office, and there is a bathroom off that office. To the left, there are two classrooms.

There is a clipboard in the office with a Contact List attached – the clipboard is to be taken when the building is evacuated, along with the cordless phone, and parents are to be contacted as soon as possible if it is determined that the emergency is real.

Do NOT take the time to call 911 until the building is empty. Once everyone is out of the building, the Director on duty, or the teacher on duty, will use the cordless phone to contact 911. If the cordless phone has not been taken before exiting the building, use a cellphone to contact 911.

Do not worry about taking laptops, etc. – the safety of the people in the building is of paramount importance – everything else can be replaced.

The meeting place (Frenette’s Funeral Home parking lot beside the school) has been chosen because it is a safe distance from the building. Emergency vehicles will normally park in front of the School. When exit has been made from the school, everyone will proceed to the far end of that lot, closest to St. George Street.

The Safe Arrival Monitor will take attendance to ensure that all people who were in the building at the time of the alarm/drill are on-site at the meeting place. The checklist for student names will be on the clipboard with the Parent Contact List.

If it is determined that someone is missing, do not attempt to go back in to the building to search. Contact the nearest fire or police personnel and let them know that someone is missing.

Riverbend Community School Emergency Exit Plan

Safe Arrival Monitor:

Teacher/s on Duty

Attention RCS Personnel:

All employees and students of RCS are required to exit the premises immediately in the event of a fire alarm, or a drill exercise. **NO EXCEPTIONS.**

Procedure:

If a threat of fire is coming from the area by the **front door/stairway**, then everyone is required to **exit via the back door/stairway.**

If a threat of fire is coming from the area by the **back door/stairway**, then everyone is required to **exit via the front door/stairway.**

Proceed to Frenette’s Funeral Home parking lot beside the School and stay together at this location.

Safe Arrival Monitor will account for all students, and anyone else who was on site at the time of the alarm/drill.

Safe Arrival Monitor is also responsible to notify fire or police officials if anyone has not arrived at the Safe Arrival destination.

Special Note:

Personnel are requested to close all doors behind them in order to reduce the circulation of oxygen that fuels the fire. Individual classroom or office doors will be left unlocked to allow fire- fighting personnel to confirm "clearance".