

École Templeton Handbook



2025-2026

School Schedule

Our school follows a Balanced School Day schedule, except for Kindergarten which are half-day programs.

8:45 – Supervision is available on the school playground. **Please do not drop off before this time.**

8:55 – Bell rings and students enter school

9:05 – Morning Announcements

10:40-10:55 – Nutrition Break

10:55 – 11:20 – Outdoor Movement Break

12:55 – 1:50 – Lunch and Outdoor Movement Break

3:30 – Dismissal

Students in Kindergarten are enrolled either in the morning or the afternoon class.

Morning Kindergarten begins at 8:55 am and ends at 11:25 am.

Afternoon Kindergarten begins at 12:55 pm and ends at 3:30 pm.
Please do not drop off your child before 12:50 pm.

École Templeton is situated on Treaty One land, and the homeland of the Red River Métis.

Office Hours

Our school office is open from 8:30 am to 4:00 pm.

All visitors, including parents, are asked to report to the office upon arrival.

School absences

If your child is not coming to school for any reason, please inform the SCHOOL OFFICE **by 9:00 am**

either by:

phone at (204) 589-9853
and leave a message;

or by school email
ecole.templeton@7oaks.org

If a child is absent and the school office has not been informed, parents or guardians (or emergency contacts) will be phoned to ensure the child is safe.



Morning and End of Day Routines

Front Bus Loop:

(North side of school)

The loop at the front of the school is reserved for buses and daycare only.

This is necessary for safety. Please do not enter at any time. We have buses arriving throughout the day for Kindergarten and field trips. We want to ensure a safe environment for our children.

Coming to School:

The morning bell rings at 8:55 am. Children will meet their teachers at their designated doors at this time. Please strive to be on time, even a little early.

Parents are invited to use the parking lot loop to drop off their child at the welcoming adult. There is no parking in the loop at this time. We use a stop, drop, and go procedure in the morning.

Please exercise caution and patience.

We understand that you may want to come into the playground to see your child off with their classmates. You are welcome to do so! Please park on the street and walk in. **Please do not park in staff parking spaces. Only spots marked visitor are available.**

After School Pick-up:

For all students in Kindergarten, grade one and two, we ask that you meet your child at their designated door so that their teacher knows they are leaving safely.

If your child is older (grade 3-5) and will be meeting you for pick-up, all students must be escorted through the parking lot. This includes the families waiting in the loop. Please exit your car and meet your child.

Please let your child's teacher know who is authorized to pick up your child. We need parent or guardian permission to change the end-of-day routine. If this routine changes, please let us know immediately.

Changes to Pick-up:

Please notify the school office of any busing or pick-up changes for the day **by 3:00 pm**. Please notify the office by phone or by email at ecole.templeton@7oaks.org

If picking up your child prior to dismissal time, parents and guardians are requested to pick them up at the office and not the classroom. Please visit the office and one of our secretaries will call your child's classroom to have them come down to the office.

2025-2026 School Staff

Administration:

Leanna Loewen (Directrice)
Kristin Chartrand (Directrice-adjointe)

Personnel enseignant / Teachers:

Karine Cole (Maternelle – Salle 100)
Jeanette Mantolino (Maternelle – Salle 102)
Adou Atta (1^e année – Salle 107)
Paulene Bolisay (1^e année – Salle 108)
Rebecca Tomchak (1^e année – Salle 110)
Rebekah Johnson (1/2^e année – Salle 106)
Kirstine Reyes (1/2^e année – Salle 111)
Annick Bordeaux (2^e année – Salle 109)
Mbaye Ndiaye (2^e année – Salle 209)
Breanna Vince (2^e année – Salle 200)
Pamela Jenkinson (3^e année – Salle 206)
Gabrielle Laliberté (3^e année – Salle 207)
Kayla Tretiak (3^e année – Salle 208)
Taylor Gowriluk (3/4^e année – Salle 204)
Erika Tétrault (3/4^e année – Salle 105)
Shelby Leroux (4^e année – Salle 200)
Lynnette Navarro (4^e année – Salle 104)
Arlie Harnett (4^e année – Salle 203)
Lindsay Kasper (5^e année – Salle 205)
Andrew Ridd (5^e année – Salle 202)
Tihomira Tchirpanlieva (5^e année – Salle 201)

Suppléante / Supply:

Annabelle Sta. Brigada

Spécialistes / Specialists:

Darcy Dewit (Éducation physique)
Craig Gawryluk (Éducation physique)
Annabelle Dragicevic (Musique)
Julia Gibson (Musique et violon)

Appui / Learning support teachers:

Megan Brett (Appui)
Lindsay Brodeur (Appui)
Jennifer Davenport (Appui)
Melissa Francis (Appui)

Bibliotechnicienne / Library Technician:

John Delaat

Secrétaires / Secretaries:

Vanessa Boughen (Student records)
Monique Desrosiers (Finances)
Grace Wall (Term – AM)

Auxiliaires / Educational Assistants:

Alfani Alimasi
Cathy Chiasson
Lullabi Del Rosario
Mélanie Kablan
Nicole Dowhan
Nohemy Portillo
Rose Adjete

Coordinatrice Communautaire / Community Coordinator:

Veronica Thiffeault

Concierges / Custodians:

Scott Greene (Day Team Leader)
Freddie Dela Cruz
Marvin Dagdagan

Medical Concerns



If your child has any of the following medical concerns: a life-threatening allergy, is prescribed and epipen, has asthma, has a bleeding disorder, has diabetes, has a heart condition, has a seizure disorder or has any other significant disorder:

- Please inform the office and we will guide you through the process.
- You will be asked to complete a URIS form and a health care plan will be provided by our divisional health nurse. This will help us to provide proper care to your child.

Medication at School

We understand that, at times, a medical practitioner will prescribe medication to a child that must be administered at school. If your child requires medication at school:

- the medication must be delivered to the office by a parent or responsible adult.
- we ask that medication be in its original container.
- an authorization form must be completed. Forms are available in the office or on our school web site.
- we require that over the counter medication (Tylenol, Benadryl) be accompanied by a label dispensed by a pharmacy.

**We ask that all medications brought to school be stored at the office.
This includes prescribed medication for asthma.**

If your child has been prescribed an Epipen for anaphylaxis, we ask that the Epipen:

- be carried in a fanny pack and remain with your child at all times OR
- be stored in the main office OR
- Remain with your child in a fanny pack and have an extra one in the office.

Working together will ensure safe health procedures.

Other Important Information

Nutrition Breaks



Nutrition breaks are a time when we nourish our body and take a break from activities.

At École Templeton, there are two nutrition breaks scheduled during the day. Children eat in their classrooms.

We encourage sending foods that are as nutritious as possible. We ask that families do not send pop and limit sending sugary snacks. If you wish to send warm food, please use a thermos container, as microwaves are not available for reheating.

We also encourage sending snacks and lunches that are kind to the environment. To help reduce waste and the impact on our Earth, we encourage families to pack lunches in reusable containers. Please provide a fork or a spoon as needed.

We are a peanut and a nut-aware school!

Given that we have students and staff with life-threatening allergies to nuts and peanuts, we are a peanut and nut-aware school. *We ask that you read food labels carefully and **do not** send food with either peanuts or nuts to school.*



Remaining Indoors for Recess

When the wind chill is -27C, or if it is raining hard, we keep children indoors for recess breaks. We monitor the temperature on the Environment Canada web site, and we look at the weather conditions at the Forks. Otherwise, children are expected to play outside and are asked to dress appropriately for the weather conditions (hats, mittens, warm footwear, snow pants).

Conditions can vary throughout the day. Please do not assume that we will be indoors all day if it is cold in the morning. We get outside as much as we can! Even when children have minor illnesses such as a runny nose, they benefit from fresh air. A good rule of thumb is that if a child is well enough to attend school, they are well enough to participate in all activities.

Lost and found

To help reduce the amount of lost and found items that collect over time, please label water bottles, jackets, hoodies, hats, mittens, snow pants, shoes and boots. We are usually able to return lost items to your child right away if they are labelled.

Lost and found items are displayed in the foyer. Items that are not claimed before term breaks (December, March and June) will be donated.

Preschool Program

Parent-child preschool programs for children aged 0-5 are provided at our school at no cost to families living in Seven Oaks School Division. For more information, please see our school website.



Guidelines and Procedures



Busing

Applications are required for bussing and certain restrictions apply. Students who ride the bus are expected to behave in a safe and appropriate manner at all times. Bus ridership is a privilege and can be lost if it is felt that a student's actions are not deemed safe.

Twice yearly, all students participate in bus evacuation procedures.

If there are changes in bus routines for the end of the day, please notify the school office by phone or email ecole.templeton@7oaks.org before 3:00 pm.

Severe Weather

During the winter months, transportation services may be cancelled due to inclement weather and/or adverse road conditions. School buses will not operate when the Environment Canada reading taking at the Forks is -45C or colder with the windchill (as of 6:00 am). Parents will be responsible for making arrangements to get children to and from school. If you think that weather conditions are such that there may be a cancellation, please listen to CJOB 680 or CBC 990 on the radio. A notice will also be posted on the school division web site.

Please note that if busses are not running in the morning, they do not run at the end of the school day either.

Safety and Emergency Procedures

Safety plans are developed around a number of emergency situations and we want everyone to feel prepared and confident in the unlikely event that an emergency should arise.

We hold 10 fire drills and 2 lock-down drills per year. Families will be notified when we practice a lock-down drill so that you can also support your child in conversation about dealing with emergency situations.

In the event that we need to leave the school and the school grounds, our evacuation destination is **Amber Trails Community School**. Once there, we will communicate with our families.

Important Dates – 2025/2026

The following is a list of closures and a few other noteworthy dates. A calendar is available on our school website with other activity dates listed.

(Please note - dates are subject to change)

- September 2 & 3: Rencontres d'orientation/Orientation Days
- September 29: Journée pédagogique/Professional Development Day (No school)
- September 30: Journée nationale pour la vérité et la réconciliation/
National National Day for Truth and Reconciliation (No school)
- October 3: Photos
- October 13: Action de grâce/Thanksgiving (No school)
- October 24: Journée pédagogique/Provincial Professional Development Day (No school)
- November 3: Journée pédagogique/Professional Development Day (No school)
- November 11: Journée de Souvenir/Remembrance Day (No school)
- November 21: Célébrations/Student Celebrations (No school)
- November 26: Reprise de photos/Photo Retakes
- December 2: Journée divisionnaire/Divisional Professional Development Day (No school)
- December 22 to January 2: Vacances d'hiver/Winter Break (No school)
- January 5: Rentrée scolaire/ School reopens
- January 30: Journée pédagogique/Professional Development Day (No school)
- February 2: Journée pédagogique/Divisional Professional Development Day (No school)
- February 16: Journée Louis Riel (No school)
- March 20: Célébrations/Student Celebrations (No school)
- March 30 to April 3: Semaine de relâche/Spring Break (No school)
- April 10: Journée divisionnaire/Divisional Professional Development Day (No school)
- May 18: Jour de la Reine/Victoria Day (No school)
- May 27-29: Pleins d'arts au parc/ Arts in the Park
- June 4: Divisional Grad Pow Wow
- June 5: Journée pédagogique/Divisional Professional Development Day (No school)
- June 30: Dernière journée d'école/ Last day of school



We believe

At École Templeton, like Mîitigomizh (the Tree of Life),

Everyone belongs;

With compassion, we welcome and support our community,

beautiful and diverse;

We are proud to live and to learn in French;

Like the ceinture fléchée, we are woven together, stronger as a result;

We are rooted in our responsibility towards truth and reconciliation.

Minopimatisiwin, Living a Good Life

Learning, with love and with courage