

École Constable Edward Finney School  
25 Anglia Avenue  
Winnipeg MB R2P 2R1  
phone: 204-694-8688  
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Email: [constable.finney@7oaks.org](mailto:constable.finney@7oaks.org)

2025-2026

## École Constable Edward Finney School Handbook 2025-2026



Welcome to École Constable Edward Finney School! It is a pleasure to have your family as part of our school community. This booklet contains important information about our staffing, programs, and guidelines for the school year. Please take some time to review this information, and do not hesitate to call us at 204-694-8688 with any questions you may have. **The Blue Pod and Green Pod doors will be locked at 8:45am everyday. If your child is later than 8:45, please have them come in through the front door.**

Our school follows a **Balanced School Day** timetable, except for our Kindergarten classes which are half-day programs. Here is our **daily schedule**:

8:15am	Patrols go on duty.
8:25am	Teachers greet students outside.
8:30am	O'Canada/Announcements.
10:10-10:55am	Nutrition and movement break.
11:00am	Morning Kindergarten classes are dismissed.
12:30pm	Afternoon Kindergarten classes begin.
12:25-1:25pm	Lunch and movement break.
3:00pm	Dismissal for afternoon Kindergarten and Grades 1-5.



**Please** Keep our school updated on any changes in address, contact phone numbers and email addresses. This is very important in case we need to contact you in an emergency or for any other reason. Log on to Parent Connect to view your current information at any time.

### IF YOUR CHILD IS NOT COMING TO SCHOOL FOR ANY REASON...



please phone the school at **204-694-8688** and leave a message or email

[constable.finney@7oaks.org](mailto:constable.finney@7oaks.org). If a child is absent and we have not been informed, parents or guardians (or emergency contacts)

will be phoned to ensure the child is safe. Students who are late are asked to report to the office so we are aware they have arrived safely.

### END-OF-DAY PICK UP

**Our school day ends at 3:00pm. There is NO after-school supervision, your child/children need to be picked up at 3:00pm. If you are unable to make it for 3:00, you are asked to make alternate arrangements.**

## 2025-26 Staff

Principal/Directrice	<b>Natalie Trudeau</b>
Vice-Principal/Directrice-adjointe	<b>Larisa Kaiser</b>
Secretaries	<b>K. Saysana and L. Stroppa</b>
Kindergarten	<b>A. Kovacs, B. Hicks</b>
Grade 1	<b>M. Kent</b>
Grade 1/2	<b>G. Sprenger, C. Semchuk, S. Naseem, M. Bolisay</b>
Grade 2/3	<b>A. Awity/I. Diaz, C. Herosian,</b>
Grade 3	<b>L. Dasiewicz, K. Myska</b>
Grade 3/4	<b>H. Campbell, N. Bosak (Kunets)</b>
Grade 4/5	<b>A. Self, J. Harvey, K. Lingue, T. Quintana, D. Crawford</b>
Learning Support	<b>A. Oulé, D. Vaarmeyer, C. Heieie</b>
Physical Education	<b>J. Desgagnés, J. Rittberg</b>
Music	<b>S. Wiens, J. Hildebrand</b>
Library Technician	<b>L. Baldwin</b>
Comm. Coordinator	<b>R. Sharif</b>
Custodians	<b>S. Toth, F. Javier, M. Andrews</b>
Educational Assistants	<b>B. Croft, M. Sebastian, M. Dzama, M. Zatout, V. Digbe, M. Planidin, T. Schmidt, J. Neilson, T. Connolly, P. Sohal</b>
Divisional Supports	<b>H. Regula, K. Shebaylo, L. Rodrigues-Braga, K. Dangerfield, L. Sirota</b>

### IF YOUR CHILD REQUIRES MEDICATION AT SCHOOL...

1. The medication must be delivered to the school by a parent or responsible adult.
2. The medication must have an official label from a pharmacy (no over-the-counter medicines can be given as per school division policy).
3. An authorization form must be completed. Forms are available in the office or on our school web site.

Please keep the school informed of any changes in your child's health which may affect him or her at school.



### EMERGENCIES AT SCHOOL

In order to prepare for emergencies at school, we hold 10 fire drills and 2 lockdown drills per year. All students are asked to have a pair of indoor shoes at school at all times so they are prepared for a drill. A letter to parents and guardians is sent home prior to lockdown drills to inform families of the procedure.

In the event that we might need to evacuate students and staff, we would go to Maples Personal Care Home or Arthur E. Wright School. Once there, we would contact parents/guardians at home or at work to pick up their children.



## Guidelines and Procedures

### BREAKFAST, SNACK, AND LUNCH AT SCHOOL

Students bring food to school and eat in their classrooms during our two nutrition breaks. Encouraging healthy eating and teaching children about nutritious foods and treats is a component of our Health curriculum. Please send utensils with your child. There is **no cost** for parents to have their children eat lunch at school. This year, we are thrilled to continue with our school nutrition program, made possible by enhanced funding from the Province of Manitoba. This program is to ensure that every child has access to nutritious snacks/meals, which are essential for their academic and personal development. We offer a breakfast program every morning @ **8:15am**, all students welcome, beginning Monday September 8th.



1st Nutrition/Recess Break—10:10—10:55am

2nd Nutrition/Recess Break—12:30—1:25pm

Please review the following expected behaviours with your child:

1. Children must be seated at a desk or table while they eat lunch.
2. Appropriate table manners and speaking voices are expected.
3. When the break is over, children are asked to clean up after themselves and get ready for the activity break.



### BUSSING

Applications are required for bussing (available online), and certain restrictions apply. Students who ride the bus are expected to behave in a safe and appropriate manner at all times.

### IF YOUR CHILD IS NOT TAKING THE BUS BUT USUALLY DOES...

call transportation **(204) 338-7051** and the school **(204) 694-8688** to let the teacher and staff know. We require this information as early as possible in the day.

### WE ARE A PEANUT-CONSCIOUS SCHOOL

Given the number of students with life-threatening allergies to peanuts, we are a PEANUT-CONSCIOUS school. We ask that you look for the peanut-free label when buying snack and lunch items, and not to send foods containing peanuts to school.



### SEVERE WEATHER



If you are unsure whether or not there is school on a stormy day, please listen to CBC Radio 1 (89.3) or check the Seven Oaks web site at [www.7oaks.org](http://www.7oaks.org).

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

### REMAINING INDOORS FOR RECESSES

When the wind chill reaches  $-27^{\circ}\text{C}$ , or if it is raining hard, we keep the children indoors during recess breaks. Otherwise, children are expected to play outside and are asked to dress appropriately for the weather conditions (i.e. hats, mittens, warm footwear, etc.) Even when children have minor illnesses such as colds, they benefit from fresh air.

**A good rule of thumb is that “if a child is well enough to attend school, he/she is well enough to go outside for recess.”**



## IMPORTANT DATES (PLEASE CHECK OUR WEBSITE & NEWSLETTERS for additional dates)

September 2 & 3	Orientation Days—NO CLASSES
September 4	First Day of Class Gr 1-5
September 8	First Day of Class Kindergarten
September 12	School PD Day—NO SCHOOL
September 19	OK Before & After PD Day—NO BEFORE & AFTER CARE FOR THIS PROGRAM TODAY.
September 25	School Community BBQ 4:30—6:30
September 30	National Day for Truth and Reconciliation—NO SCHOOL
October 13	Thanksgiving Day—NO SCHOOL
October 21	Picture Day!
October 24	MTS PD Day—NO SCHOOL
November 3	School PD Day—NO SCHOOL
November 11	Remembrance Day—NO SCHOOL
November 21	Parent-Teacher-Student Conferences—NO SCHOOL
November 27	Picture Retakes!
December 2	Divisional PD Day—NO SCHOOL
Dec 22—January 2	Winter Break—NO SCHOOL
January 5	Classes resume
January 30	School PD Day—NO SCHOOL
February 2	Divisional PD Day—NO SCHOOL
February TBA	Finney Family Festival Fun Night
February 16	Louis Riel Day—NO SCHOOL
March 20	Parent-Teacher-Student Conferences—NO SCHOOL
March 30—April 3	Spring Break—NO SCHOOL
April 6	Classes resume
April 10	Divisional PD Day—NO SCHOOL
May 18	Victoria Day—NO SCHOOL
June 4	Divisional Pow Wow (evening)
June 5	Divisional PD Day—NO SCHOOL
June 26	Grade 5 Farewell—time TBA
June 30	Last Day of School—Early Dismissal (TBA)

[www.7oaks.org/school/constablefinney/](http://www.7oaks.org/school/constablefinney/)

Dates may change—please refer to our monthly newsletters and website calendar for up-to-date information.

### VALUABLES

Students are asked not to bring valuable items to school, as they may be easily lost or damaged. These include cellphones (new 2024 policy), iPads, jewelry, trading cards, video game devices, etc. Thanks for your support and co-operation with this.

### VOLUNTEERS

We are happy to welcome Volunteers into our school!

Please contact our Volunteer Co-ordinator,  
Larisa Kaiser @ [larisa.kaiser@7oaks.org](mailto:larisa.kaiser@7oaks.org).

### PRESCHOOL PROGRAM

Parent-child preschool programs for children age 0-5 are provided at our school at no cost to families living in Seven Oaks School Division. For more information and registration form, please visit:

<https://www.7oaks.org/constablefinney/page/686/finney-family-centre>