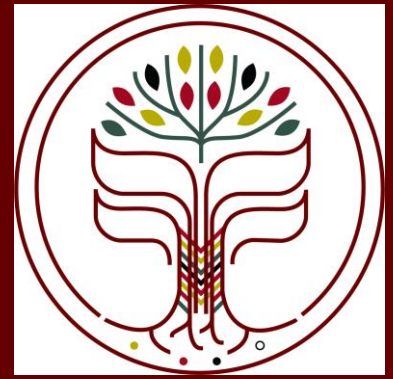


École Templeton Handbook



2026-2027

School Schedule

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

8:45 –Supervision begins. **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.

Please keep our school
updated on any changes.

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.

Electric bikes and scooters:

For safety reasons, the **use of electric bikes and e-scooters on school grounds is prohibited.**

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.

Parents are invited to use the Drop and Go loop, located on the east side of the school. Please drive up to the welcoming adult, they will guide your child safely. **There is no parking in the loop.**

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 1 and 2, we ask that you meet your child at their designated door so that their teacher knows they are leaving safely. Please leave cars parked on the streets nearby. **No parking is allowed in the parking lot.**

If your child is older (grade 3-5) and will be meeting you in the pick-up loop on the east side of the school, please wait patiently for the adults to escort your child to the car. **Parking in the loop or in the parking lot is not allowed.**

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.

2026-2027 School Staff

Administration:

Kristin Chartrand (Directrice)
Melissa Francis (Directrice-adjointe)

Personnel enseignant / Teachers:

M Nenka (Maternelle – Salle 100)
Rebecca Harder (Maternelle – Salle 102)
Adou Atta (1^e année – Salle 107)
Émilie Morin-Fournier (1^e année – Salle 108)
Breanna Vince (1/2^e année – Salle 106)
Bréanne Rey (1/2^e année – Salle 111)
Annick Bordeaux (2^e année – Salle 109)
Mbaye Ndiaye (2^e année – Salle 110)
Pamela Jenkinson (3^e année – Salle 206)
Annabelle Sta. Brigida (3^e année – Salle 208)
Taylor Gowriluk (3/4^e année – Salle 204)
Erika Tétrault (3/4^e année – Salle 209)
Shelby Leroux (4^e année – Salle 211)
Arlie Harnett (4^e année – Salle 203)
Rebekah Johnson (5^e année – Salle 205)
Andrew Ridd (5^e année – Salle 202)
Tihomira Tchirpanlieva (5^e année – Salle 201)

Spécialistes / Specialists:

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

Coordinatrice Communautaire / Community Coordinator:

Veronica Thiffeault

Appui / Learning Support Teachers:

Lindsay Brodeur
Jennifer Davenport
Lindsay Kasper
Kayla Gagnon

Bibliotechnicienne / Library Technician:

Courtney Sabel

Secrétaires / Secretaries:

Vanessa Boughen M-Th (Student records)
Grace Wall F (Student records)
Monique Desrosiers (Finances)

Auxiliaires / Educational Assistants:

Cathy Chiasson
Déborah Soki
Désirée Sow
Hapi Assiongbon
Jean Claude Aka
Jocelyne Ekora
Mélanie Kablan
Murielle Koassi
Nicole Dowhan
Nohemy Portillo
Sonia Nusetti
Stefan Doucette

Concierges / Custodians:

Mario Buenbaobra (Day Team Leader)
Fred Dela Cruz
Marvin Dagdagan
Harry Kastiro

Medical Concerns



If your child has any of the following medical concerns: a life-threatening allergy, is prescribed an Epipen, has asthma or any of the following: bleeding disorder, diabetes, heart condition, seizure disorder, 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.

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.
- medication must 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) be accompanied by a label dispensed by a pharmacy. We **cannot** administer Benadryl for allergic reactions.

**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 outdoor 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 taken 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 buses 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.

Attendance

We would like to stress the importance of coming to school every day. In a French Immersion program, this is especially crucial because school is likely the only environment where your child will have access to the French language.

We encourage families to refrain from taking extended holidays abroad during the school year as this really impacts the French language development and over-all learning for your child.

We want all children to feel successful in their learning and coming to school each day is the best way to support their education.

Important Dates – 2026/2027

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 8 & 9: Rencontres d'orientation/Orientation Days
- September 25: Photos
- September 30: Journée nationale de la vérité et de la réconciliation/National Day for Truth and Reconciliation (No school)
- October 12: Action de grâce/Thanksgiving (No school)
- October 19: Reprise de photos/Photo Retakes (*originally October 20th*)
- October 22: Journée divisionnaire/Immersion Professional Development Day (No school)
- October 23: Journée pédagogique/Professional Development Day (No school)
- November 2: Journée pédagogique/Professional Development Day (No school)
- November 3: Journée divisionnaire/Divisional Professional Development Day (No school)
- November 11: Journée du Souvenir/Remembrance Day (No school)
- November 27: Célébrations/Student Celebrations (No school)
- December 19 to January 3: Vacances d'hiver/Winter Break (No school)
- January 4: Rentrée scolaire/ School reopens
- February 5: Journée pédagogique/Professional Development Day (No school)
- February 15: Journée Louis Riel (No school)
- February 26: Journée pédagogique/Professional Development Day (No school)
- March 19: Célébrations/Student Celebrations (No school)
- March 26 to April 4: Semaine de relâche/Spring Break (No school)
- April 5: Rentrée scolaire/ School reopens
- April 16: Journée divisionnaire/Divisional Professional Development Day (No school)
- May 24: Jour de la Reine/Victoria Day (No school)
- June 3: Divisional Grad Pow Wow
- June 4: 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