



WELCOME

to



**Cape Breton Highlands
Education**

Centre Academy

Phone 902-235-7500



Website <http://cbheca.srce.ca>

Facts about CBHEC/A

- We are a Pre Primary to Grade 12 school. There will be approximately 345 students at CBHEC/A in 2023-24.
- At CBHEC/A, we have 7 bus drivers, 31 teachers, 6 TAs, 5 custodial staff, 1 librarian, 1 secretary and 2 administrators.
- All staff members are considered an integral part of the learning environment.

Services/Programming provided at CBHEC/A:

- Speech Language Pathologist
- School Psychologist
- Occupational Therapy Services
- School Counselor
- Schools Plus - Facilitator and Outreach Worker
- Learning Support
- LST - 4 Learning Support Teachers
- Math Intervention
- Literacy Intervention
- Reading Recovery - Grade 1 only
- Pre-Primary Program
- Child and Youth Care Practitioner
- Parent Navigator



OFFICE INFORMATION:



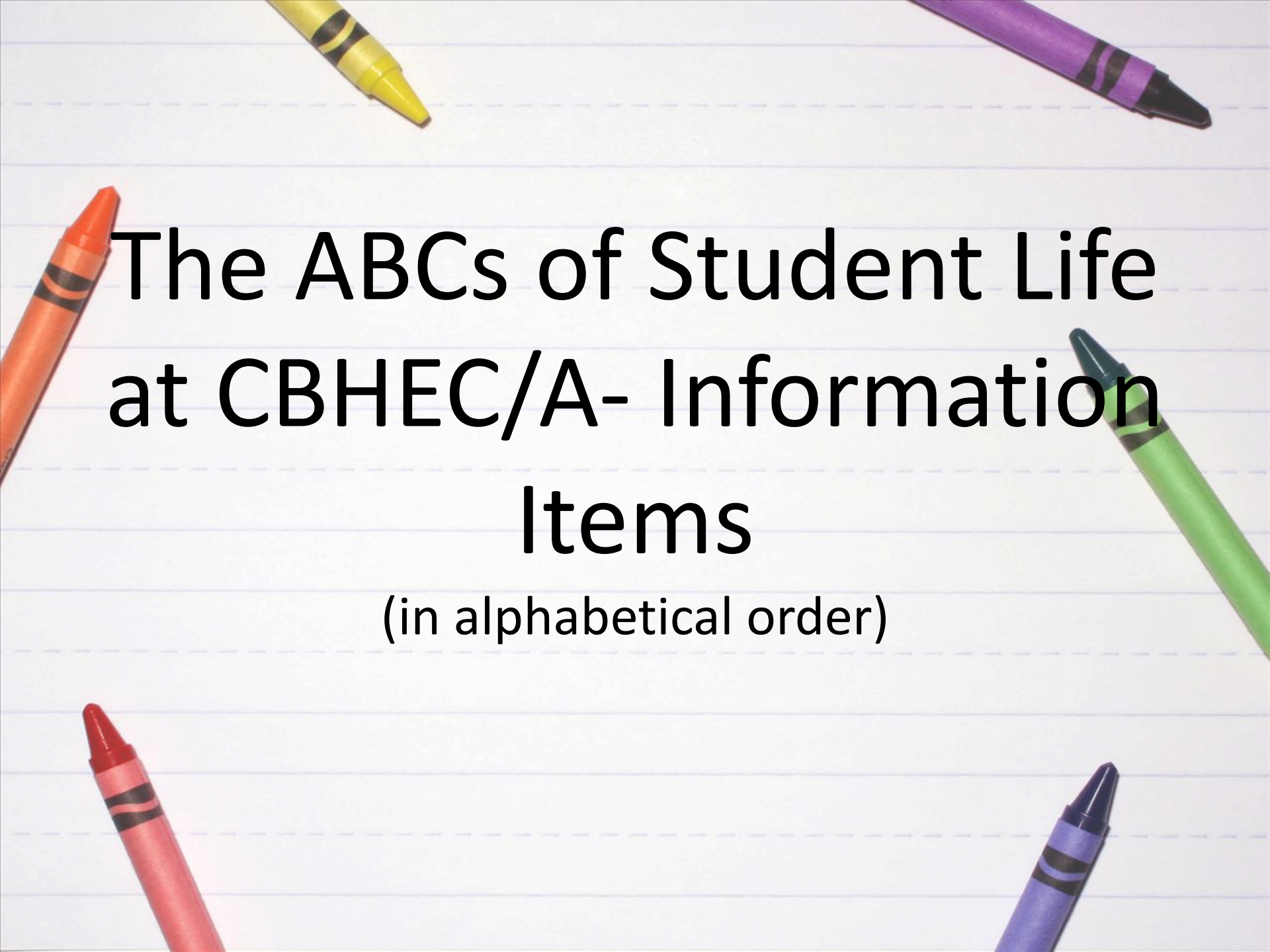
Please make sure if your child requires alternate bussing for childcare purposes it is indicated on the updated registration form.



If at any time your child becomes **Sick**, the office will contact you. We can **ONLY** contact people that are on the emergency contact list you provided on the registration form. We would like to have contact numbers for 2-3 additional contacts other than parent(s)/guardian(s).



It is our goal to provide a safe and caring learning environment for every student who walks into the school. Literacy, Math, Physical Education, and Music is the focus of the P-3 curriculum from the NS Department of Education and Early Childhood Development.



The ABCs of Student Life at CBHEC/A- Information Items

(in alphabetical order)

Absences/ Attendance

- If your child is absent, email cbh.office.ca or call the office. Your child's regular and prompt attendance at school is **CRUCIAL** to their success. Most elementary learning activities are group-oriented and involve interaction with classmates. Therefore, it is next to impossible to make up work at home.
- Please view school as a priority and see to it that your child attends every day except in cases of illness or emergency.
- It is very important that the school office has the most up to date phone numbers to make necessary contact in the case of sickness or an emergency.



Allergy Awareness



- CBH has students and staff with sensitivities to scents, nuts, and shellfish. We have severe allergies that cause anaphylaxis reactions, please monitor what your child is taking to school.
- Creating a safe learning environment for all staff and students is vital to us at CBHEC/A. We ask that students and parents/guardians be as vigilant as possible in what food and scented products they bring into the school.
- Please check out Board policies or review our CBHEC/A website in regard to further information about allergies.

Arrival/ Dismissal


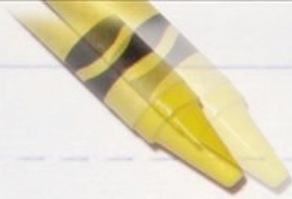
Arrival Times

- The school doors open at 8:40 am.
- School begins at 9:00 am. Children will be marked **LATE** after this time.
- All parents/guardians must report to the office upon entering the school.


Dismissal Times

- The school day ends at 2:40 pm.
- Please ensure plans for after school are made at home before the child leaves when possible. Be sure to write in their agenda so their teacher is aware.






Bookbag



To help your child carry messages and information to and from school, you are asked to provide a bookbag. Students will be given an agenda for communication from school to home and vice versa. Please have your child remove any notes and/or papers each day from the agenda to share with you.


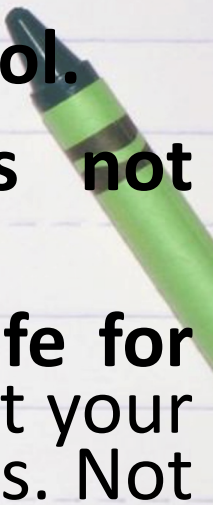






Behavior

- Cape Breton Highlands Education Centre/ Academy is a PEBS school. PEBS stands for Positive Effective Behavior Supports. CBHEC/A promotes and rewards positive behavior through various ways: certificates, recognition at assemblies, announcements, verbal praise, and positive phone calls home.
- In addition, inappropriate behaviors are dealt with in a variety of ways: friendly reminders, explicit teaching, parent communication, office referrals, detentions, behavior adaptations, behavior referrals and behavioral IPPs dependent upon frequency and/or severity.




Please refrain from sending:

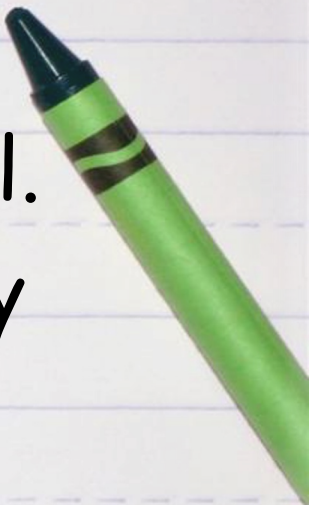
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- **Energy drinks such as Rockstar, Red Bull, etc. are not permitted in school.**
 - **Soft Drinks (pop) are not permitted at school.**
 - **Coffee for students in grades PP-6 is not permitted.**
 - **There is no amount of caffeine that is safe for kids under the age of 12.** Caffeine can affect your little one's body and health in negative ways. Not only that, but many of these caffeinated beverages also include twice the daily amount of sugar they should have in a day.
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Birthday Parties




Please notify, organize and make
arrangements outside of the school.
We will not be passing out birthday
invitations.






Cafeteria

The cafeteria menu can be found on our website.





Our school breakfast program is run by community volunteers, teachers, and students every morning from 8:40 - 9:00. If your child forgot to eat breakfast, is still hungry, or simply likes to eat later, this option is available to them. Research has shown the correlation between a good breakfast and improving school performance and concentration.

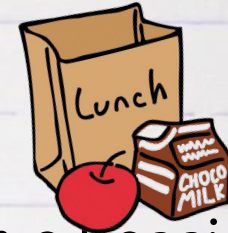
Each day, recess and lunch snacks can be ordered through the cafeteria.



Microwaves are made available to heat food. They are not available for cooking Kraft Dinner or other packaged foods due to the time it takes.



Cafeteria/Lunch Procedures



- For younger students; send money in a baggie or envelope or pay online
 - Include your child's name, amount of money, and what they will be ordering when sending money to school with your child
- Place envelope inside the agenda.
- Milk and meal cards are available.
- Most elementary students eat their recess snack in the classroom.
- There are three lunch times, 7-12 is from 11:00 - 11:30, grades 3/4F-6 is from 11:45-12:15 and Primary to Grade 3E is from 12:00 - 12:45.

ORDER ONLINE!



1 Download our FREE Nutrislice app. or Scan the QR code

2 Choose your location

3 Select your items for the day, week or month

4 Check out!




chartwells
eat. learn. live.


ChartwellsK12.ca











Menu P-8 2022-2023



 CHEF'S TABLE <small>Menu 10000000</small>	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1	Mac 'n Cheese with Veggies & Dip served with choice of milk or juice \$6.50	Tex Mex Tacos with Mexican Rice and Corn served with choice of milk or juice \$6.50	Sweet & Sour Chicken, Rice Bowl & Stir Fried Veggies served with choice of milk or juice \$6.50	Spaghetti with Meat Sauce & Caesar Salad served with choice of milk or juice \$6.50	Hamburger & Roasted Potato Wedges served with choice of milk or juice \$6.50
WEEK 2	Baked Goulash with Caesar Salad served with choice of milk or juice \$6.50	Lasagna & Garlic Breadstick served with choice of milk or juice \$6.50	Hot Chicken on a Bun, with Side Corn served with choice of milk or juice \$6.50	Shepherds Pie Bowl with Steamed Carrots served with choice of milk or juice \$6.50	BBQ Chicken Drumstick, Mashed Potato & Carrot Sticks served with choice of milk or juice \$6.50
Daily Alternate Meal Week 1 and 2	Popcorn Chicken Mashed Potato Bowl & Corn served with choice of milk or juice \$6.50	Grilled Cheese Sandwich & Chicken Noodle Soup served with choice of milk or juice \$6.50	Cheese Pizza Slice & Caesar Salad served with choice of milk or juice \$6.50	Chicken Nuggets, Home Made Wedges & Veggies served with choice of milk or juice \$6.50	Pancakes with Syrup & Fresh Fruit served with choice of milk or juice \$6.50
WEEK 1 DATES			WEEK 2 DATES		
September 6- 8	December 12 - 16	March 20 - 24	September 12 - 16	December 19 - 23	March 27 - 31
September 19 - 22	December 26 - 30	April 3 - 7	September 26 - 30	January 2 - 6	April 10 - 14
October 3 - 7	January 9 - 13	April 17 - 21	October 10 - 14	January 16 - 20	April 24 - 28
October 17 - 21	January 23 - 27	May 1 - 5	October 24 - 28	January 30 - February 3	May 8 - 12
October 31 - Nov 4	February 6 - 10	May 15 - 19	November 7 - 11	February 13 - 17	May 22 - 26
November 14 - 18	February 20 - 24	May 29 - June 2	November 21 - 25	February 27 - March 3	June 5 - 9
Nov 28 - Dec 2	March 6 - 10	June 12 - 16	December 5 - 9	March 13 - 17	June 19 - 23



Change of Information

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- Please notify the office **IMMEDIATELY** if any information changes during the year (phone #s, addresses, etc.)
 - The school **MUST** have at least 2 current emergency contact numbers at all times!
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Communication

Communication is an integral part of creating positive and respectful parent/teacher/school relationships. Our main methods of communicating throughout the school year are as follows:

- Parent Portal (7-12)
 - CBHEC/A Reporting Periods
 - Google APPS for Education
 - Team Meetings
 - CBHEC/A Student Handbook (P-6, 7-12)
 - Newletters
 - Phone calls/Notes/Letters/emails
 - Alert messages
 - CBHEC/A Website – <http://cbheca.srce.ca>
 - CBHEC/A Twitter account – Follow us @CBHighlandsECA
 - join our school facebook page
 - Special Events/Open House
 - Stay Informed (to be updated annually)
 - School Advisory Council (SAC) – regular meetings held throughout the year
 - NS Department of Education and Early Childhood Development –<http://ednet.ns.ca>
 - Strait Regional Centre for Education – 902-625-2191 or www.srce.ca
 - Cape Breton Highlands Education Centre/Academy – 902-235-7500
- angela.mackinnon@srce.ca
stacia.evans@srce.ca

How to help primary students at home:

- ☺ Basic colors
- ☺ Printing first name
- ☺ Reciting/singing the alphabet
- ☺ Birthday (month & date)
- ☺ Identifying letter names
- ☺ Counting to 10
- ☺ Dressing him/herself
- ☺ Shape names
- ☺ Identifying numbers to 10
- ☺ Tying shoes

Your extra help at home really makes a difference!

Reading with your child nightly promotes a love for reading at an early age and helps your child to become a confident reader.

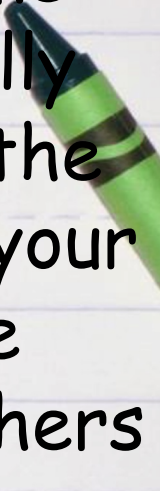

Home Reading Program

At the end of September or the beginning of October, the children will begin taking books home, exception being Primary French Immersion. Students will learn to read in their small reading groups. This is wonderful practice to build reading fluency and to reinforce the vocabulary words they've learned. Depending on the teacher's preference, books will be sent home on either a nightly or weekly basis. This is where parents can communicate to the teacher any observations they are making about their child's reading development at home.



This is your child's chance to "show-off" their developing reading skills to parents, relatives and friends! Please keep their books in a safe place and teach them how to be responsible for them! 😊



Illness




The question of when to keep your child home from school is often a difficult one, especially when decisions must be made first thing in the morning. It is important, however, to keep your child home if they are ill. This helps to make them more comfortable and may prevent others from becoming ill. Children function more effectively in the classroom when they are healthy.






Information





To locate current procedures, policies, Department initiatives etc., you can visit the Strait Regional Centre for Education website at srce.ca.




Our school website also contains important information such as calendar, staff contact information, newsletters, school events.





cbheca.srce.ca



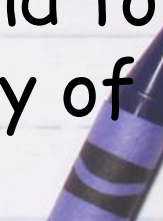
Literacy/Math Centers



During Literacy Centers, children practice reading and writing skills while the teacher works with individual children or small guided reading groups. The center activities are designed to strengthen various literacy skills.

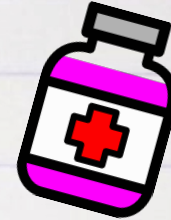


Many teachers set up Math Centers to allow students work collaboratively and to practice and further develop a variety of math concepts and skills.

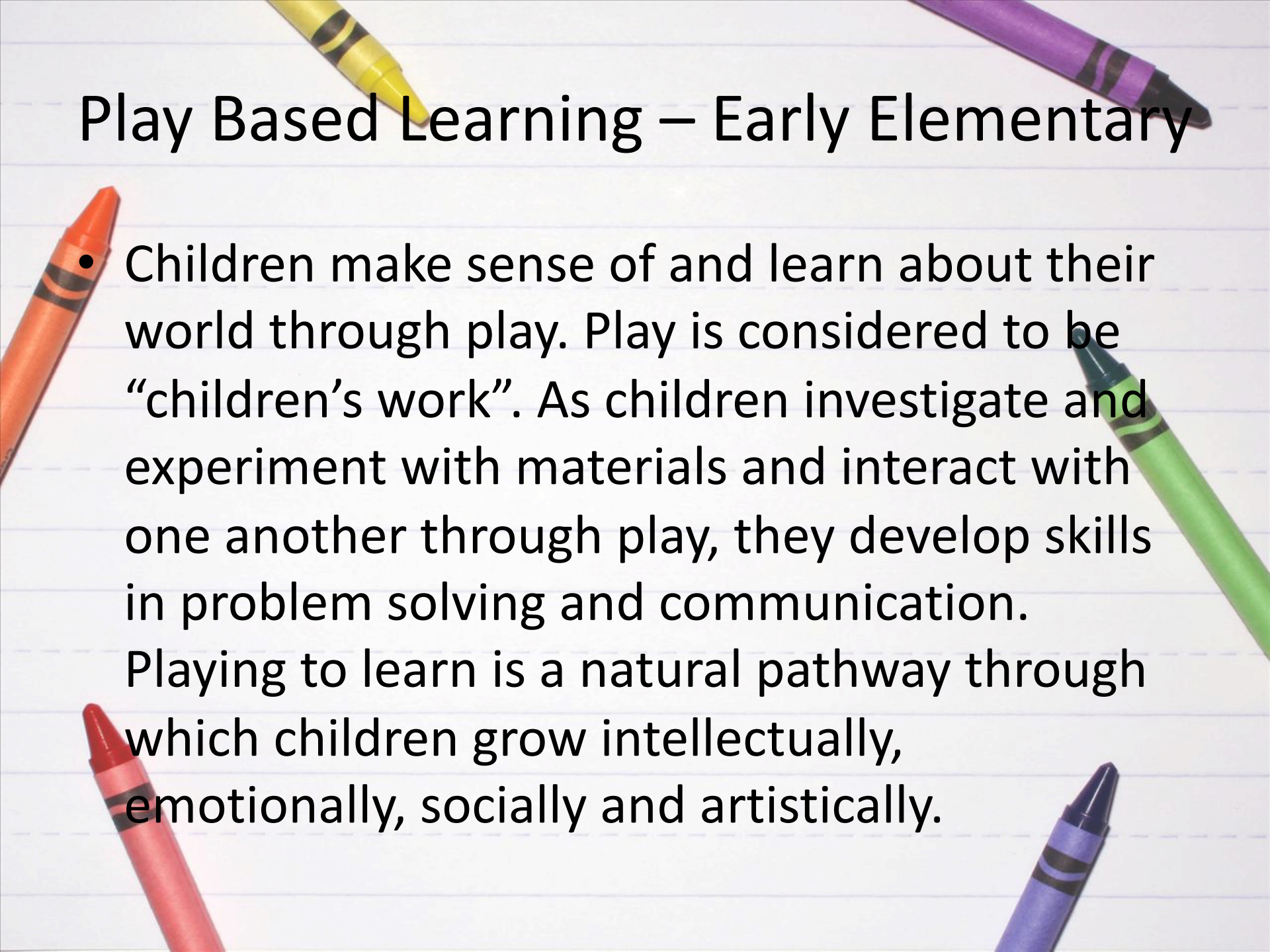




Medication



- Any medication that is required to be taken during school hours must be accompanied by a doctor's prescription (label on bottle) as per policy. It will be administered by staff.
- All medication is kept in the office in a locked cabinet.
- If you require further information in regard to medication please refer to the SRCE medical policy.

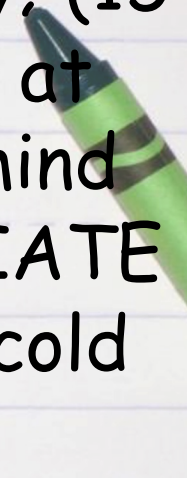

The background of the slide is a white sheet of lined paper with horizontal blue lines. Several colorful crayons are scattered around the edges: a yellow one at the top left, a purple one at the top right, an orange one on the left side, a green one on the right side, a red one at the bottom left, and a blue one at the bottom right. The title "Play Based Learning – Early Elementary" is written in a large, black, sans-serif font at the top of the page.

Play Based Learning – Early Elementary


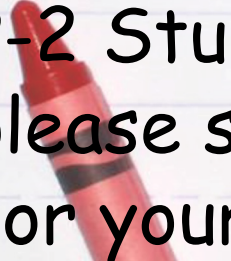
- Children make sense of and learn about their world through play. Play is considered to be “children’s work”. As children investigate and experiment with materials and interact with one another through play, they develop skills in problem solving and communication. Playing to learn is a natural pathway through which children grow intellectually, emotionally, socially and artistically.



Recess



The children will play outdoors 2 times daily; (15 minutes at recess and lunch and 30 minutes at lunch if in grades P-2). Please keep this in mind when helping your child to select **APPROPRIATE** clothing for the day as it can be windy and cold during the winter months.



P-2 Students - At the beginning of the year, please send along a complete change of clothes for your child.

Report Cards

Report cards are issued three times each year; November, April, and June. These reports reflect the progress your child has made toward various grade level outcomes.

-Report cards for *Grade Primary* will consist of comments in:

Term One: Language Arts and Math only

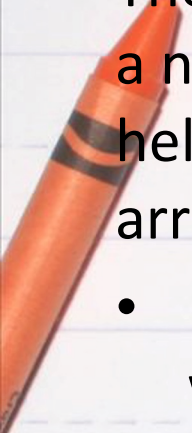
Term Two/Three: Language Arts, Math, Music and Phys. Ed.

-Report cards for *Grades One to Six* will consist of Learner Profile, letter marks, and comments.

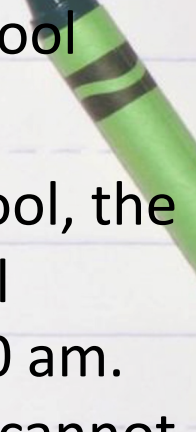


-Formal Parent Teacher sessions are arranged immediately following these reporting periods.



Safe Arrival Policy



The Safe Arrival Process for Elementary Schools came into effect a number of years ago. The purpose of this implementation is to help our school account for any student's unexplained failure to arrive at school.


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- Parents/guardians are responsible for notifying the school when their child(ren) will not be in attendance.
 - If your child(ren) is going to be late or absent from school, the parent/guardian is asked to contact the school by email cbh.office.ca or telephone at 902-235-7500 before 9:30 am. When direct follow-up contact with parents/guardians cannot be reasonably made, we will then determine the appropriate action. This may involve contact with the RCMP.
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Scent Reduced Environment


- CBHEC/A is a scent aware environment. We ask that you respect this by refraining from wearing scented products when you visit our school. We also ask our students to refrain from wearing scented products to school.





Sign In and Sign Out



Students who are being picked up early or dropped off late need to be signed in or out at the office. Children will only be permitted to leave the school with a person listed as a contact on the school registration form unless otherwise informed by parent/guardian.



All Grade P-8 buildings in the SRCE are secured. All guests who visit our building will be buzzed in by our secretary.



Staff for Primary – Grade 6



CBHEC/A is so lucky to have such a professional, caring, and dedicated elementary staff.

English Programming


- Grade Primary – Carrie LeBlanc
- Grade One – Nadia Ross
- Grade Two/Three – Jasmin Cameron
- Grade Four/Five – Megan MacLellan
- Grade Six – Barbara MacKinnon/Kristen MacKinnon
- Learning Support Teachers – Carolyn MacDonald, Pauline LeLievre, Anna DeWolfe, Melissa MacKay-Hart
- Reading Recovery/Literacy Hybrid – Ethna Gillis
- Math Hybrid – Barbara MacKinnon
- Physical Education – Aurel LeLievre, David Ryan
- Music – Lindsay Chiasson
- Core French – Renee Peters,
- Guidance – John MacKinnon

French Immersion Programming

- Grade Primary/One – Myra Muise
- Grade One/Two – Charlene MacKinnon
- Grade Three/Four – Grade Four/Five – Renee Peters
- Grade Five/Six -
- Early Literacy Intervention/Math Intervention – Christina Cavanaugh
- Learning Support teacher – Anna Dewolfe
- Physical Education – Aurel LeLievre/David Ryan
- Music – Lindsay Chiasson
- English Language Arts– Kristen MacKinnon/Megan MacLellan
- Guidance – John MacKinnon




Technology







We are fortunate enough to have access to chrome books to use in classrooms. We use a variety of age-appropriate programs that reinforce math readiness and reading/writing skills.

Primary to Grade Six students are not to have have personal electronic devices in school.




We want to remind all parents that the school is not responsible for lost or damaged personal electronic devices and personal belongings.






Transportation



Bus Passes





If your child needs to travel on another bus or get off at a different stop for childcare reasons only, this must be approved with transportation as an alternate stop and there can be only 1 alternate stop.




Without a note, your child will be sent home on their regular bus.






Zzzzzzzz



Make sure that your child gets plenty of rest.



Setting and keeping a bedtime routine is a wonderful gift you can give to your child. It will help them to be alert and ready to learn each day!



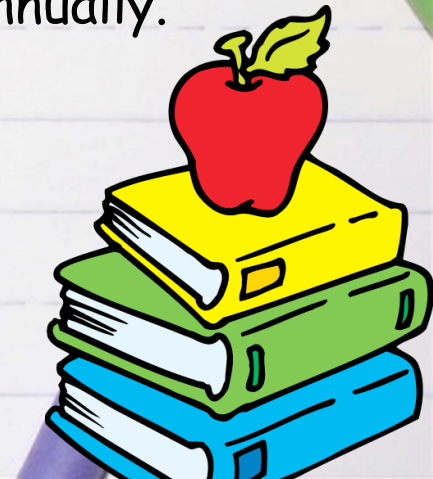
Health Canada recommends that children between 4 and 10 years have 10-11 hours of sleep each night!

How Can I Help?

- Breakfast Program Volunteer
- Field Trips
- Sporting Events
- School events
- Coaching
- Dances
- School Advisory Council
- Volunteering




**Volunteer paperwork can be picked up at the office, and must be completed annually.





Questions



If you have any questions or concerns, please do not hesitate to contact the school at 902-235-7500 to speak to the teacher, Principal - Angela MacKinnon, or Acting Vice Principal – Stacia Evans.

