



## PARENT ORIENTATION HANDOUT

### We Are A Peanut Free School

Welcome to Pacific Spirit School! We have created this handout to support you in becoming an active member of our community. Parent participation is a beautiful aspect of our school. However, it is sometimes confusing for new families to know how to participate in a fashion that is truly supportive of the school and educators. To function well and to safeguard the health and wealth of the school program for the children requires awareness of the needs of the children and the educators. Please take the time to review the following guidelines. If you have any questions, don't hesitate to email Ingrid, Heidi or any one of the volunteer buddies listed below.

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#### **Pick up and drop-off:**

Check in & out: ensure educators know your child has arrived and say goodbye when leaving.

Please respect the school space before and after school. If arriving early look after your child until educators are ready to work with children (9:00) and take responsibility for your child and his/her belongings after school. Educators need to work in the classrooms by 4:15.

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#### **Involvement in the classroom:**

Make arrangements directly with your child's educator as to what s/he may need or want in the classroom.

Participate in the activities with the children.

Do not simply observe unless you have requested an observation time. This applies to resource classes as well.

Please no texting or talking on the phone in the classrooms.

Photos: ask permission to take photos of children and share them only within our community.

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### **When your child is sick:**

If your child has fever or any contagious symptoms, keep her/him at home. Email or text your child's educator to let them know. If your child becomes sick during the school day, we will notify you immediately. We do not dispense Tylenol or other medications at school.

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### **Parent Jobs:**

Each family is required to take on a parent job at the school. The list of jobs is varied, which we hope will allow you to select an option that is of interest to you and works with your schedule. See the attached list of jobs for the upcoming school year.

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### **SPECIAL EVENTS:**

#### **Tea:**

Every Thursday at 3:30pm we all gather to enjoy a tea ceremony. We sit in a circle around an offering of tea and snacks and each person is given the opportunity to say something for which s/he is grateful. Then children serve the snacks and adults pour the tea. We don't eat until everyone is served and the "grateful song" has been sung.

Families all take turns "hosting" this event in groups (see the tea list for your date). We usually make 2 kinds of tea (kettles, teapots and teabags can be found in the kitchen along with teacups) and about 5 platters of food (i.e. veggies, fruit, cheese and other healthy snacks all prepared in single sized servings). When you are "on tea" you should connect ahead of time with the families you are partnered with to determine what food items each of you will bring. In order to be ready for 3:30, you should plan to arrive at the school by 3:00.

*Please remember that we are a peanut free school!*

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### **Events & Potluck Celebrations:**

We have four potluck celebrations each year, one for each season. Please consult the school calendar and mark the dates for this year's parties! Our potlucks are typically held at the school from 5:45 to 8pm. We ask that each family bring a main dish plus one other side dish to share. Each family also needs to bring their own beverages, plates, cups & utensils.

As well there are various other events throughout the year such as School plays, Science Fair and various theme presentations (to coincide with subjects the

students are studying). You will be kept up to date with these events in the weekly email messages.

At all evening events we ask that you supervise your children in keeping with the safety & social boundaries held during the school day. Children's play needs to be supervised and we ask that children do not play outside after dark.

### **Sports Day:**

Sports Day Pacific Spirit-style is an event you that is well worth attending. In the morning the children participate in sports day races and events (e.g., three-legged race, obstacle course) then often have a building activity (e.g., wooden boats). The afternoon is the notorious Annual Kids vs. Adults game of Capture-The-Flag. This is an event that has been going on for many years, indeed it is not unusual to have alumni join in – however there is always some discussion regarding which side they will play on since the adults usually need all the help they can get! 😊

### **School Plays:**

Each year the children participate in and perform a play. This is a wonderful opportunity for the children and very enjoyable for parents, friends and extended family. We are fortunate to have fabulous acting teachers to bring such an opportunity to the school.

### **Buddy Parents:**

The following parents have offered to be your “buddies” as you get oriented to Pacific Spirit School. Feel free to contact them if you have questions, concerns, interests:

<b>Parent Name</b>	<b>E-mail address</b>
Julie Mitchell	julie.mitchell@telus.net
Judi Fung	judi.fung@gmail.com
Gretchen Quiring	gquiring@telus.net
Sarah Pike	sarah.p.pike@gmail.com