



| get ready | back to school

On Sept. 5th, we welcome our students to the 2017-18 school year at Tom Baines School. In this handout, you will find the answers to many of your back to school questions.

Farewell

Congratulations to Mrs. Sheila Roy-Hankinson on her retirement. Mrs. Roy-Hankinson has been an educational assistant with the CBE for 21 years and at Tom Baines School since 2007. Her impact on so many in our community is immeasurable.

We also say farewell to Mr. Danny Cooper, our band teacher as he moves on to a new school after sharing so many of his gifts with us for 11 years. While we will miss Mrs. Roy-Hankinson and Mr. Cooper, we are excited for both of them as they move on to new challenges and adventures. This is farewell but not goodbye!

We also extend our sincere thanks to Mrs. Heather Hartling and Mrs. Annette Wensley, who held temporary positions this year as well as Mrs. Elizabeth Okunlola, Ed Assistant, who has been assisting our students since February of this year. All of these staff members have contributed amazing gifts and talents to our community and will be greatly missed. We wish them much success in their future. We thank you colleagues for your dedication to our students, our parents and our school community.

Registration information

Please visit our registration page for all registration details and registration forms. <http://www.cbe.ab.ca/registration/registration/Pages/default.aspx>

Our school office opens on August 28 at 8:30 a.m. for registration. Office hours August 28 – September 1 are 8:30 a.m. – 3:30 p.m.

As we are registering students right up until the first day of school and late changes to homeroom classes often occur, we do not give out class information before the first day of school. We thank you for your understanding.

First day of classes

Our first day of classes is Tuesday, September 5th, 2017 and the school office is open to parents starting on Monday, August 28, 2017 from 9:00 a.m. – 4:00 p.m.

On the first day of classes, we will have a staggered entry as follows:

All grades in the morning until 11:50 a.m. Grade 8 & 9 students that are returning to Tom Baines will be dismissed at 11:50 a.m. All grade 6 & 7 students and any grade 8 & 9 students that are new to Tom Baines will stay for the whole day until 3:35 dismissal. A free “Walking Taco” will be provided for lunch to these students staying all day.

School start and end times

Tom Baines School operates on a six-day timetable with 4 blocks per day. We have a 5 minute mid-morning & mid-afternoon nutrition/locker break, and early dismissal on Wednesday afternoons. (Teachers use this time for staff and team professional learning meetings).

Our bell times are 8:45 AM Start Monday to Friday. 3:35 PM Dismissal – Monday, Tuesday, Thursday and Friday. Early dismissal on Wednesdays at 1:50 p.m.

Please find a link to our bell schedule on our school website at:

<http://schools.cbe.ab.ca/b690/calendar.htm>

Suggested School Supply Lists

A suggested school supply list is located on our school website at:

<http://schools.cbe.ab.ca/b690/pdfs/Supply-list.pdf>

School Calendar

We are a school that follows the traditional calendar. To view our school’s calendar with dates specific to Tom Baines School, please click here:

<http://schools.cbe.ab.ca/b690/calendar.htm>

For system calendars, please visit here:

<http://www.cbe.ab.ca/registration/calendars/Documents/2017-2018-Traditional-Calendar.pdf>

Important September Dates

Meet the Teacher Night	September 14, 2017	7:00 p.m.
School Council Meeting	September 18, 2017	7:00 p.m.
School Picture Day	September 19, 2017	

Assigned Teachers/Homerooms

These lists will be posted on the first day of school. The grade 6 & 7 students will report to the main gym and find their names on the lists. Teachers will be stationed at the lists and will take students to their classrooms from the gym. The grade 8 & 9 lists will be posted in Centre Court and in the Auxiliary gym. New grade 8 & 9 students to Tom Baines can report to the office upon arrival for assistance.

Tom Baines Communication Plan

At Tom Baines School we believe it is very important to communicate with our parents regularly. We are also cognizant of the need to move to a paperless way of relaying school information in a timely fashion. The school website is a great source of information www.cbe.ab.ca/b690 . Please check the website often before calling the school office as most of the answers to questions can be found online.

In the past, we have produced monthly newsletters. In agreement with our School Council we have discontinued this newsletter in favor of weekly updates from the school to your home email address and home phone number (voicemail). This communication plan requires the school to have up to date and accurate parent email and home telephone numbers. More information about our school messenger system will be coming home in the fall, so please stay tuned!

Grade 6 Noon Supervision

Grade 6 students who are participating in the lunchroom program will have designated seating in our centre court lunchroom with the direct supervision of Lunchroom Supervisors who will be there to assist them during lunchtime and cleanup, as well as outside supervision for the last half of the lunch break. Grade 6 students who are registered for the lunch program can bring their lunch from home or will also have access to our Cafeteria services.

The Noon Supervision Registration form is currently being revised for the 2017-2018 school year. Please check the website: <http://www.cbe.ab.ca/programs/noon-supervision/Pages/default.aspx> for updates.

Cafeteria Information (Grades 6-9)

The cafeteria provides reasonably priced, homemade, nutritious lunches and morning snacks for students, as well as a vending machine stocked with healthy snacks. The cafeteria will open on Wednesday, September 6th.

Here is the link to the menu and other important cafeteria information.

<http://schools.cbe.ab.ca/b690/parents.htm>

Grade 8 & 9 students who are interested in working in the Cafeteria, please come Monday, September 11 at 12:15 for a short meeting and to sign up. Your payment is a free lunch! Meeting place TBA.

Transportation

Students attending Tom Baines School have access to Calgary Transit bussing. There are designated bus routes as well as the regular neighborhood routes that are dedicated to our school. Bus Passes can be purchased at most grocery and convenience stores. We do not sell bus passes at Tom Baines School. Information regarding routes and schedules is available on the Calgary Transit website or by calling 403-262-1000.

Families who are eligible for the Calgary Transit Bus Pass Rebate Program (*living outside the 2.4 km school walking limit*) will have access to this rebate by completing a rebate application once it is available from the CBE transportation department. We will keep our website updated with information as it becomes available. Questions regarding the bus pass rebate program can be directed to transportation@cbe.ab.ca, or call 403-817-7433.

Helpful transportation links:

<http://www.cbe.ab.ca/schools/busing-and-transportation/Pages/default.aspx>

<http://www.calgarytransit.com/schedules-maps/school-express-routes>

http://www.cbe.ab.ca/schools/managing-space-students/designationnotices/Tom_Baines_Walk_Zone.pdf

Parking & Student Drop Off

This is a reminder to parents that students are not to be dropped off directly in front of the school doors. Please drop your child off on Edgepark Blvd during peak hours (before 9:00 a.m. and after 3:00 p.m.) We appreciate everyone's co-operation with this safety issue. If you are volunteering or picking up your child between 9:00 a.m. and 3:00 p.m. please feel free to drive through the pylons and park in the visitor parking in front of the school.

Student Messages and Classroom Interruptions

At Tom Baines School students are responsible for checking the white Daily Messages Board outside the office for their name in case of important messages. We strongly encourage students and parents/guardians to make after school arrangements prior to students leaving for school. This saves many interruptions to the classrooms and other student's learning. Also, if your student has an appointment that requires they leave school before regular dismissal, please provide a written note for them, signed by a parent/guardian so that they may sign out of the office themselves, saving you time and the classroom another interruption.

***The office staff will contact students immediately with
Emergency Messages Only.***

Important Reminder!

If your student is going to be absent at the beginning of the new school year, kindly advise our office by leaving a telephone voice message on our attendance line (open 24 hours/7) at 403-777-7190, dial 1; or by email tombaines@cbe.ab.ca indicating the start date of your child. This will alleviate unnecessary phone calls home, as well as secure your child's registration at Tom Baines School. Please also inform us if you are moving and your child will not be attending Tom Baines School.

School Council News

Our School Council has been an active and supportive partner of the Tom Baines School Community for many years. In 2015-16 more than 200 parents/guardians/aunts/uncles/were security cleared to volunteer in our school. They volunteered assisting teachers and students in many school learning and extra-curricular programs. Our School Council executive devotes their time providing input to the school about school directions, goals and programs. Council assists the school in setting budget priorities, strategic planning and school activities.

School Council meetings are typically held on the third Monday of each month at 7:00 pm in our Learning Commons. ***This coming year, our first School Council meeting will be held on Monday, September 18, 2017.*** We hope you will join us by coming out to support our School Council as a volunteer, council member, or an interested parent or guardian. The Executive consists of the following positions:

- President
- Vice-President
- Secretary
- Treasurer
- Volunteer Coordinators
- Community Communicator
- CAPS
- Key Communicator
- Members at Large
- Past President

Further Information

We look forward to a great year ahead. If you have any questions that we haven't addressed here, please feel free to contact the school at 403-777-7190.

*Have a great summer!
See you on Tuesday,
September 5th at 8:45 am*