

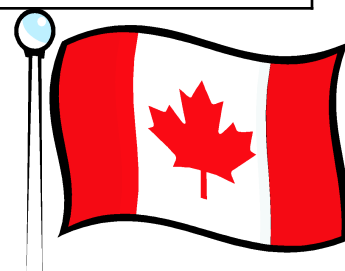


## 2026-2027 Family Handbook

160 Elmdale Street  
Steinbach, Manitoba  
R5G 0P3  
Telephone: 204-326-3325  
Email: [elmdale@hsd.ca](mailto:elmdale@hsd.ca)  
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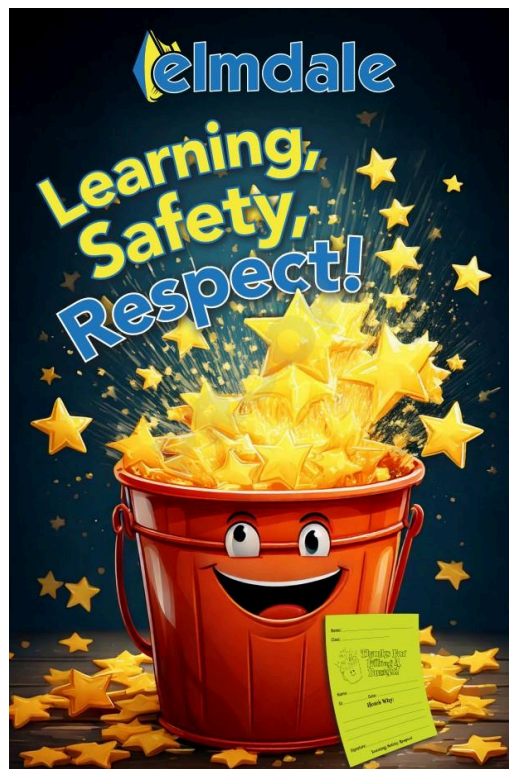
## DAILY ROUTINE

- 8:30 a.m. School yard supervision begins
- 8:45 a.m. Teachers on duty in the school
- 8:50 a.m. Bell - Students come in
- 9:00 a.m. Announcements & O Canada
- 9:05 a.m. First classes begin
- 10:35 - 10:50 AM Recess
- 11:50 - 12:20 Lunch
- 12:20-12:45 Lunch Recess
- 12:50 p.m. Classes begin
- 2:15-2:30 PM Recess
- 3:35 p.m. Cleanup and get ready
- 3:40 p.m. Bus students dismissed  
Walkers dismissed
- 3:45 p.m. All others dismissed



## 2026 - 2027 STAFF

Anders Rempel	Principal	Kelly Tufford	Phys Ed
Tammy Klassen	KK	Gabriela Gallo	Music
Susanne Penner	KP	Wendy Epp	Head Secretary
Jennifer Mutter	1M	Anita Wiens	PT Secretary
Connie Johnson	1J	Angie Penner	Librarian
Nicole Fruehauf	2F	Martine Aronson	Ed. Asst.
Meagan Rempel	2R	Isabella Harder	Ed. Asst.
Gavin Barkman	3B	Nazanin Jalil Williams	Ed. Asst.
Term/Bethany Drewlo	3D	Janet Mehling	Ed. Asst.
Eric Fast	4F	Linda Reimer	Ed. Asst.
Mike Martens	4M	Jenna Toews	Ed. Asst.
Lyndsey Engel	Learning Support	Anita Wiens	Ed. Asst.
Melissa Fry	Literacy (AM) / Counsellor (PM)	Charlene Young	Ed. Asst.
		Paul Neufeld	Custodian
		Maria Boldt	Cust. Asst.



## Elmdale School Calendar 2026 - 2027

September 8	Admin Day (no classes)
September 9	Admin/PD Day (no classes)
September 9	Meet the Teacher (gr. 1-4)
September 10	First Day of School (gr. 1-4)
September 10/11	Kindergarten Orientation (by appointment)
September 14/15	Half of the Ks come for first day
September 16/17	Other half of the Ks come for first day
September 18/22	First full day of Kindergarten with all (students attend one of two days)
September 21	PD Day (no classes)
September 22	All school Picture Day (except KK)
September 23	KK Picture Day
September 24	Terry Fox Run (gr. 1-4)
September 25/28	Strong Connections (students attend one of two days)
September 29	Elmdale Orange Shirt Day
September 30	National Day of Truth and Reconciliation (no classes)
October 12	Thanksgiving Day (no classes)
October 16	Picture Retakes
October 23	MTS PD Day (no classes)
November 11	Remembrance Day (no classes)
November 16	Admin Day (no classes) / Parent-Teacher Interviews
November 23	1st Reports Issued
December	Christmas Program (gr. 1-2) (date TBA)
December 18	Last day of classes before the break
Dec. 21-Jan. 1	Christmas Break (no classes)
January 4	First day of classes after the break
February 5	PD Day (no classes)
February 15	Louis Riel Day (no classes)
February 16-18	Book Fair
February 26	HTA PD Day (no classes)
March 11	Celebration of Learning
March 12	Admin Day (no classes)
March 23	2nd Reports Issued
March 24	Jump Rope for Heart
March 25	Last day of classes before the break
March 26	Good Friday
March 29 - April 2	Spring Break (no classes)
April 5	First day of classes after the break
April 16	PD Day
May	Spring Musical (gr. 3-4) (date TBA)
May 5	Kindergarten 2027 Welcome (5:30 pm)
May 12 & 13	Kindergarten 2027 Connections (by appointment)
May 20	Run Jump Throw Day (gr. 1-4) (rain date May 21)
May 24	Victoria Day (no classes)
June 29	Family Picnic (11:30 - 12:45pm)
June 30	Admin Day and final reports issues (no classes)

## SEESAW

Communication between home and school is important to us at Elmdale. All our classes are connected to the SeeSaw app, and we encourage families to download the SeeSaw family app and connect to it. This is a great tool for direct communication between the teacher and home.

## Parent Portal

A Parent Portal account is essential for parents to stay connected and informed. Families can access information such as grades, attendance, fees, and field trips using the PowerSchool app. Go to: [Parent Portal | Hanover School Division](#) to learn more and get information on how to create an account.

## ADMINISTRATION OF MEDICATION

Parents of children in need of medication during school hours must make special arrangements by completing the *Administration of Prescribed Medication* form. **Medication must be in the original container** with the dosage amount for the prescribed medication on it and delivered to the office by a parent or guardian.



## STUDENT MATERIALS FEE

Supplies that students will bring: lunch kit, sturdy backpack, gym shoes. Teachers will be taking care of the purchase of the rest of the student supplies. We are asking for \$35.00 per kindergarten student and \$40.00 per grade 1-4 student to cover the cost of the student supplies for the year.

## STUDENT ABSENCES

Consistent, regular attendance is very important to your child's academic and social progress. The best way to notify the school of any change in attendance (absent, late, vacation etc.) is through your student's [Parent Portal](#) account. Alternatively, parents can either email ([elmdale@hsd.ca](mailto:elmdale@hsd.ca)) or phone (204-326-3325) the school office. In the event of an unaccounted student absence, school personnel will phone you to determine the student's safety.

## READING

Your child's teacher will be in touch with you about their home reading program. We value the reading and learning that you do at home with your child(ren). Thank you for your partnership.



## ELMDALE NEWSLETTER

Families will be emailed the link once a month. The newsletter may also be viewed on our website at [www.elmdale.hsd.ca](http://www.elmdale.hsd.ca). Please read it and note upcoming events and activities.

## NON BUS DROPOFFS & SIGN IN

**Parents are to use the family parking lot and walk their children across the parking lot to the fence.** This is to keep our students safe and secure, as well as develop independence in our students. **All volunteers/visitors must use the main "A" entrance (by the flagpole) and report**

**to the office upon arrival to sign in.** Please sign out before you leave.

**EMERGENCY RESPONSE**

Elmdale has a **Crisis Plan** that includes evacuation to the Public Library in the event of a safety emergency in our building. We also have a designated crisis team that is trained in Non-Violent Crisis Intervention and First Aid.

**BUS LOOP**

*Please note that the bus loop parking lot should be used for **buses only** at 8:30-9:00 a.m. and 3:30-4:00 p.m.* The Family parking lot is the location for picking up and dropping off students.



**STUDENT ARRIVALS AT SCHOOL**

Students should arrive after **8:30 a.m.** All students remain outdoors until 8:50 a.m. when the weather and ground conditions permit. Students are expected to dress appropriately for the weather.



**STUDENT DEPARTURES FROM SCHOOL**

When changes to your child's day are unavoidable, please let the school office know in advance and communicate to your child's teacher through SeeSaw. Last-minute, day-of

changes should be communicated to the office by calling 204-326-3325 before 1 p.m. if at all possible. Please note that we do not offer after-school programming or supervision, so it is very important that children are picked up on time every day.

**GUARDIANSHIP**

Guardianship issues and court orders must be provided to the school for us to respond appropriately. Non-custodial parents should inform us of your need for information such as newsletters and report cards.

**COMMUNICATION**

Communication is the key to the success of everyone at school. Please have an up-to-date email address on file at the school and check it regularly. Teachers also use SeeSaw to keep in regular communication with families. Please make sure to have the SeeSaw Family app on your mobile device.

**LUNCH HOUR**

1. Students are expected to behave in an acceptable manner and remain in their seats until dismissal.
2. Lunch students are expected to follow all our noon hour rules to retain their privilege of staying at school for lunch.
3. Please refrain from habitually dropping off lunches for your children. The occasional hot lunch drop-off is special, and we can accommodate that; however, the lunch hour runs more smoothly for both staff and students when students arrive at school with their lunch.
4. Hot lunch is offered for purchase every Thursday. Watch for information from the Elmdale PAC for purchasing instructions.

**WINTER OUTDOOR POLICY**



Students must dress warmly because they are expected to go outside for recess even on very cold days. It is important for them to get some fresh air during the day. A shortened outdoor recess period may be considered when the temperature or wind chill is between -25° and -29° Celcius. A temperature or wind chill of -30° Celcius or colder may necessitate moving the recess indoors. Please consider keeping your child at home if he/she is too ill to function at school.

### REPORT CARDS

All Student Report Cards are shared using the Parent Portal. Please make sure that you create a Parent Portal account and download your child's report cards. This year report cards will be available:

November 23 - Term 1 Report Card  
March 23 - Term 2 Report Card  
June 30 - Final Report Card

### PARENT ADVISORY COUNCIL

The Elmdale Parent Advisory Council is open to all parents, guardians and interested individuals in the community and undertakes many worthwhile projects on behalf of Elmdale students. PAC provides parents with the opportunity to be involved in school-related issues and educational topics. Parents are welcome to attend the regular monthly PAC meetings in the library (second Monday of the month). Anyone interested in serving on this council the school principal or the PAC at: [elmdaleparentcouncil@gmail.com](mailto:elmdaleparentcouncil@gmail.com). We wish to express appreciation to the Parent Advisory Council and their committees.

### VOLUNTEERS

Volunteers are of great importance at Elmdale School. A comprehensive volunteer sign-up form is sent home at the beginning of the school year. All new volunteers should complete the Child Abuse Registry and the Pledge of Confidentiality and submit these forms to the classroom teacher or school office with your personal identification. As a volunteer, please remember that confidentiality is important.

Please do not discuss student performance or staff conversations with anyone other than the classroom teacher.

### PHOTOGRAPHY

Any videos/photos that are taken at school are to be strictly for your own personal use and not uploaded to the internet in any form.

### ASSEMBLIES

Assemblies are not held every Friday morning but when they are they begin at 9:05 a.m. in the gym. The purpose is community building, student recognition and celebration of learning. Some exceptions do exist and may involve special occasions.

Parents, grandparents, and friends are welcome to attend assemblies. We ask that all guests sign in at the office and sit at the chairs along the back of the gym.

### RESOLVING ISSUES AT SCHOOL

When your child has an issue at school, and there are concerns or questions that need addressing, we ask that parents and guardians follow the protocol below. Generally speaking, a parent should start with the person most directly involved with the concern. For example, if you have a concern with something that took place in the classroom, you would speak first to the classroom teacher.

Understanding the line of communication in school is essential in working to resolve a concern in a school community. This line of communication should always start with the teacher before contacting the principal.



## GOOD CONDUCT PROGRAM LEARNING, SAFETY, & RESPECT

### Princi-Pal Awards

There are further positive incentives such as the Princi-Pal Awards to reinforce positive behaviour. Each week, a student from each class is selected by the classroom teacher. These students are acknowledged at the assembly that week, enjoy treats with the principal, and receive a personalized certificate.

**Green slips** are issued to recognize acts of kindness and are a way for staff to say “way to go!” for good behaviour. Students get a slip to take home and classroom teachers hold green slip draws and give away prizes as rewards.

**Amber slips** are cautions given for minor behaviour infractions and a way for staff to say “stop and think” after unkind behaviour. When six amber slips are given to a student within a month, the student will receive a red slip. In that case parents will be invited in for a meeting with the teacher and the principal to review behaviours and co-plan for next steps.

**Red slips** are given for six ambers in a month as well as for major behaviour infractions and a way for staff to send a firm message to “stop” after ugly behaviour. An incident form will be completed by the school for major incidents. The student will receive a red slip to be taken home and completed by the child and parent. The parent and school will be in communication and the parent may be required to accompany their child for a re-entry meeting with the teacher and the principal the next school day prior to the student attending school. In this way we reduce violence at our school.

## Nut Aware

The Hanover School Division's nut policy is an "Allergy Aware" model, not a "Nut-Free" one. This policy means that while the division implements procedures to minimize the presence of allergens like peanuts and tree nuts, they do not guarantee a completely nut-free

environment. Instead, they rely on clear communication with teachers and staff to inform parents of specific allergen restrictions for individual classrooms where a student may have a life-threatening allergy, and parents are asked to be mindful and avoid sending allergen-containing items.

## Gum & Sunflower Seeds

Gum and sunflower seeds should be enjoyed away from school and outside of school hours.

