



General Gordon School

2268 Bayswater Street
Vancouver, BC V6K 4P5

Phone: (604) 713-5403 Fax: (604) 713-5405

General Gordon Information

START AND END TIMES

Our school Starts at 9am. The Warning Bell is at 8:55am. Students should be line at this time to be ready to meet the teacher and be walked into school. At 3pm the teachers will walk the students back to the pick-up place and will be released only once they see the parent/guardian.

PICK UP AT THE END OF THE DAY

If your child will be picked up by someone other than a parent please ensure that their name is on the child's contact list. Please feel free to bring a list of safe adults that can pick up the children to the office. If an adult is not listed on your child's file we cannot legally release your child to them. If you know PRIOR to the day that your child will be going home with another adult and they are listed on your child file, please put this note in their agenda or email the teacher with this information so they can release the child to the alternative adult.

LATES OR ABSENCES

Once you know your child will be absent or late please call the Safe Arrival line at 604-713-5403 Ext #1 and leave a message (it is as 24hr recording). Sheets will be sent home in September to indicate whom to call in which sequence if the child is absence and not reported. Please ensure you call the school by 9:00 am the day of the absence or you may get a call! Please remember that not all teachers have time to pass on the message to the office. Please call the line and/or email Heidi haleung@vsb.bc.ca to ensure we receive this information.

LATE SIGN OUT/EARLY SIGN OUT – If your child arrives after 9:10am or the teachers have already completed their attendance you will be required to come to the office to sign your child into our late binder. (Located on the main desk.) Alternatively if you are leaving early or during the day due to an appointment the child will need to be signed out and back in when you return.

CHANGE OF CLOTHES AND INCLEMENT WEATHER DAYS

Students will be expected to be outside before school, during recess and at lunch. Extreme weather days (indoor days) are only called when it is snowing or on extreme rain storm days, not for regular rainy days. Please dress your child appropriately for that day's weather. Rain coats, rain boots and a change of clothes is recommended on wet days. It is recommended you keep a complete change of clothes for your child; shirt, pants, underwear and socks in a marked bag with your child's name on it that can be left in their cubbies. Accidents do happen and it is nice to for your children to have their own clothes to change into in case they need it. If the school does not have clothes on hand, then you will be called to come to the school to provide



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a change of clothes for your children. Your teachers may also recommend a pair of “indoor shoes” to be provided to be kept at school.

DO WE HAVE YOUR CORRECT EMAIL?

As the school is trying to be Environmentally Friendly is important that you keep your email up to date. All school correspondence is sent out via this format. Throughout the school year we send out Newsletters, Email Blasts and regular reminders to upcoming events. If you do not get these emails you will miss important information. Please ensure that you have an email that can accept school emails and will not get lost in the providers junk mail boxes! Gmail and Hotmail are especially bad for this! If you have not received at least one email from the school by Sept. 4th please check your email junk folder and then contact the office to ensure your email is correct. The office cannot keep track of emails that are bounced back or not received so it is the parent’s responsibility to ensure that they are getting these important messages!

HOT LUNCH PROGRAM

Our school PAC organizes an optional Hot Lunch Program. Hot lunch happens on Mondays and Thursdays and pizza is an option on Wednesdays. Ordering is through the online system <https://munchalunch.com/schools/Gordon/> and must be placed at least one week in advance. To minimize credit card fees, we strongly encourage bulk ordering. Changes and cancellations can only be made until the order cut-off date. **MAKE SURE TO PACK CUTLERY ON HOT LUNCH DAYS! This is postponed at this time due to COVID restrictions.**

POPCORN - PAC also provides an optional Popcorn day on Friday’s. Once the children have finished their lunch they may purchase 1 bag of Popcorn for \$1 outside the school by the library door. **This is postponed at this time due to COVID restrictions.**

NUT AWARE - Please note we are a NUT AWARE school. All lunches and snacks must be NUT Free. We have many children with severe allergies and by keeping nuts out of your child lunches it will keep them safe. Thank you for your help on this!

PAY FEES ONLINE! - The Vancouver School Board will now be offering School Cash Online at ***Gordon Elementary School*** as its method of payment for all school related fees, including field trips, all September fees and library lost books payments. This secure system helps parents and community members pay school-related fees safely, quickly and easily online.

The new system puts all of the school fees available to your student online for purchase, keeping you informed of your child’s activities and needs. We will post items through the



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system and assign the relevant fees to your student. You can then choose to purchase these fees online with one of three different methods, including credit cards. You can also stay informed and keep track of which school fees require your attention. The system strictly adheres to Canada's privacy and anti-spam legislation and meets the latest industry standards for payment security.

You are now able to register – a simple process that takes only a few minutes – by visiting <https://vsb.schoolcashonline.com> or visiting our website at <http://www.vsb.bc.ca/online-payment> and following directions to the School Cash Online page attached. **You will need your child's usual first name, last name and birth date to register.**

Should you encounter any difficulties, you can use the parent help desk at **1(866) 961-1803** or by visiting schoolcashonline.com/Home/Support.

AGENDA'S – Children from Grades 1-7 will be sold school agenda's. The Kindergartener's will be issued blue bags. Please check it daily as the teachers will write in important information in the agenda daily. This is your primary way to correspond directly with the teachers so please feel free to write notes for them in it. Teachers will work with your children to send it home daily so please watch for it in your child's backpack, and remember to return it to school each day.

Some Kindergarten students will be receiving blue bags in lieu of agenda's. Please check it for notes and important forms daily.

HOW DO I GET HOLD OF THE SCHOOL? TEACHERS? PRINCIPAL'S? – The office number is 604-713-5403 Ext 2. The school's office hours are 8:30 – 3:30pm M-F. If you do not get an immediate answer please feel free to leave a detailed message on this phone and we will get back to you A.S.A.P. During the school hours the teachers are busy teaching and cannot talk to you on the phone or may be in delayed in responding to your requests. If you need to talk to them about an issue please either 1) Write a request in your child's agenda for them to call you – please provide a number and a good time to do so. 2) Email them directly – if they provided you with their email. 3) Leave a message in the office or email haleung@vsb.bc.ca to ask that a teacher calls you back with details of what it is regarding. If you need to get hold of an Administrator (Principal/VP) please call the school at the above number and we will work with you to find an appointment time. Please note that the Administrators are often busy and may not be able to meet you at the time you visit the office.

DOGS, ANIMALS ETC. ON THE SCHOOL PROPERTY – We love animals at the school but the VSB policy is that dogs are only allowed on the school grounds before 8am or after 5pm. Also please



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be mindful that children play in all areas of the school grounds. Although pet owners are often prudent to pick up after their dogs wood chips can cause transfer of unwanted germs as children play in all areas. Please be aware of this and avoid allowing your dog to wander into areas that your child may play.

WHEELS UP – We encourage children to ride their bikes, scooters and other wheeled items to school. When the children arrive at school we ask for them to dismount. Starting from 20 min prior to school, throughout the school day until 20 min after school all children and parents are asked to refrain from riding their wheeled vehicles on the school grounds. These are the times when there is the most traffic and we do not want to have any collisions. Also we remind all riders to wear a helmet while riding their wheeled vehicles.

PARENT ADVISORY COUNCIL (P.A.C.) – If you have a child at our school you are automatically part of PAC. We encourage parents to attend meetings, volunteer and join in as many ways as possible to be part of the school community. Meetings are held the last Monday of the month in the evening in the library. Please refer to the Calendar for exact dates.

PARENT FOR INCLUSIVE EDUCATION (P.I.E.) – PIE is a group at Gordon with people who are interested in inclusive education. We have parents, educators, professionals and school staff participating in this group as we consider each other partners to create an inclusive community. Our community is not limited to General Gordon Elementary, and we welcome people from other neighbouring schools. Throughout the year, we offer information monthly coffees for parents to connect, offer support and share resources. We also hold regular meetings with topics relevant to parents, educators and school staff who are committed to an inclusive community. Please refer to the Calendar for exact dates.

AFTER SCHOOL PROGRAMS AND RENTALS – Through our partnership with the Community Schools program we are able to offer after school programs directly after school. These programs are organized by the Community School teams based at Kitsilano High School. Various programs are provided in the fall, winter and spring term. Registrations are done either in person on specific morning/dates or online. These programs are extremely popular and do fill up quickly. They are not run or organized through the school office, although you may receive updates via email. Our school also has many outside rental groups such as the Music/Orchestra program. Please contact the individuals running these programs directly as the office will not be aware of program times/changes or specific information. **Many of these programs are currently not running due to COVID restrictions.**



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JERICO KIDS CLUB – JKC is our on-site before and after school care program. They are privately run so for more information please contact them directly at Jericho Kids' Club Child Care Society **Email:** info@jerichokidsclub.com **Phone:** (604) 736-4080 ext. 4

MOSAIC MONTESSORI PRESCHOOL – On our site located in the Little Yellow School is the privately run Mosaic Preschool. To contact them please call 604-734-1619. Please note having a child in the preschool does not guarantee placement at our school as that is based solely on catchment areas.