



RIVER VALLEY SCHOOL

# Parent's Guide: A Day in the Life at RVS

2017 - 2018

Revised Spring 2017

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Calgary, Alberta T3B 2E7  
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## Welcome to River Valley School

On behalf of the staff at River Valley School and our Board of Directors, I would like to extend a warm welcome to all of our new and returning families. I trust that you are as excited as we are to begin school in September after an enjoyable and restful summer holiday.

We hope that you find this package answers some of your questions for fall start-up, but if you are left wondering, don't hesitate to contact us over the summer. We are open and working on a modified schedule. While our administrative team does take holiday time, there will typically be someone here to take your call and answer your questions.

We busy ourselves throughout the summer, preparing classrooms and painting walls, but the school comes alive with the presence of our students in September. **New this year, all families are invited to spend the day at RVS on Thursday, August 31<sup>st</sup>. Students will join their classmates for lunch, outdoor education and team building fun with their classmates and teachers while parents have the opportunity to hear from a host of guest speakers about child development and school goals as well as having time to connect with other families. The afternoon will wrap up with a friendly outdoor social for everyone.** More details to follow. Mark your calendars; you won't want to miss it!

The first day of school, **September 5<sup>th</sup>**, is an exciting time for students *and* parents. **I would like to invite all families to join Administration, members of the Board, and our Parent Network to a Welcome Coffee Reception in the gymnasiums at both campuses: 8:30 – 9:30 am at the Elementary Campus and 8:45 – 9:45 am at the Early Learning Campus.** This will be an opportunity to meet with other parents, learn more about Parent Network events and ways to volunteer, and touch base with your RVS Leadership Team.

Dates for assemblies, field trips, and the many other special events that occur throughout the year are added to our online calendar as they are scheduled throughout the year. Our online calendar is an ever-evolving document; please check it regularly for updates by clicking on the link: [RVS Master Calendar](#) or by visiting our website: [www.rivervalleyschool.ca](http://www.rivervalleyschool.ca) and clicking on the calendar links.

In the meantime, mark your calendars - the Parent Network will host the annual **Welcome Back Festival in September – details to be confirmed**, with games, food, and fun and entertainment for the whole family. More details to follow... Plan to leave work early – you won't want to miss it!

Please be sure to join our private Facebook Page and our website: [www.rivervalleyschool.ca](http://www.rivervalleyschool.ca) for up-to-date information. You can also follow us on Twitter: @Erin\_YYC and @RVSSocial!

I would like to take this opportunity to thank you for choosing River Valley School. Please feel free to phone, email, or arrange an appointment at any time. Each family is important to us and we want to ensure that our communication channels are open and your needs are met.

Best wishes,



Erin Corbett  
Head of School

## Administrative Information

### **Attendance**

**For all attendance & absence related communication, please email:**

**[Attendance@RiverValleySchool.ca](mailto:Attendance@RiverValleySchool.ca)**

**or call Reception at 403-246-2275**

#### **Punctuality**

In order to minimize classroom disruptions and respect classroom working environments, it is important for all students to arrive on time for class. When students arrive on time, they are better prepared for a full day of learning. Regular tardiness to school is noted and will be followed up by your teacher and/or administration.

#### **Early Pickup**

If your child must leave school early due to illness or appointments, parents must notify the classroom teacher and sign the child out at Reception before taking the child from the building. The child will be called from his/her classroom by reception and will meet the parents/guardians in the foyer.

Please sign the child back into school with Reception when s/he returns to school. This information is important should a head count be necessary in the case of an emergency.

If your child will be picked up directly from a field trip, you must notify the teacher, RVS administration, and your bus driver (if applicable.)

#### **Changes to Daily Pickup Procedure**

Should you need to change your regular, daily pick-up procedure (either permanently or on a one-time-only basis), please notify both the front desk and homeroom teacher in writing. Otherwise, regular procedure will be followed.

#### **Pickup Authorization by Third Parties**

If someone other than a parent or guardian will be picking up your child, whether it is another family member, caregiver, or the parent of another child, the front desk and your child's teacher must be notified in writing, in order to authorize that person. Please note: the authorized person may be asked to present photo ID.

#### **Late Pickup**

Sometimes, despite best efforts, parents/guardians run behind at the end of the school day and are late picking up their children. Kids Club is available to accommodate students remaining in the school after dismissal time. **Children who have not been picked up within 15 minutes of dismissal time will be signed into Kids Club for further supervision and parents will be invoiced the standard Drop In childcare fee.** All students must be fully supervised until parent/guardian pick up.

#### ***Early Learning Campus***

**At 3:30 pm, all student supervision will be transferred to Kids Club for the associated fee.**

#### ***Elementary Campus***

**At 3:45 pm, all student supervision will be transferred to Kids Club for the associated fee.**

#### **Extended Absences**

When students are absent from school for long periods of time, they may fall behind or feel overwhelmed with the amount of required catch-up work. Please plan your holidays during school vacations and consult with your child's teacher if you must plan an extended vacation during the school year. The school's Year-at-a-Glance Calendar is included with this Guide and available on the website to help with future planning.

# At-a-Glance Calendar

## RIVER VALLEY SCHOOL CALENDAR 2017-2018 School Year

\* Calendar is subject to change

- Aug 28 - 31 Staff Organizational Days
- 31-Aug RVS Family Orientation Day - Details to be confirmed
  
- 5-Sep **First Day of School** - Parent Coffee Welcome 8:30/8:45 - 9:30 am
- 29-Sep **PD Day - No School**
- Sep - TBC Welcome Back Festival hosted by Parent Network
  
- 6-Oct **School Closed**
- 9-Oct **Thanksgiving Holiday - School Closed**
- 19-Oct **Progress Meetings 1 pm - 8 pm - Early Dismissal (11:45 am)**
- 20-Oct **Progress Meetings 8 am - 4 pm - No School**
- Oct - TBC Parent Education Evening
  
- 4-Nov RVS Annual Gala
- 13-Nov **In lieu of Remembrance Day - School Closed**
- 23-Nov Progress Reports go home
- Nov - TBC Fall Fun Event hosted by Parent Network
  
- 1-Dec **PD Day - No School**
- 21-Dec **Last day of School before Winter Break**
- 22-Dec **Winter Break Begins**
  
- 8-Jan Classes Resume After Winter Break
- 26-Jan **PD Day - No School**
- Jan - TBC Parent Education Evening
  
- 8-Feb **Progress Meetings 1 pm - 8 pm - Early Dismissal (11:45 am)**
- 9-Feb **Progress Meetings 8 am - 4 pm - No School**
- 15-Feb **Teacher's Convention - No School**
- 16-Feb **Teacher's Convention - No School**
- 19-Feb **Family Day Holiday - School Closed**
- Feb - TBC Winter is Wonderful Event hosted by Parent Network
  
- 21-Mar Progress Reports go home
- 22-Mar **Last day of School before Spring Break**
- 23-Mar **Spring Break Begins**
  
- 9-Apr Classes Resume after Spring Break
- 27-Apr **PD Day - No School**
- Apr - TBC Parent Education Evening
- Apr - TBC Spring Fling Event hosted by Parent Network
  
- 10-May Gr 6 English Language Arts PAT - Part A
- 18-May **School Closed**
- 21-May **Victoria Day - School Closed**
- May/June - TBC Farewell Feast Event hosted by Parent Network
  
- 8-Jun **Transition Meeting Day - No School**
- 13-Jun Gr 6 English Language Arts PAT - Part B
- 15-Jun Gr 6 Mathematics PAT
- 19-Jun Gr 6 Social Studies PAT
- 21-Jun Gr 6 Science PAT
- 27-Jun Progress Reports go home
- 27-Jun **Last day of School before Summer Break - Early Dismissal (11:45 am)**
- 28-Jun **Summer Break Begins / Staff Organizational Day**

August						
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29	30	31				

- First / Last Day of Classes
- First Day After Break
- No School
- Early Dismissal (11:45 am at both campuses)
- School/Parent Functions
- Progress Meetings/Reports
- PAT Exams
- To Be Confirmed

Parent Education and Network events are To Be Confirmed.

\*Calendar is subject to change

\* Visit [www.rivervalleyschool.ca](http://www.rivervalleyschool.ca) for updates

May 17/17

The most up-to-date calendar of information can also be found on our website. [www.rivervalleyschool.ca](http://www.rivervalleyschool.ca)

This calendar is subject to change at any time.

## **Foundation Statements**

*RVS's mission, vision and values statements have been reworked to reflect the new brand so that the true essence of the school comes through.*

### **VISION**

To curate opportunities for learning and discovery that are as dynamic as the world around us.

### **MISSION**

To be an exceptional educator that embraces the unique talents of every child. Our adaptive model of educational delivery supports different learning styles to ensure that each student is capable of achieving their personal best.

### **VALUES**

Independence, Creativity & Citizenship

At River Valley School, we value social and character development as much as academic development.

Within our three core values are behaviours that we embed into our curriculum and daily life at RVS. They are the cornerstones of our school.

- Respect of ourselves, others and the world in which we live and play.
- Confidence in our abilities, opportunities and accomplishments.
- Leadership in ourselves, our classrooms, school and community.
- Trust in our relationships and the future.
- Global Citizenship in our thoughts, words, actions and deeds.
- Independence in our thinking and behaviour.
- Creativity in our work, play and plans for the future.
- Peace in our intent and interactions.

## **School Communication**

River Valley School recognizes that effective communication is vital to a healthy school community. Feedback, input, and open dialogue are important aspects of the operation of RVS. RVS operates with an open door approach which allows parents to make recommendations and have questions answered. We also host Parent Education Evenings each term to help parents explore and learn more about the school and other topics of interest.

We have also implemented a number of communications initiatives to help us communicate with parents.

**It is critical that all parents utilize these communication tools  
and respond back to the school by the requested dates.**

Our website - [www.rivervalleyschool.ca](http://www.rivervalleyschool.ca).

- There you will find a simple link which can be used to report absences, a link to the RVS Master Calendar and lots of great information for parents!
- An email system called Mail Chimp – For all school newsletters, email updates, and emergency bulletins.
  - All families are automatically added to the Mail Chimp email system. This system is used for notification of newsletters and other important information. Please contact either front desk to add a second email or update email information.
- RVS Parent Facebook page at: <https://www.facebook.com/groups/RVSParentNetwork/?fref=nf>;
  - A great way to connect with other families and get the most up-to-date information is to sign up to the RVS Parent Facebook page. This is a closed page and is only accessible by RVS

families.

- SeeSaw – a communication portal;
- Classroom weekly emails;
- Phone calls and emails;
- Twitter – follow us: @Erin\_YYC and @RVSSocial

#### **Email for Staff members**

All staff members have email and are formatted in the following manner:

FirstInitialLastName@rivervalleyschool.ca (i.e. [ecorbett@rivervalleyschool.ca](mailto:ecorbett@rivervalleyschool.ca))

- The school’s general email is: [info@rivervalleyschool.ca](mailto:info@rivervalleyschool.ca)
- The attendance email is: [attendance@rivervalleyschool.ca](mailto:attendance@rivervalleyschool.ca)
- The finance department is: [finance@rivervalleyschool.ca](mailto:finance@rivervalleyschool.ca)
- The admissions department is: [admissions@rivervalleyschool.ca](mailto:admissions@rivervalleyschool.ca)
- The transportation department is: [transportation@rivervalleyschool.ca](mailto:transportation@rivervalleyschool.ca)

#### **Summer Hours**

The Elementary Campus office is open and operates throughout the summer on a modified schedule and members of the administrative team are available if needed. Detailed hours of operation are posted on the front doors, are available on the main voicemail and on the website. Please note that the Early Learning Campus will be closed during the summer and available for tours by appointment only.

### **Classroom Information**

#### **Classroom Events**

Teachers work hard to have positive relationships with parents, to involve them in critical educational decisions, and to keep them informed about the progress and needs of the students. Numerous classroom events are planned to involve parents and to communicate with them about the students.

Student birthdays are important milestones and we encourage acknowledgement of them. We understand that parents like to send treats with their child as part of the celebration, however food allergies can make that a challenge. Please speak with your child’s teacher before providing food so that children with food allergies may have the chance to bring a treat of their own, allowing for their participation.

#### **Birthday Party Invitations**

As your child's school social group gets bigger, birthday parties can be a challenge for parents. We understand that not everyone wants to, or is able to have 30+ children at a private celebration and you may wish to send invitations to only a select few. Due to privacy laws, confidential email addresses cannot be given out to other families, but teachers are more than happy to place invitations in children's agendas at the end of the day so the feelings of the children who are not invited may be spared.

#### **Daily Schedules**

##### **Early Learning Campus**

Day Begins	8:45 am – 11:45 am
Lunch & Recess	11:45 am – 1 pm
Day Concludes	1 pm - 3:15 pm

Each classroom will break for its own snack time and/or take a Daily Physical Activity (DPA) break every day.

**School Day Begins – 8:45 am**

All students attending the Early Learning Campus are welcomed to their classrooms at 8:30 am. **Students should be in their classrooms by 8:40 am to get prepared for their day.** Our students need to accept the responsibility of getting ready for class. Please help them by encouraging them to carry their own backpacks and make their way to the classroom independently.

Students arriving **after 7:00 am and before 8:30 am** must take advantage of Little Kids Club, our Before & After School Care program located at the Early Learning Campus and will be invoiced the standard fee. *There is no supervision on the playground or in the hallways prior to this time and students may not be unsupervised on the premises.* For more information about Big Kids Club, please use the link: [Kids Club](#) or refer to the Kids Club section of this manual or the separate Little Kids Club brochure.

If a student arrives **after 8:55 am**, they are required to get a **late slip** from school reception, located by the main entrance doors.

**3 and 4 Year Old Half Day Program Dismissal - 11:45 am**

Students who are registered in our half-day programs will be dismissed at 11:45 am. Children will be brought from class to the front of the school to be picked up by their parents.

**Regular School Day Dismissal – 3:15 pm**

Please park on the street in the community and walk in. Students will be dismissed to parents at their classrooms at 3:15 pm. Bus students will be brought by a staff member to meet their bus in the bus pick-up area. Students are expected to participate in the end of school day activities therefore, it is important that your child remain in class until dismissal at 3:15 pm.

**Elementary Campus**

Day Begins	8:30 am – 11:45 am
Lunch & Recess	11:45 am – 1 pm
Day Concludes	1 pm - 3:30 pm

Each classroom will break for its own snack time and/or take a Daily Physical Activity (DPA) break every day.

**School Day Begins – 8:30 am**

Students attending the Elementary Campus are welcome in their classrooms as early as 8:20 am. **Students should be at their classrooms by 8:25 am to get prepared for their day.** Our students need to accept the responsibility of getting ready for class. Please help them by encouraging them to carry their own backpacks and make their way to the classroom independently.

Students arriving **before 8:20 am** must take advantage of Big Kids Club, our Before & After School Care Program located at the Elementary Campus and will be invoiced the standard fee. *There is no supervision on the playground or in the hallways prior to this time and students may not be unsupervised on the premises.* For more information about Big Kids Club, please use the link: [Kids Club](#) or refer to the Kids Club section of this manual or the separate Big Kids Club brochure.

If a student arrives **after 8:40 am**, they are required to get a **late slip** from school reception, located on the main floor.

**Regular School Day Dismissal – 3:30 pm**

Students will be dismissed to parents in the loading zones designated at the front and rear of the school at 3:30 pm. Bus students will be brought by a staff member to meet their bus in the bus pick-up area. Students are expected to participate in the end of school day activities therefore, it is important that your child remain in class until dismissal at 3:30 pm.



If you plan to come into the school, please park on the street in the community and walk in, prior to 8:15 am or after 3:30 pm. While we do have some parking, it is extremely limited and creates dangerous situations at high traffic times, like pick up and drop-off. Parking is not allowed in the marked Surgical Centre spots.

## ***Extracurricular Activities***

### **In School**

Optional school extracurricular activities are held for students and their families throughout the year. Students may participate in student government, intramural sports, choir, drama or other activities during noon hours and/or after school. All activities are fully supervised.

Families are also invited to participate in physical education events offered throughout the year. (Some activities may involve an additional cost.)

### **Leadership**

Students learn that leadership requires teamwork, public speaking, and the ability to communicate and cooperate. Students are increasingly engaged in leadership responsibilities throughout their education at River Valley School. Student government is one of the many ways that students get to practice leadership skills.

Our Leadership Program involves organizing, coordinating, and delivering special activities and events such as morning announcements, school assemblies, outreach initiatives, and concerts throughout the year. Students also manage the school intramural program, fostering teamwork while having fun.

### **Out of School**

River Valley School parents are encouraged to register their children in extracurricular activities outside of school, such as music lessons and sports activities. Extracurricular activities let students connect with people outside of the school community, expose them to new challenges, and give them a chance to discover and build on their strengths.

It is important that after school activities are scheduled after school in order to minimize classroom disruptions and ensure the students have every opportunity to learn.

## ***Homework Policy***

River Valley School recognizes the importance of family and extra-curricular pursuits. Home study can be a component of each student's educational program used to reinforce skills taught in the classroom and enrich classroom experiences, increase student success, develop student responsibility, and provide opportunity for parent involvement.

All children are encouraged to read for 10-20 minutes a day, whether that is reading with a family member or on their own.

- Pre-Kindergarten: No homework will be assigned.
- Primary (Grades K - 2): Homework lasting approximately 10 minutes may be assigned Monday – Thursday nights and should primarily encompass reading & comprehension practice.
- Intermediate (Grades 3 – 6 and UE): Homework may be assigned and will typically encompass special projects. Assignments provide opportunities to attain mastery and will vary according to the nature of the concepts that are being reinforced.
- CASA and Lower Elementary Montessori: Work is not sent home due to the nature of the program and specific materials used within the classroom however, regular reading is encouraged.
- Arrowsmith: Homework expectations differ from other programming due to the specialized nature of the program and will be outlined by the teacher at the beginning of the school year. Arrowsmith students are also provided with the opportunity to complete their required work at the end of the school day through a teacher supervised Homework Club. Please contact an Arrowsmith teacher for

details.

**Your teacher will NEVER send homework home for the sake of it and NEVER send something home that the child isn't set up to complete independently.**

### **Lunch & Snacks**

River Valley students are expected to bring a nutritious snack and lunch to school each day. A snack break is provided during the morning and/or afternoon class at a time that is deemed appropriate by the teacher.

Healthy snacks and nutritious lunches are an important part of our students' day. Research shows that when children eat healthy and nutritious food, their school performance and productivity is enhanced. Follow the Canada Food Guide and avoid prepackaged meals such as Lunchables, sugary snacks, drinks, and candy.

Microwaves and hot water are available to accommodate hot lunches. Students like to spend time outside so, on occasion when weather permits, they may eat lunch outdoors.

Please send appropriate cutlery from home for your child's lunch. RVS keeps a small supply of cutlery and food items on hand in the case of a spilled or forgotten lunch/cutlery. These items are to be used for emergency purposes only. Should a student need to dip into the supply, a note will be sent home to make parents aware.

### **Lunch Program**

The RVS Parent Network has set up a lunch program in partnership with Healthy Hunger and various area restaurants. The program is completely optional and runs on Mondays & Wednesdays from late September through June.

To sign up, please follow these instructions:

1. Go to the Healthy Hunger website: [www.healthyhunger.ca](http://www.healthyhunger.ca)
2. Click on "Register Student" and fill out the required information to create an account
3. Once your account has been created, you will be asked to Log In.
4. Click on "Add Student" Fill in the required information – be sure to choose the correct campus.
5. Choose your lunch order, enter payment information and enjoy!

### **\*Nut Products\***

**PLEASE DO NOT BRING NUT PRODUCTS TO SCHOOL. We have severe allergies within the student and staff body and rely on each and every family to keep their love of nuts at home.** If your child has a nut allergy, it is important that you speak with your classroom teacher and administration. It is also important that students with allergies take responsibility for knowing what they can and cannot eat.

Please refrain from sending any nut products to the school, or in any baked goods that are sent to the classroom.

**Please note:** As much as we encourage parents not to send any items that contain nut products to school, **we cannot guarantee that our school is nut free. In classrooms that have severe allergies, we will endeavor to work with families to make every effort to keep those classrooms as safe as possible for all students.**

### **Recess**

A supervised outdoor recess will occur during the lunch hour.

**Please ensure that your child is appropriately dressed to go outside each day.**

Sometimes when the weather is cold (-20 degrees or lower, wind chill dependent) or rainy and an "indoor recess" is needed, the schedule may be modified and alternative indoor activities and supervision will be provided.

### ***Student Government and Wednesday Morning Assemblies at the Elementary Campus***

All RVS students in grades 1 – 6, have the opportunity to take part in Student Government. They work together to bring student ideas to life.

All Elementary Campus students gather together on Wednesday mornings at 8:30 am. These assemblies are lead by the student government and work to build community as everyone starts the day together. Please ensure students arrive on time to enable their full participation.

### ***Walking between Campuses***

In order to build a cohesive community, all RVS students will have the opportunity move between campuses. Elementary campus students will often have library times, buddy get-togethers and Phys Ed classes at the Early Learning Campus while Early Learning students will have occasional field trips to the Elementary campus to meet with their buddy classes or for special events.

Students will walk or be bussed between campuses. The mode of transportation will be decided after factors such as weather have been considered. All student movement will be supervised by staff and will always have the required ratio of supervisors to children.

Students will have lessons reinforcing pedestrian and traffic safety, community respect, and stranger awareness to ensure smooth transitions.

## **Health and Safety Information**

**The staff of River Valley School must be made aware of any allergies and/or health considerations that affect your child.**

### ***Evacuation Information***

**In the unlikely event of an emergency situation requiring evacuation, the children will be evacuated to the opposite campus.** Elementary Campus students will evacuate to the Early Learning Campus while Early Learning Campus students will evacuate to the Elementary Campus. From there, parents will be contacted to arrange for pick-up.

**ELC students evacuate to:  
Elementary Campus – 3127 Bowwood Drive NW**

**EC students evacuate to:  
Early Learning Campus – 6305 – 33 Ave NW**

Information will be sent out to inform parents of emergency situations and pick up procedures.

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The following are general rules for student safety. Students are required to:

- Stay within school grounds.
- Stay within sight of a supervisor.
- Stay with a buddy.
- Inform a supervisor/teacher/administrator about any concerns, feel sick, are hurt or feel unsafe.
- Students are not allowed to walk through the parking lot unattended.

At dismissal time students are:

- Dismissed to parents/guardians, bus drivers, or supervisors OR
- Remain inside under supervision of their teacher or Kids Club staff until parents/guardians arrive.

For safety reasons, all school doors will be locked. Please use the main entrance and buzz for entry.

**All parents and visitors are asked to report to the office and sign in.**

Please notify the school immediately if you feel there might be a situation that requires the school to take extra precautions. (I.e. a person who does not have your permission wishes to contact your child at school).

**PLEASE INFORM THE SCHOOL OF ANY CHANGE IN CONTACT INFORMATION SUCH AS ADDRESS, TELEPHONE OR EMAIL.**

### ***Illness or Injury***

For those times when your child gets sick at school, we will contact you if your child needs to go home.

**Please do not send your children to school when they are sick or showing signs of flu or other contagious conditions.**

**A child who could infect others or is too sick to learn should be kept at home to rest.**

**Please keep in mind the “24 Hour Rule”:  
Keep your child at home until they have been symptom-free  
OR are deemed no longer contagious for at least 24 hours.**

In the event of serious illness or injury, we will notify parents as soon as the child’s immediate needs have been met. Should an emergency require a hospital visit, an ambulance will be called. When the hospital selected by the emergency responders is known, we will advise you so that you can meet your child there.

In the event you cannot be reached, your designated Emergency Contact(s) will be notified until someone is reached. Parents should provide a minimum of two Emergency Contacts and provide complete contact information for them as part of the Admissions Package paperwork. Please ensure these people live in Calgary, and have consented to the responsibility being placed upon them.

If we cannot reach you or your Emergency Contacts, your signature on the Medical Release Form will authorize any medical treatment that may be required.

### ***Lockdown Drills and Fire Drills***

Fire Drills and Lockdown Drills will be held throughout the year as a safety precaution.

Generally, the first drill is fully announced where parents, students and staff are aware of the day and time of the drill. This allows all students to prepare and practice in class prior to the drill. The second drill is held as a surprise to students and parents while staff are made aware of the day and time. The third and any subsequent drills are held as a surprise to all students and staff (except for the Head of School).

#### **Lockdown Drill**

The purpose of the drill is to mitigate risk to students as a result of internal threats to the school. These are practiced a minimum of three times per year. All drills are practiced jointly with a Calgary Police Service constable.

Lockdown Drill procedures include:

- Head of School or designate will make a Lockdown announcement.
- All students will be moved inside the school immediately.
- Teachers close all classroom doors, ensuring no students are left in the hallways.
- Students will be moved away from windows and doors and asked to stay quiet.
- All blinds will be closed.
- Attendance will be taken.
- Head of School and a member of the Calgary Police Service will make a sweep of the school.
- Once the sweep has been completed, the Head of School will announce the drill is completed.

### **Fire Drill**

Fire drills are practiced a minimum of three times per year and are used to help make students aware and comfortable with exit procedures in the case of an emergency.

Fire Drill procedures include:

- Head of School or designate will set off the fire alarm.
- Teachers will lead all students out of the building in an orderly manner.
- Remaining staff will sweep hallways to ensure all students are out of the building.
- Attendance will be taken.
- Head of School will conclude drill and allow students back into the building.

**Though teachers do their best to assuage fear, some students find these drills unsettling. We encourage parents to let their children know that Lock Down and Fire drills occur during the school year and to discuss the procedures with them.**

### **Medication**

It is the intent of River Valley School to assist parents and guardians by giving needed medication to students when required. The school will not be responsible for lost, spilled, or out of date medications.

A signed Medical Release Form must be completed for all students. This form must outline all regular medications (prescription or over the counter) that the child receives and should also describe the symptoms that a child may be showing to warrant the administration of the listed medication. This form needs to be updated annually.

If any medications are to be administered at the school, a request in writing must be made by the parents/guardians.

Medication brought to school shall be in the original labeled container and brought to school by parents. All medications at the Elementary Campus are stored in a locked cabinet that is inaccessible to students but easily accessible by staff in case of an emergency. Due to licensing requirements, all medications at the Early Learning Campus are stored by the teacher. Refrigerated storage is available should medication require it.

Medication will be administered to a student according to the labeled instructions **only** and shall be stored in the original labeled container. Parents/Guardians can sign a "Self-Medication Release Form" when they feel their child is responsible enough to administer their own medication.

When a child is given medication, the name of the child, medicine name, time of administration, and amount given are all documented by staff using the Administration of Medicine Form. Parents may request copies of these forms.

Parents should follow these steps to make sure all goes well when your child needs medication at school:

1. **Put the details in writing.** If your child is taking any medication, you must give the school written permission to administer it. Medical Administration Forms are available at reception or you can send a written permission note which must include:
  - Child's name
  - Symptoms they may display
  - Name of the drug and dosage amount
  - How the medicine is taken (i.e. by mouth with food or with water only)
  - Dosing schedule (i.e. one dose at 10 a.m., repeat at 2 p.m.)
  - Reason for the medication
  - Possible side effects to watch for
  - Any special storage needs (i.e. if the medicine needs to be refrigerated)
  - Doctor's name and contact information
  
2. **Take the medication to reception or the teacher.** It must be in its original labeled container.
  - **Keep herbal medicines at home.** The active ingredients in these products are not often listed and can cause serious side effects. River Valley School will not dispense herbal medicines.
  
3. **Teach your child medication safety.**
  - **Be sure your child knows what the medication looks like and how much and how often it should be given.** This will help your child be sure that he or she is getting the right medication and dosage at school.
  - **Tell your child never to share medication with anyone.** It could lead to an accidental overdose and/or being suspended or expelled from school.

### ***Public Health Nurse***

Public Health Nurses from Alberta Health Services work with students, parents, and teachers to improve the health and well being of students and families. Activities may include:

- Vaccinations
- Working with students and families to address physical and emotional health concerns
- Providing consultation to teachers in the area of health education
- Participating in health promotion activities
- Facilitating community development

The role of the Public Health Nurse is to find ways to assist the school community in maximizing opportunities to enhance the students' current health, and to equip the students with the skills and knowledge to grow into healthy and successful adults.

Feel free to contact River Valley School's Public Health Nurse if you have any questions or require more information.

**Public Health Nurse**  
**Northwest Community Health Centre - Child & Woman's Health**  
109, 1829 Ranchlands Blvd. NW. Calgary, AB T3G 2A7  
Phone: 403-943-9700 Fax: 403-943-9735

## **Parent Information**

### ***Family Events - Please Join Us!***

**RVS Family Orientation Day - New for the 2017/18 School Year!**

All families are invited to spend the day at RVS on **Thursday, August 31<sup>st</sup>**. Students will join their classmates for lunch, outdoor education and team building fun with their classmates and teachers while parents have the opportunity to hear from a host of guest speakers about child development and school goals as well as having time to connect with other families. The afternoon will wrap up with a friendly outdoor social for everyone. More details to follow. Mark your calendars; you won't want to miss it!

### **Welcome Coffee Reception**

**Tuesday, September 5<sup>th</sup> at the start of the school day.**

**8:30 am Elementary Campus**

**8:45 am Early Learning Campus**

All families are invited to join your Head of School, ELC Principal, Assistant Principal, members of the Board and representatives from Parent Network for a Welcome Coffee Reception in the gym of both campuses.

### **Parent Education Evenings**

Please join us for the following Parent Education Evenings. Hosted by RVS staff and invited guests, these adult-only sessions take place three times a year. Parents are welcome to come and hear from the teachers, specialists and invited guests and learn more about the investment you have made in your child's education. From finding out more about your child(ren)'s day and classes to broader information on how children learn, these sessions are meant to offer an overview and an opportunity to engage with the RVS community.

### ***Parking, Pick Up and Drop Off***

At Pick Up and Drop Off times, both campuses handle large volumes of traffic within short periods of time. It can be chaotic and requires everyone's cooperation.

**Student safety is always a concern for school staff, but keeping children safe in the parking lot requires the cooperation of everyone – from school staff to drivers and the students themselves.**

**Aggressive and Abusive Behaviour towards staff, parents and students will NOT be tolerated in the parking lot at any time. Failure to adhere to this policy, in extreme cases, may result in expulsion from RVS.**

Please follow a few simple safety tips:

- Obey the speed limit and traffic rules;
- Obey the school's drop-off and pick-up rules;
- Be courteous to other drivers. Please treat others as you would like to be treated and remember your children are learning from the example you set;
- Remind students to look both ways in the parking lot, even though it is not a street;
- Children should not run or play in the parking lot;
- Parents must respect school staff that enforce the rules for the children's safety.

Please visit our website at [www.rivervalleyschool.ca](http://www.rivervalleyschool.ca) or use the link: [Pick Up, Drop Off & Parking](#) for detailed information.

### **Early Learning Campus**

**The gravel parking lot beside the school is for staff only.**

Parents and visitors are welcome to park on the street.

**Please be sure to be considerate of the bus zones by not parking in the marked areas and of area residents by not parking on or in front of driveways.**

## Elementary Campus

A loading zone is established directly in front of the school on both sides of the main entrance. **There is to be no parking in these loading zones during the hours: 8:00-8:40am and 3:00-3:50 pm. Our buses need space to park and safely allow our students in and out of school.**

**There is to be no parking in the Riverview Surgical Centre's marked stalls.**  
**VEHICLES PARKED IN THE MARKED STALLS WILL BE TICKETED AND TOWED.**

We have very limited parking and all parents who require parking must use the surrounding community or the side lot that is parallel to Bowness Road. **You will find that you get in and out of the property with more speed and efficiency if you park on the street and walk in.**

### Morning Drop Off

- **There is to be one traffic line.** Parents are to pull into the loading zones located by the main doors, leaving sufficient space for other vehicles to move forward or leave the parking lot.
- When dropping off students in the loading zones, **parents are not to get out of their vehicles.** Should parents need to get out of their vehicles for any reason, please park in the surrounding community or designated areas in the parking lot.
- Please do not engage in conversation with teachers or parents in the Loading Zone during peak times. **It is critical we clear the loading zone as quickly as possible in order to respect our neighbours and ensure safety.**

### Afternoon Pick Up

- **There is to be one traffic line for the front of the school (Gr 1 – 3 including LE) and one for the back door (Gr 4 – 6 including UE).** Parents are to pull into the loading zone to pick up children leaving sufficient space for other vehicles to move forward to the next loading zone or to leave the parking lot.
- When picking up students in the loading zones, **parents are not to get out of their vehicles.** Parking patrol volunteers will help students get their vehicles. Should parents need to get out of their vehicles for any reason, please park in the surrounding community or designated areas only.  
NOTE: Backpacks should NOT be worn in the car. Student safety, which includes the proper use of car seats and seat belts, is our primary concern.
- Teachers and parents cannot engage in conversations during this time, as it is critical that we clear the loading zone as quickly as possible.
- **All parents are to turn left out of the parking lot exit onto Bowwood Drive. If parents wish to turn right, they can then turn right at 32 Avenue in order to access Bowness Road.** This will eliminate unnecessary line-ups at the parking lot exit.

**Please share this information with any person that may drop off or pick up your child(ren) from the Elementary Campus.**

## ***Progress Reports, Meetings, Evaluations, and Student Classroom Placements***

### **Progress Reports**

Progress reports are issued three times during the year in November, March and June. Progress Reports are a communication process for teachers to provide parents with an assessment of their child's learning in each subject area – in relation to grade level expectations and standards. The assessment will be derived using a variety of evaluative strategies and tools, including observation, standard tests, comparative rubrics, and reference to the Alberta Program of Studies Outcomes. Montessori classes will also be measured in part, against these same standards. Teachers also provide anecdotal comments that address how each student is progressing.

**At River Valley School, we encourage open communication and you are invited to make an appointment with your child(ren)'s teacher at a convenient time to speak with him/her regarding your child(ren)'s**



**progress.**

### **Progress Meetings**

A critical part of the reporting and communication process are **Progress Meetings**, which are held in October and February. **At River Valley School, we prefer to have the student present for Progress Meetings.** Students need to take ownership of their learning processes and should be part of the goal setting process with their parents and teachers. There may be occasions when it is not appropriate for the child to be present and in these cases, either the parent or the teacher may request time without the student. Even when there are no critical learning issues, parents are expected to make attendance at Progress Meetings a priority.

Progress Meetings are 20-30 minutes long and parents are welcome to book meeting times with homeroom teachers, specialists and administration. Students with an Individualized Program Plan (IPP) will be offered a double time slot for Progress Meetings.

### **Instructions for Booking Progress & Transition Meetings**

Parents will pre-book scheduled Progress Meetings with their child(ren)'s teacher through the online School Soft program:

- The website address is: [rivervalley.schoolsoft.ca](http://rivervalley.schoolsoft.ca).
- Click on "Register Now" to set up an account.
- Enter all pertinent information; agree to the terms and conditions.
- Once the Progress Meeting times have been set by administration, you will receive notification and an invitation to enter the system for appointment bookings.
- If you have any questions or difficulties, please contact reception at 403-246-2275 or [info@rivervalleyschool.ca](mailto:info@rivervalleyschool.ca) for help.

If you do not have Internet access, you are welcome to contact the office and we will schedule your conferences on your behalf.

### **Transition Day**

Transition Day is a day similar to progress meetings and is meant to give parents, children and teachers an opportunity for a quick review of strategies in preparation for the next school year. These are held once a year in late spring and are a no school day.

### **Student Classroom Placements**

When organizing classes for a new school year, the ultimate goal is to provide an optimum learning environment for all students. The current teachers at each grade level meet as a team and use the following criteria to inform classroom placements for the following school year:

- A range of performance levels in each class;
- Gender balance;
- Placement of ELL and Special Education students which facilitates resource or withdrawal programs (i.e. Arrowsmith);
- Relationships that promote positive social relationships while minimizing unproductive associations; and
- Information from parents mentioned at Transition Meetings that the teacher or school is not currently aware of, and which would be pertinent to placement decisions.

Final decisions regarding student placement remain the responsibility of the Head of School or Designate. Requests for class placements will be considered where it will enhance a child's learning but are not guaranteed.

## ***School Governance & Committees***

All parents of students currently attending River Valley School are members of River Valley School Society.

### **Role of the Board of Directors**

The Board of Directors (BOD) is a voluntary body that provides strategic, non-operational leadership for River Valley School by defining the mission, vision, and values, and by setting long-term goals for the organization.

### **Board Election Process**

Each year, the Board of Directors accepts applications from all members of the River Valley School Society, as well as outside our community, for the Board of Directors. Any member of the River Valley School Society is eligible for nomination. The Board conducts an annual review to inform itself of current and future skills that would best serve the interests of the society. Often the Board recommends a slate of candidates at the AGM for the membership to elect. If you are interested in an application form, please contact the Head of School or Board Chair at [Board@rivervalleyschool.ca](mailto:Board@rivervalleyschool.ca)

The parent members elect new Directors at the Annual General Meeting (AGM). The AGM is an excellent opportunity to hear more about school operations, performance, and plans as well as being a chance to meet other parents. We strongly encourage all parents to attend. Parents are informed of the AGM by email, website updates and posted notices.

### **Important Board Invitations:**

- Special Meeting of the Society
  - All members of RVS Society are invited to join the RVS Board and Head of School for the annual presentation of the previous year's financial statements.
- Annual General Meeting
  - All members of RVS Society are invited to join the RVS Board and Head of School for the Annual General Meeting, which includes the election of new Board members, a review of the previous school year as well as a presentation from the Head of School with information about the upcoming school year.
- Board Nominations
  - All members of RVS Society are invited to submit their name for nomination and be part of the Board of Directors. Positions have a 2-year term and may be eligible for renewal.

### ***Volunteering at River Valley School***

**In the interest of student safety and security, in order to volunteer, River Valley School requires a valid and current police clearance with vulnerable sector check. Clearances are valid if dated within the previous six (6) months and are valid for three (3) years. All volunteers must, one time only, sign a Volunteer Code of Conduct and a Release form, these forms do not expire.**

Please visit our website or speak with Reception to obtain a Volunteer Package and a Volunteer Validation Letter, which may reduce the cost of the clearance.

**As a school that is non-profit and volunteer-supported – we need parent support!**

River Valley School promotes a variety of ways parents can participate in our school and community. There are a number of rewarding and interesting volunteer opportunities to fit any parent's schedule and interests.

**To get involved, simply contact the Parent Network Chair by sending an email to: [parent@rivervalleyschool.ca](mailto:parent@rivervalleyschool.ca)**

### **Parent Volunteer Opportunities**

- Parent Representatives
- Parent Network Support

- Involvement with the Board of Directors
- Local, National and International Community Building Events
- Classroom and Field Trip support, Phys Ed and Library Support
- Fundraising activities and Special Events
  - Family Festivals and Events
  - Annual Gala – our major fundraiser

### **Parent Representatives**

Each classroom has a Parent Representative. This valuable role is simple, doesn't require a huge commitment and is a great way to give back! Please consider volunteering for this important position! This role begins in September and runs for the school year.

Parent Representatives are classroom-specific helpers responsible for acting as the Emergency Phone Tree Lead, being the Parent Network contact and ensuring information is passed along, coordinating volunteers & parents to assist with appropriate activities in the classroom such as occasional celebrations, paper work (cutting; gluing and constructing projects for the teacher's use; etc.) and going on field trips with kids when additional supervision is required.

The role includes:

- Most importantly: to be the **Emergency Phone Tree Lead**. This means that in the event of an emergency, the teacher or a member of the Admin Team would contact the Parent Rep who would then contact all the classroom parents, making them aware of the situation and what steps to follow. This is a part of the role, which we hope is never used but is vitally important in allowing the teacher to ensure that the safety of your children is their only priority.
- Being the **email contact for Parent Network** - you do not have to attend meetings - you would simply pass along email information from the Parent Network to the classroom parents. This would be required once or twice a month.
- Helping the teacher to **organize volunteers for classroom events and/or field trips** - this would require an email to all parents and some organizing time. This may only be needed every couple months.

### **Parent Network**

The Parent Network encourages and provides parent leadership, school and community development, and volunteerism. A number of school activities are planned and organized to enrich the school and the opportunities for students.

- Provides leadership and support for school community and classroom events;
- Oversees and enhances community service initiatives; and
- Provides leadership for volunteer coordination.

The Parent Network Chair assesses and guides school community development and community service, adhering to adopted policies, principles, and strategies of River Valley School and making recommendations on these matters.

The Parent Network is often involved in stakeholder consultation for input and feedback, and also runs a number of sub-committees. The Parent Network Chair meets with the Head of School on a regular basis, and the Head of School attends most Parent Network meetings.

The Parent Network meets occasionally to discuss various activities and initiatives taking place in the school. All parents are welcome to attend these meetings. Please watch monthly newsletters or contact the Parent Network Chair by sending an email to: [parent@rivervalley.school.ca](mailto:parent@rivervalley.school.ca) for more information.

## **Fundraising**

**As a non-profit, privately run school, fundraising is a necessity for River Valley School.**

Annually, the school will run small and midscale events as well as an annual giving campaign that are aligned with our mission and values. Larger gala or corporate events are undertaken annually and proposals are submitted to the Treasurer and approved by the Board of Directors. Fundraising events are frequently coordinated with a parent network of volunteers.

## **RVS Services**

### ***Bus Service***

River Valley School owns and operates a bus service for RVS students. Before & after school transportation is offered to all families at RVS for a fee. In order to coordinate planning, a firm commitment from those families wishing to use the bus service is required. Short-term and occasional riders can also be accommodated for a fee.

To maximize the number of students that each bus can accommodate on each route, and to reduce the amount of time spent on the bus for all children; group stops are established on major routes in each neighborhood. We do our best to accommodate families and coordinate stops that are within walking distance or a short drive if possible.

See [www.rivervalleyschool.ca](http://www.rivervalleyschool.ca) or use the link: [Bus Service](#) for detailed information and registration package.

For questions regarding bus service, please contact our Transportation Coordinator at 403-246-2275 or [transportation@rivervalleyschool.ca](mailto:transportation@rivervalleyschool.ca)

### ***Kids Club - Before & After School Care Program***

#### **Little Kids Club – Open to students at the Early Learning Campus only**

Location: 6305 – 33 Ave NW – ELC Campus Classroom  
Hours of Operation: 7 am – 6 pm on school days and school closure days with the exception of statutory holidays.  
Contact: [LittleKidsClub@rivervalleyschool.ca](mailto:LittleKidsClub@rivervalleyschool.ca)

#### **Big Kids Club – Open to students at the Elementary Campus only**

Location: 3127 Bowwood Drive NW – Elementary Campus Gym  
Hours of Operation: 7 am – 6 pm on school days and school closure days with the exception of statutory holidays.  
Contact: [BigKidsClub@rivervalleyschool.ca](mailto:BigKidsClub@rivervalleyschool.ca)

Our Before & After School Care Program is committed to enhancing the overall well being of children. Our program is designed to enrich and complement the child's school experience in a safe and familiar environment.

We strive to provide:

- A healthy, stable environment;
- Caring and energetic staff, committed to the safety of the children;
- A well organized program using age-appropriate materials;
- Activities that satisfy the child physically, emotionally, intellectually, creatively, and socially;
- An environment that encourages growth and development through play.

Kids Club is generally able to accommodate and supervise students with short notice when parents/guardians are running late at pick up time. This service is provided for the standard drop in fee.

Kids Club provides care during PD days, Progress Meeting and Transition Meeting days and school holidays. These days require registration. Kids Club does not operate on statutory holidays.

### ***School Uniform***

**An RVS school uniform is required for all students.** Students must always, at minimum, meet the following uniform requirements however are welcome to dress in a more formal uniform should they choose, i.e. wear the Full Dress Uniform on Monday or Friday.

#### **Standard Uniform**

The standard uniform is to be worn on Mondays, Tuesdays and Thursdays. This is also a uniform option for Fridays.

#### **Full Dress Uniform**

The full dress uniform must be worn every Wednesday as well as for any concerts, assemblies, field trips, photo days and other special occasions as communicated from RVS.

#### **Tracksuit Fridays**

On Fridays, students have the option to wear the RVS crested fleece (ELC) or tracksuit (EC) to school. The tracksuits must be worn with the RVS crested t-shirt or polo shirt underneath the athletic jacket.

#### **Gym Strip: Gr 3 – 6 students only**

**The gym strip is used for Physical Education classes for Grades 3 - 6 only.** It is to be kept at school in a cloth drawstring bag during the week and brought home regularly for laundering.

#### **Summer Uniform Option**

All students have the option to choose to wear Summer Uniform pieces from September to Thanksgiving and after Spring Break through June.

**The students must have at least one piece of tartan or a current RVS crest showing at all times.** Students who are not crested may be required to have an item sent from home or to borrow an item from the Lost & Found.

**Current RVS Crest**



**All students are expected to observe proper dress code standards.**  
**Parents will be notified regarding consistent infractions.**

#### **Please note:**

- Uniforms must be tucked in, tidy and clean at all times.
- Students are not allowed to wear hats of any kind while in the building.
- Accessories must be in line with uniform guidelines.

**Parents are encouraged to label all your child(ren)'s belongings and**

**regularly check the Lost and Found for missing items.**

Watch for emailed requests from the classroom teachers and check the online RVS Master Calendar for dates of special occasions (i.e. assemblies) requiring changes to uniforms. For up-to-date information regarding the uniform, please visit [www.rivervalleyschool.ca](http://www.rivervalleyschool.ca) or use the link: [Uniforms](#).

**Purchasing Uniforms from Top Marks**

Top Marks is the uniform provider for River Valley School. They are based out of Montreal with a local representative in Calgary.

**www.TopMarks.ca**  
**School password: RVS01**  
**1-800-667-7105**

**Calgary Customer Service Team**

The Calgary Customer Service Team is onsite at RVS monthly and is able to assist you with everything from uniform fittings, to placing orders and processing of exchanges and returns. Please check the online RVS Master Calendar for dates and times.

Our local Top Marks contact is: Irene Patton [irene@topmarks.ca](mailto:irene@topmarks.ca)

**Used Uniform Sales**

Gently used uniform donations are gratefully accepted at both reception desks throughout the year. Sales are held twice a year, at the beginning of the school year and again in mid-January. Please check the online RVS Master Calendar for dates.

## Early Learning Campus Uniform (Ages 3 to Kindergarten, including CASA)

### Standard Uniform - Monday, Tuesday, Thursday & optional Friday

White or Navy crested polo shirt – long or short sleeve	Navy tights / Navy knee socks
Navy pant	Navy dress socks
Navy skirt, skort or knit jumper	Dark dress shoes
Navy Bermuda shorts ( <i>Summer Option</i> )	Dark sandals ( <i>Summer Option</i> )

### Full Dress Uniform – Wednesday and other formal occasions (including assemblies) as required

White, long sleeve button down oxford shirt / blouse	Navy tights / Navy knee socks
Crested V-neck sleeveless sweater or button front cardigan sweater	Navy dress socks
Grey dress pant	Dark dress shoes
Tartan tunic	
White, short sleeve button down oxford shirt ( <i>Summer Option</i> )	
Grey dress shorts ( <i>Summer Option</i> )	Dark sandals ( <i>Summer Option</i> )

### Optional Tracksuit Friday Uniform – Fridays only

Crested white t-shirt	White socks
Crested crew neck sweatshirt and/or polar fleece jacket	Indoor running shoes optional
Jogging pant	

## Elementary Campus Uniform (Grades 1 – 6, including LE & UE)

### Standard Uniform - Monday, Tuesday, Thursday & optional Friday

White or Navy crested polo shirt – long or short sleeve	Navy tights / Navy knee socks
Navy pant	Navy dress socks
Navy skirt or skort	Dark dress shoes
Navy knit jumper ( <i>Grade 1 – 3 and LE only</i> )	
Navy Bermuda shorts ( <i>Summer Option</i> )	Dark sandals ( <i>Summer Option</i> )

### Full Dress Uniform – Wednesday and other formal occasions (including assemblies) as required

White, long sleeve button down oxford shirt / blouse	Navy tights / Navy knee socks
Crested V-neck sleeveless sweater or button front cardigan sweater	Navy dress socks
Tartan tunic ( <i>Grade 1 – 3 and LE; Tartan school tie NOT required with tunic</i> )	Dark dress shoes
Grey dress pant ( <i>Grade 1 – 6 and LE &amp; UE; Tartan school tie IS required</i> )	
Tartan kilt ( <i>Grade 4 – 6 and UE; Tartan school tie IS required</i> )	
White, short sleeve button down oxford shirt ( <i>Summer Option</i> )	
Grey dress shorts ( <i>Summer Option</i> )	Dark sandals ( <i>Summer Option</i> )

### Optional Tracksuit Friday Uniform – Fridays only

Crested white t-shirt	White socks
Crested track jacket and/or polar fleece jacket	Indoor running shoes optional
Track pant	

### Gym Strip – Grade 3 – 6 only

Crested white t-shirt	White socks
Gym short	Indoor running shoes with Non-Marking soles

**Please note: It is recommended that Modesty Shorts be worn beneath all tunics, skirts and kilts. These can be purchased from Top Marks or at any retail store.**

This resource guide has been put together for your use.  
If you identify any other information that you would like included in the guide, please let us know.  
Please send any comments to the Executive Assistant.