

September 14, 2026

Dear Parents and Guardians,



A warm welcome to all our new and returning families. We are thrilled to partner with your family to create a supportive and exciting learning environment for your child. By working together, communicating openly, and sharing insights, we can ensure your child reaches their full potential.

A Quick Note on Problem-Solving: We know that questions or concerns can pop up throughout the school year. To ensure your child receives the quickest and most effective support, **your first point of contact should always be the classroom teacher.** Because they work with your child/ren daily, they are in the best position to understand, address, and resolve classroom matters immediately. If a situation requires further guidance after consulting the teacher, our administration team is always here to step in and support.

Communication Timelines & Expectations

We deeply value your communication and aim to address all parent inquiries thoroughly. To maintain a focused learning environment, please note that **classroom teachers do not check emails or messaging apps during instructional time, as our primary focus during the day is actively teaching and supervising your children.**

- **Standard Response Window:** Please allow **24-48 hours for a response** from your child's teacher.
- **Evenings & Weekends:** Messages sent after [e.g., 4:00 PM] or over the weekend will be reviewed on the next active school day.
- **Urgent Matters:** For time-sensitive emergencies, always **call the school front office** instead of emailing the teacher.

No answer? Please leave a message and we will get back to you. If your call is to request a **change to busing, we MUST have it in writing** with the following information: Bus driver's name, and the name and phone number of the caregiver the child will be staying. This drop off **MUST** be a current stop. Requests are to be made prior to 2:00 p.m.

If you DO NOT receive confirmation for the bus change request, we did not receive it and there will be NO changes to the end of day pick-ups. While we acknowledge emergencies arise, it is best to have this planned ahead of time. Please use the student agenda to communicate with the classroom teacher.

Bus loop - NOT to be used from 8:45 a.m. to 9:00 a.m. or from 3:15 p.m. to 3:45 p.m. Also, PLEASE do not park between the NO PARKING signs for drop-off and pick-up, especially on the crosswalk. We want to ensure students can safely walk across the crosswalk, and buses are able to turn where needed. There have been situations where people have driven though the crosswalk with students waiting to cross, as their view is obstructed by parked vehicles on the crosswalk.



School Medication Reminder

To keep all students safe, please remember that our school has a mandatory process for administering medication. Please **do not send any medication to school in your child's backpack or on the school bus.**

1. **Adult Delivery:** All medicine must be hand-delivered by an adult directly to the front office.
2. **Forms First:** A medication permission form must be filled out and signed before any doses can be given.
3. **Original Container:** We cannot accept medication in plastic bags or unlabelled bottles. It must be in its original packaging.

We have attached a form for future use.

In closing, I would like to acknowledge the hard work a new school year takes. Between managing new schedules, organizing school supplies, and emotionally supporting your children through these new beginnings, **we know how much unseen energy you pour into your families.**

As the busy school routines take hold, please remember to extend the same kindness to yourself that you give to your family. We are incredibly grateful to partner with you this year. Here is to a smooth, healthy, and wonderfully rewarding school year ahead for your entire family!

Sincerely,

Mrs. Angie Caines [FBEYS Principal]

FBEYS Staff

**Principal Mrs. A
Caines**

**Secretary Mrs. K.
Kaartinen**



Fisher Branch Early Years School

Administering Medication at School

Please return this form in person with the medication to the school office.
Medication should be in the original packaging. Please print.

Child's Name: _____

Parent/Guardian Name: _____

School: _____

Name of Drug: _____

Dosage Required: _____

How should your child take the medication?

Time When Medication Should be Given to Child:

Additional Comments/Instructions:

**Box 355 Fisher
Branch, MB ROC
OZO**

**Phone:
(204-372-6615)**

**Fax:
Fax 204-372-
6100**

Parent/Guardian Signature: _____

Date: _____