



# BELLS CORNERS PUBLIC SCHOOL

# BULLDOGS

**August 29, 2025**

Dear Bells Corners Families,

I hope that this message finds you well and that you have had a safe and restful summer. By now, you should have received an email letting you know which class your child(ren) will be in. We are so excited to welcome students back to school on Tuesday, September 2nd!



Attached in this email, please review the First Day Of School procedures.

## **Staff List**

BCPS is excited to welcome students and we have many new members of our educator team! Our experienced educators have welcomed our new team members and have worked collaboratively to prepare for the upcoming school year. Students are at the forefront of our planning and we are all excited to begin a year of learning and instruction!

<b>Principal and Office Staff</b>	
<b>Name</b>	<b>Positon</b>
Lad, S.	Principal
Hooper, M.	Acting Vice Principal
Noble, C.	Office Administrator
Jowett, L.	Office Assistant
<b>Registered Early Childhood Educators (RECEs)</b>	
Morning RECE	Afternoon RECE
Moore, K	Moxam, E.
Kolodiejchuck, J,	Bondok, M.

<b>Homeroom Educators</b>	<b>Homeroom</b>
Anderson, H	R45A
Balint, A.	KJSB
Cairns, J.	R34A
Champman, D.	R6A
Clarke, A.	R3B
Dunham, J	R3A
Franz, A.	R1A
Jean-Louis, G.	MF45A
Knapova, D.	R2A
Kohli, A.	R1B
Laale, M.	R56A
Little, V.	LLDA
MacDonald, E.	MF56A
MacEachern, T.	FSL AM
Mainwood, A	BIPA
Morris, M.	SLP
Poulin, S.	FSL PM
Prud'homme, B.	KJSA
Pryce, N.	R2B
Richmond, E.	Music
Sheldrick, T.	LLDA
Sundaram, V.	FSL
Tilton, M.	ESL
Vickruck, J.	LLDB

## **A Few Reminders:**

### **Healthy Snack to being September 22nd**

BCPS usually offers a healthy snack and breakfast programme option to students. This programme will begin on September 22nd. Our healthy snack monitor will be busy organizing items to prepare for our programme.

### **Food at School**

Healthy food helps students grow and learn. Please send your child(ren) to school with **nut-free** food in a lunchbox or lunch bag, every day. Our school runs on a balanced day which means

that we have two scheduled 20-minute eating breaks during the school day. All students are also encouraged to bring a plastic or metal water bottle to school. Students eat in their class. Sharing food at school is not permitted.

School boards across Ottawa are no longer able to offer “blue box” recycling programs. Please consider sending your child with reduced packaging in their lunch or encouraging them to take food packaging recyclables home.

### **Pizza and Milk**

Forms for milk and pizza will be sent home after the first week of school.

### **Cell Phones and Other Mobile Devices at School**

Cell phones and other mobile devices can cause major distractions in the classroom and disrupt student learning. Last spring, the Ontario government put in place new restrictions on personal mobile devices in schools. **Students are not permitted to use personal mobile devices during the school instructional day. This includes during recess and nutrition breaks.**

More resources and information about these changes can be found here:

<https://www.ocdsb.ca/our-schools/safe-caring-schools/restrictions-on-personal-mobile-devices>.

Parents/caregivers are encouraged to talk about the expectations around cell phones and personal mobile devices at school before the start of the new school year and model positive actions to limit their own device usage. (This is something that I am working in my personal life on as well.)

### **OCDSB Volunteer Approval Process:**

We are so grateful to the many parent and grandparent volunteers who help make our field trips and off-site sports and arts trips possible, as well as to all the ways that our volunteers support students in our classrooms.

**As part of our commitment to student safety, all volunteers are required to have a [Level 3 police record check for the vulnerable sector](#) from the last 12 months or a valid [screening from the Ottawa Network for Education \(ONFE\)](#) within the last 5 years.** If you think you may want to volunteer at the school (including distributing pizza) or on a field trip (including as a volunteer driver) in the future, please consider registering with the Ottawa Network for Education (ONFE) as soon as possible. **If you were screened last year, we still have a record of that screening.**

ONFE helps OCDSB schools manage some of the screening and training processes for potential school volunteers. [Registration takes approximately 15 minutes and can be completed here](#). In order to be approved, volunteers are also required to provide a criminal record check for work in the vulnerable sector. **There is no fee for getting a Level 3 Vulnerable Sector Check in Ottawa as long as you have a volunteer letter from ONFE or the school before applying.** When registering with ONFE, please be sure to select “1. OCDSB Parent” in the drop-down menu for the question that asks, “Are you part of a group or association?”

We understand that this added paperwork may be a burden, and we truly appreciate your understanding and support as we work to follow best practices to ensure the safety of all students. We would like to continue to be able to offer meaningful and fun field trips for our students. Your cooperation and support means a lot to us. We are very grateful to the volunteers who help enrich our school!

## **Reporting Absences and Late Arrivals**

SafeArrival is the school board's automated system for reporting student absences.

Please use one of the 3 options below.

1. App: Install the SchoolMessenger app on your mobile device or access it via the OCDSB app.  
Open the app and select Sign Up to register. After registering, select Attendance from the menu, then Report an Absence and follow the instructions.
2. Website: Visit [go.schoolmessenger.ca](https://go.schoolmessenger.ca). Select Sign Up to create your account. Once registered, select Attendance from the menu, then Report an Absence and follow the prompts,
3. Toll-free Phone: Call 1-833-202-1417 toll-free to report an absence using the automated phone system and follow the prompts.

**If your child will be late** arriving to school, please choose the Full Day Absence option. When students arrive late, we will mark them present.

Please click [here](#) for more information.

If you have e-mailed absence information to your child's educators, that's great! Please also use the SafeArrival system to notify the office.

## **Forms to Complete**

### **Students with Life Threatening Medical Conditions - Plan of Care**

**If your child has medication that needs to be kept at school, we encourage you to bring it this week..** If your child has life threatening medical conditions such as asthma or requiring an EpiPen due to severe allergies, please ensure that you complete this [plan of care form](#) before your child starts school in September. The plan of care form needs to be completed each school year in order to ensure that the school has up to date information.

For students who require prescribed medication to be administered during school hours (not asthma inhalers and Epi pens) this form needs to be completed:  
<https://forms.ocdsb.ca/Forms/OCDSB-988-Prescribed-Medication> If you have any questions or concerns, please do not hesitate to contact the office.

### **Appropriate Use of Technology Form**

At the Ottawa-Carleton District School Board we believe in digital citizenship and the use of technology to enhance learning and to support the work environment. Please complete the Appropriate Use of Technology (found here: <https://forms.ocdsb.ca/Forms/Use-of-Technology>) for each of your children. Families are strongly encouraged to have discussions about online safety and healthy choices related to technology starting at a young age.

### **Media/School Website Permission Form**

Please fill out the Media/School Website Permission Form (<https://forms.ocdsb.ca/Forms/Media-School-Website-Consent-Form>) where you can learn more about how we manage student information and choose to consent or not consent to your child being photographed, videotaped or interviewed for school or district publications and media

coverage of school-related events. If there is no consent form returned, the student will be automatically marked as "Consent is not Granted."

**We look forward to working and collaborating with all our families this coming school year!**

**Take Care and we are excited to welcome our students on September 2nd!**

**Sadhana Lad**