



Check out [this video for a virtual tour](#) of  
our amazing school!

Have a great school year, folks!

## Garden Creek School

1360 Woodstock Road Fredericton NB, E3B 9G7

Phone: 506 453-5409 Fax: 506 453-7144

<https://gardencreek.nbed.ca/>

Twitter: @Gardencreekers



## FAMILY HANDBOOK

*(Updated August 2025)*

**“Once a Creeker, Always A Creeker!”**

## PRINCIPAL'S MESSAGE

Welcome Creeker Families!

My name is Alex Yaychuk and I am your Garden Creek Principal for the 2025-2026 School year. I am looking forward to continuing to work with staff, students, and families in the Garden Creek community.

Your Teachers, Educational Assistants, Administrative Assistants, Custodians, and all support staff are committed to working collaboratively to foster an ideal learning environment that provides structure and stability to your children's daily lives. We here at GC truly believe that when a child feels safe, their ability to take-in, interpret, and utilize information increases greatly! With that in mind, positive relationships are at the core of achieving this sense of student security.

This document is meant to paint a picture of what your child's learning experience will look like at Garden Creek by providing information on safety, school procedures, school hours, and much more. Be sure to contact our office (453-5409) if you require any clarification.

Garden Creek is a school that prides itself on providing meaningful experiences that both inspire and challenge students to discover and appreciate the many joys of learning. We are excited to showcase this during the course of the 2024-2025 school year. Happy learning!

- Alex Yaychuk

## STUDENT WITHDRAWAL/TRANSFERS

It is expected that a parent will inform the school of their intention to withdraw or transfer their child to a different language program within the school OR to a different school all together, **at least one week in advance.**

## PERSONAL INFORMATION

It is important to notify your child's teacher or the school's Administrative Assistant of any change of address, phone number, medical needs (new diagnosis, for example), change of after school plans or any other pertinent data.

If an issue should arise regarding your child, please remember that your child's teacher should be your first contact. They can then direct you to appropriate personnel if further support is required.

## LOST AND FOUND

Labelling personal items is recommended. Items that we have found are located in a tote under the main stairs or by the main office door. Please stop at the office first. We work daily in teaching students to be responsible for their own belongings and we ask that you encourage this with your child as well. Any items not reclaimed will be donated or disposed of on a regular basis.

## PROOF OF IMMUNIZATION

Children entering public schools in New Brunswick from outside the province or country, or entering Kindergarten are required to provide proof of immunization. If needed, a proof of Immunization Exemption form must be completed by a child's physician, and can be obtained from the school office.

## HEAD LICE

Any child can get head lice. Your child must be treated with a shampoo that you can purchase at a pharmacy, and the eggs (nits) must be picked out of the hair shafts. Please note that the shampoo only kills the live lice, and does not penetrate the eggs. A pharmacist is a good resource to assist you with this procedure. You will be informed if head lice is found.

## MEDICATION

If a child requires medication during the school hours, parents are required to fill out various forms and paperwork based on whether the medication is temporary or ongoing. Please contact the office for more information about the specific requirements to administer medication at school.

## MISSION STATEMENT

Garden Creek School strives to provide a safe, caring learning environment where everyone feels accepted and can develop their full potential.

## VISION STATEMENT

Garden Creek students will develop the skills to become enthusiastic lifelong learners and caring, active citizens of their communities.

## SCHOOL MOTTO



HOW FAR I GO,  
HOW MUCH I SEE,  
HOW WELL I DO,  
DEPENDS ON ME.



## PBIS

Garden Creek Elementary  
practices Positive Behavior  
Intervention & Supports (PBIS)

PBIS is a framework that praises students for following expected behaviors and correcting/teaching when students require reminders on what expected behaviors look like.

All staff are committed to using our school behavior matrix to promote and remind students of expectations in various locations in the school.

When successful, students may receive 'Creeker Cards' in recognition of their efforts.

## HOMEWORK POLICY

Students work very hard during school hours and homework at K-5 level will be limited. Students will be encouraged to read each evening and be physically active, preferably outdoors. Homework expectations may vary from one grade level to another. Occasional homework can be helpful for learners but our school does caution families to not 'overwork' their child when their mental/emotional health and well-being are jeopardized.

## EXTENDED VACATION

On occasion parents may wish to take their child out of school for an extended period of time. Teachers are not required to provide extra work to send with your child. However, upon request, teachers can sometimes provide some direction to families on how best to support their child's learning needs. As you likely know, quality learning does take place in the classroom and so we do encourage families to be mindful of this and do their best to avoid lengthy time away during the academic school year.



## School Evacuation

In the event that we must leave our school and go to a safe location, we practice this procedure each year and walk to Journey Wesleyan Church, which is our school's safe location. With supervision from staff, all students will walk to this location.



## Playground Safety

Students are supervised at all times during recess. Playground safety discussions/announcements will take place many times throughout the year. It is important to sign-out your child at the office if pickup must occur during outdoor recess times.



## School Behavior Matrix

 <b>BE A CREEKER</b>			
	<b>Be Respectful</b>	<b>Be Safe</b>	<b>Be Responsible</b>
<b>Outside</b>	<ul style="list-style-type: none"> <li>Follow directions from all adults</li> <li>Treat others and nature kindly</li> <li>Take turns and follow the rules of the game</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment properly</li> <li>Stay within the boundaries</li> <li>Keep your hands, feet and words to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Line up promptly at the bell</li> <li>Return equipment to the school</li> <li>Dress for the weather</li> </ul>
<b>Washroom</b>	<ul style="list-style-type: none"> <li>Give others space and privacy</li> <li>Keep it clean</li> <li>Use dispensers appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Tell an adult if there is a problem</li> <li>Water stays in the sink</li> <li>Keep lights on</li> </ul>	<ul style="list-style-type: none"> <li>Flush and then wash your hands</li> <li>Leave doors unlocked after use</li> <li>Be quick and quiet</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>Stay in your personal space</li> <li>Treat others' and their things kindly</li> <li>Quiet; others are working</li> </ul>	<ul style="list-style-type: none"> <li>Tight to the right</li> <li>Eyes forward</li> <li>Keep your hands, feet and words to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Ask for permission</li> <li>Walk calmly</li> <li>Take care of your belongings</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>Be gentle, walk, use two hands</li> <li>Take turns and share</li> <li>Ask permission</li> </ul>	<ul style="list-style-type: none"> <li>Use tech for the assigned task</li> <li>Tell an adult if you feel unsafe</li> <li>Only use camera when required</li> </ul>	<ul style="list-style-type: none"> <li>Return and plug in tech</li> <li>Stay on task</li> <li>Put food and drinks away</li> </ul>
<b>Learning Spaces</b>	Follow the expectations for the learning space you are in. Classroom, Phys. Ed, Music, Library		

## Creeker Recognition

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_

Recognized By: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for recognition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Respectful - Safe - Responsible**

# SCHOOL HOURS

**7:35 – 8:05:** Bus arrivals and parent drop-offs-proceed into classrooms

**8:05:** First Bell-Students prepare for day

**8:10:** Instruction begins

**10:05 – 10:20:** Recess

**11:40 - 12:10:** Lunch Recess

**12:10 - 12:30:** Lunch in classroom

**2:25:** Dismissal for Students

\*Classroom daily schedules can be obtained from your child's teacher.



## Fire Drill



Several times during the year the students will hear a bell which is different than the bell we ring to announce the beginning or end of recess. When the fire bell rings, the students will exit with their class and line up in their "meeting place". Once all classes are accounted for, they will be instructed to re-enter the building. These drills may be announced or unannounced.



## Lockdown

In the rare case that we must secure our building due to an incident, there will be an announcement from the office saying, " This is a lockdown, please secure the building". Each classroom teacher or specialist teacher will inform the students where they will go within the classroom to sit quietly until an announcement is made to return to normal activities.

## SCHOOL SAFETY WEEK

During the first weeks of the school year, all classes in our school will participate in various safety drills. During the 1st week of October, these drills are discussed and practiced at a school-wide level throughout the entire school district.

**These include:**

### School Bus Safety

The bus driver will instruct the students the proper way to enter and exit the school bus, and the expectations while riding on the bus. Students will learn how to exit the bus through the back door of the bus in the event of an emergency.

Check out our [District website](#) for more details on bus safety,



## DROP-OFF

While it is encouraged for children to take the school bus to Garden Creek, students may be dropped off between 7:35 AM and 8:05 AM.

Students are not to be dropped off at school or walk to school before 7:35 AM. Please stay in your car with your child in the drop-off lane until this time. A staff member wearing a vest will be there to **direct traffic beginning at 7:35 and guide children to the playground or indoors during inclement weather.**

At 7:50 all students will proceed inside for the indoor portion of the morning recess which will continue until 8:05.

Multiple vehicles at a time may drop their child off but there is NO PASSING in the line. **Children are to exit the vehicle into the center portion of the drop off zone and wait to proceed to playground.**

If you choose to momentarily park in the staff parking lot, **please leave your car and walk your child across the crosswalk.**

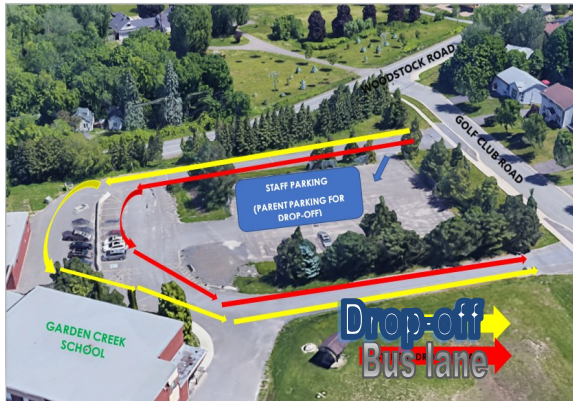


## PARKING

- Families are to use the designated drop-off lanes as much as possible when dropping their child(ren) off at school in the morning to minimize traffic congestion.
- After 8:05, should you need to park and walk your child to the building, please drive into the staff parking lot through the back entrance only. This is a one-way route.
- Walk your child to the crosswalk by the student drop-off zone. Your child can then ring the intercom to enter the building and sign-in at the office. Any students entering the building after 8:10 are considered tardy.

### **\*\*IMPORTANT\*\***

Please refer to the safety video on our website that details our newest drop-off procedure to help accommodate busy traffic.



[Garden Creek School Drop-off Procedure](#)

## CASHLESS SCHOOLS ONLINE PAYMENT

There will be occasions throughout the school year where your family may be making payments to the school. We have fully implemented our **Cashless Schools** online payment system. The expectation is that families will become familiar with the system and comfortable using this method of payment. If using **Cashless Schools** is not possible, please contact the office to arrange alternate payment methods.

<https://anglophonewest.schoolcashionline.com/>





## SCHOOL SUPPLIES

Consumable supplies will be purchased by the school for your child's class and a \$60 fee is to be paid to the school for these supplies. Supplies will be provided to each child as necessary throughout the school year. This allows us to purchase necessary high quality supplies at a better price than charged to individuals. Students are expected to bring a backpack/bookbag, lunch box, water bottle, and indoor (non-marking) footwear. If your child cannot tie their own shoes, please do not send in shoes with laces. More detailed supply lists can be found on our website.



**Please avoid sending toys or trinkets from home with your child to school. This often results in distractions as well as issues for staff when these items go missing!**

## SAFE ARRIVAL

If your child is going to be absent or arriving late, please phone the school and leave a message stating your child's name, grade, and the reason for the absence **before 8:30 AM**.

The School Messenger mobile app is another easy and simple way to notify the school.

*We kindly ask that you please make all efforts to have your child at school daily before 8:05.*

*Our teachers and Admin team monitor attendance trends throughout the school year and will reach out to families with concerns, if required.*

*Children thrive academically, socially, and emotionally with consistent routines. If our school can do anything to help, please reach out!*



SCHOOL MESSENGER

## EARLY PICK-UPS FOR APPOINTMENTS

- Please let BOTH your child's teacher AND the school office (453-5409 or email) know in advance.

Theresa.ghanem@nbed.nb.ca

- Upon arrival, ring the bell or call the school. You will be asked to wait for your child outside.
- Your child will be called down to meet you outside.

**DUE TO INCREASING NUMBERS OF STUDENTS BEING PICKED UP IN RECENT YEARS, ADHERENCE TO DISMISSAL TIMES IS APPRECIATED TO ALLEVIATE CONGESTION**

## ALLERGIES & COMMUNICABLE DISEASES

**Food allergies** can pose a significant concern and may sometimes be life threatening to staff or students within our school.

Please note that Garden Creek School is **a peanut-free AND nut-free school.** We ask that parents please sign-off on this policy in the fall and abide by this rule when preparing snacks and lunches.

If a student at our school has another food allergy, this policy may be extended to the classroom of that student. Families will be contacted and informed of such an allergy by their child's homeroom teacher.

Information on **Communicable Diseases** including guidelines and resources for families can be found at this link [Communicable Diseases](#)

GC is also a '**reduced scent**' school as per District policy. For many, scented products can result in serious allergic reactions. **The school will communicate with families quickly if their child's scent is a concern.** We ask families to monitor this during morning routines in their households and be understanding of requests.

GC does not have a cafeteria. Students are to bring their lunch from home (or take part in hot lunch) and eat in their classrooms.



## SNACK AND LUNCH BREAKS

Please also note that we do not have microwaves and refrigerators for student use so we are unable to heat up and store food. Students are encouraged to bring their food in a thermos to keep it warm.

Please ensure that your child has a nutritious and healthy lunch and snack. If concerns arise about the contents of a child's lunch, these will be communicated to the family.

## HOT LUNCH PROGRAMS

Administration will be communicating Hot Lunch options to families throughout the school year with SchoolCash Online as the primary method of payment. Please refer to Page 17 for a link to access and register with SchoolCash Online.

## BREAKFAST PROGRAM

Students who are hungry upon arriving to GC will have daily opportunities to have toast, cereal, fruit, milk, and the occasional pancakes or muffins all free of charge. Thank you to our staff and family volunteers for making this a reality!

## DISMISSAL

- In efforts to minimize hallway congestion, your child's class will walk out as a group with their teacher.
- Parents are asked to wait to receive their child from their homeroom teacher at the designated pick-up area (balcony doors).
- Teachers will take the students as a group to the bus for boarding.

## Alternate Bus Requests

- Alternate school arrangements with bussing poses challenges for schools, bus drivers and the district. This includes after school care, homes of relatives, babysitters, after school activities, etc.
- Parents/guardians **must notify the school in writing at least 24-hours in advance** of a permanent change to either the primary or alternate stop location. **Telephone calls and verbal requests the day of, will not be accepted.**
- Transportation for occasional drop-offs (birthday parties, visiting a friend, sleep-overs, or after school activities) will not be provided for students in any grade level as **change requests are for emergencies only**