

# Lakewood Heights School

56 Lensdale Crescent  
Saint John, NB  
E2J 3P3  
Phone: 658-5348



*Principal – Ms. Stephanie Marr*

*Vice Principal – Mrs. Christine Ahearn*

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Welcome to the 2025-2026 School Year! We are excited to welcome back returning staff, students, and families and also to welcome new Hornets to our hive!

Our staff for this year is as follows:

Mrs. Inez Hunter – Kindergarten  
Mrs. Traci MacVay – Kindergarten  
Mrs. Rebecca Dowling– Grade One  
Miss Jill Folkins – Grade One  
Mrs. Tara Cooling - Grade Two  
Mrs. Shannon Wentworth- Grade Two  
Mrs. Sara Thurlow- Grade Two/Three  
Ms. Amanda Hazelwood- Grade Three  
Mrs. Erica Plagenz- Grade Four  
Mr. Greg Ellis- Grade Four  
Mme. Barb Bingham –Grade Five  
Ms. Alyssa MacIsaac – Grade Five  
Mrs. Krista Bastarache –Education Support Teacher- Resource  
Mrs. Christine Ahearn- VP/Education Support Teacher- Resource  
Mrs. Alyson Jones- Guidance Teacher  
Ms. Anne Ervin- Academic Support Teacher  
Mrs. Stacey Briggs- Physical Education Teacher  
Mrs. Anne Smith- Physical Education/Music/EST-R  
Mr. Michael Smith – Music Teacher  
Mrs. Clarissa Mello- Behaviour Intervention Mentor  
Ms. Terri Beyea - Educational Assistant  
Mrs. Chyllynn Brideau- Educational Assistant  
Mrs. Angela Dempster – Educational Assistant  
Mrs. Mary Furlong- Educational Assistant  
Ms. Paula Hunter - Educational Assistant  
Ms. Linda Whittaker-Educational Assistant  
Mrs. Sherri LeBlanc- Educational Assistant

Mrs. Monica Long- Educational Assistant  
Ms. Eileen Tayes- Educational Assistant  
Mrs. Keira Walton- Educational Assistant  
Mrs. Jennifer Murphy- Educational Assistant  
Ms. Tasha Martin- Educational Assistant  
Mrs. Tasha Vautour- Educational Assistant  
Ms. Emily Thorne - Educational Assistant  
Mr. Jack Long –Daytime Custodian  
Mr. Derek Cruikshank – Evening Custodian

## **SCHOOL HOURS**

**7:45-7:55am** Student entry  
**8:00am** Attendance  
**8:05am** Classes Begin  
**9:55am** Recess  
**10:15am** Classes resume  
**12:05pm** Lunch Recess Outside  
**12:30pm** Lunch Inside  
**12:55pm** Classes begin for afternoon  
**2:15pm** Dismissal Grades K-5

## **ADMINISTRATIVE ASSISTANT HOURS**

Office hours 7:30am – 3:30pm daily.

## **LHS SOCIALS**

We encourage you to visit our school community Facebook page. This site provides information about our school as well as upcoming events. Please note that our Facebook page is for information and celebrations only. Please call the school with any concerns you may have rather than placing comments on these sites.

## **ALLERGIES**

**PEANUT BUTTER/NUT SPREADS/FISH**– We have students and staff in our school with severe peanut, nut, and fish allergies. It is necessary to impose a ban on peanut butter as well as nut spreads, cookies, and other sweets which may include these items. We do allow Wow Butter, which is a nut- free alternative. If you are sending this, please inform the teacher with a note or sticker.

**WE ARE A SCENT-REDUCED SCHOOL** –We have students and staff who have sensitivities to scented products. Perfume, body spray, hand lotions, scented hand sanitizers, hair spray and hair gel, deodorants, suntan lotion, and heavily scented laundry products can

cause a reaction. We are asking for your help in providing a scent-reduced environment for our students and staff. Please be mindful of what your child may be wearing or bringing to school.

### **SIGN IN/OUT POLICY**

If you are picking up or dropping off your child anytime during the school day (after school starts at 8:05 and before dismissal at 2:15pm), we would ask that you call the office at 658-5348 or buzz the front door to let us know you have arrived. If you are picking up your child, we will send students to the front door to meet you. If a student arrives after 8:05am, an adult will need to accompany them to the front door as they will be considered tardy.

### **BUS TRANSPORTATION**

Bus information for the current school year may be found on the Anglophone South School District website under Bus Planner. Parents/guardians can create a profile which will update you on bus information specific to your child's bus. Please take time to create your profile.

If you are requesting alternate transportation, such as delivery to childcare after school, you must complete the electronic form on the ASD-S website under Bussing, then choose Alternate Address Request. You may also use the link below.

<https://forms.office.com/Pages/ResponsePage.aspx?id=318rTdLEEUmHCWjML0Zcn3zrK4iFzutEpf96zjZV0zZUNURITjIORVE2OExCRVVOMEtRT044S0gwSS4u>

### **CASHLESS SCHOOLS**

Lakewood Heights School uses *School Cash Online* as its preferred method of payment for all school fees, as we are a cashless school. This system will provide you with the convenience of paying online for school items such as school fees, lunch, milk, clothing, fundraising activities, and much more. This system will save you time and allow you to make sure orders and payments have made it to the school on time.

The first step to becoming cashless is to get registered. Parents can register online by going to <https://asd-s.schoolcashionline.com>. Once you have registered your child, you will be able to see when they have new items posted online for purchase. Be sure to click the box to allow you to receive the notifications, this will help you stay informed of upcoming events and keep track of which school fees require your attention.

## **MORNING ARRIVAL ROUTINES AND PARKING**

Bus Students arrive from 7:45-7:55am. Students arriving by bus will exit the bus and enter through the main door at the front of the school when they arrive.

Walking Students- Arrival Time 7:45-7:55am. Students who walk to school will cross the road at the crosswalk and enter the school through the main door at the front of the school.

Students Arriving by Car- Arrival Time 7:45-7:55am. Students arriving by car will be dropped off in the traffic circle at the back of the building only. Students should remain in their vehicles until a staff member waves that they may start entry. There is no supervision until this time.

When arriving in the traffic circle, cars should advance to the farthest point before stopping to allow your child to quickly exit. If the driver plans to exit the vehicle or needs more time at drop-off, you will need to use one of the visitor parking spaces at the far-right front of the school rather than the traffic circle drop-off. Cars cannot park in the traffic circle, or the lane leading into and out of the traffic circle at any time. If you plan to park in the limited family parking spots (to the right of the front doors) you may walk your student to the traffic circle. All students will be directed by staff as they arrive in the traffic circle area.

Parking is limited in and around our school. The front of the building is considered a **Bus Loading/Unloading Zone Only**. Cars are not able to drive in front of the school. The far right of the front door is the only parent/visitor parking. To access these spaces please enter/exit using Lensdale Crescent. We do not have parent parking at the back of the school during morning arrival. The parking lot at the back of the school is for staff parking only. Please do not use these parking spots at any time during school hours (7:30-3:00pm) even if they are vacant.

In addition, the staff parking lot is not to be used for student drop-off, please use the traffic circle. If the visitor parking is full, you may find additional spaces along the fence line on Lensdale Crescent. Vehicles may only park on the fence side of the street, and cars cannot be parked on the corners leading into the schoolyard. School staff will ask you to move your car if you are parked in a space that has not been listed above. These rules are for the safety of your children, and we thank you for your cooperation.

## **AFTER SCHOOL PARKING**

Please use the parent parking spaces or the traffic circle for after- school pick-up. Please do not park in the staff parking area or block the entrance/exit.

## **KEEPING OUR SCHOOL SAFE**

Lakewood Heights School has a primary responsibility to ensure the safety of students and staff inside our school building and while on school property. On a regular basis, our school practices Fire Drills and Lockdowns as part of our Emergency Plan. It is important to understand that school staff will implement a Lockdown, a Hold and Secure, or an Evacuation for a variety of reasons. Teachers will be reviewing emergency procedures with students including fire drills over the next few weeks. All classes will start to practice lockdowns in their classrooms, and we will have a whole school Lockdown Practice in November. Families will be notified with a date before this happens. We will also be reviewing our evacuation procedures to an alternate location with students. During the day ALL doors are locked, and access to the building will be limited during school hours. Visitors with appointments must be buzzed in to enter the building and checked in at the office. If you would like to schedule a meeting with teachers, please contact them directly or you may call the office to make an appointment at 658-5348. We thank you for your cooperation.

## **ATTENDANCE AND SAFE ARRIVAL**

This year, and every year, our goal is to ensure that all our students are attending class regularly and arriving on time.

Families play a key role in making sure students get to school safely and on time every day. Our schools care about attendance and will reach out to you if they see irregular attendance. If you require support and advice about attendance, teachers and school administrators want to help. Schools want each child to do their best and feel they belong. If you struggle to get your child to attend, or to arrive on time, reach out to school staff. We can offer support and guidance to get children back on track!

Anglophone South will be using the Safe Arrival system again this year where you can report your child's absence. With Safe Arrival, you are asked to report your child's absence in advance using any of these 3 convenient methods:

- Using your mobile device, download and install the School Messenger app from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.ca>). The first time you use the app, select Sign Up to create your account. Select Attendance then Report an Absence.
- Use the Safe Arrival website, <https://go.schoolmessenger.ca>. The first time you use the website, select Sign Up to create your account. Select Attendance then Report an Absence.
- Call the toll-free number 1-833-219-9065 to report an absence using the automated phone system. These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time.

## **CHILDREN WITH MEDICAL CONCERNS**

If your child has a medical condition such as asthma, diabetes, severe allergies, or any other conditions where special medication or protocol is involved, please inform the school so that we can make all staff aware. Students should never bring medication to school. All parents who have children with medical concerns or allergies are asked to fill out Policy 704 documentation. Please contact the school if this applies to your child.

## **ILLNESS**

School staff are mindful about keeping our school a healthy and safe learning space.

Having good attendance is important, however, if your child is sick, they should stay home. According to Public Health, with any communicable diseases, stay home until you have been fever-free for 24 hours with no diarrhea or vomiting for 48 hours without medication.

## **SCHOOL PICTURES**

School Picture Day is on Tuesday, September 9th. Pictures will be done by LifeTouch again this year. The Retake Day is scheduled for October 6<sup>th</sup>.

## **NUTRITION POLICY**

All schools in Anglophone South follow a Nutrition Policy (711) when preparing hot lunch selections. This ensures that schools provide students with access to healthy food choices at school. This policy is also available to help students make healthy choices and they are asking that parents help with this by thinking about Canada's Food Guide to Healthy Eating ([www.hc-sc.gc.ca](http://www.hc-sc.gc.ca)) when preparing lunches. We try to send home the food your child does not want to eat so that you are aware of what they are eating. Please monitor how much you send, as sometimes food is wasted. Please make sure whatever you send can be opened by your child.

## **MILK PROGRAM**

Our Milk program will be starting again soon. White and chocolate milk will be offered to students for lunch daily. To keep things simple, students will pay for their milk monthly. All student orders must be placed by the specified date through Cashless Schools, so that our orders reach the vendor in time for delivery.

## **HOT LUNCH**

We hope to get our lunch program up and running as soon as possible. Our Parent Committee helps with the organization of our lunch program at the school, and we need your help in order for this program to run. Please reach out in person or through the Volunteer sheet if you are able to help.

## **RECESS AND LUNCH BREAKS**

All students are required to be outside during Recess and Lunch Breaks and will be spending more time outside this year. At times we see children come to school without dressing for the weather. We ask for your help to make sure that appropriate clothing is worn to school throughout the school year.

## **YMCA AFTER SCHOOL PROGRAM**

The YMCA offers an after-school program in our school, arrangements for this program are done through the YMCA. Once the students are escorted to the after-school program at the end of the day they are in the care of the YMCA. If you have any questions or concerns about the program, you can contact the YMCA at 696-1175.

## **COMMUNICATION**

The system we use to communicate with families is called "School Messenger". This system will allow all families to receive our weekly messages. We will be sending home telephone messages as well as email messages on Friday evenings. Please be sure to add/update your email on the student information sheet in the contact section.

## **SCHOOL RULES**

Please review our School Code of Conduct with your child.

## **CONTACTING TEACHERS**

Please call the school or e-mail teachers directly if you have any questions or concerns. Although the teachers are not able to speak to you during the day or may not be able to respond while they are teaching, they will return your phone calls/e-mails at the end of the day, during work hours.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

We ask that all students and parents/guardians please read and sign Policy 311 on acceptable use of electronic devices. Lakewood Heights School is asking that students do not bring cell phones or electronic devices to school. When needed students will

have the opportunity to use school technology. Students may have access to a telephone through the school office if needed.

### **PARENT COMMITTEE**

We are looking for interested parents who would like to get involved in our Parent Committee. If you would like to become a member, please fill out the Volunteer Information sheet, or reach out to the school at 658-5348.

### **PSSC – PARENT SCHOOL SUPPORT COMMITTEE**

We are looking for interested parents to become part of our PSSC. The Parent School Support Committee is a group of 6-12 members, parent and community members who work in an encouraging, advisory, and collaborative fashion with the School Principal and staff to ensure the best possible learning opportunities for our students.

If you may be interested, please contact the school at 658-5348 or reach out directly to the School Principal Stephanie Marr at [stephanie.marr@nbed.nb.ca](mailto:stephanie.marr@nbed.nb.ca)

## **Lakewood Heights School Code of Conduct**

**I am SAFE.**

**I am RESPONSIBLE.**

**I am RESPECTFUL.**

**I am PREPARED.**