

# SCHOOL CALENDAR 2015-2016

Tuesday, September 8<sup>th</sup>, 2015  
First Day of School

Friday, October 9<sup>th</sup>, 2015  
PA Day (No School)

Monday, October 12<sup>th</sup>, 2015  
Thanksgiving (No School)

Friday, November 20<sup>th</sup>, 2015  
PA Day (No School)

Monday, December 21<sup>st</sup>, 2015 to Friday, January 1<sup>st</sup>, 2016  
Christmas Holiday Vacation Break (No School)

Friday, January 22<sup>nd</sup>, 2016  
PA Day (No School)

Friday, February 12<sup>th</sup>, 2016  
PA Day (No School)

Monday, February 15<sup>th</sup>, 2016  
Family Day (No School)

Monday, March 14<sup>th</sup>, 2016 to Friday, March 18<sup>th</sup>, 2016  
March Break (No School)

Friday, March 25<sup>th</sup>, 2016  
Good Friday (No School)

Monday, March 28<sup>th</sup>, 2016  
Easter Monday (No School)

Monday, May 23<sup>rd</sup>, 2016  
Victoria Day (No School)

Friday, June 10<sup>th</sup>, 2016  
PA Day (No School)

Thursday, June 30<sup>th</sup>, 2016  
Last Day of School

## Ottawa Children's Treatment Centre School



# School Handbook

School Principal: Leslie Walker ([lwalker@octc.ca](mailto:lwalker@octc.ca))

Office Administrator: Joanne Sloan ([jsloan@octc.ca](mailto:jsloan@octc.ca))

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Tel: (613) 737-0871 ext. 4308  
Fax: (613) 523-5167  
[www.octc.ca](http://www.octc.ca)

**ABSENCE REPORTING: (613) 737-0871 ext. 4320**



Dear Parents/Guardians,

On behalf of the staff and clinical team of the Ottawa Children's Treatment Centre School, we would like to welcome you and your child to OCTC School for the 2015-2016 school year.

This handbook has been prepared for you and your family to help with general school information. Over the course of the year, you will also receive regular school newsletters, classroom notes and phone calls to keep you well informed of your child's progress. Please take the time to read this information and keep it posted for easy reference.

OCTC School is committed to providing your child with an educational, caring, supportive and family centered environment. We believe that every child can achieve in accordance with his or her abilities, and we will do whatever we can to ensure for your child's success at each step along the way.

Please feel free to contact your child's teacher or the school principal at any time.

We look forward to our year together.

Sincerely,

Leslie M. Walker  
Principal

### Assessment and Evaluation

Assessing your child's progress is a very important aspect of your child's education. We are committed to sharing with you the gains your child is making in both the classroom and in therapy. Each child who has exceptional needs, in accordance with the Ministry of Education regulations, must have an Individual Education Plan (IEP) that outlines how we as educators will provide for your child's learning. Accommodations and modifications can be made for your child to provide the necessary tools for them to be successful in their learning. The IEP is prepared in a consultative way which includes the parents and all key team members involved with your child. The IEP is sent home at the beginning of each term and is paired for assessment purposes with the provincial report card. A report card is sent home in February and June for students in Senior Kindergarten, and in June for students in Junior Kindergarten. Assessment is an ongoing process and happens daily in the classroom in many informal ways. If you would like to discuss your child's progress at any time, please call the classroom teacher or the specific therapist involved with your child and we will be happy to discuss with you your concerns and inquiries.

### Special Equipment Amount (SEA)

Students identified with a special education need in the province of Ontario are eligible to have prescribed for them equipment that will enable them to access the curriculum. Therapists will prescribe a piece of equipment and a claim will be submitted to the Ministry of Education at the end of each school year. Any equipment that will assist students access the curriculum will be deemed an eligible expense. Equipment at OCTC School usually falls in the personal care category (i.e. walkers, standing frames, corner seats and splints, wooden desks, box chairs, computer equipment, switch equipment).

### Ontario Student Record (OSR)

When a child begins school, a file is opened called an Ontario Student Record (OSR). This file is maintained each year and contains all pertinent educational information that is relevant to your child. Report cards, Individual Education Plans and all school documentation will be kept in this file for the duration of your child's education in elementary and secondary school. All families have access to this file and can request to see the file at any time.



### Students on Placement and Volunteers

OCTC School accepts students on placement from Algonquin College and La Cité Collégiale in the Developmental Services Program and the Child and Youth Worker Program. We also accept teachers from Queen's University in the Bachelor of Education program as well as co-op students from local secondary schools. These students work with the students under the close supervision of our teaching staff. Students on placement play an integral role in helping OCTC students access the curriculum. All placement students have had a criminal police check for the vulnerable sector, have up to date medical records and are obligated to sign a confidentiality agreement. Orientation training is provided to students on work experience in all aspects of their placement including for feeding, lifting and transferring, fire evacuation and emergency response and safety in the work place. All students are in close contact with their colleges and universities as are the staff who supervise the placement.

Volunteers are also an integral part of OCTC School. All volunteers are screened by Louise Meredith (OCTC Volunteer Coordinator). School volunteers assist with classroom learning, field trips, lunch routines, swimming and special events. Volunteers also help behind the scenes by building desks and chairs for our children under the direction of our occupational therapists. Parent and family volunteers are welcome on field trips and special events. Please indicate your interest and availability to your child's classroom teacher.

### Immunization

The Immunization of School Pupils Act of the province of Ontario requires all students to be immunized against measles, mumps, rubella, diphtheria, tetanus and polio. Documentation of immunization must be provided. Proof of immunization must be submitted to the school along with the completed school registration form. Copies are forwarded to Ottawa Public Health – Immunization Program. The Health Department will notify you if your child requires any additional immunization prior to school entry.

To contact Ottawa Public Health – Immunization Program directly, please call (613) 580-6744 ext. 24108. (Web: [Ottawa.ca/health](http://Ottawa.ca/health))

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## OCTC School Mission

OCTC School educates students with physical disabilities and associated special education and developmental needs. Our school is an intensive, specialized and innovative early intervention program that provides a full range of therapeutic services within an educational environment.

We work as a team of educators and therapists with families to prepare students today for tomorrow's success.

### OCTC School Authority

OCTC School at the Ottawa Children's Treatment Centre is funded by the Ministry of Education and follows operational guidelines as defined in the Education Act of Ontario. The school is governed by the OCTC School Authority Board. The services of all OCTC School classroom teachers, educational assistants and the principal are purchased from local school boards. All staff have a background in special education and are qualified to teach primary/junior students. Teachers are licensed by the Ontario College of Teachers and therapists are licensed in accordance with their respective disciplines.

Meetings of the OCTC School Authority are held 4 times a year. School board members are appointed for terms of office and are not elected officials. The Chairperson of OCTCSA is currently Mr. Dwight Delahunt. Inquiries regarding the OCTCSA can be directed to the school principal.

### School Safety / Emergency Response Measures

All relevant and pertinent information concerning your child's health and medical needs will be collected at the beginning of the school year. If in the likelihood that an emergency response is required, school staff will dial 4444 for a CHEO emergency response team. If on a school field trip your child requires an emergency response, 911 will be called. Parents and guardians will be contacted immediately should your child become ill and require hospital attention. Please ensure that your contact information (home, work and cell numbers) is up to date. An emergency contact number must be made available to us should you be away or out of town.

Fire drills (Code Red) are held on a monthly basis in the school and at the centre. Staff, students and therapists are trained in evacuation procedures on an annual basis. Students learn how to respond and are well cared for during our monthly drills. Initially the fire alarm can be very surprising but overtime the students adapt and become comfortable with the process. In the event of an emergency, students will be evacuated to the nearest safe building. We have an emergency response kit that travels with the school in the event of evacuation.

Lock down drills (Code Purple/Code White) are also held in the school twice each school year as mandated by the Education Act. The school may need to respond with a lockdown procedure in the event of a situation that may put a student or staff at risk. In the event of a lockdown, the police are called immediately and students and staff must not leave their locked classroom or area until authorized by police to do so. Students respond to the drills extremely well. They are asked to huddle in a corner of the classroom with their teacher and staff keeping quiet and as out of site as possible.

Should a student in the school go missing, staff would call a Code Yellow. This would stimulate a response that would secure the school and provide all staff in the centre the opportunity to look for the lost student. The school and centre practice this drill on an annual basis.

### Library

The library at OCTC School contains many children's books and our students and their families are encouraged to borrow these books. Technical Services also offers a professional and family resource library where parents can view and borrow books. Parents are also encouraged to visit the Toy Lending Library as well. This library is located in the portable area down the hall from the preschool.

A retired librarian from the Ottawa Public Library comes to visit OCTC School once a week and gathers the children together for a story time. The librarian brings current children's books to share.

### Medication Administration

Students who require medication during the school day must have a **Consent to Administer Medication** form on record at the school, signed by your family physician. **Teachers and educational assistants cannot and will not administer any medication without the signed authority of a physician.** Educational assistants will administer your child's medication in accordance with your doctor's prescription. All medication administration will be recorded daily by the classroom EA administering the medication in your child's **Daily Record of Medication Log**. This information will also be placed in your child's school record folder. All medication will be secured safely in a locked medication cupboard. **All medication must have the original prescription label on the bottle. Medication without the pharmacy label cannot be administered. Non-prescriptive medication also requires a doctor's signature.**

### Allergies/Life Threatening Medical Needs

Life threatening allergies and serious health concerns must be identified when your child enters OCTC School. **We restrict nuts and food containing nuts on the premises.** We ask that parents and guardians respect the importance of not sending in food that may contain nuts or traces of nuts in your child's lunches or snacks. If additional allergies do exist within our school such as an allergy to eggs, dairy, etc., you will be notified by the classroom teachers.

All students who have serious health concerns or life threatening allergies will have a medical sheet indicating the necessary emergency response protocol. This information along with a picture of the child will be posted in the school and classroom play area, ready and available for all staff should an emergency response be required.

Students who require an EpiPen must have two: one to be worn on their person or wheelchair and one to remain in the classroom. Both EpiPens will be taken by the teacher on all school field trips.

Please notify the school principal should you need assistance with any of the above.

### School Council

All parents and families are welcome to attend activities and meetings offered by the OCTC School Council. Currently the School Council hosts one or two events throughout the school year, and parents, families, students and staff are encouraged to attend. If you would like to participate and/or assist with the planning of events, please contact the school principal. School Council meetings are held usually at 7:00pm in the school area during the week once per term.

## School Team

### Administration

Leslie Walker, Principal  
Rm 147, Ext. 4308  
lwalker@octc.ca

Joanne Sloan, Office Administrator  
Rm 127, Ext. 2934  
jsloan@octc.ca

### Teaching Staff

Jacque Pinard  
Rm 145  
Ext. 4316

Benjamin McNeil  
Rm 159  
Ext. 2914

Marilyn Trudel  
Rm 152  
Ext. 2058

Penny Collins  
Rm 151  
Ext. 2916

Lyn Cleofas  
Rm 146  
Ext. 2913

Daniele Lafreniere  
Rm 169  
Ext. 4427

### Liaison Staff

Carolynn Treffers  
Rm 124  
Ext. 4306

Isabelle Levac (Fr.)  
Rm 124  
Ext. 4307

Jan Heneberry  
Rm 144  
Ext. 4305

## School Team

### Educational Assistants

Johnathan Lynch  
Rm 146  
Ext. 2914

Shae Lynch  
Rm 159  
Ext. 2914

Barb Whalen  
Rm 151  
Ext. 2916

Sharon Leggatt  
Rm 146/151  
Ext. 2913

Vacant  
Rm 152/151  
Ext. 4427

Emily Rideout  
Rm 152  
Ext. 2915

Sophie Clement  
Rm 169  
Ext. 4427

Jessica Morris  
Rm 169  
Ext. 4427

### OCTC School Therapy Services

Therapy services in the school are provided to all students. Speech therapists, physiotherapists and occupational therapists assess and evaluate your child's therapeutic needs and determine a regime of services that will contribute to your child's growth over time. Therapy is different for each student and therapy does not look the same for every student. Therapists assigned to the school also have a number of other clients in the centre on their caseloads and must allocate their services based on these assigned caseloads. School students are only a small portion of their overall caseload. Our therapists provide service to our families in the school and this is considered part of the overall service plan for your child. The therapists also prescribe equipment and submit their requests to the principal for educational purposes and/or to your family based on where the equipment will be used (school use or home use).

### Communication

A school newsletter is prepared for families by the principal 2-3 times a year. Classroom teachers utilize student communication books for each child and they frequently, almost daily, send home classroom notes and newsletters. We encourage parents and families to call with inquiries and questions. We will return your call as soon as possible. **For specific inquiries that are related to your child's therapies, please call the therapist directly involved.** Emails are also a good access method for contacting the school or a therapist directly. All email addresses follow a standard format of the first letter of the staff members name followed by the last name @octc.ca. We would ask for your email as well to be registered with the school office administrator based on your consent to do so.

We invite you to visit the school program on the OCTC website [www.octc.ca](http://www.octc.ca). The OCTC School Authority Special Education Plan for 2015-2016 is posted on an annual basis on this site in September of each year.

### Language Interpreters

If your first language is not English and you wish to have meetings with staff in your first language, please notify the school principal and arrangements will be made to have an interpreter present. Please do not hesitate to notify the school should this be your preference. We will be delighted to accommodate your request.

### Privacy

Throughout the school year, occasions may arise when OCTC School, OCTC, the OCTC Foundation or our local media may ask for permission to take photos or videos of your child at school. Before a child's picture is released for publication in any format, you will be asked to sign a consent form authorizing the school to release the photos of your child. We, of course, respect your choice not to have your child's photo released. We also ask for a general school release for taking photos within the school for school use. This consent form is provided to you for your consideration on an annual basis.

OCTC School teachers and the principal are in the circle of care at OCTC. We have access to medical records and respectfully and confidentially review relevant and pertinent records which may enhance the classroom experience as required. Staff are trained in the necessary privacy protocols and are very aware of what is required to maintain confidentiality. Should you have a concern with respect to any privacy issues, please contact the principal.

**Please dress your child for the weather. Travelling on the bus may be cold in the winter and very warm in June.** In the event of extreme winter weather conditions, school buses may be cancelled. Please listen to your local radio stations for information updates on bus service. If buses in your region are cancelled, buses for OCTC School will be cancelled as well. The school remains open on snow days, however transportation to and from school is the responsibility of the parent/families.

**PLEASE BE PATIENT** in the first few weeks of school. Drivers are getting use to their runs, the traffic patterns and most of all, your child. Should you experience any difficulty, please contact the principal immediately. **Please do not make arrangements directly with the driver for changes in drop-off and pick-up times.** This must be done through the school office.

**\*\* Please note that staff of OCTC cannot transport your child in their own personal vehicles. All special events and transportation of students will be done by a licensed bus company with certified drivers.**

Please use the space below to add your Transportation Provider's contact information.

**TRANSPORTATION PROVIDER:** \_\_\_\_\_

**BUS DRIVER:** \_\_\_\_\_

**BUS DRIVER CONTACT:** \_\_\_\_\_

### Safe Arrival

Your child will be greeted each morning at the bus, and escorted at the end of each day to their school bus. No child is left alone at anytime.

### Field Trips and Special Events

Field trips related to the curriculum are planned throughout the school year. These trips are well planned and highly organized, and are very much enjoyed by the students. Notification and consent forms are distributed to parents and families for authorization prior to the trip. We welcome parental involvement on these outings, and we encourage you to participate during the school year. We offer a 1-1 ratio for all major field trips.

Swimming at Centennial Public School in a 5-week block is part of the physical education programming at OCTC School. Your child's teacher will notify you well in advance of your child's session. **A consent form must be signed by you and your family doctor for your child to participate in this activity.**

## Therapy Team

### Occupational Therapists

Julie Baccin (Eng.)  
Ext. 2942

Lara Haddad  
Ext. TBC

### Physiotherapists

Michèle Murphy (Fr.)  
Ext. 4302

Keri Burgess (Eng.)  
Ext. 4354

Shannon Theriault  
PT Assistant  
Ext. 2951

Sandy Schafer  
OT Assistant  
Ext. 4409

### Speech and Language Pathologists

Rose Guerline René  
Ext. 4326

### Communication Disorder Assistant

Samantha Jolicoeur  
Ext. 4319

### Psychologist

Dr. Jean Ju  
Ext. 4314

### Technical Services

Brigitte Loughlin  
Ext. 2943

### Volunteer Resources

Louise Meredith  
Ext. 4300

## Transition to the Community

The goal for all students at OCTC School is to reach their potential educationally and therapeutically in our specialized, early intervention setting. OCTC School admits students for a two year block. In the first year student goals are clearly established in education and in therapy. In year two, goals are consolidated and transition planning begins. In extenuating circumstances, a student may need a third year at OCTC School. Readmission for a third year would require review by the OCTC School Admissions Committee to determine the viability of the extenuating situation. The majority of our students reach key milestones by the end of the kindergarten years and they are ready to enter into a larger classroom setting by this time. Liaison staff assigned to your child will begin discussing options with you and will invite you to share in this conversation. Please remember that each child's needs are unique and we make our recommendations based on each individual child's needs. Your input as always is part of the process.

### Guiding Principles

OCTC School provides an educational therapeutic environment for our students. Parents, staff and therapists work together to establish and monitor integrated goals in accordance with each individual student profile in the form of an Individual Education Plan (IEP). Our goals are aligned with the Ministry of Education to provide early intervention, identification and to develop educational and functional skills aligned with the educational curriculum.

### **OCTC School is based on the following guiding principles:**

**Safety:** All students will be safe and secure in our school environment. Emotional and physical safety is equally prioritized.

**Social Skills:** All students will develop to the best of their ability social skills which will allow them to interact and self advocate for themselves when interacting with peers, teachers, educational assistants, therapists and volunteers.

**Independence:** All students will be encouraged to develop to their potential, to be independent learners. Full independence in all aspects of personal care will be encouraged in accordance with individual ability.

**Problem Solving:** All students will be actively supported to develop problem solving strategies and skills in all aspects of their daily lives.

## Transportation

Transportation is arranged by the OCTC School principal through the Ottawa Student Transportation Authority (OSTA), Student Transportation of Eastern Ontario (STEO) and the Consortium de Transports Scolaire Ottawa (or the appropriate corresponding Board of Education transportation provider). All requests for transportation will be directed to your specific bus company provider which is based on pick-up and drop-off locations provided by you to the school. Drivers will notify each family a few days before the school year to introduce themselves, and to inform you of the pick-up and drop-off time for your child. Pick-up times vary depending on where you live and the vehicle type also depends on your child's needs. Students are either transported in wheelchair buses or in small vans. Appropriate car seats/booster seats are required for all passengers and transportation plans are developed for each individual child to ensure their safety while traveling from home to school and back.

**Please note that OCTC School is not the transportation provider, merely the conduit of transportation information.** We cannot arrange routes or make amendments to a route. This is done in collaboration with the transportation provider. If your child will be attending Rotary Home and needs an alternate pick-up and drop-off, please notify the principal with as much advance notice as possible. **If you are planning on moving, please provide ample notice to the principal.**

You or a child care provider must be at home to meet the driver in the morning and at the end of day. Please have your child ready a minimum of 5 minutes before the scheduled pick-up time, and please be available early at the end of the day. Routes can vary slightly each day based on the number of students on the bus run. Should the driver arrive at your address and no one is there to receive the child, every attempt will be made to contact you. If you cannot be reached within a reasonable amount of time, the driver will return to the school. If the school is locked then the child will be taken to the school bus base until you can be contacted. This can be avoided by being available each day.

**If your child is not coming to school on any particular day, please inform the bus company and/or your individual driver in advance to ensure they are informed of your child's schedule.** Our drivers are very special people and you will find them to be very accommodating. Please contact the school principal if you have any questions or concerns about your child's transportation plan. (cont. on page 14)

## Illness

**If your child is ill and exhibits vomiting, fever, diarrhea, nasal discharge, runny nose or heavy congestion, please keep your child at home for 24-48 hours.** Chicken Pox, measles or any other suspected communicable disease must be reported to the school immediately. In all cases of suspected communicable disease, OCTC School will follow the guidelines of the Ottawa Public Health.

Parents and families will be contacted at home and consulted should we observe that your child is exhibiting any of the above mentioned symptoms. Many of our children are susceptible to respiratory infections and our goal at OCTC School is to ensure that all of our students are safe and well at all times.

**Proper hand hygiene prevents the spread of disease.** Please work with your children to understand the value and importance of this very important skill. Practice with them at home to reinforce this habit. Please ensure upon entry into the centre and into the school that you practice diligent hand hygiene skills as well. Hand sanitizers are located at reception and throughout the school/centre.

## School Attendance

**Parents and families are asked to contact the school when their child is going to be late or absent.**

**Please leave a message on our absence reporting line at (613) 737-0871 ext. 4320 to report an absence and a reason for the absence. Calls to the absence line can be made at anytime.**

All days will be recorded in the classroom register. If for whatever reason your child will be away for an extended absence exceeding 15 days, please indicate in writing the reason for the absence. This information is required by the Ministry of Education.

If you pick up your child from school during the day, you are required to notify the classroom teacher. Your child will only be released to individuals based on signed parental permission. Up to date legal custody agreements must be on each student file clearly indicating any access agreements as applicable. In the event of a conflict, this agreement will be the document adhered to by the principal.

Each student will receive individual programming in accordance with their Individual Educational Plan (IEP). Teachers and educational assistants will provide optimal instruction on literacy and early learning strategies as well as all aspects of the curriculum from the Kindergarten years to Grade 3. Each classroom can accommodate up to 7 students, however, this number could increase or decrease taking into consideration the size of the classroom and needs of the students in any given year.

Family meetings with teachers, educational assistants and therapists take place the third week in September to identify and discuss educational and clinical objectives, needs and plans for the school year. Goals are developed in the form of an annual IEP. Therapy goals not directly addressed in the Individual Education Plan will be addressed in a therapy plan. The IEP outlines learning goals and strategies each term for your child. This plan is a working document that guides instruction to meet your child's learning needs. Families will receive the IEP at the beginning of each school term and your input and suggestions will be incorporated into the plan.

Each child's progress is reported on a report card throughout the school year. Students registered in JK receive one formal report card in June; students registered in SK receive a formal report card in February and June. All report cards align with the IEP and must be read together to understand how your child is progressing.



## OCTC School Day

TIME	INSTRUCTION BLOCK
8:30am to 9:00am	Arrival/Recess
9:00am to 12:00pm	Instructional Block
12:00pm to 12:40pm	Lunch
12:40pm to 1:00pm	Recess
1:00pm to 2:30pm	Instructional Block
2:30pm to 2:45pm	Dressing Skills
2:45pm to 3:00pm	Dismissal to Buses



### School Visitors

**Visitors to OCTC School must sign in at the front reception desk of OCTC.**

OCTC front office staff will greet you and acknowledge your presence. School staff will be notified of your visit to the school.

### Parking

Limited parking is available for short visits to the school. Please inform the front desk of your visit and sign the visitor's book indicating your car license plate number. For larger school functions and events, families are asked to park in the pay parking areas. If this presents a challenge, please contact the school principal.

## What does my child need to bring to school?

**Snacks:** Students have two snack breaks each day. Please pack a healthy nutritional snack which your child enjoys. If your child is on a special diet or requires specific instructions regarding their eating habits, please discuss this information with your child's teacher.

**Lunch:** A hot lunch can be packed for your child. We have microwave ovens to heat and reheat lunches. Please provide an appropriate safe container in which the lunch can be heated. Pediasure and supplemental liquids must be supplied by the parent and families. Please ensure we have what is required at school. If your child is on a special diet and/or requires the services of a nurse, these arrangements must be made through the liaison teacher and/or the school principal. Please use ice packs to keep your child's lunch cold until it is time to be served.

**Communication Book:** Every child will have a communication book supplied by the classroom teacher. Please utilize this book as a means of sharing pertinent and important daily information both at school and at home.

**Personal Care Items:** Pull-ups and personal care items are not supplied by OCTC School. Please ensure your child has a supply of personal items at school at all times (i.e. wipes, diapers, swim diapers, sunscreen).

**Clothing:** An extra change of clothing must be on hand at school at all times for your child. Should your child's clothing need to be washed at night, please return an extra set the following day. **Please label all clothing for your child.** Proper footwear is needed at all times. A hat is also required for the summer months.

**Knapsack:** Each child will need a knapsack to transport their necessary daily items. Knapsacks on wheels for older students allow for greater independence.

**OCTC SCHOOL IS A NUT-FREE ENVIRONMENT. PLEASE ENSURE SNACKS AND LUNCHES ARE FREE OF NUTS AND NUT PRODUCTS.**

