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## **Family Handbook 2025/2026**

Please review this following information and complete parent/guardian tasks outlined in each section.

### **Changes to Demographic & Emergency Contact Information**

Every year we ask parents/guardians to confirm that we have the correct information on file, for you and your child. This helps in cases of emergency, sickness and communication between the school and home. If you are new to the school you will receive a separate email with instruction.

**Please log into the MyEd Parent Portal [MyEd BC Portal | Sooke School District](#) and check to see if the following information is correct and up to date on the verification form:**

- Student and parent/guardian addresses
- Parent/guardian phone numbers and email addresses
- Primary, secondary and tertiary contact information
- Emergency contact information
- Student Medical Information e.g. allergies etc.

If there are any changes with regard to any issues such as legal guardianship & Court Orders etc., please contact our office and provide us with copies of the legal documentation. We are not able to follow orders without the paper documentation.

If there are corrections and updates to any of this information, please email us at [sooke@sd62.bc.ca](mailto:sooke@sd62.bc.ca) with the updated information by **September 26, 2025**. And please email with subsequent changes should they occur throughout the year.

### **Parent/Guardian Consents**

Each year we require parents to **complete on-line consent forms by Sept. 26, 2025** using this link <https://consent.sd62.bc.ca/apps/OnlineConsent> to complete the following consents

- General Consent for School Fieldtrips/Activities
- Google Apps for Educational Consent
- Internet Access Consent
- Media Consent
- Na'tsa'maht Indigenous Education – Aboriginal Ancestry
- Web Based Applications Consent
- School Cash Online Consent
- Spaces EDU Consent

### **Student Release Form – In Case of Emergency i.e. Earthquake**

**Please complete the attached form sent home today with children.** On this form you list all of the students you have in the school along with parent/guardian information; out of Province Contact; Medical alert information; Authorized Guardians. In the event of a significant emergency, or disaster, we may as a school need to implement an Emergency Reunifications for their safety and well-being. Should this be necessary, the school will only release your children to persons authorized on this form or if necessary, to medical personnel. Please return this form – one per family to your eldest child's teacher by **September 26, 2025**.



Sooke Elementary School  
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### **School Schedule**

8:50 am	school starts/classes begin
10:10-10:25 am	recess
11:58 -12:38pm	lunch recess
2:38 pm	school ends

\*We ask that your child(ren) arrive as close to 8:50 am and depart as close to 2:38 pm as we have only a short window where staff are outside supervising. Morning supervision 8:30 am and afternoon supervision until 3:00 pm.

### **Student Absence**

Should your child be absent from school, please email [sooke@sd62.bc.ca](mailto:sooke@sd62.bc.ca). Please provide your child's name and teacher's name along with any pertinent information you wish the school to be aware of e.g. family vacation etc. You can check your child's attendance information in MyEd Parent Portal.

### **Sign In/Out Procedure**

Students arriving late or leaving early for appointments etc. must sign in or out at the office. Please come to our main school office. We will ask you to sign your child in or out with our office staff.

### **Messages to the Office**

Many messages come to the office for change to end of day routine. We have a very busy office and while we try our best to ensure the messages get to your child we cannot guarantee it. We do understand occasional last minute changes but we cannot accommodate regular last minute changes. Please make sure any 'play dates' or changes to day care routines are communicated to your child, their teacher and the office before the school day starts.

### **Visitors at Sooke**

If you are visiting our school please come to the office to sign in. Our front door is open from 8:00 am until 3:15 pm.

### **Communication by E-Mail**

Sooke Elementary streamlines communication between home and the school office with the use of email and the school website [Sooke | Elementary School](http://Sooke | Elementary School)

**\*Please be sure to keep the office informed of any changes to your email address to ensure you receive all information and updates from the school\***

### **SD 62 Electronic Communication Guidelines**

We value effective communication with our families and community members. We encourage our staff to disconnect from work during their personal time to rest and recharge. Email can be a fast and convenient way to communicate with us however, it can have limitations. Therefore, when communicating with staff, our schools and sites, we ask that you please observe the following guidelines: [Electronic Communication Guidelines | Sooke School District \(sd62.bc.ca\)](#) or find the PDF attached.



### **Code of Conduct**

Students are practising being kind, safe and responsible. This means keeping hands to self and behaving safely around others. We encourage students to include others in their play and to be respectful. Students are asked to leave toys and electronics at home, unless teachers have requested items be brought to class. Please read our code of conduct as per consents. Here is the link to our [code of conduct](#)

### **Health and Safety - [Health & Safety | Sooke School District](#)**

The health and safety of all students and staff is paramount.

Staff, student, or other persons are responsible for conducting a health awareness on themselves or child prior to entering any of our schools, sites or events.

A health awareness means a person regularly checking to ensure they (or their child) are not experiencing symptoms of illness that would limit their ability to participate fully in regular activities before coming to school to prevent spread of communicable diseases within school settings (BC CDC, Public Health Communicable Disease Guidance for K-12 Schools, September 2023).

- Staff, students, or other persons in the school setting who are exhibiting symptoms of illness, such as respiratory illness, should stay home until they are well enough to participate in regular activities or otherwise advised by a healthcare provider. Those experiencing certain illnesses, such as gastrointestinal illness caused by norovirus, may be advised to stay home for longer (BC CDC, Public Health Communicable Disease Guidance for K-12 Schools, Sept. 13, 2023).
- If you are unsure or concerned about your symptoms, connect with your health care provider or call 8-1-1 (BC CDC, Public Health Communicable Disease Guidance for K-12 Schools, Sept. 13, 2023).
- If your child develops symptoms while at school. The school will contact the parent/guardian and advise them to pick up their child immediately.

### **Allergy Awareness – [Anaphylaxis Policy C-429](#)**

All children including those at risk of life-threatening allergic reactions have the right to access public education within a safe, healthy learning environment. School District #62 (Sooke) cannot guarantee an “allergy free” environment. It is expected that school staff, parents and students will take reasonable steps to establish an “allergy aware” environment which minimizes the risk of potential anaphylaxis. Schools must take realistic and practical actions that will encourage the support of everyone involved.

Please support our efforts to make this district as safe as possible.

### **Administration of Medication – C-428**

If your child requires medication at school please contact the school.

### **SD62 Policy - Dogs on Property**

During the bookends of the school day (inclusive of pick-up and drop off times) animals are not allowed on school grounds. Sometimes, there are special occasions arranged for animals to visit classrooms as part of curricular programs. We are relying on owners to pick up after their pets if they are visiting school property during evenings and weekends.



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### Na'tsa'maht Indigenous Education

#### Traditional Territory

With gratitude and respect, we acknowledge that we live, learn, and work on the traditional territories of the Coast Salish: T'Sou-ke Nation, SĆÍΛNEW (Beecher Bay) Nation, and the Nuu-chah-nulth: Paaʔčiidʔath (Pacheedaht) Nation. We also recognize that some of our schools are located on the traditional territories of the MÁLEXEŁ (Malahat) Nation, and the Ləkʷəŋən peoples of Songhees and Esquimalt Nations.

### Parent Advisory Committee (PAC)

Welcome to Sooke Elementary! As parents or guardians of students at Sooke, you are part of the Parents' Advisory Group (PAC). The PAC is run by an elected executive. This group, with help from amazing parent volunteers, work to support the learning and educational experience here at the school. You will receive notices or information on upcoming events through the school's messaging system and will be able to access the monthly meeting minutes from the school website. If you need to contact PAC, please email [sookeelementarypac@gmail.com](mailto:sookeelementarypac@gmail.com)

#### **PAC Executive this year:**

Jess Wageman - President

Stephanie Pinske – Vice-President & Event Coordinator

Julia Hale – Treasurer

Emery Davis - Secretary

VACANT - Hot Lunch Coordinator

VACANT–SPEAC Rep



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## Staff

Division	Teacher	Grade	Room
1	Rebecca Moore	5	1001
2	Leanne Gates	5	Portable 3
3	Emma Denhoff	4/5	Portable 1
4	Jennifer Hunt (am) / Leona Ngan (pm)	4	1002
5	Marion Mahoney	3/4	1044
6	Jessica Tonkin	3	1045
7	Jenn Strachota /Emily Harris	3	1026
8	Pascale Murphy	2/3	1033
9	Geneya Fredette	2	1003
10	Katrina Madill	1/2	1029
11	Sarah Woodruff	1	1025
12	Deb Wiebe	1	1042
13	Lisa Maria Schlosser	K	1028
14	Dawn Riddell (am)/ Jessica Blanch (pm)	K	1027
Music	Rhys Pugh	Music	Portable 2
PE Prep	Emily Harris	Prep	Gym
Library	Liz Stannard / Danica Fruttarol		1031
IS	Lisa Stuart		1032
LA/LIT	Strachota/Stannard		1032
Counselor	Breeanna McDonald		1038
SLP	Larissa Schrader		1011
ELL	Dan Quint		1011
ESD	Jacqui Ouldali		Library
SEF	Michelle Wass		
NCPA	Michelle Nahanee		



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ECE	Cheryl Ring		
EA	Care Mamone		
EA	Chantelle Siri		
EA	Evan Foulds		
EA	Jane Darling		
EA	Jenny Leddy		
EA	Jessica Kuyper		
EA	Karin Mckenzie		
EA	Karina Singer		
EA	Madeleine Fisher		
EA	Mina Hong		
EA	Ryanne Emerson		
EA	Sarah Randall		
EA	Shayne Nilsson		
EA	Stacey Bartel		
EA	Tara Seguin		
EA	Tessa Stitt		
SA	PJ Tallyn/Anna Kenklies/Chloe Beach/Cheryl Ring		
Meals	Anna Kenklies		
Custodians	Kathy Read, Bo Anderson		
X Guards	S. Nilsson , R. Emerson, S. Randall , K. Mckenzie		