

DASMESH SCHOOL WINNIPEG

Parent Information Update

Communication · Pick-up & drop-off · Picture Day · House t-shirts · Activities · Fees

CONTACTING THE SCHOOL

Communication

Office hours, appointments and the School App

Office visiting hours — 10:30 AM to 2:00 PM

- Open to visitors only during these hours; front office staff will gladly assist you.
- If a matter cannot be settled at the desk, your message is forwarded to the concerned department or person.
- Our **preferred mode of communication is a School App message.**
- Phone calls are answered within **24 to 48 hours.**
- In an emergency, please leave a message with your **child's name, grade and a contact number.**

Use the School App

- **Any concern:** fill out the required form — the fastest route to the right person.
- **Early pick-up:** Online Early Pickup Form.
- **Early drop-off:** daycare form.
- **Fees:** fee details, fee due and the fee concern form.
- **Transportation:** school transportation change request.
- **Records:** address change request, name change, or any other request.

Appointments — academic & student matters

Please book in advance:

- **Teachers: 4:15 – 5:00 PM**
- **Coordinator: 1:00 – 2:00 PM**

RESPECTFUL COMMUNICATION WITH SCHOOL STAFF

Please address our front office and reception staff with courtesy, respect and patience at all times.

If disrespectful or abusive communication continues, the school may:

- issue a formal reminder of our communication expectations;
- refer the matter to School Administration;
- schedule a meeting with the parent and Administration;
- take further action under school policy.

PICTURE DAY

Picture Day 2026

Dates, uniform and the blazer rule

Date	Grades
Tuesday, October 6	Kindergarten to Grade 4 — both locations. King Edward students will be transported to 105 Holmes Rd.
Friday, October 23	Grade 5 to Grade 8

- **Kindergarten:** yellow school uniform. **Grades 1–8:** white school uniform. Uniforms must look new — clean, pressed and complete.
- **Blazer is mandatory from Grade 3 onwards.** A student without a blazer will still have an individual picture taken but **will not be in the group class picture.**
- Homeroom teachers will send a note home naming any item that is worn out or missing.
- **Picture Day itself is free.** Proofs will be sent home after Picture Day, and photo packages can be ordered from those proofs at a cost.
- Order at uniformshop.dasmeshschoolwpg.ca and pay at checkout. Orders are handed to students on **Wednesdays and Fridays.**

CASUAL DRESS DAY — LAST FRIDAY OF EACH MONTH

Students may wear casual clothes instead of uniform on the last Friday of each month. Please note what is **not** allowed:

- no pyjamas or night suits;
- no Crocs and no flip-flops.

Arrival & Dismissal Times

Staggered times, gates and early drop-off

Grade	Drop-off	School opens	Dismissal
Kindergarten & Grade 1	9:05 AM	9:15 AM	3:15 PM — Gate #3
Grades 2 – 4	8:50 AM	9:00 AM	3:30 PM — Gr. 2 at Gate #3, Gr. 3–4 at Gate #4
Grades 5 – 8	8:35 AM	8:45 AM	4:00 PM — Gate #4

School opens ten minutes after each drop-off time.

WHY DROP-OFF AND PICK-UP TIMES ARE STAGGERED (NOT THE SAME)

Close to 350 families arrive and leave each day, so drop-off and pick-up times are different for each grade group. Staggering them lets us manage parking and traffic flow, keep students safe at the gates, and ensure a staff member is in every classroom before children arrive. Mornings are also the only prep and staff meeting time teachers have.

Kindergarten, Grade 1 & Grade 2

- Drop off and pick up at **Gate #3**; park and come in — there is no drive-through for these grades.
- **Siblings:** when a younger child has an older brother or sister at school, both are picked up together at the **older child's dismissal time** — the younger child waits with staff until then. For example, a Kindergarten student with a Grade 6 sibling is collected at 4:00 PM, not 3:15 PM. This keeps siblings together and saves families a second trip.

NEED TO DROP OFF EARLIER?

Please fill out the daycare form on the School App so we can schedule enough staff for early-arrival supervision.

Step by Step

School transportation and personal transportation

School transportation (bus students)

1 Fill the Online Early Pickup Form on the School App before **1:30 PM**. One form per child, with today's date and the exact pickup time.

2 Come to school and proceed to the dismissal parent pickup area at the scheduled time.

3 Pick up your child from staff at that area.

If the form was not submitted by 1:30 PM, follow steps 4 to 8.

4 Come to the Main Office in the New Building.

5 Request your child's pickup at the front desk.

6 The driver is informed by the front desk staff.

7 Receive a Gate Pass.

8 Child is released from the bus at the stop near the fence exit gate. Show the Gate Pass to the driver and sign the pickup sheet.

3:00 – 4:00 PM

No parent pickup from the New Building Main Office during this window.

Personal transportation (drive-through) — Grades 3 to 8

1 Prepare your car sign with the student's name and grade clearly displayed.

2 Enter the pick-up lane in single file. No phone use.

3 Display the sign in your windshield as you approach the pick-up zone.

4 Staff read the name and grade and signal for the student.

5 The student walks to the designated vehicle.

6 Staff confirm the match and help the student into the car.

7 Exit the pick-up zone safely and promptly.

NO CAR SIGN?

Park in a designated spot and collect your child from staff — vehicles without a sign cannot be processed through the lane.

HOUSE T-SHIRTS

House T-Shirt Days

House colours and the day each class wears them

Each class belongs to a house and wears its house colour on one set day a week. The house t-shirt is **not** the yellow gym t-shirt. Families who already paid will receive their shirts in the **week of September 22**; others can order from the uniform shop.



WHITE HOUSE

2A · 2B · 3A · 4D · 5D



MAROON HOUSE

3C · 4A · 4C · 5A · 5C · 6A/7A · 6C · 7C · 8A



BLUE HOUSE

3B · 4B · 5B · 6B · 7B · 8B

Day	Classes wearing their house colour
Monday	2B 3B
Tuesday	3A 3C 4B 4D 5B 5D 6B 8B
Wednesday	2A 4A 4C 5A 5C 6A/7A 6C 7C 8A
Thursday	7B

House days never fall on a class's gym day — on gym days the yellow gym uniform is worn instead.

Activities & Teams

In-school activities and after-school teams

During the school day

There are three terms, and each class is divided into three groups, with each group assigned one activity per term — **music**, **dance** or **public speaking**. Each student takes part in that one activity for the term, then switches to a different activity the next term, so every child experiences all three over the year.

After school — Grades 5 to 8

- After-school activities and games are for **Grades 5 to 8**.
- **Basketball**: teams are built from tryouts, with games after school played by two grades together.
- **Bhangra, kirtan and debate**: selected students practise after school in their team groups.
- Team and group lists will be sent to families by **Tuesday, September 22**.
- Parents of selected students in **Grades 5–8** will receive an email confirming their child's selection.
- Only selected players and team participants need to fill out the consent form.

CONSENT FORM

Please fill out the **consent form** for the **basketball, bhangra, kirtan and debate** practices, confirming that your child will attend and take part in games:

forms.gle/1KAMvbAA7qtKZ4G18

PICK-UP AFTER PRACTICE

Pick-up after practices and games is the parent's responsibility. If you cannot, please **message us as soon as possible** so the place can be offered to another child.

GYM

Gym Schedule — Grades 1 to 8

Gym days by class

On gym days students wear the **yellow gym t-shirt** with the **gym lower** or **gym shorts**. A student who is not in the proper gym uniform will not be allowed to go to the gym that day. The school hoodie is optional.

COME DRESSED FOR GYM

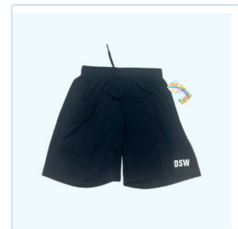
Students should arrive from home already in gym uniform. Children do not change at school, which avoids uniform items going missing.



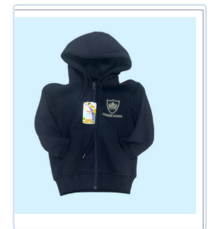
GYM T-SHIRT



GYM LOWER



GYM SHORTS



HOODIE

TIME	PERIOD	MON	TUE	WED	THU	FRI
9:30–10:15	P1	2A	2A	2B	2B	1B
10:30–11:15	P2	4A	4A	3B	3A	3A
11:15–12:00	P3	5C	5C	4D/5D	4D/5D	3B
12:00–12:45	P4	5A	5A	5B	5B	6A/7A
12:45–1:15	P5	6A/7A	4C	4B	4B	4C
1:15–2:00	P7	6C	6C	3C	6B	6B
2:00–2:45	P8	3C	7B	7B	7C	7C
2:45–3:30	P9	8A	8A	8B	8B	1A

Birthdays & Belongings

Birthday celebrations and labelling your child's items

Birthday policy

- Your child wears their **regular school uniform** on their birthday and may wear a **birthday badge from home**.
- **No food or treats of any kind** — please do not send cakes, candy, sweets or snacks. This is an allergy safety measure.
- Goodie bags may contain **stationery only**. No sharp toys or small items that could injure a child.
- Goodie bags are distributed to the class **at the end of the day**.

LABEL EVERYTHING — LOST AND FOUND

Uniforms, shoes and many other belongings look the same for every student, which makes lost items very hard to return. Please write your child's name on **every item**, including:

- lunch kits and water bottles;
- hoodies, sweaters and blazers;
- shoes and gym uniform;
- bags, hats, mittens and any other personal item.

If an item is not labelled, please **do not send a message on the school app**. Come in on **any Friday between 4:15 and 5:15 PM** and check the lost and found area in the school.

Custom name labels can be ordered from mabelslabels.ca

ID CARDS & CAR NAME TAGS

ID cards and car name tags have been given to students. Please keep them safely. A replacement costs **\$10**, paid by e-transfer to dswoffice@dasmeshschoolwpg.ca.

FEEs

Monthly Fee

Payments, late fees and fee concerns

- Open the School App and click **Fee Details** and **Fee Due** to check your balance.
- Monthly payments are withdrawn on the **first of every month**; please keep sufficient funds in the account on that date.
- If the direct deposit does not go through, a **\$50 late fee** applies.
- For any discrepancy, fill out the **fee concern form** on the School App.

VOID CHEQUES

Please **do not send a void cheque through the school app**. Email it to **dswoffice@dasmeshschoolwpg.ca**.

THANK YOU FOR YOUR COOPERATION AND SUPPORT · Our School · Our Community · A Brighter Tomorrow

How Pick-Up Works

School transportation and personal transportation, side by side



HOW PICK-UP WORKS FOR SCHOOL TRANSPORTATION STUDENTS



1. Fill the Online Early Pickup Form

If you plan to pick up your child instead of using the bus, please complete the Online Early Pickup Form through the School App **before 1:30 PM**. Fill out a separate form for each child. If there are 2 siblings, 2 separate Early Pickup Forms must be filled. Enter only today's pickup date and the exact pickup time.



2. Come to School

Enter the school and proceed to the dismissal parent pickup area at the scheduled time.



3. Parent Picks Up Child from School

Parent picks up their child from school at the dismissal parent pickup area.



4. If Early Pickup Form is Not Filled by 1:30 PM

If the Online Early Pickup Form has not been completed by 1:30 PM and you still need to pick up your child, please come to the **Main Office in the New Building** and follow the next steps.



5. Request Your Child's Pickup

Inform the front desk staff that you need to pick up your child.



6. Driver will be Informed

The front desk staff will contact and inform the appropriate bus driver.



7. Receive Gate Pass

You will be issued a Gate Pass for your child's pickup.



8. Child is Released to Parent/Guardian from Bus
The bus will stop at the designated bus stop near the fence exit gate. Please show the Gate Pass to the bus driver and sign the driver's pickup sheet. Your child will be released to you from the bus.



3:00 PM - 4:00 PM

No parent pickup is allowed from the New Building Main Office during this time.



IMPORTANT REMINDERS

- ✓ Complete the Online Early Pickup Form through the School App **before 1:30 PM**.
- ✓ A separate Early Pickup Form is required for each child. If there are 2 siblings, 2 separate forms must be submitted.
- ✓ Enter only today's pickup date and the exact pickup time.
- ✓ If the form is not completed and you still need to pick up your child, please follow steps 4-8.
- ✓ The Gate Pass procedure is only for situations when the Online Early Pickup Form was not submitted.

Thank you for your cooperation.

Dasmesh School Winnipeg



HOW DRIVE-THROUGH PICK-UP WORKS FOR PERSONAL TRANSPORTATION STUDENTS



1. Prepare Car Sign

Name & Grade clearly displayed



2. Enter the Pick-Up Lane

Stay in single file, no phone use



3. Display Sign in Windshield as You Approach Pick-Up Zone



4. Staff Reads Name & Grade and Signals for Student

no sign →



No Car Sign?
Park in Designated Spot & Get Student From Staff.



5. Student Walks to Designated Vehicle



6. Staff Confirms Match and Helps Student Into Car



7. Parent Exits Pick-Up Zone Safely and Promptly

Thank you for your cooperation.

Dasmesh School Winnipeg