

Sage Creek School



Parent Handbook

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Sage Creek School Parent Handbook

Contents

Purpose and mission
Code of conduct and land acknowledgement
General information and bell times
Morning procedures
Drop-off and pick-up by car
Attendance, communication, and school procedures
Health, safety, and emergency procedures
Student fees and parent advisory council
Resolution of concerns and recess procedures

Purpose:

This handbook provides parents and caregivers with an overview of Sage Creek School and Louis Riel School Division policies, procedures, and practices. It is not comprehensive, and families are encouraged to contact school staff whenever questions or concerns arise.

Sage Creek School's Mission Statement

Sage Creek School is a community of life-long learners who honour and promote risk-taking, collaboration, and citizenship as integral parts of learning together. This vibrant community nurtures strengths and passions in a safe and authentic learning environment, while promoting relationships and a growth mindset in a positive and inclusive environment.

By championing our mission statement, we will maintain a learning environment where students feel safe, secure, valued, appreciated, and successful.

Our goal is to be innovative in our teaching to develop 21st-century skills for all learners. We aim to consistently do what is best for students, which may look different from school experiences in the past. Much has been learned about how students learn best, and we use teaching and learning strategies that support student growth. If you have questions about approaches that differ from your own school experience, please talk to your child's teacher or the administration.

Sage Creek School's Code of Conduct

Our school code of conduct is based upon the following beliefs as stated in [Policy JK – Supporting Student Behaviour](#)

Sage Creek School is welcoming, safe, and caring. Learning and well-becoming, equity and inclusion, caring and collaboration, and inquiry and responsibility are the foundational priorities of our positive learning environment. Our code of conduct reflects our belief that everyone should be respectful of others, responsible for learning, and accountable for both. This is a shared responsibility between students, families and caregivers, the school, and the community.

At Sage Creek School, we believe that everyone:

- Wants to learn and be successful in a positive school environment that is conducive to learning
- Deserves to be safe, happy, and belong to positive school and classroom communities
- Deserves to be treated with unconditional positive regard
- Is responsible for allowing learning to take place by being respectful and courteous

- demonstrates expected behaviours, when they have the knowledge and skills to do so.

We expect students to:

- Treat each other and staff members with respect and kindness
- Follow school rules in the classroom, on the playground, on field trips, and to and from school
- Respect school property, personal property, and the property of others
- Practice positive behaviours that allow everyone to learn
- Attend regularly, on time, and be ready to learn

Further:

- When a student exhibits concerning or serious behaviours, we understand that they behave this way due to lagging skills and have difficulty coping with the demands of the situation.
- The purpose of intervention is to decrease or stop the concerning or serious behaviour and to teach or create the conditions for expected behaviours.

Sage Creek School Land Acknowledgement

It is with humility and respect that we, at Sage Creek School, acknowledge the traditional territory of those with whom we share this land. We recognize this as the traditional territory of the Anishinaabek, Ininewak, Dakota, and the national homeland of the Red River Métis. We honour them as the original occupants of Treaty 1 territory. We recognize that Manitoba is also the traditional land of the Anishininwak and Dene.

We recognize and honour Shoal Lake 40 First Nation, the source of Winnipeg's life-sustaining drinking water, as well as the Treaty Territories that generate and provide the electricity that powers daily activity through the province and beyond.

Truth and reconciliation in this country are about relationships, and we are all connected to the land that tells the story of these relationships. We acknowledge the harms and mistakes of the past and present.

We dedicate ourselves to the inclusion of an Indigenous world view in our education, authentic alliances with Indigenous communities, and standing together in solidarity with Indigenous people as their allies.

Roles and Responsibilities of Parents and Students

Students are expected to follow the Sage Creek Code of Conduct (see previous section) to promote successful learning and positive social interactions in our school community. Parents are asked to support the education of their child by working collaboratively and cooperatively with school staff to ensure the best opportunity for success. Parents are asked to familiarize themselves with school expectations for their child by communicating with school staff when a question or concern arises.

GENERAL INFORMATION

Bell Times:

Time	Event
8:47 AM	First bell rings and students enter school
8:57 AM	O Canada, announcements, and Land and Treaty Acknowledgement
10:15-10:45 AM	Morning recesses
11:45 AM-12:40 PM	Lunch

12:40 PM	Afternoon bell rings and students enter school
12:45 PM	Afternoon class begins
2:00-2:30 PM	Afternoon recesses
3:30 PM	Dismissal

Office hours:	8:00 AM-4:00 PM
School phone number:	(204) 253-8199
School fax number:	(204) 253-8044
School website:	https://www.lrsd.net/schools/sagecreek
School Bluesky account:	@sagecreeklrs.bsky.social

With the exception of December and June, every fourth Tuesday in the Louis Riel School Division and at Sage Creek School is early dismissal for staff meetings. As well, there is early dismissal for the last day of classes before winter break and the last day of classes in June. Students will be dismissed at 2:30 PM.

MORNING PROCEDURES

During Opening Day Conferences, teachers will share where students should line up before entering the school. Students should arrive at their designated area just before 8:47 AM. When possible, please try not to have your child arrive before 8:40 AM. We understand that this requires careful timing and ask that you do your best. Once the bell rings, only students should enter the school. This helps reduce congestion and ensures classes can enter safely, one at a time, with their teacher. Except during inclement weather or early morning activities, students enter at the first bell at 8:47 AM. In rain or extreme cold, students may enter early and congregate safely near their designated entry door.

Student Drop-Off and Pick-Up by Car

Student Safety is our number-one priority at SCS. To ensure our students' safety, we ask for everyone's cooperation during the busy drop-off and pick-up times. ***Although you may not plan on driving your child to school, we ask that all parents read this section now to ensure they understand our procedures.***

Drop-Off and Pick-Up Areas

Thank you to the students and families who walk to school whenever possible. Walking or biking helps reduce traffic congestion near the school, supports student safety, and provides physical activity that can help students feel more alert and ready to learn. We understand that not all families can walk every day. If ***relatives or friends are dropping off your children, please share this information with them.***

If You Are Driving, Where Can You Drop Off Your Child?

If you are driving, the main Drop-Off/Pick-Up area is directly in front of the school, in the third lane on the right of Sage Creek Boulevard, between the two signs shown in blue on the map on page 6. Please use this zone to stop, allow your child to exit quickly and safely, and then continue driving so other families can use the space. This area is for families whose children can walk independently to their line-up area. The process works best when:

- Parents pull up forward to the furthest point possible in the Drop-Off/Pick-Up area. If there are no cars in the area, please pull up directly to the end of the drop-off area, past the gym doors. This allows more families to drop off their children at the same time.

Children should quickly exit from the passenger side onto the sidewalk, **not** from the driver's side into the second lane where cars may be driving. The process will be faster for everyone if parents can stay in the car while children exit, when possible.

- Students should be prepared to be dropped off. The process will be faster and more efficient for everyone if students have their backpacks with them in the vehicle, receive any special instructions before arriving, and already have mittens on during the winter.

If the drop-off area is full and you are hoping to drop off your child, please follow these directions:

- Please do not drop off your child in the middle lane, to the left of the cars already in the drop-off area. In addition to being extremely unsafe for students, please note that the city has been ticketing people who are double-parked, as well as those who park in no-parking areas.

Parents can choose between driving farther down Sage Creek Boulevard, parking on one of the neighbouring streets shown in green on the map on the next page, or looping around and trying again.

- Please do not wait before the drop-off area, between the drop-off area and the entrance to the bus loop, or at the beginning of the drop-off area. There is a no-stopping sign at the beginning of the drop-off area due to a fire hydrant, so vehicles should not stop or park there. Please be advised that several parents who have stopped at the beginning of the drop-off area have been ticketed due to the fire hydrant.

In the morning, the Drop-Off/Pick-Up area is not a place to park and walk your children to their line-up area. We understand and respect that many families want to walk with their child to their line-up area. If that is the case, please park farther down Sage Creek Boulevard or on one of the neighbouring streets shown in green on the map on the next page. Please pay attention to crosswalks and avoid parking in areas that interfere with students using them. Please also respect no-parking zones, including those near fire hydrants. When parking on neighbouring streets, please be respectful of our neighbours and ensure they can still exit their driveways. Because there are No Parking signs on Edward Turner Drive, it is not a green zone, and you should not park or stop there to drop off your child. If you are dropping off your children on Wild Iris Walk, shown in yellow on the map on the next page, please use extreme caution and do not stop:

- In the intersection of Wild Iris Walk or Prairie Smoke Drive; and
- In front of the path leading to the school, near the new crosswalk.

Where Should You Not Stop to Drop Off Your Child?

Parents are asked **not** to drop off their children in the red areas shown on the map below:

- Either of our staff parking lots;
- The bus loop, which is reserved for buses;
- Edward Turner Drive, near the entrance to the back parking lot; and
- Areas that block our neighbours' private driveways.

Pick-Up Procedures at the End of the Day

Because all students are dismissed at the same time at the end of the day, it is not possible to maintain the same continuous traffic flow in the front Drop-Off/Pick-Up area as in the morning. Please be patient and considerate during after-school pick-up. Helpful options include:

- Ask your children to exit the school and get into your car as quickly as possible to free up a spot for other families. If that is not possible, agree on an alternate safe pick-up location nearby.
- If you are parked and waiting in the Drop-Off/Pick-Up area after school, please stay in your vehicle. If someone ahead of you drives away, please move up to the next available spot. Empty spots at the front of the Drop-Off/Pick-Up area often cause backlogs and force people to park in no-parking zones or block traffic.
- We understand and respect that many families want to leave their vehicle to meet their child at the door. If that is the case, please find a place to park in the green zone.

Our Sincere Thanks

We thank you in advance for walking your child whenever possible. If you must drop them off using a vehicle, we thank you for following these suggestions and for doing all you can to ensure our students' safety.

Map for Drop-Off/Pick-Up

At a Glance

PLEASE DO

- Walk or bike when possible.
- Use the designated Drop-Off/Pick-Up Area.
- Pull forward as far as possible.
- Have students ready to exit quickly.
- Use marked crosswalks and keep driveways clear.

PLEASE DO NOT

- Use the bus loop or staff parking lots.
- Double park or wait in the middle lane.
- Stop near the fire hydrant or bus loop entrance.
- Block crosswalks, sidewalks or private driveways.
- Park on Edward Turner Drive near the back lot.

Traffic and Parking Map



Blue: Drop-Off/Pick-Up Area • Green: parking options • Yellow: use extra caution • Red: no stopping/drop-off

VARIOUS PROCEDURES

Attendance

Regular attendance and punctuality are important to your child's school success. If your child will be absent, please call the school at (204) 253-8199 before the school day begins. A message can be left outside school hours. If you prefer to email, please email both your child's teacher and the school secretary at therese.houston@lrsd.net. If your child will be leaving during the day, please send a note or email to your child's teacher.

Call Backs

The Call Back program helps ensure that students who have left for school have arrived safely. To use our secretaries' time efficiently, please follow the attendance procedures above when your child will be absent. If a student is absent and a parent or guardian has not contacted the school, the office must call home or work to confirm that the child's absence is known and that the child is safe. To avoid unnecessary calls, please contact the secretaries as soon as possible, preferably before the school day begins.

Student Lates

Any student arriving after 8:57 AM or 12:40 PM must report to the office upon arrival. Otherwise, the student will be reported absent, and an unnecessary telephone call will be made to the parent or caregiver. Please ensure that students use the main front doors when they are late, as all other doors will not be monitored. We ask that the adult dropping off the child stay until the child enters through the main front doors and goes to the office, located directly to the right inside the doors, where the secretaries will assist them.

Picking Up a Child During the School Day

Occasionally, parents wish to pick up their children before our regular dismissal times. Parents should contact the office in advance so the secretaries can let the teachers know and call the student to the office. Parents may come to the office at the early pick-up time to meet their child.

End-of-Day Procedures

Teachers will walk their students outside at the end of the day. Similar to the morning procedures, we also ask parents to wait outside, at their child's door, at the end of the day.

- If your child walks home independently, they will be able to leave the school and make their way home.
- If your child is being walked home by a parent, sibling, or another caregiver, they can meet at the child's line, where they were dropped off in the morning.
- For parents picking up their children in a vehicle: As noted in the Drop-Off and Pick-Up information on page 4, if you park directly in front of the school, you must remain in your car. Your child must therefore be able to walk independently to your car. For many families, a better option is to park farther down the street, or on a neighbouring street, and walk to meet your child at their designated line, where they were dropped off in the morning.

Communication

Parents are encouraged to reach out to staff members at any time. Here are some of the ways our teachers and the school let you know what is happening in our classrooms:

Teachers communicate directly with parents through email, phone calls, notes, and other appropriate tools. Some teachers use applications such as Remind or Seesaw to communicate with parents.

- "The Howl" is a weekly email from the Sage Creek School administration that includes important updates, upcoming dates, and opportunities for feedback, such as surveys. Please read this communication carefully each week to stay up to date on school information.
- Sage Creek School Parent Portal: We strongly encourage families to use the Parent Portal. Through the portal, you will receive school updates and information. If you are not receiving emails from the school, please contact the secretaries so they can add you to the portal.
- Sage Creek Home Page – Families are encouraged to visit the Sage Creek website, as it contains important news stories and information.
- BlueSky - @sagecreeklrds.bsky.social - Follow us to see what we are up to and to receive information, important notices, and reminders.

- School notices will be sent as circumstances warrant.
- Student Progress Conferences and Exhibition Evening are held in November and March.
- Report cards are issued in November, March, and June.

Please ask your classroom teacher about other ways they communicate what is happening in their classroom.

Cold Weather Reminder

Outdoor physical activity is essential to the well-being of all students, but their safety is paramount when inclement weather arises. Divisional policy states that students may be allowed outside for a maximum of 15 minutes when the wind chill reaches -27°C. School administrators make decisions about recess during inclement weather based on the forecasts provided by Environment Canada, with weather readings observed at the weather station located at The Forks. If it is colder than -27°C:

- Students can enter the building before the morning bell.
- Students will not go outside for recess.

Air Quality

With our ever-changing world, wildfires and other natural disasters are having an impact on our daily lives. The safety of our staff and students remains the top priority. Administration will monitor air quality through the Environment Canada website. Students will be kept inside for recess and all outdoor activities when the air quality is listed as “High Risk” or above, which is above 7 on the AQHI scale. Students will be outside for recess and outdoor activities when the air quality is listed as “Moderate Risk” or below, which is 6 or below on the AQHI scale.

Visitors to the School and Parent Volunteers

- Proceed to the main entrance and request entry from the office staff.
- Visitors should make their way directly to the main office.
- Once volunteers begin to visit our classrooms, they will be asked to read and sign a “Volunteer Form” sharing important information and guidelines that our volunteers follow.

Telephone

From time-to-time students may need to use the telephone. Students can use the phone in the office with a note from their teacher. Although we understand that many of our students may have a cell phone to ensure their safety as they walk to school, as per recent provincial government legislation, students cannot be using their cell phones to call or text you while they are in their classroom, the hallways, at recess, or during the lunch hour. Parents are asked not to text or call students on personal devices during school hours. Please call the office if you need to get a message to your child.

Cell Phone and Electronic Devices

Sage Creek School – Common Cell Phone Policy Statement

Sage Creek School follows the Louis Riel School Division (LRSD) Cell Phone Use in Schools Policy GBEF/JICJ, which is aligned with the Ministerial Directive on Personal Electronic Devices and Policy JK – Student Discipline. Our goal is to promote the appropriate and responsible use of cell phones to support a safe and respectful learning environment.

Authorized Use: Students may use cell phones only when explicitly permitted by staff for educational or health-related purposes. When not in use, phones must be stored securely in lockers, backpacks, or designated storage areas.

Non-Compliance: Staff will respond to unauthorized use with consistent and respectful interventions, following school-wide expectations.

Staff and Adult Use: All staff and adults are expected to model responsible phone use, limiting personal use during instructional time and in student spaces.

Communication: The school office is the primary point of contact for all parent-student communication during school hours.

Privacy and Safety:

- **Consent** is required before recording or photographing any individual.
- **Cell phone use is prohibited during lockdowns.**
- **Use of phones in changerooms and washrooms is strictly prohibited.**

Communication and Review: This policy is communicated annually to students, staff, and families through school newsletters, assemblies, and the school website. The school community is invited to participate in an annual review of this policy each October.

Appeals: Concerns regarding the application of this policy may be addressed through Procedure G, which includes an appeal mechanism for resolution.

Students must follow recent government legislation, which bans cellphone use during school hours, including lunch and breaks, for students in kindergarten to Grade 8. If older students participate in BYOD for laptops, teachers will review cyber-safety rules, provide reminders and reinforcement about safe online behaviours, and share the SCS BYOD Charter of Use with students and parents. The school is not responsible for lost or stolen devices.

Computers, iPads, and Other Technology

The school provides students with laptops and iPads to assist with various tasks. All students are required to complete an Acceptable Use form prior to accessing any of the school computers. Any student who is in violation of the acceptable use policies may have their technology privileges removed for a period of time.

Emergency School Closure

Although this is extremely rare, unforeseen circumstances or conditions may result in a school closure. This information will be shared on the divisional and school website, as well as local radio stations, CJOB and CBC.

Fire Drills

During the school year there will be ten fire drills. Students will receive instructions for the procedures to be followed. Fire drills are held to teach students how to evacuate the school in a quick and orderly way, in case of an emergency. Respectful and responsible behaviour are expected from all students during fire drills.

Evacuation

If we are required to evacuate Sage Creek School for an extended period of time, the students and staff of Sage Creek School will be relocated to Ecole Mazina Ghiizhik.

School Security

A safe and secure school environment is best achieved in partnership between the school, parents, and the community. As part of this process, Sage Creek School has implemented the following practices:

- All doors will remain locked all day.

- Teachers will open doors for regular entry in the morning and after lunch.
- If your child arrives to school late, remind them to use the main front doors (as they must check in to the Office).

We all work hard to make Sage Creek School a warm and inviting environment where everyone feels welcome. Please do not hesitate to call the school administration if you have any questions or concerns regarding school safety and security.

Health and Allergies

If your child is ill, please call the secretaries to inform us that you will keep them home. There is no supervision for students who are not quite well enough to go outside at recess. Because of the allergies of many of our students, peanut butter, peanuts, tree nuts, and products containing these ingredients are not to be brought to school.

Student Illness or Accident

In the case of an illness or injury that occurs while your child is at school, we will contact parents as quickly as possible. It is therefore extremely important that our records of telephone numbers and emergency contacts are current and up to date. Please keep the office informed of any changes in address, home or work phone numbers, and emergency contacts.

Administration of Medication for Students

The Louis Riel School Division has a clear policy regarding the administration of prescription and over-the-counter medication to students. The following steps must be followed if parents or caregivers request that a student receive medication at school:

- The “Administering Medicines to Students” form must be completed, signed by the parent, and handed in to the school office, authorizing the school to administer the medication.
- The medication must be clearly labeled with the name of the medication, the name of the student, the name of the pharmacist (if applicable), the prescribed dose and the number of times a day and time of day when the medication is to be taken.
- The school is not permitted to distribute any over-the-counter medications to students.

Student-Led Conferences

At Sage Creek School we follow the Louis Riel School Division philosophy and aspire to develop caring, literate, and capable people who value learning and strive to reach their potential. Through our November and our March conferences, we support student learning, encourage ongoing communication between families and school, and provide clear, comprehensive, and consistent information about student progress. Student Led Conferences reflect the process of assessment, both formative and summative, and include students in the assessment process. These conferences provide students with an authentic opportunity to demonstrate their growth as learners. At Sage Creek School, we use the online Conference Manager for booking conferences.

Private Party Invitations

We ask that invitations to private parties, such as birthdays, not be distributed at school. To assist with contacting other families to organize play dates, to invite them to parties, etc. at the beginning of the year, you will be asked by your child’s classroom teacher, if you would like to share your telephone and or email information with other families in the class. If you fill out the “Consent to Share Contact Information” document, it is imperative that you follow the guidelines related to communicating with other parents. More information will be provided in the near future to participating classes.

Bicycles, E-Bikes, and Scooters

We encourage students to walk to school or to use bicycles and scooters instead of being dropped off in a vehicle. We ask students who are riding a bike or scooter to school not to ride through the crowds that gather before and after school, and to disembark and walk past other waiting students and parents. Students riding bicycles and scooters to school are strongly encouraged to lock them in the bicycle racks. Although rare, some thefts have occurred; therefore, parents and caregivers are encouraged to record the make, model, and serial number in case they are needed by police. The school assumes no responsibility for lost or damaged bicycles. Other wheeled devices are to be kept in an agreed-upon area of the classroom.

Students are reminded not to ride any of their equipment on school property during the school day.

Physical Education

Students may change into physical education attire if they choose (non-marking athletic running shoes, shirt, athletic shorts or track pants) but are not obligated to do so.

Sage Creek Parent Advisory Council

Sage Creek School has an amazing Parent Advisory Council. The PAC offers various activities during the school day, as well as during some evenings, to our students and the school community. The PAC is open to all parents. If you're interested in getting involved, please email sagecreekpac@gmail.com and/or check out their social media @sagecreekpac on Facebook, Instagram and Bluesky, or contact school administration, who will share the next meeting dates.

LOUIS RIEL SCHOOL DIVISION PROTOCOL FOR THE RESOLUTION OF CONCERNS

The Louis Riel School Division Protocol for resolving concerns or conflicts strives to maintain positive, honest, and respectful relationships to address misunderstandings that may occur between members of its school community. When such misunderstandings occur, the central priorities must be:

- the best interests of students who may be affected by the misunderstanding; and
- Providing opportunities for the person(s) most closely involved in the misunderstanding to resolve it promptly and conclusively.

Differences of opinion are a normal part of human relationships and offer opportunities for communication, new learning, and improved relationships. In all cases, clear, timely, and direct communication supports effective resolution of misunderstandings:

- When you have a concern regarding a matter involving your child(ren) and another student, beginning with your child's classroom teacher may help. They may direct the inquiry further to another classroom teacher or the administration. However, you may believe the situation is more appropriately addressed by the administration team. If whomever you decide to consult about a conflict between students is not immediately available, please leave phone numbers and times when the teacher or administrator can return your call.
- If you have a concern involving a staff member, please contact that person as your first step. Again, if that person is not immediately available, leave information that will assist them in contacting you. Once in contact with the staff member, state your concern as clearly and calmly as possible. This is an opportunity to ensure that any missing information is provided to resolve the concern. Most, if not all, differences can be resolved satisfactorily at this level.

In either instance, if your concern is not satisfactorily resolved, your next step is to speak with the Principal or one of the Vice-Principals after informing the staff member that you intend to do so. This supports honest

working relationships between parents, guardians, and staff members. Most concerns are resolved at the school level. However, if your concern remains unresolved after discussion with the Principal or Vice-Principals, again after informing them of your wish to do so, contacting the Superintendent's Department is appropriate. If the concern cannot be resolved by contacting the Superintendent's Department, you may then direct your concern, in writing, to the Louis Riel School Board. The Board will respond, usually following inquiries with the involved parties. The Board and the Superintendent's Department trust that this process will result in the satisfactory resolution of concerns that may arise between members of our school community. Your cooperation with this Protocol is helpful and appreciated. Communication is the key.

Recess Procedures

Recess at Sage Creek School will continue to be staggered to reduce the number of students outside at one time. Grades 3-6 will go outside from 10:15-10:30 AM and 2:00-2:15 PM, while students in Kindergarten to Grade 2 will go outside from 10:30-10:45 AM and 2:15-2:30 PM. Lunch recess will be adjusted slightly: Grades 5-8 will go outside from 11:45 AM-12:15 PM, and Kindergarten to Grade 4 students will go outside from 12:15-12:40 PM. Both groups will eat lunch in their classrooms when the other group is outside for recess.

STUDENT FEES

We are happy that families have the option of using School Cash to pay fees online by credit card. If you prefer, you may submit payment by cheque to your child's teacher during Opening Day Conferences. Please see the instructions below:

1. Create an account on School Cash by following the link <https://louisriel.schoolcashonline.com/> or logging into the LRSD Parent Portal and clicking "School Cash Fees" under Quick Links.
2. All new parents will need to register for a new account. Click Register on the main page.
3. Click "Use your Louis Riel SD Parent/Guardian Account to Register" and enter your login information.
4. Enter the school name, your child's student number, and last name, then click Confirm.

To find your child's student number: From the LRSD Parent Portal, click "Student Details," then click the drop-down arrow beside your child's name. The student number will be found on the right.

5. To pay your fees, click the item name, then click Add to Cart on the next page.
6. Once you have added all fees you would like to pay, click the Cart button at the top right-hand corner of the screen and enter the payment information.

If you are not paying online, cheques should be payable to "Sage Creek School" and remitted with the bottom portion of the letter to your child's teacher at Opening Day Conferences. Cheques can be postdated to September 11, 2025. If you have more than one child at Sage Creek School, you may wish to submit one form and one cheque. If that is the case, please indicate the names of your children on the cheque and on the bottom portion of the form. If you have any questions related to fees, or if there are financial constraints, please call the school at (204) 253-8199.