



OPENING DAY NEWSLETTER



Welcome Back

Welcome to the 2018-19 school year. We hope you had a fabulous summer and are excited to be starting a new school year. Staff have been very busy preparing their classrooms for the new year and we are very excited to begin. **We know this is a lengthy newsletter but please read it carefully as it contains very important information. Please, also remember, that this is the only hard copy newsletter you will receive. The rest of the newsletters and calendars will be on the website at www.iljordan.ca**

Welcome To

We offer a special welcome to all staff, students and parents joining us for the first time. We also would like to welcome and / or welcome back the following staff joining us this school year: Mrs. Cindy Carroll – Office Administrator, Mrs. Liz Smith– Grade 1/2 and 2/3, Mrs. Jenny McFarlane – Special Education Resource Teacher, Ms. Catherine Clarey – Educational Assistant and Mr. Scott McCabe –Student Support Worker.

Meet the Staff of J.L. Jordan Catholic School

Mrs. Lanna Murphy- JK/SK Mrs. Sandra Field - ECE	Mme. Isabel Needham- Grade 1/2 and 2/3 French Immersion
Mrs. Liz Smith - Grade 1/2 and 2/3 French Immersion (English half)	Mrs. Jennifer Morris – Grade 4
Mr. Patrick O’Grady – Grade 5 Intensive French	Mr. Mark Whitton – Gr. 6
Mrs. Angela Kelly – Special Education Resource Teacher	Mrs. Jenny McFarlane – Special Education Resource Teacher
Mrs. Bernadette Brett – Prep Relief	Mme. Tina Champagne - Core French / Prep Relief
Mrs. Julie McLenaghan – EA	Mrs. Donna Fairbourn – EA
Ms. Catherine Clarey - EA	Mr. Scott McCabe - SSW
Mrs. Cindy Carroll – Office Administrator	Mrs. Debbie McIlvenna-Custodian (days)
Mr. Steve Killen - Custodian (p.m.)	Mrs. Lori Mullin - nutrition break / yard supervisor
Mrs. Lori Donovan -Principal	Father Jacob Chelamootil - Chaplain
Mr. Brent Bovaird - Superintendent	Mr. Robin Reil - Trustee



OPENING DAY NEWSLETTER



School Hours: Please note the following times for our school day.

Yard supervision begins at 8:50a.m.

School Begins at 9:05 a.m.

Morning Recess: 11:05 -11:25 a.m.

Nutrition Break: 11:25-11:45 a.m.

Afternoon recess: 1:25-1:45 p.m.

Nutrition Break: 1:45 – 2:05 p.m.

Dismissal: 3:25 p.m.

Information Items

In addition to this newsletter and calendar, your child will be receiving a lot of very important paperwork today. Please review, sign the necessary forms, and return them to the school ASAP:

- Student Information Update Form (**Update in red ink and return by Sept 14th**)
- Safe Arrival Policy
- Access to Premises Policy
- School Agenda Planner (**Grades 1-6**)
- Allergy Alert Form (**send in ASAP with current photo if applicable to your child**)
- Authorization of Medication Form (**signed by family doctor before meds can be given**)
- Internet Usage Policy
- Media Image Policy
- School Year Calendars
- Breakfast Club Permission

Information Update Sheet

Carefully review the student information sheet, make any necessary changes in red ink, and return it to the school by **September 14th, 2018**. This information form needs to be updated whenever changes occur that affect your child. **IT IS ABSOLUTELY ESSENTIAL that we have a working phone number to reach parents during the day as well as an emergency contact number.** If your phone or other information changes during the school year, please notify J.L. Jordan Catholic School at 613-342-7711.



OPENING DAY NEWSLETTER



Life Threatening Emergency Medical Form

These forms have been provided to each student in our school. If your child has any allergies or medical conditions they need to be signed and returned, along with the treatment and medication. The life threatening medical form does not require a physician's signature but the Authorization to Administer Medication form does. It is imperative that the CDSBEO and bus drivers be aware of any medical conditions along with a current photograph of your child. **These forms need to be resigned each year by parents and principal.**

Safe Arrival and Departure

If your child will be absent, it is very important for a parent/guardian to contact the school. If no contact has been made, and a student does not arrive at school, the parent will be contacted to ensure the student is at home safe. You must contact the school each time your child will be absent either through a phone message (613 342-7711) or a note when your child will be leaving the school for an appointment.

Please drop off your child at the south parking lot only. Please **do not use the north lot, as it is a designated bus lane.** When picking up your child at the end of the day, please wait inside the south entrance.

Any changes to your child's afterschool departure routine needs to be reported to your child's teacher through a note, or the office, as early as possible. Please refrain from calling the school late in the day to make last minute changes to routines.

Morning Yard Duty

In order to keep your child safe, it is imperative to ensure that your child be supervised at all times. Please be advised that **supervision on our schoolyard will begin at 8:50** each day. If you wish to drop your child off at the school prior to this time, St. John Bosco Day Care does provide a before and after school program at our school. To make arrangements for the fall, please call 342-1479 and they will be happy to help you. **Students will not be supervised in the lobby or on the yard prior to 8:50.**

Code of Behaviour

Our Code of Behaviour is located in the front of your child's agenda or in a package format for our kindergarten students. Please read it over with your child. **Please sign the Code of Behaviour Form (both parents and students)** and return stating that you have read, agree with, and are aware of the J.L. Jordan Catholic School Code of Behaviour.



OPENING DAY NEWSLETTER



School Cash On-Line

We will continue to use School Cash Online, which provides you with the convenience of paying online for school items such as trips, milk, agendas, athletic fees, and spirit wear. If you have not registered yet, please follow the link below to register online (it takes less than 5 minutes!). Once you have registered your child, you will be able to see when they have a new item posted online for purchase. You also have the option to be notified whenever your child has a new school expense due, so you don't have to worry about missing the deadline.

To register Online :

Step 1 : click on this link: <https://cbsbeo.schoolcashionline.com>

Step 2: Register by selecting the "Get Started Now" and following the steps.

Step 3: After you receive the confirmation email, please select the "click here" option, login in and add each of your children to your household account. To do this, you will need your student's last name, first name, and date of birth.

It is convenient, safe and secure. If you have any questions during the registration process or while shopping online, please select the SUPPORT option in the top right hand area of the screen

🚫 No Nut products in ALL classrooms

Our school has a number of students who have either had anaphylactic responses to peanuts and tree nuts or there is a significant risk that they might have one should they come in contact with these products. As part of our Anaphylactic Response Plan, we ask all parents to be vigilant in what they send to school. We ask that you **please DO NOT SEND** any products that :

- contain peanuts or tree nuts
- could contain traces of peanuts or tree nuts
- were manufactured in a plant where these could have been in contact with peanuts or tree nuts
- are home baked
- contain soy butter

Due to the difficulty in identifying the difference between a peanut butter sandwich and one made with "School Safe Soy Butter" or "WOW Butter" and the confusion that this may cause for children and lunch monitors, we ask that you not send this product to school either. If you have any questions or concerns regarding soy or WOW Butter, please contact Caroline Chesbro, Occupational Health and Safety Coordinator at 1-800-267-7136 ext. 240. Thank you for everything you do to help make our school a safe environment for everyone.



OPENING DAY NEWSLETTER



Volunteers

We at J.L. Jordan Catholic School are blessed by the wonderful kindness that our volunteers give us. We are always in need of volunteers. If you have any time to give our students as a volunteer in any capacity, please contact the office at 613-342-7711 for a volunteer package. A criminal reference check is mandatory for any on-going positions. All volunteer applications can be taken to the Brockville Police Service to be processed or the OPP office if you reside outside the city limits. We sincerely thank you for your dedication. **Please be mindful that applications usually take several days to process.**

STEO Transportation Policy

The Transportation Information and Guidelines booklet is available to families on the STEO website under Student Information. For your convenience, here is the link: https://www.steo.ca/wp-content/uploads/2017/05/STEO_Info_Guidelines_for_website2.pdf Please carefully review the policy book concerning transportation. Should you have any questions please contact Student Transportation of Eastern Ontario (STEO) at 613-925-0022

J.L. Jordan Catholic School Council

J.L. Jordan Catholic School Council Nomination Forms have also been sent home today with each child. The completed nomination forms are due to the school by **September 21st**. Please consider putting your name forward. The first Catholic School Council meeting will be held on **Monday, September 24th at 6:30** in the Lego Room. Elections will take place that evening. All are welcome to attend.

Agenda Planners

Our Catholic School Council has generously purchased Agenda Planners for students in Grades 1-6 at J.L. These Agendas are a resourceful tool in keeping your son/daughter organized. Teachers will be monitoring the daily use of these organizational Agendas and ask that parents do so as well. As a staff and Catholic School community, we feel that these are a very worthwhile means of assuring open lines of communication between home and school.

Breakfast Club

Our Breakfast Club will be opening September 10th. A permission form accompanies this newsletter. Breakfast will be served between 8:50 and 9:10. Breakfast items will include toast or bagel with margarine, cream cheese or jam; cereal, fresh fruit, and juice.



OPENING DAY NEWSLETTER



Donations to the Breakfast Program are always encouraged as our funding never meets the need. We are still looking for Breakfast Club volunteers for Thursday and Friday mornings. If you are available and would like to help please contact Mrs. Carroll in the main office.

Purple Band Program

The Purple Band program is a quick and safe way to help protect our most vulnerable young students – our JKs and SKs. Each student will receive a purple band that will be placed around the handgrip of the top of his or her backpack. This band will ensure all bus drivers know that the student is in Kindergarten and must be met by an adult at the bus stop.

Bill 13, Accepting Schools Act

Bill 13, the Accepting Schools Act, came into effect on September 1, 2012. As a school, we already have many existing programs, initiatives and procedures such as our Restorative Practices Model of Progressive Discipline, Bully Prevention and Intervention programs that allow us to support all students with preventative measures against bullying. We are committed to ensuring all students feel safe, accepted and valued within the school community. If at any time, you have questions or concerns we encourage you to contact the school.

Curriculum Night

Curriculum night will be held on Thursday, September 13th at 6:30 p.m. The evening will begin in the gym. Afterwards you are invited to meet your children's teachers and tour the school. The Scholastic Book Fair will also be set up for your purchasing pleasure.

School Mass

Our opening school year Mass will be celebrated on Thursday, Sept. 13th at St. John Bosco Parish beginning at 9:40 with Father Jacob officiating. All are welcome to attend.

School Web Site

Please contact www.jljordan.ca for ongoing updates about school events. Please bookmark the school calendar and check it frequently as it is updated regularly. You can also find daily updates or changes on Facebook @JLJordanCatholicSchool and Twitter @JLJordanSchool.