

St. Francis Xavier Catholic School

September 4, 2018

Opening Day Newsletter

Welcome Back

Welcome to the 2018-19 school year; a special welcome to all staff, students and parents joining us for the first time. We value the faith and commitment that you have shown by enrolling your son/daughter in St. Francis Xavier Catholic School. We at St. Francis welcome you as partners in the educational process and trust that together, guided by Christ, we will meet the challenges of a new school year.

Welcome Aboard

We give a warm welcome to the following staff joining St. Francis Xavier Catholic School:

- Jackie Rooney – Educational Assistant;
- Jenny McFarlane – Resource Teacher;
- Catherine Veltkamp – Student Support Worker;
- Jill Hoy – Grade 6 Classroom Teacher;
- and, Suzanne Kirk – Grade 1/2 Classroom Teacher.

Good bye and Thank You

The students and staff at St. Francis Xavier Catholic School wish to say thank you and goodbye to: Dianna Allen who has moved on to another teaching position and Beth Reitzel who has now retired. We wish them good fortune and God's grace in abundance.

Information Items

In addition to this newsletter and calendar, your child will have the following information and required items:

- Student Information Update Form (**Update in red ink and return by Friday, Sept 7th**)
- Compass Poster for your fridge
- Safe Arrival 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 Calendar
- STEO Transportation Information and Guidelines Students and Parents
- Code of Conduct (**please review and sign final page and return by Friday, Sept 7**)

School Cash Online Instructions

Please note that we are collecting all of our cash on-line this year for hot lunch, milk, field trips etc. Kindly take the time to view the instructions. It only takes 5 minutes to register online. It is a convenient way for parents to pay for items and it helps with having reduced cash in the schools. www.schoolcashionline.com

Sabrina's Law No Nut products in ALL classroom

A reminder to all of our parents, students, staff volunteers and visitors to St. Francis Xavier Catholic School that as of **January 1, 2006 Bill 3**, Sabrina's Law—*An act to protect anaphylactic pupils* is in effect. This Bill helps to ensure the safety of children in schools and represents an important step in protecting students with life-threatening allergies. **Please be aware that we have students with allergies to nuts. Please DO NOT SEND any products containing peanuts/tree nuts to school for snacks or lunches. Please check the packages of ALL snacks before sending them to school.** If they are eaten at home, kindly ensure that hands and faces are washed before coming to school. **Please also do not send sandwiches or snacks made with any substances that look like peanut butter (ex WOW butter etc.)** it is very difficult for our lunch supervisors and staff to differentiate these types of substances from peanut butter. Lunches can't be monitored for each student so we kindly ask that ANYONE who is sending in or making lunches for your child to be vigilant in lunch making to keep all students safe.

St. Francis Xavier School Theme – Christ is our Compass

Our CDSBEO theme this year is “Be Holy! Joy Springs from a Loving Heart”. To coincide with the Board theme, we will be bringing peace to all, guided by the principles of our St. Francis Xavier Compass. You can see the poster attached. These are posted throughout our school and referenced frequently as we work together, guided by the principles and virtues of our faith. This year we will continue in our commitment to creating a peaceful environment to learn and grow together as a Catholic school community. Throughout the school year students will participate in monthly activities that promote our belief in peace. Students' acts of kindness will be recognized at monthly assemblies through the “Compass Champions” program. Kind behaviour will be recognized in classrooms, for instance, students will aim to fill their “We Believe” jar with peace pebbles by demonstrating our strong Catholic faith. Finally, look for a description of our monthly activities in each newsletter and on our web-site. As always if you have ideas to help celebrate our theme, please let us know. We look forward to another year of many inspiring activities together!

Volunteers

We at St. Francis Xavier 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 our office at 613-342-0510 for a volunteer package. A **yearly** criminal reference check is mandatory for any on-going positions and can be completed free of charge if you are volunteering in our school or planning to participate in any field trips. 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.

Meet St. Francis Xavier Catholic School Staff!

Ms. Kathy Zeran - JK/SK

Ms. Leeanne Butler - ECE

Ms. Suzanne Kirk – Grade 1/2

Ms. Katherine Rowan - Gr 2/ 3 & SERT

Ms. Lorie Secord - Gr 2/3 & Prep Relief

Ms. Rachel Hamilton - Gr 3/ 4

Mme. Lisa Yates - Grade 5 Intensive French

Ms. Jill Hoy - Grade 6

Ms. Jessica Walker - Core French/Prep-TBD

Mrs. Colleen Donovan SERT Kdgn-Gr 2

Mrs. Jenny McFarlane SERT Grade 3/4

Mrs. Connie Massey - EA

Ms. Jackie Rooney - EA

Ms. Polly Ruigrok – EA

Ms. Catherine Veltkamp – Student Support Worker

Mrs. Michelle Allingham - Secretary

Mr. Kevin Freeman - Custodian

Mr. Steve Killen - Custodian

Mrs. Linda Fournier - Lunch Supervisor

Mr. Paul Mantha - Principal

Father Brian Price - Pastor

School Hours:

Please note the following times for our school day:

Yard supervision begins at 8:40 a.m.

Entry Bell Warning at 8:53 a.m.

School Begins at 8:55 a.m.

Morning Recess 10:35-10:55 a.m.

Lunch 12:35-12:55

Lunch Recess 12:55-1:35

Dismissal is at 3:15 p.m.

Walker dismissal is at 3:17 p.m.

Bus Departure is at 3:20 p.m.

Please plan to have your child arrive to school on time. Building this life-long habit begins now and will serve them well as they mature and grow. Thank you.

School Mass

Our opening school year Mass will be celebrated on Tuesday, Sept. 11 at St. Francis Xavier Church beginning at 9:15 with Father Price officiating. All are welcome to attend.

Information Update Sheet

Enclosed you will find a form which we ask that you make any necessary changes in **red ink** and return it to the school by **Friday, September 7th, 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 St. Francis Xavier Catholic School at 613-342-0510.

Medication/Allergy Alert

These forms have been provided to each student in our school. If your child has any allergies or medical conditions, kindly have your doctor sign the form, send in the treatment medication (in the original container with original pharmaceutical label attached), and return it to the school ASAP. 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. No medication can be administered without a doctor and parental signature on the stated form. Thank you.**

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 (613 342-0510) or a note that indicates when your child will be leaving the school for an appointment.

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.

Please read and sign the enclosed SAFE ARRIVAL POLICY and the procedures mandated within the policy. Kindly send back the signed "tear off" portion stating that you are aware of this policy and its procedures. NOTES signed and dated by parents are required by students each time they leave the school. We also require a signed note ahead of time if someone other than a parent will be picking up your child. Please write this in their agenda. For Kindergarten please put the note in the communication bags provided by their teacher. When picking up your child, parents are asked to wait at the main office for their child. The secretary will inform the classroom teacher who will send the child to the office.

Any VISITORS to the school must sign in and wear a badge that will clip to their shirt. When finished at the school, they will sign out and return the badge to the office. All doors will be locked when school begins and remain locked for the duration of the school day. To gain entry, please use the buzzer located on the wall and wait patiently for school staff to direct you in. Please be patient to gain entry as this is for the safety of your children.

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 school yard will begin at 8:40** 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 of the school prior to 8:40.

If a situation arises that requires you to drop your child off early on a certain morning due to extenuating circumstances please call Mr. Mantha and he would be glad to help out.

Yard Supervision

We have an opening for a paid yard supervision position available each day from 12:35-1:35. If interested, please contact Mr. Mantha at 342-0510.

Code of Behaviour

Our Code of Behaviour is located in a package attached to this newsletter. Please read it over with your child. **Kindly sign the attached Code of Behaviour Form (both parents and students)** and return stating that you have read, agree with, and are aware of the St. Francis Xavier Catholic School Code of Behaviour.

School Photos

St. Francis School photos will be taken on Wednesday, September 19th with retakes on Friday October 19th.

Transportation Policy

A copy of the **STEO Transportation Information and Guidelines for Students and Parents** is enclosed. Should you have any questions please contact Student Transportation of Eastern Ontario (STEO) at 613-925-0022 or visit their website at www.steo.ca.

St. Francis Xavier Catholic School Council

Catholic School Council Nomination Forms have been sent home today with each child. The completed nomination forms are due to the school by **Friday, September 21**. Please consider putting your name forth for Catholic School Council. The first Catholic School Council meeting will be held on **Tuesday, October 2nd at 6:30 in Room 110**. Elections will take place that evening. All are welcome to attend.

BBQ and Curriculum Night

Catholic School Council we will be hosting our BBQ and Curriculum night on Thursday, September 13th from 5:30-7:30 p.m. Order forms for the event can be found in this

package. Don't forget to use School Cash Online to pay for your order and send the order form back to your child's homeroom teacher. If you are ordering for more than one child, please send it back with the oldest child for the entire family.

Agenda for the evening:

- 5:30-6:30 BBQ in backyard (BBQ will be turned off at 6:45)
- 5:30-6:30 Little Ray's Reptiles in backyard
- 6:30-7:30 Visit classrooms to meet teachers, support staff, and view curriculum
- 6:30-7:30 Visit book fair in room 116

Agenda Planners

Agenda Planners have been purchased for students in grades 1-6. These Agenda Planners are a resourceful tool in keeping your son/daughter organized. Teachers will be monitoring the daily use of these organizational Agenda Planners and we 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. We ask that parents consider contributing \$5 towards the cost of the agenda if you are able. Thanks.

Breakfast Club

Our Breakfast Club will be opening Monday, September 10. A permission form accompanies this newsletter. Breakfast will be served between 8:40 and 8:55. Breakfast items will include toast with margarine or jam; cereal, fresh fruit, and juice. Donations to the Breakfast Program are always encouraged as our funding never meets the need.

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 their backpack. This band will ensure all school staff, bus drivers and parents make sure that every JK and SK student be met by an adult at the bus stop. More information will be given to JK/SK parents.

School Web Site

Please contact www.stfrancisxavier.cdsbeo.on.ca/ for ongoing updates about school events. Please bookmark the school calendar as well as it is updated regularly. Parents who would like to receive hard copies of newsletters are asked to inform the office and one will be provided each month. Thanks

Have
A
Great
Year!