

# St. James Flames Monthly Newsletter

September 2017

## Prayer

God of wisdom and might,  
Be with our children as they begin a new school year.  
Bless them and their teachers and staff.  
Give the strength and grace as their bodies grow;  
wisdom and knowledge to their minds  
as they search for understanding;  
and peace to their hearts.  
We ask this through Jesus Christ our Lord. Amen.

## Welcome Back!

I would like to extend a special welcome back to our returning families as well as families new to St. James. We are welcoming 54 JK's this year which is our highest number in the past four years!

The staff and I are eager to embark on another school year of growing together in faith and knowledge with our students.

With the school sparkling clean and the staff excited and ready, it promises to be another enriching year.

We are committed to providing your children with a rich Catholic environment as well as high quality curriculum. If you ever have any questions or concerns, please do not hesitate to contact the school.

God Bless.

## Medication

If your child requires medication be taken at school, it must be kept at the office. An authorization form must be filled out and signed by a doctor. **Even over-the-counter drugs must have a physician-signed authorization form.** These forms may be obtained at the school office.

**No medication is to be kept with the child with the exception of students who have nut-allergies and need to keep their epipen with them at all times.**



## Student Drop Off/Pick Up Locations:

Walkers/pick-ups will be dismissed through the kindergarten yard near the front doors of the school. Parents are asked to wait outside and your child will be delivered to you by a staff member. This entrance should be used when dropping your child off in the morning as well.

## Milk /Lunch Program

The milk program will start on September 18<sup>th</sup>. Those wishing to purchase chocolate or white milk may do so for the remainder of September. Please return your forms by September 13<sup>th</sup>. On-line banking is available for all of our families. As of November the milk program option will be changing for our Kindergarten classes. Stay tuned for details!

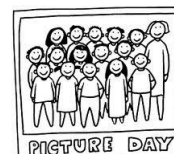
## St. James Staff 2017-2018

Mrs. S. Forbes - Principal  
Mrs. R. Cyr - Kindergarten  
Mrs. A. Seward – Kindergarten  
Mrs. C. Garvin – Kindergarten  
**Mr. C. Smith - Kindergarten**  
**Ms M. Diotte –Grade 1/2Core**  
Mme. S. Jordan – Grade 1 Immersion  
**Mrs. M. Stratton – Grade 1 Immersion**  
Mrs. B.A. Ryan – Grade 2 Immersion & Resource  
**Ms. K. Tait-Angel – Grade 3 Core**  
Mme. M. Carroll - Grade 2 Immersion & Core French Prep  
Mlle. T. Parent – Grade 3 Immersion & Immersion French Prep  
Mrs. A. Wolynice – Math Prep & DI Support  
Mrs. S. Peladeau - Special Ed. Resource Teacher  
Mrs. L. Mousseau - Grade 3 Immersion (Language & Religion)  
& Special Ed. Resource Teacher  
**Mrs. B. Lee – Kindergarten Prep Teacher**  
**Ms. A. Rowe – Prep Teacher**  
Mrs. N. Typhair – Educational Assistant  
Mrs. K. Raison – Educational Assistant  
Mrs. C. Miler – Educational Assistant  
**Ms. R. McDougall – Educational Assistant**  
Mr. BJ Brus – Behaviour Educational Assistant  
Mrs. P. Jordan – Early Childhood Educator with Ms. C. Garvin  
Mrs. N. McParland – Early Childhood Educator with Mrs. R. Cyr  
Mrs. C. Sprague – Early Childhood Educator with Mr. C. Smith  
Mr. J. Carroll - Custodian  
Mrs. E. Tsarouhas – Secretary  
**\*\*New Staff is bolded\*\***

Click on our school website for the most up-to-date information including our school calendar  
<http://stjames.cdsbeo.on.ca/>

## Picture Day

This year's picture day is on Thursday, September 21<sup>st</sup> for the entire school. More information will be sent home shortly.



## Meet the Staff BBQ:

**Wednesday, September 20<sup>th</sup>**  
**4:30-6:30 p.m. @ St. James School.**

## Catholic School Council

Our first meeting will be held in early October at our school. Please feel free to join us as we are creating a new council. Nomination forms are available on our school website and in the office. Please consider being part of this wonderful team in support of all our students. Completed nomination forms should be returned to the office prior to our first meeting.

### Transportation

Each family will be receiving a Transportation Policy Booklet jointly authored by the Catholic District School Board and the Upper Canada District School Board. Please read these guidelines. Please note that children cannot be permitted to use a different bus to get to an appointment or visit friends. Should you have an unusual request, please call the school several days in advance to discuss the situation.



### Student Illness

If your child is ill or is not able to attend school for other reasons, please call the school at 283-1848 before classes begin. You may leave a message at anytime during the evening or night. Should you not inform us, we will be contacting you for verification. Please ensure that your contact information is current in case of an emergency.



### Contact Information Changes

It is **vital** that our school always has the most current contact information for your child. If at any time an address, work, home or cell phone number changes please contact the school immediately either through the main office or by writing the information in your child's agenda/communication book. Registration Update Sheets have been sent home with all students. Please review and return the sheets to the school as soon as possible.

### Allergies

Please let the office and your child's teacher know if your child is allergic to any substance. With the increasing number of children and adults who have peanut allergies, many schools in our board are continuing to provide a safe environment for these children. Several of our students have this severe life threatening allergy to peanut and all nut products.

**Even trace amounts of nut products in the classroom on desks or the smell of nuts from children's lunches may prove fatal to these students. We are again asking for your support and co-operation making our school a nut safe environment. Some easy nutritious nut-free snacks are english muffins, crackers, vegetable snacks, cheese and yogurt, just to name a few. Students are also encouraged not to share food in case of an allergic reaction.**



### SEAC

Special Education Advisory Committee is a board committee that addresses Special Education programs. Individuals are always welcome to join them for their monthly meetings. Agendas and minutes are posted on the CDSBEO website under "SEAC". The date of this month's meeting is yet to be determined. Please contact the school for further information or the board website at [www.cdsbeo.on.ca](http://www.cdsbeo.on.ca)

### Visitor Information

Visitor/Volunteers are always welcome at St. James. For student safety, all entrances will be locked. Please ring the bell to enter the front door. **All visitors must sign in at the office** and pick up an identification badge before proceeding into the school. **Please note that for safety reasons, parents are not permitted past the main foyer. Students that need to be escorted into class will be done so with a staff member.**

### Parent Input

If you have any classroom questions/concerns regarding your child's education, please forward them first to the classroom teacher. Any yard questions/concerns can be forwarded to the principal, Susan Forbes.

### Electronic Toys

Due to the potential for damage or theft, we are not allowing any electronic toys or cell phones in the classrooms or on the yard. If a student wishes to bring this type of device for use on the bus, they must put it in their backpack until the end of the school day.



### Head Lice

Head lice is a concern that affects all schools. We at St. James School do our best to monitor this issue and will notify you if there is an occurrence in your child(ren)'s classroom. Please assist us by checking your child from time to time.

### Agendas

Agendas for Gr. 1 to 3 have been given to your child(ren). They are an excellent communication vehicle between home and school. This year, the fee for the agendas is completely voluntary. If you are able to help off-set the cost, please feel free to forward \$7.00 to your child's homeroom teacher when possible.

**Please note that Memos/Newsletters – will be sent home only if requested. Hard copies are available in the main office or will be sent directly to your inbox if an e-mail address is provided.**

## Breakfast Club

Once again, this year we will be running a Breakfast Club program in the mornings beginning Monday, September 11<sup>th</sup>. It will be located in the gym. Students must enter through the Kindergarten wing. Breakfast Club will open from 8:45 a.m. for walkers and bus students may enter whenever their bus arrives. It will stop serving at 9:00 a.m. so that the gym can be cleaned for classes.

We are extremely thankful for the St. Francis de Sales CWL volunteers, led by Wendy Doherty and Stephanie Spinelli, who are operating the Breakfast Club.



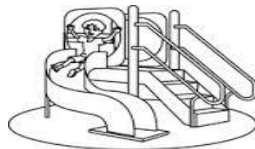
## Reminder "NO PARKING" Zone

The Town of Smiths Falls has installed "No Parking" signs on both sides of our bus loading zone on Catherine Street. Staff will be parking at the rear and side of the school to free-up spaces for parents and visitors in our school parking lot. Parents can also continue to park by the fence on Davidson Street. Dismissals for all walkers and pick-ups will be at the main gate on Catherine Street as per usual. These No Parking signs have been installed to ensure the safety of our students and families during these busy hours.

## Yard Expectations:

- We use the play structure in a safe way – no running, tag, climbing up the slide etc. For safety reasons, flip flops and open sandals cannot be worn on the play structure.
- We keep rocks, sand, sticks and snow on the ground.
- We keep our hands and feet to ourselves – kicking, "play fighting" and pushing are not permitted.
- We treat each other in a respectful way – verbal/physical bullying behaviour is not acceptable and will be discussed in all our classrooms.

**As always, we appreciate parental support as we enforce measures that make St. James School a safe and comfortable climate.**



**St. James the Greater School Community is a caring, learning family, journeying together towards wonder and discovery in Christ.**

## Safe Arrival Policy

To ensure the safety of our students we ask that:

- ✓ If your child's dismissal routine changes, please call the school before 2:00 p.m. that day or write a note in the agenda. **Otherwise, your child will go home as they normally would.**
- ✓ Every student must report to the office when late, accompanied by an adult who can sign them in.
- ✓ When you come into the school, you continue the practice of signing in at the office.
- ✓ Students who walk to school should arrive **no earlier** than **8:45 a.m.** at which time the yard will be supervised.
- ✓ In compliance with the government mandated Safe Arrival Policy, a voice mail system has been activated in all schools within our Board. If someone is using the phone, the voice mail will automatically come on. Please be assured your message has been received and it will be retrieved as soon as possible. Please call back if your call is urgent.
- ✓ If you need to pick-up your child(ren) earlier than regular dismissal or you need to speak to your child(ren) during the school day, please come to the office and we will call your child down. This will hopefully reduce confusion and disruption to classes.
- ✓ **Beginning September 11<sup>th</sup>, parents are asked to refrain from coming into the yard during morning drop-off. We have additional students on our yard this year, so we ask that you drop-off/pick-up at the Kindergarten gate near the main doors of the school.**
- ✓ **To ensure safe dismissal, those who pick up students do so within the pick-up zone near the gate.**

## Bell Times

8:45 am	Yard supervision
9:00 am	Classes begin
10:30 – 10:40am	Recess (Gr 1-3)
11:30 – 12:10 pm	Lunch (JKs & SKs)
12:10 – 12:50pm	Lunch (Gr 1-3)
1:50 – 2:00pm	Recess (Gr 1-3)
3:00 pm	Dismissal first wave busses main gate <b>Walkers/pick-ups Kindergarten yard</b>
3:05 pm	Dismissal for second wave bus





**PLEASE COMPLETE APPLICABLE SECTIONS AND RETURN  
THIS PORTION TO THE SCHOOL OFFICE**



1. **Student Name:** \_\_\_\_\_

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2. To help reduce the amount of paper waste in our school, we are trying to encourage all parents to submit a current e-mail address. If you are interested in receiving office correspondence (i.e. weekly updates, monthly newsletters, lunch orders etc.) via e-mail, please clearly fill out the information below.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian E-Mail Address: \_\_\_\_\_ @ \_\_\_\_\_

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3. We, at the Catholic District School Board of Eastern Ontario, are very proud of our students and their achievements. We like to recognize their success in a variety of ways. This may include photos, displays of their work, special awards, yearbooks and so on. In order to do this, we require your consent. This consent is required to comply with the provisions of the Municipal Freedom of Information and Protection of Privacy Act and shall remain valid unless cancelled in writing.

I, \_\_\_\_\_ ( ) grant permission ( ) do not grant permission to  
(Print parent/guardian name)

the Catholic District School Board of Eastern Ontario to display photographs and/or work of

\_\_\_\_\_, along with name, grade and school, in school  
(Name of Child including Surname)

and Board publications and displays and in articles in the local media.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Parent/Guardian

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4. On occasion, our students will need to walk with their class from our school to different locations (i.e. Terry Fox Run, Mass, Lower Reach Park etc.). Students will be supervised AT ALL TIMES.

**5. PERMISSION FOR EDUCATIONAL TOURS (WALKING)**

I give permission for my child \_\_\_\_\_  
(please print)

to go on supervised educational walking tours off school property during the 2017-2018 school year.

Parental/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_