



## **Kindergarten Guide**

# **New Liverpool Elementary School**

**2023-2024**

Address: August 2023: 995 Ave Wolfe, Quebec, QC G1J 3V9

March 2024 : 1575 Chemin Du Sault, Levis, QC G6W 2M2

Phone Number: 418-652-2106

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## Getting ready for kindergarten

Kindergarten is the first step in a lifelong journey that will see your child learn, grow, achieve, and succeed. We look forward to sharing this journey with you and your child. As a parent or guardian, you are your child's most important teacher. Together, you and your child's teacher can create the nurturing environment that will lead to a lifelong love of learning. In Kindergarten, your child will participate in a full range of activities – planned, taught, and supported by caring adults.

### Get Ready for School

- Be enthusiastic about school.
- Talk about the new routine.
- Attend the Kindergarten meetings and get acquainted with your child's teacher.
- Establish a new bedtime and wake-up schedule and include a healthy breakfast.
- Walk to school or to the bus stop with your child a few times before school starts.
- Get everything ready the day before.
- Have your child help pack his/her school bag and lunch box, set out clothes for the next day.



### Progressive entry

In August, you will receive a letter indicating your child's progressive entry schedule. You and your child will be invited to a meeting with your child's teacher on the first day of school, Wednesday, August 30, 2023. This will be a great opportunity for your child to see his/her classroom and bring in school supplies. No other activity is planned on this day, and daycare is not available. You will be given a package of documents to complete and return.

August 31 and September 1<sup>st</sup>: Your child will be attending school during regular school hours. Your child will be greeted in the school yard at the buses by their teacher and daycare educators. At the end of the school day, your child will be accompanied to the bus, daycare or parent pick up. Please ensure that you have entered the end of day information in HOP HOP.

During these days, your child will alternate between the classroom and the daycare. There is no charge for daycare service (during school hours) on these days. We have found that smaller groups on these very important first days are very beneficial to our kindergarten students. Small groups allow the teachers to explain routines and for your child to get to know the classroom environment.

- Get up as early as possible.
- Enjoy breakfast together.
- Saying goodbye can be emotional for your child – and yourself! Reassure your child by making it quick with a warm hug. Be enthusiastic! Please do not come to the classroom. Your child will be fine.
- Remind your child that you will be at the bus stop or at school at pick up time.
- Keep communicating with your child daily about his/her experiences at school.

## Arrivals and Departures

### Dropping off students in the morning

Classes start at 8:05 for everyone between Kindergarten and Grade 6 and end at 15:05.

There is a 70 min. lunch hour and kindergarten students also have a period of 36 minutes per day when they are supervised by daycare educators or supervisors.

Supervision in the school yard begins at 7:45 am.

- 1) **Before 7:45** – Parents must drop off their children at the Daycare Service. Parents are asked to accompany their child into the Daycare Service to register them. If you drop your child off before supervision starts in the playground, he or she will be sent to daycare, and you will be charged accordingly.
- 2) **From 7:45-8:05** – Parents are asked to drop off their children at one of two points: the gate in the daycare parking lot or on the street alongside the school, just ahead of the Bus Parking area. In both cases, the parents are asked to accompany their child up to the supervised area. You are not allowed to drop off your child in the parking lot in front of the main office or across the street during this time. For the first week of school, we allow parents to accompany their child in the yard and progressively withdraw themselves. After this period, parents are asked to drop off their child in the 2 designated area and let them join their section.
- 3) **After 8:05** – If your child is late, please come in with your child to the front office where he/she will be issued a late pass to enter their classroom.

### Students leaving during the day.

If you need to pick up your child **before 3:05 p.m.**, please inform us before 12:30 p.m. by using HOP HOP. (more info. to be sent in August)

### Students being picked up at the end of the day.

Parents are allowed to park on Wolfe Street (on the school side of the street) in the posted areas between 3 p.m. and 4 p.m. The parent pick-up area is at the front door on Wolfe Street, close to the bus entrance, identified with a Parent Pick Up Poster.

- 1) Advise the school via *HOP HOP* that your child is to be picked-up. **All same-day changes must be made before 12:30 p.m.** The school staff will be automatically notified of any dismissal changes for the day and will communicate them to your child.
- 2) Students being picked up will be supervised in the cafeteria area until their parents arrive.
- 3) **Starting at 3:05 p.m.**, parents will be allowed to enter the pick-up area, at the top of the stairs of the South-wing Cafeteria, and report to the designated supervisor.
- 4) The supervisor will call the student to meet the parent at the pick-up area and will confirm his/her departure, as to ensure the safety of the student.
- 5) If parents plan on picking up their child, but do not arrive before **3:20**, students will be **sent to daycare**, and parents will be charged accordingly (North end of the building). Parents will need to pick-up their child in that area.

6) If someone other than the student's parent is picking him/her up, please indicate the person's full name in HOP HOP.

Kindly note that *HOP HOP* has been put in place not only for security purposes, but also to allow our staff to devote more time to answering student needs. Changes after 12:30 p.m. are not accepted. Please do not leave a voice message concerning an end of day schedule change, as these are no longer taken.

### Daycare and lunch supervision

New Liverpool Elementary School offers Daycare services in the morning from 7 a.m. to 8:05 a.m. as well as after school from 3:05 p.m. to 5:50 p.m. A team of Daycare Educators and Student Supervisors are responsible for our students during lunch hours.

Fees are based on the use of Daycare services your child requires. Please see daycare policy.

<b>Regular</b>	<b><u>Predetermined schedule</u></b>	
	<ul style="list-style-type: none"> <li>• Minimum of two (2) periods per day or all periods per day</li> </ul>	
	1 day/week - 2 or more periods	1 day allocated
	2 days/week – 2 or more periods	2 days allocated
	3-5 days /week – 2 or more periods	3 -5 days allocated
<b>Sporadic</b>	<ul style="list-style-type: none"> <li>• A student who attends one period/day maximum.</li> <li>• Lunch hour user</li> </ul>	

2023-2024	
<b>Sporadic (Max \$14.35) &amp; Regular User (Max \$8.95)</b>	
AM 7:00-8:00	\$3.00
Lunch (70 mins)	\$3.10
PM 3:05-5:50	\$8.25
Late Penalty	\$1/min
Ped. day	<b>\$15.30 +activity</b> (\$8.95 federal and \$6.35 federal & provincial)

## School Calendar

Post it on your refrigerator door for easy reference. On Holidays (pink), the school is closed and there is no school or daycare services. There are 3 'snow days' scheduled in the calendar (blue); these are PED days and daycare activities are planned unless there is a school closure in which case this ped day is cancelled. The lost school day is retaken on the indicated date (see order at bottom). There is no school or daycare service during the March Break (purple).

A monthly calendar and newsletter are sent via email indicating any activity or change to the school calendar. It is therefore very important that you take a few moments to read these documents.

## School Closures

The decision to close the school is always taken by the Central Québec School Board.

If the decision to close the school comes before the beginning of school in the morning, there will be no bus transportation. Daycare is also closed for the day. It is the responsibility of the parents to have alternative arrangements for this situation. School closings are posted on the Central Quebec School Board website at [www.cqsb.qc.ca](http://www.cqsb.qc.ca) – weather watch.

If the decision to close the school is made during the day, students are sent home by bus or picked up by their parents. Parents must fill out the emergency form which indicates where the child must go in an emergency closing.



## Lunch and snacks

Parents are asked to provide nutritious snacks and lunches for their children. Students must bring a cold lunch (sandwich, salad, etc.) or a thermos meal. There are no microwaves at New Liverpool Elementary School.

Students should also have two healthy snacks (morning and afternoon). Fruits, vegetables, cheese, crackers, V-8 juice, 100 percent pure fruit juices, yogurt, etc. are considered healthy snacks. A small dessert is acceptable as part of the students' lunch but will not be allowed as a snack.

## Allergies (Food and other serious allergies)

Students whose allergies require them to have an EpiPen at their disposal are identified by the nurse assigned to the school and a fact sheet outlining their allergies, corrective measures to be taken and a photo of the child is kept in a clearly marked binder in a central area near the office.

- EpiPens are kept in the classroom.
- Teachers, Student Supervisors and Daycare Educators are made aware of those children in their group with food or other serious allergies.
- All students are sensitized to the serious nature of certain food allergies.
- Students are not allowed to bring nuts, peanuts or products containing nuts or peanuts, and are not allowed to share food.

## **Medication**

The school personnel are not authorized to administer non-prescription medication. If a child is taking prescription medication and it must be administered during school time, the parent must complete an Authorization Form and all medication must be in its original container with a pharmacy label. Medication must be kept at the front office.

## **Illness and Accidents**

- 1) Students who are ill must be kept at home. They cannot perform adequately and may be spreading their illness to others. Parents will be notified to come and get their child should they become ill during the school day. If a student has a fever or vomits parents are expected to come and get them as soon as possible.
- 2) The school does not carry and is not authorized to administer non-prescription medication. If a child is taking prescription medication and it must be administered during school time, the parent must complete an Authorization Form and all medication must be in its original container with a pharmacy label.
- 3) If the student is well enough to be at school, the student will be expected to go outside during recess and noon-hour periods.
- 4) In the case of a contagious illness, the nurse is notified, and Public Health procedures are followed.
- 5) When a student is injured and the injury is deemed minor, first aid will be administered by a trained staff member.
- 6) When a student is seriously injured, parents are notified, and accident reports are completed and signed by the principal.
- 7) If immediate medical attention is needed and parents cannot be reached, the school may request an ambulance (or a taxi if appropriate) and the parents will assume the costs. An adult will accompany the injured student to the hospital.

## **Absences**

Students are expected to attend regularly and arrive on time for class.

Parents are requested to notify the school via *HOP HOP* before 8:30 a.m. if a child is absent, indicating the reason for the absence in the "note" section. Parents who have not reported their child's absence will be contacted.

When a student is repeatedly absent or late without a valid excuse, the principal will contact the parent to remind them that their child must attend school regularly.

## Transportation and bussing

Information about your child's bus is made available on the School Board's website ([www.cqsb.qc.ca](http://www.cqsb.qc.ca)) by the end of August. The link to the *Find my Bus* application can be found in the Transportation section. The student ID number is required to access the information. An email will be sent to you in August with this information.

Students will be provided with a laminated bus card which will be attached to their school bag for easy verification.

Students are not allowed to take a different bus (ex: going to a friend's house) – School Board Policy.

## School Supplies and School Outings

The supplies list are items to be purchased by parents. Some supplies are purchased by the school (Resale Material). In the Fall, the invoices for resale material and school activities will be available on the parental portal and online payment is encouraged.

## Clothes and Shoes

**Label all** your child's clothing and belongings. Young students don't necessarily easily recognize their own clothes (especially new items). We have a *Lost and Found* area near the kindergarten classrooms. Identified items are returned to owners, but unlabeled items are sent to charity every 3 months or so. Teach your child to be responsible for their own belongings.

A change of clothes must be provided in a Ziploc bag and labelled with your child's name (include a complete change of clothes including underwear and socks). Extra mittens in the winter and extra socks in the spring are a good idea. Kindergarten students do not need a change of clothes for gym, but make sure they are dressed appropriately on the day gym is scheduled for their class.

Your child will need **outdoor shoes or boots** for traveling to school and playing outdoors, and **indoor shoes** for use in the building and to be always left at school. If your child is not able to tie their own laces, please send shoes with Velcro straps.

Toys from home should not be brought to school unless your child's teacher sends a note home. They are allowed on the bus.

During the warmer months, make sure your child wears sunscreen, and that it is applied at home before coming to school.

Students are not allowed to bring an umbrella. We recommend a raincoat with a hood and rainboots for rainy days. Students are sent outside to play even if the weather calls for a light drizzle. In winter, students are sent outside to enjoy the fresh air down to -28° (wind factor), although it might be for shorter periods of time.

## Contacting your child's teacher

Each teacher has a specific way of communicating with parents. All have a communication pocket (Ziploc, kangaroo pouch, etc.) to send messages home or to receive your notes. Make sure you find out which method is used to effectively exchange information. Teachers also use Seesaw as a way of sharing with parents what is going on in the classroom. Please note that teachers do not have access to voicemail at school. Daily journal entries which are often used in CPE are not common in Kindergarten. Your child's teacher will reach out to you if there are questions or concerns.

### Communication:

Make sure your email is valid and that you inform the school if you change it. Important information is sent to parents by email on a regular basis. A valid email also enables you to connect to the Parent Portal (see links below).

Still have questions? Contact us. **(418) 652-2106**



Questions	Who or How
Absences Late arrivals	HOP HOP
Payments for Resale materials and outings General inquiries Registration Eligibility	Front Office School Secretary: Genevieve Drouin Ext. 8100 <a href="mailto:nles@cqsbc.ca">nles@cqsbc.ca</a>
Daycare Supervision and Daycare Fees	Daycare Technician: Ms. Kelly Hughes Ext. 8140 <a href="mailto:nlesdaycare@cqsbc.ca">nlesdaycare@cqsbc.ca</a>
Transportation	Transportation Department, School Board (418) 688-8730, ext. 6667 <a href="mailto:transport@cqsbc.ca">transport@cqsbc.ca</a>
Report cards Financial statements Bus information	Parent Portal • Mozaïk <a href="http://parentportal.ca">parentportal.ca</a>
Questions concerning class routines, learning, etc	Teacher: <a href="mailto:firstname.familyname@cqsbc.ca">firstname.familyname@cqsbc.ca</a>
Principal	Catherine O'Gallagher <a href="mailto:catherine.ogallagher@cqsbc.ca">catherine.ogallagher@cqsbc.ca</a> Ext. 8110