

Progress together,
Achieve, Succeed!



STE-FOY ELEMENTARY SCHOOL GUIDE



1240 Rue Julien-Green, Québec, QC G1W 3M1



418-651-4396



sfe@cqsbc.qc.ca



ABOUT STE-FOY ELEMENTARY SCHOOL

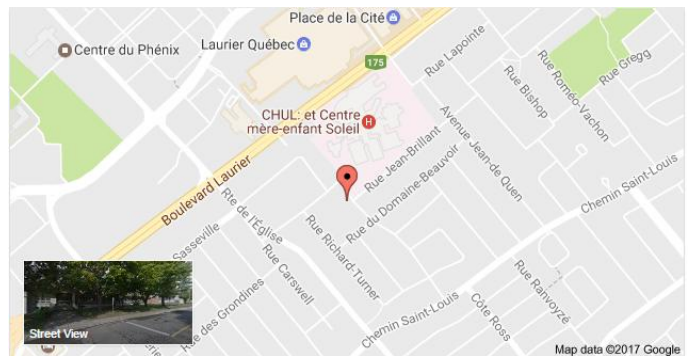
Hours

School Office 07:30-15:30

Daycare 07:30-08:05 and 15:35-17:30

Contact

418-651-9745



School schedule

- Daycare opens: 07:30
- Gates open: 08:05
- School starts: 08:15
- Morning recess K4-K5 10:00-10:20
- Morning recess cycles 1-2-3: 10:25-10:45
- Lunch: 11:50-13:00
- Afternoon recess: 14:00-14:20
- Dismissal: 15:25
- Daycare closes: 17:30

ACCIDENTS

If a student is hurt, staff with First Aid training will help with minor cuts and bruises. For more serious injuries, we must be able to contact parents. Please keep your contact information updated and provide the school office with an alternate emergency contact (grandparent, neighbour, etc.). If contact is not possible, staff will accompany the student to the CHUL (Centre hospitalier de l'Université de Laval) at 2705 Boulevard Laurier, Québec, QC G1V 4G2.

ARRIVALS AND DEPARTURES *Parking is always for staff only

Late arrival, early pick up and absences

Please signal a change to your child's arrival or departure through [HopHop](https://www1.hophop.ca/en/afterschool/) by changing their departure. The cutoff time to make changes is 9:00 am. Include a brief message. To register: <https://www1.hophop.ca/en/afterschool/> Future changes can be made using the calendar.

CHANGE DEPARTURE

Type: Absent

Note: Message (required)

Change

Arriving early

Students arriving between 07:30 and 08:05 will be sent to Daycare. Parents will be charged as per Daycare policy.

Dropping off students

Parents must drop off students at the gate on rue du Général-Tremblay (with the buses) between 08:05-08:15. The gates are locked at 08:15. Students arriving after 08:15 must use the main entrance. Recurrent lateness will be addressed.

Picking up students

Parents picking up their children after school must meet them at the north end parking lot gym entrance between 15:25 and 15:35. Students not picked up by 3:35 pm will be sent to Daycare and charged as per Daycare Policy.

BEHAVIOUR

Expectations

We expect students to behave appropriately and follow the school rules.

Family Involvement

Family involvement is important to student success. Please discuss the school rules and appropriate behaviour. The school will inform parents of inappropriate behaviour and, if necessary, schedule a meeting to develop a plan.

School Mission

Our mission is to teach students the academic, social, and thinking skills necessary to become citizens capable of accepting challenges, taking responsibility, and valuing themselves and others in a diverse world. Ste-Foy Elementary is a safe, caring, and respectful place where each child's learning and social skills will grow.

Code of Conduct

Students must respect our Code of Conduct. See the website for more information.



CAFETERIA AND SNACKS

Lunches

We do not have microwaves in the cafeteria. Lunches should either be cold or in a thermos.

Recommended Snacks:

•cheese • fruit • vegetables • yogurt • smoothies • homemade baked goods

Peanuts/Nuts

Do not send any food that contains peanuts or nuts because of allergies. Sharing food is not allowed.



Water bottles

Please send your child to school with a reusable water bottle.

Utensils

The cafeteria does not have utensils to lend to students.



Cafeteria service

Béa is happy to provide artisanal cafeteria services using fresh produce (without nuts). Our goal is to prepare fresh and nutritious food that kids will enjoy and that parents can feel good about. Online ordering and payment processing on [Facebook](#) (Béa-plats cuisinés et cie). To meet quality standards and reduce food waste, our menus may vary according to seasonal and/or freshness of produce availability. Rest assured, we consider it a privilege to have the opportunity to nourish young students and we hope that, with your help, we can educate them about the importance of wholesome food and healthy eating habits. Sincerely, Chef Louis

DAYCARE

See the SFE website for information about registration, fees, and signing up for pedagogical days.

DIGITAL LIBRARY

For access to e-books and audiobooks on any device, explore the free CQSB Digital Library in [SORA](#). Students use their edumail address to log in. Internet not required after a book is downloaded. The Sora link is on the SFE website.

DRESS CODE

Students must wear clothing that is suitable for school.

- No clothing with inappropriate, negative, obscene, racist or defamatory comments or pictures.
- All clothing of appropriate length.
- No perfume (because of allergies).

Physical Education

Students must wear appropriate sports clothes and indoor running shoes with non-marking soles.



Shoes

Shoes, or sandals with a heel strap, are to be kept on. When entering the school, students change from their outdoor footwear into their indoor shoes. Students who bring their shoes home must bring them back the next day.

Swimming

Swimwear must be appropriate and made for swimming.

Dressing for the weather

Students must arrive at school dressed for the weather. Please include extra clothing in case they get wet.

EMERGENCIES

In an emergency, students will shelter at Le CPE du CHUL at 2721 rue du Général-Tremblay (Tel: 418-657-4988).

EXAMS

MEQ (Ministère de l'Éducation) compulsory exams are held every year in May, and June. As per MEQ guidelines, students will not be offered retakes or extra periods because of an absence unless these requests are supported by a medical certificate or linked to a certified family emergency (e.g. a death in the family). Students considered National (Canadian) or International Elite athletes may be absent for part of an exam to take part in a National or International Championship when supporting documents are provided.

FIELD TRIPS

Approval

The Governing Board approves all activities and out-of-school travel. Field trips are part of the regular school curriculum. Teachers organize parent volunteers for their group. Besides the teacher and any special education technicians, a minimum of one adult volunteer per class is required.

FRIENDS OF STE-FOY FOUNDATION

If you would like to support us, please write sfe@cqsb.qc.ca. Donations of \$20 or more are tax deductible.

HOMEWORK

Purpose

- Reinforces learning
- Provides an opportunity to complete unfinished work
- Develops a sense of responsibility
- Provides a home-school link

Recommended duration

- Kindergarten 10 minutes
- Cycle 1 20 minutes
- Cycle 2 30 minutes
- Cycle 3 45 minutes

Examples

- Gathering materials needed for projects
- Practicing and reviewing class learning
- Reading daily in English and French
- Checking ClassDojo and Teams for messages and work

Student's responsibilities

- Understanding what is expected of them
- Bringing needed materials to and from home

Homework when students are absent

When a student's absence is planned (e.g. a vacation), teachers are not required to provide homework or assignments in advance. We recommend daily reading and journal writing. When they return, parents and students are responsible for picking up homework and assignments given out during their absence.

LOCKERS AND PERSONAL PROPERTY

Lockers

Each student is assigned a locker. It is their responsibility to keep it neat and clean.



Electronic devices

Students may not use personal electronic devices (iPads, cellphones, etc.) at school without permission. While devices are allowed on the bus, they must be turned off at school and stored in a student's backpack in their locker. Devices that ring or are visible during the school day will be confiscated. The school is not responsible for any personal property that is lost, damaged or stolen. Please label all belongings.

School property

Students are responsible for replacing any school property that they damage or lose.

Dangerous objects and hazardous materials

Students are not permitted to bring anything to school that might cause injury or harm.

RECESS

Bad weather

Students will go out for recess every day regardless of the weather or temperature, even if it is only for a short time. We will not send them outside if the temperature drops below -27 °C or during a thunderstorm. Sick or injured students cannot stay indoors during recess as there is no staff available or assigned to supervise them.

SUPPLY LISTS

School supply lists are available on the SFE website.

TRANSPORTATION

For a list of policies and school bus safety tips, visit the CQSB website.



transport@cqsbc.qc.ca



EMERGENCY ONLY: 418-688-8730 ext. 5 then dial 1 (outside school hours)



SCHOOL CLOSURES

If schools are closed, an establishment closure email message from CQSBinfo@cqsbc.qc.ca will be sent to your email before 06:15 a.m. See [Procedure Reminder](#) and [Establishment Closures](#).

If the school and daycare must close during the day, the school will send parents a message through ClassDojo. Every student should know where to go if parents are not home. For this reason, the school must have a working emergency phone number.