

Progress together,  
Achieve, Succeed!



# STE-FOY ELEMENTARY SCHOOL GUIDE



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



418-651-4396



[sfe@cqsbc.qc.ca](mailto:sfe@cqsbc.qc.ca)



<https://www.cqsbc.qc.ca/en/web/ste-foy-elementary-school>



<https://www.facebook.com/SteFoyElementarySchool/>



<https://www.youtube.com/channel/UCktCfirkg3jbB7kvM-nqcPQ>

## ABOUT STE-FOY ELEMENTARY SCHOOL

### Address

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

### Hours

Daycare am 07:30-08:05  
Daycare pm 15:35-17:30  
Office 07:40-15:40



### Contacts

- |             |                  |                    |  |
|-------------|------------------|--------------------|--|
| • Principal | Julie Simard     | 418-651-4396       | <a href="mailto:julie.simard@cqsbc.gc.ca">julie.simard@cqsbc.gc.ca</a>         |
| • Daycare   | Hélène Fréchette | 418-651-4396 x8640 | <a href="mailto:helene.frechette@cqsbc.gc.ca">helene.frechette@cqsbc.gc.ca</a> |
| • Secretary | Jason Enlow      | 418-651-4396 x8600 | <a href="mailto:jason.enlow@cqsbc.gc.ca">jason.enlow@cqsbc.gc.ca</a>           |

### School schedule

- |                               |                                 |
|-------------------------------|---------------------------------|
| • Daycare opens: 07:30        | • Lunch: 11:50-13:00            |
| • Gates open: 08:05           | • Afternoon recess: 14:00-14:20 |
| • School starts: 08:15        | • Dismissal: 15:25 pm           |
| • Morning recess: 10:25-10:45 | • Daycare closes: 17:30         |

## ACCIDENTS

If a student is injured, 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 office with an alternate emergency contact such as a grandparent or neighbour. If contact is not possible, a staff member 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

- ❖ **Daycare opens at 07:30**
- ❖ **Parking is for staff only**

### Absent students

Please signal a student's absence through [HopHop](#) by changing their departure to Absent. The cutoff time to make changes is 9:00 am. Include a brief message. If you have not already, we invite you to register now. Instructions for creating and configuring your account are on the following web page: <https://www1.hophop.ca/en/afterschool/>

### Arriving early

Students arriving between 07:30 and 08:05 will be sent to Daycare and parents will be charged. See Daycare policy.

### Dropping off students

Parents who bring their children to school must drop them off at the north end gate on Rue du Général-Tremblay (where the buses park) between 08:05-08:15. The gates are locked at 8:15.

### Arriving late

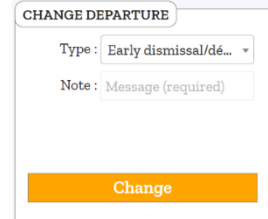
Students arriving after 08:15 must enter by the main entrance. Recurrent lateness will be addressed. Please signal a late student through [HopHop](#) by changing their departure to

A screenshot of the HopHop 'CHANGE DEPARTURE' form. The form has a title 'CHANGE DEPARTURE' and a dropdown menu for 'Type' set to 'Absent'. Below it is a text input field for 'Note' with the placeholder text 'Message (required)'. At the bottom of the form is an orange 'Change' button.A screenshot of the HopHop 'CHANGE DEPARTURE' form. The form has a title 'CHANGE DEPARTURE' and a dropdown menu for 'Type' set to 'Late arrival/arrivé...'. Below it is a text input field for 'Note' with the placeholder text 'Message (required)'. At the bottom of the form is an orange 'Change' button.

Late arrival. Include a brief message about their arrival time. After they arrive, they revert to their regular departure. The cutoff time to make changes is 09:00. <https://secure.hophop.ca/webapp/login/>

### Leaving early

If a student must leave early for an appointment, please signal this through [HopHop](#) by changing their departure to Early dismissal. Include a brief message about their departure time and whether or not they will be returning. The cutoff time to make changes is 09:00.



### Changes to dismissal

To change a student's dismissal, please signal this change through [HopHop](#) by changing their departure.

### Picking up students

Parents who pick up their children right after school must meet them at the north end gate on Rue du Général-Tremblay (where the buses park) between 15:25 and 15:35. Students not picked up by 3:35 pm will be sent to Daycare and charged accordingly. See Daycare Policy.

## BEHAVIOUR

### Expectations

We expect students to behave appropriately and follow school rules.

### Family involvement

Family involvement is important to student success. Please discuss what it means to behave appropriately and to follow school rules. When necessary, 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.

## CAFETERIA AND SNACKS

### Microwaves

We do not have microwaves in the cafeteria. Please pack lunches that do not require reheating or use thermoses.

### Some snacks we recommend are:

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



### Peanuts/Nuts

Please do not send any food that contains peanuts or nuts because of allergies. For the same reason, students must not share food with others.

### Water bottles

Please send your child to school with 2 water bottles (one filled at home and sent back every day, and one to be kept at school as a back-up).

### Utensils

The cafeteria does not have utensils to lend to students.

## Lunch service



Béa-plats cuisinés et cie is pleased to offer two services: lunch for SFE students and cooked dishes in a family format for taking home. For more information, visit @Beaplatscuisinesetcie on [Facebook](#) or their online [boutique](#). You can contact Chef Louis at #581-995-3555 or [beaplatscuisinesetcie@gmail.com](mailto:beaplatscuisinesetcie@gmail.com).

## CALENDAR

The school calendar is on the CQSB website. <https://www.cqsb.qc.ca/en/home>

## DAYCARE

General information about registration, fees, pedagogical days and magnetic cards can be found on the Daycare Policy.

### Daycare information

For more information, contact Ms. Hélène Fréchette at 418-651-4396 extension 8640 or at [Helene.Frechette@cqsb.qc.ca](mailto:Helene.Frechette@cqsb.qc.ca).

### Pedagogical Days

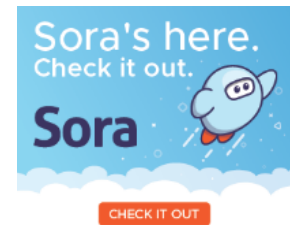
A form was sent home for you to register your child for Daycare during the pedagogical days. You can find it [here](#).

School	Calendar
Marianne Hébert	[Calendar grid]
Marianne Hébert	[Calendar grid]
Marianne Hébert	[Calendar grid]
Marianne Hébert	[Calendar grid]
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## DIGITAL LIBRARY

Looking for a book? Search our catalog for a title, author, or subject in our [library book collection](#). <https://apps.cqsb.qc.ca/Regard/Pages/Front/Accueil/Accueil.aspx#champ>

For access to e-books and audiobooks, explore the CQSB Digital Library in [SORA](#), a reading app for students. The [SORA](#) app is free and can be used on any device. Students use their edumail email address to login. Once a book is downloaded onto the app, you no longer need internet to listen or read your book.



## DRESS CODE

Students must wear clothing that is suitable for a school and learning environment.

- Students may not wear clothing which contains inappropriate, negative, obscene, racist or defamatory comments or pictures.
- All clothing should be of an appropriate length.
- No perfume (because of allergies).



### Physical Education

Students must wear appropriate sports attire 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

Students must wear swimwear that covers them appropriately and is conducive to swimming.

### Dressing for the weather

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

## EMERGENCIES

In the event of an emergency, students will take shelter beside our school at Le Centre de la Petite Enfance du CHUL at 2721 rue du Général-Tremblay (Tel: 418-657-4988).

## EXAMS

MEQ (Ministère de l'Éducation) and CQSB compulsory exams are held every year in April, 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. For more information:

- [Exams and ministerial examinations](#)
- <http://www.education.gouv.qc.ca/en/parents-and-guardians/exams/>



## 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

The mission of the Friends of Ste-Foy Foundation is to promote environmental awareness, develop a sense of responsibility towards nature and to help maintain our green outdoor classroom (created in 1995). If you would like to support us, please see Ms. Hélène Frechette in daycare. Donations of \$20 or more are tax deductible.

## HOMEWORK

### Purpose

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

### Duration

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

### Examples

- Gathers materials needed for projects
- Practices and reviews class learning
- Reads daily in English and French
- Checks ClassDojo and Teams for messages and work

### Student's responsibilities

- Understands what is expected of them
- Carries 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. 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 such as ipads and mobile phones at school unless staff gives permission. While devices are allowed to be used on the bus, once they get to school, they must be turned off 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 temperatures drop below -40 °C or during a thunderstorm. Students cannot remain indoors during recess as there is no staff available or assigned to supervise students inside.

## SUPPLY LISTS

School supply lists are sent home in June and again in August. If you need one, please contact the school.

## TRANSPORTATION

If you have a transportation **emergency** after 15:40, call **418-670-9722**. For transportation questions and concerns, contact the [Transportation Department](https://www.cqsb.qc.ca/en/transportation/our-team). <https://www.cqsb.qc.ca/en/transportation/our-team>. See [Student Rules](#) for a list of student behaviour guidelines.

- [Policy on the Acceptable Use of Information Technologies](#)
- [Transportation Policy](#)
- [Rules of Conduct and Code of Behaviour](#)
- [School Bus Safety Rules](#)
- [FAQ on policies](#)



## SCHOOL CLOSURES

If schools are closed, an establishment closure email message from [CQSBinfo@cqsb.qc.ca](mailto:CQSBinfo@cqsb.qc.ca) will be sent to you prior to 6:15 a.m. to the email address you provided the school. See [Procedure Reminder](#) and [Establishment Closures](#).

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