

# GETTING STARTED

What you need to know to get started at Father Hennepin

## Welcome To Father Hennepin Elementary School

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### Please Keep Us Updated With Changes to Your Contact Information

It is very important that we have the most updated contact information for your child, especially if we need to get ahold of someone quickly in case of an emergency. Please forward to Mrs. Hollett any updates/information that has been changed, such as phone numbers, emails and emergency contacts. [Christine.Hollett@ncdsb.com](mailto:Christine.Hollett@ncdsb.com) Thank you in advance for helping us keep everyone safe.



### Welcome to Father Hennepin Checklist

- Check Transportation Details for your child at NSTS <https://www.nsts.ca/>
- Register for Safe Arrival to receive school messages and report your child's attendance <https://niagaracatholic.ca/safearrival/>
- Register for School Cash Online to make purchases from the school <https://ncdsb.schoolcashionline.com/>
- Have your dress code ready to go (see below)
- If you need regional day care services please make sure you register with the region (see below) <http://onehsn.org>
- Follow us on social media for connection and communication Instagram @fr.hennepin
- We are a DIRECT ENTRY school which means students enter upon arrival



- Please visit our school website anytime for links to School Cash Online and School Messenger/Safe Arrival <https://schools.niagaracatholic.ca/fatherhennepin/>

### **\*NEW\* Niagara Student Transportaiton Services (NSTS)**

For the 2025-26 school year regarding the NSTS parent portal -the portal now links students to the parent's email address on file. Please note: when information is sent from the school to NSTS, only one email address per parent is transmitted – the one listed as primary (Contact #1).



Any additional email addresses will not be included.

## *Balanced Day Schedule*

Arrival Supervision	7:55-8:10
School Starts	8:10
Announcements	8:10-8:20
PERIOD 1:	8:20-9:00
PERIOD 2:	9:00-9:40
PERIOD 3	9:40-10:20
Outdoor Recess	10:20-10:40
Nutrition Break	10:40-11:00
PERIOD 4	11:00-11:40
PERIOD 5	11:40-12:20
Outdoor Recess	12:20-12:40
Nutrition Break	12:40-1:00
Period 6	1:00-1:40
Period 7	1:40-2:20
Dismissal: Kinder & Sibs	2:20-2:25
Dismissal: Call - Out Primary & Sibs Bus: Silver, Brown, Pink	2:25-2:30
Dismissal: Bell Walkers, Kiss and Ride Bus: Red, Blue, BGC	2:30

## **We are a direct entry school which means students enter the building upon arrival between 7:55 - 8:10**

Bus students enter through the bus door (east side of building - closer to the field)

Kiss and Ride students enter through the front door.

If you park and walk your child(ren) to the door your child(ren) enters through the front door regardless of grade

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### **Our School Dimissal Schedule**

#### **Dismissal Schedule:**

2:20 - Kindergarten Kiss and Ride with their older siblings dismiss

2:25 - Grade 1-3 students Kiss and Ride and older siblings dismiss

2:25 - Bus dismiss as they arrive and are called over PA

2:30 - All Walkers and Kiss & Ride Junior/Inter. & remaining bus students (head to bus lines)

All students **MUST** be picked up no later than 2:30 pm

Please note we are not always able to answer the phone due to helping students from 2:15 - 2:30 so if you need to indicate a change in pick up you need to call ahead of time.

**Website:** <https://schools.niagaracatholic.ca/fatherhennepin/>

**Location:** [Father Hennepin Catholic Elementary School, Churchill Street, Niagara Falls, ON, Canada](#)

**Phone:** [905-354-4469](tel:905-354-4469)

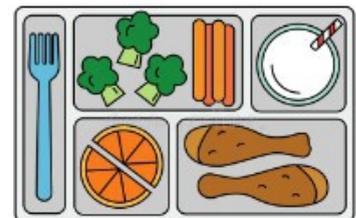
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### **Tips for Parents on Packing Snacks for Nutrition Breaks**

We are on a BALANCED DAY at Father Hennepin which means we have two 20 minute nutrition breaks instead of one lunch period.

#### **Tips for Parents**

How to Plan and Prepare for Nutritional Breaks Packing a nutritious meal for the Balanced School Day can be both enjoyable and straightforward. Here are some suggestions to help you plan a healthy lunch for your child:



- Divide a single lunch into two portions to ensure adequacy for each nutritional break.
- Wrap sandwiches individually or cut them in half.
- Separate fruits, vegetables, crackers, and cheese into labeled bags for each break.
- Consider providing two healthy drinks for each break.
- Avoid packing foods containing nuts or nut products to support our peanut-safe schools.
- Involve your child in planning and preparing their nutritional breaks.
- Ensure your child includes a balanced selection of healthy foods if they are responsible for packing their lunch.
- Aim to include items from three of the five food groups outlined in Canada's Food Guide to Healthy Eating for each break.

# Follow us on Instagram @fr.hennepin

## School Code of Conduct for All

Please note this school is rooted in Catholic and Christian values. Our goal is to create a safe, kind and loving environment for all who work, learn, and assist with our Father Hennepin Catholic Elementary School community.



Aggressive or hostile behaviour or language toward, staff, students or our community helpers will not be tolerated. While we welcome feedback, concerns and opinions it is the expectation that all staff, students, parents, guardians and community helpers communicate their needs and concerns with one another in a respectful and peaceful manner whether through email, on the phone or face-to-face.

Adherence to this expectation is vital in order to create a community which can solve problems and help one another achieve success.

## Kiss and Ride Procedures

### KISS N RIDE PROCEDURES for SAFETY

- **For safety and efficiency - Adults are to stay in vehicles** if using Kiss n Ride
- **If you want to get out of car - PARK**
- **No Stopping to have conversations** with others while in your vehicle in the kiss and ride zones
- **Ensure backpacks are ready and not stowed in the trunk**
- Educational staff's primary focus is the students they assisting and safety
- Do not give messages for kiss and ride staff to relay to teachers or office - please call or email the classroom teacher/office.
- **It is important that vehicles follow the pedestrian crosswalk arrows and not enter the crosswalk area until people have crossed the road safely**



### At Drop Off 1 Lane

- Drive through Kiss N Ride **1 lane**.
- Drive to the exit of the drop off area - student exit there near the sidewalk
- Please use the sidewalks
- **Ensure backpacks are ready to go with the child and not stowed in a trunk.**
- Students exit the right side of the vehicle only.

### At Dismissal 2 Lanes

- Drive through Kiss N Ride **2 lanes**
- Remain in your vehicle until your child is brought out to the Kiss N Ride area, this will help if we need you to drive around
- If you are **FIRST** in the Kiss N Ride - be prepared to "go around" to allow the cars behind you who have already received their child to exit the Kiss N Ride.
- Use caution when exiting the Kiss N Ride area
- Adhere to the one-way signs.
- **\*\*if you do not want to drive around another car to exit the Kiss N Ride - please use one of the parking spots. You can then get out of your car and greet your child in the grass area.** Educational staff's primary focus is the students they are dismissing, if you have a message for the school, please call or email the classroom teacher. Staff on duty in the Kiss N Ride area are unable to relay messages.
- If there is no staff at the cross walk (outside of supervision times) vehicles are to follow the pedestrian crosswalk arrows and not enter the crosswalk area until people have crossed the road safely



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## Bus Transportation - NSTS Niagara Student Transportation Service

If your child is in Junior Kindergarten and does not have an Ontario Education Number (OEN) then NSTS will mail your child's busing information to the address you have registered with our school.

If your child has an OEN then you can check the details of your child's busing eligibility, location, times etc....by visiting <https://www.nsts.ca/>

Your child's OEN is located on their report card.

**\* If your child's start date is after the September School Start Date, there may be a one to two week wait time for bus implementation depending on your child's start date and if there is already a pre-established bus stop or not.**

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## ATTENDANCE PROCEDURES - SAFE ARRIVAL

### SAFE ARRIVAL PROGRAM

The Safe Arrival Parent Portal allows parents to conveniently report their child's absence and allows school staff to respond to an unexplained absence quickly.

**Absences can be *reported* via:**

- **-Internet** <https://go.schoolmessenger.ca/#/home>
- **-Smart Phone App** (search keyword "safearrival" school messenger)
- **-Automated Telephone System** (toll free 1-844-287-6287)



- -Full Day Absences and late arrival must be reported prior to 8:30 am or you will receive a call out from the school

It is important to have a consistent routine for getting to school and home each day. It is recommended that if your child will be taking the bus home, that this is the form of transportation they will use on a daily basis. This is to ensure consistency and safety for both your child and teachers.

Should your contact information change (email, phone number, address) during the school year, please contact the office so we can update which is in turn available to NSTS, otherwise you may miss important information.

### What is SafeArrival?

SafeArrival is an absence management system that improves student safety and makes it easy for you to let the school know about your child's absence.

You are asked to report your child's absence in advance whenever possible using one of these convenient methods:

#### SchoolMessenger app (free)

1. Provide your email address to the school.
2. Get the app from the Apple App Store or the Google Play Store (or from the link at <https://go.schoolmessenger.com>).
3. Tap **Sign Up** to create your account.
4. Select **Attendance** from the menu, and then select **Report an Absence**.

#### Web and Mobile Web: [go.schoolmessenger.com](https://go.schoolmessenger.com)

1. Provide your email address to the school.
2. Go to the website.
3. Click **Sign Up** to create your account.
4. Select **Attendance** from the menu, then select **Report an Absence**.

#### Interactive Toll-free Phone **1-844-287-6287**

1. Call the toll-free, interactive telephone system.
2. Follow the instructions to report an absence.

Absences can be reported in advance:

- 24 hours/day
- 7 days a week
- For any school day in the school term
- Up to the cut-off time on the day of the absence.

Whenever an absence is reported or updated, you will receive a confirmation notice by email and/or text message (assuming you have provided your contact information to the school).

If you don't report your child's absence in advance, the automated notification system will try to contact you (using the communication preferences if you have set them up in the SchoolMessenger app). This may include push notifications to the app, email, SMS text message, phone calls. You will be asked to provide the reason for your child's absence immediately. You may do so using the phone line, website or mobile app.

If an absence is not explained within approximately 20 minutes of the time that the school starts the notification process, school staff will follow up to make sure that your child is safe. If you try to explain an absence using SafeArrival, but are then told that it is past the cut-off time, please contact the school directly.

***If you don't want to receive notifications when your child is absent, be sure to report your child's absence in advance.***

***If you do receive notifications of your child's absence, be sure to provide the reason as quickly as possible, using one of the 3 methods listed above or during the phone call notification itself.***

## School Cash Online

We endeavor to be a cash and cheque free school which means all school purchases are done through SCHOOL CASH ONLINE. Please make sure you are signed up today.

School Cash Online is now also used for sending permission/consent documents for you to read and sign in order for your child(ren) to participate in specific activities or opportunities.

## What Is School Cash Online?

School Cash Online is an easy to use and safe way to pay for your children's school fees. Now, with a few clicks, you can pay for your child's yearbook, class trips and so much more from your own home. All you have to do is register an account, attach your children and in no time you will be able to make payments online.

**SchoolCashOnline**  
KEVGROUP

Fast. Safe. Convenient.

## Register Today!

- 1. Create Your Profile**

Go to <https://ncdsb.schoolcashionline.com/> and click on "Get Started Today".
- 2. Confirm Your Email**

Check your inbox for the email confirmation and click on the link inside. Sign in with your new login details.

Stay connected by selecting "Yes" to email notifications about upcoming fees.

I want to receive email notifications for new fees assigned to my student and updates on school-related activities.
- 3. Add a Student**

Click "Add Student" and fill in the required fields with your child's details.

*NOTE: Kindergarten Students will be available to add at the beginning of the School Year*

**Purchase these items and more online.**  
Use your computer, tablet or smartphone to register and pay online.



**Which payment methods are accepted?**

**Credit Card**  
Pay with Visa or MasterCard on School Cash Online by entering your credit card number, CVV number (the three digits on the back of your card), card expiry date, and billing information.

**eCheque**  
An electronic version of a paper cheque used to make payments online. Anyone with a chequing or savings account can pay by eCheque on School Cash Online.

**Why sign up for School Cash Online?**  
School Cash Online is an online parent portal that offers a safe, fast and convenient way to pay for school activity fees.

- ✓ Pay for your child's school fees online. Anytime, anywhere.
- ✓ Stop sending your child to school with money.
- ✓ Get automatic email notifications about upcoming school fees and activities.

For more information, contact Parent Helpdesk at [parenthelp@schoolcashionline.com](mailto:parenthelp@schoolcashionline.com) or 1.866.961.1803

## Parent Portal

### What is the parent portal and what is it for?

The [Niagara Catholic Parent Portal](#) allows parents access to information regarding their child including report cards, alternative report cards and timetable and your child's classroom teacher for the following school year.

### How do I login to the parent portal?

Use this [helpful guide](#) and follow the instructions.

## Spirit Wear Sales

We are happy to be partnered with BIG BEAR SPIRITWEAR!

Orders for Spiritwear can be processed at anytime and purchases are done online at



<https://www.bigbearspiritwear.com/father-hennepin-catholic-elementary-school/>

The owners of Big Bear offer three ways for families to acquire their purchases.

1. Pick up your purchase at the store at 6893 Oakwood Dr. Unit #1 in Niagara Falls, ON - L2G 0J7. They are open MONDAY thru THURSDAY 10AM – 5PM AND FRIDAY 10AM – 3PM

2. Have your purchase shipped to Father Hennepin for \$3. It will arrive with your name and will be given to your child to bring home.

3. Have your purchase shipped to your home with cost of shipping based on current Canada Post rates.

Please note if you want to have your child's name on their spiritwear (hood or sleeve) it is an extra \$6.00 for embroidery. No Nicknames please. Last name and first initial or first name and last initial only.

## DRESS CODE Expectations

All Niagara Catholic Elementary Schools have a dress-code. Students are expected to be in DRESS CODE every day unless otherwise noted.



**Simply put, DRESS CODE = Collared WHITE or NAVY blue shirts**

**(with no logos other than school logo) and navy blue bottoms. School hoodies are allowed.**

**Alternative Dress Days/Themed Days:** On special theme days, students are allowed to dress in theme. For instance, we may have Orange Shirt Day or Pink Shirt Day. Typically on these days regular uniform bottoms are required unless otherwise noted such as a BRIGHT COLOURED DAY when students wear bright colours from HEAD TO TOE

**Out Of Dress Code Days:** On these days uniform bottoms and tops are not required. No sleeveless, cropped or revealing tops or shirts with negative images or words allowed. No severely ripped jeans. Shorts and skirts/dresses need to be reasonable in length, typically a walking short length.

**GRADE 8 Student DRESS CODE PRIVILEGES:** Students in grade 8s are given special privileges and allowed to wear our Family of Schools High School, Saint Michael High School, hoodies, sweat shirts, dress shirts, polo shirts, t-shirts with the school logo on them or the Saint Michael High School dress pants or shorts. No track pants please.



# NIAGARA CATHOLIC

## Standardized Elementary Dress Code

Niagara Catholic has a standardized dress code for students in all of our Catholic elementary schools. All students wear navy blue bottoms and navy blue or white shirts.

### OUR DRESS CODE COLOURS

#### Tops

At a minimum, every student is required to wear one of the following:

- Navy or white Oxford shirt (short or long sleeve) or;
- Navy or white collared shirt (short or long sleeve) or;
- School-designed spirit wear

The elementary standardized dress code shirt must be plain (no logos or advertising) and buttoned in a respectable manner. Visible t-shirts worn under the elementary standardized dress code top must be either navy blue or white.



#### Bottoms

- At a minimum, every student is required to wear one of the following:
- Navy sweat pants (Kindergarten - Grade 3) or;
- Navy pants (capri, cargo, denim, kobe or corduroy) or;
- Navy skorts, skirts or dresses or;
- Navy walking shorts.

Only knee-length shorts, skirts or dresses are permitted. All clothing must be in good repair. Grade 8 students have the option to wear grey secondary uniform pants.



#### Shoes

For health and safety reasons, running shoes with a full back and closed toe are the recommended footwear. Parents/guardians should provide a pair of indoor shoes for physical education and indoor wear. Socks must be worn with the elementary standardized dress code pants or shorts at all times.

Nurturing **Souls** & Building **Minds**

## Our School Parish

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### Our Lady of Peace Parish

Pastor Fr. Michael Wastag

Saturday Mass 4 pm

SUNDAY MASS: 10 am

Email: [olp@vaxxine.com](mailto:olp@vaxxine.com)

Location: <https://maps.google.com/?cid=10949288316472416253>

Phone: [905-358-3791](tel:905-358-3791)



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### BEFORE and AFTER School Care

The **YMCA of Niagara** runs before and after school care out of our school Monday to Friday.

Registrations are for five-day-a-week spaces, and you can begin the process by signing up through the Region's waitlist system at:

<http://niagara.onehnsn.com>, or for more information about registration, please email <mailto:ccregistration@niagara.ymca.ca>



**Boys and Girls Club of Niagara (off-site)** - also busses students to Father Hennepin to school in the morning and picks up students at the end of the school day for their before and after school program. Contact them directly for more information. <https://bgcn.ca/programs/child-care>



### Registering with the REGION for Child Care

Choose Login (if you already have an account) or Create an Account. You will require an email account to register. Once registered, a link will be sent to your email.

[Sign Up For Niagara Region Childcare](#)

## 1. Account Setup

Go to your email and click on the link. You will be asked to create a passphrase.

It will let you know if the phrase is good when it turns green. If it does not change to green, your passphrase will not be accepted. It should be 8 characters and include capitals, symbols and numbers.

Click "Set Passphrase". Remember to record this somewhere for future log in access.

Once you have created the passphrase, you will need to select "Begin Application".

Input all of your parental information. Any fields in RED are mandatory.

Click "Next Step" to continue.

Select "Save and Add Child"

## 2. Child Information

Input child information, using the drop down to select the school board.

In the School field, enter the first letter of your city and school options will appear. Select the name of the school your child attends



## Anaphylaxis

### We are a Peanut Free School.

Within our school community, there are several students who have a life-threatening allergy (anaphylaxis) to foods, predominantly to peanuts and tree nuts (e.g. almond, cashew, hazelnut, pistachio).

The best way to reduce the risk of accidental exposure to these students is to respectfully ask for the co-operation of the parents/guardians within this school community to avoid sending peanut butter or products with peanuts listed in the ingredients.

There is a wide range of nutritious foods available to pack for your child. Visit <http://www.eatrightontario.ca> for suggestions. For more information on anaphylaxis, visit <http://www.anaphylaxis.ca> or <http://www.aaia.ca> We are working hard at preventing accidental exposure. It is also important that we have common routines throughout the entire school

There are many shared areas (washrooms, fountains, gym, library, computers, etc.) students could come in contact with allergens.

The teachers will explain the importance of the following health and safety routines to the students in their classrooms:

1. Wash your hands with soap and water before and after eating.
2. Do not bring food that contains peanuts/tree nuts.
3. Do not accept food from other students especially if you have food allergies.
4. Snacks are not permitted outside in the schoolyard.
5. Dispose of all food waste properly.



## Message about our EDUCATIONAL RESOURCE TEACHER

Your child's entry to school can set the stage for a comfortable transition into the school environment right from day one.

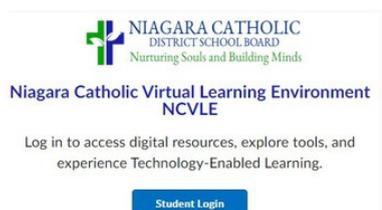
Our Educational Resource Teacher (ERT) Mrs. M. De Amicis, assists students in Kindergarten through Grade 8 who may need extra support with various aspects of school life.

The role of the Educational Resource Teacher is helping all children, but especially those with physical, social or educational learning needs. The ERT works together with classroom teachers and families to ensure that every child is successful and feels a sense of belonging while at school.

Please feel free to reach out directly to our ERT directly at [mandy.deamicis@ncdsb.com](mailto:mandy.deamicis@ncdsb.com) with any questions or concerns connected to:

- **Medical (e.g., Diagnoses)**
- **Mental Health**
- **Speech and language development**
- **Occupational or physical therapy needs**
- **Toileting and self helps skills**
- **Social interaction and behaviour needs**
- **Other worries**

Working together to create a safe and comfortable environment for our students is our goal and we are here to help support your child and family in any way we can!



## Online Class Platforms

All classes K-8 will have an online class platform on the NCVLE which stands for Niagara Catholic Virtual Learning Environment. These classes are set up by our board technology department at the beginning of each school year and ready to access around the

first week of school or thereabout.

The NCVLE online class platform for your child(ren) can be found via the following link <https://niagaracatholic.elearningontario.ca/d2l/login>

Students will login with their email and password. Emails and passwords will be given to students by their classroom teacher. For returning students, their **niagaracatholic.ca email** remains the same but their password may require updating each school year. Passwords are given to the students by their classroom teacher.

Students are expected to follow the Niagara Catholic Code of Conduct Policy which includes Administrative Operational Procedures for Student Use of Electronic Communications Systems when using all and any board governed technology including the NCVLE. You can read this policy below.

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## What Students Need For School

### All grades - Kindergarten to Grade 8 students need these items:

- \* lunch bag with lunch & 2 snacks (no nuts or nut products)
- \* refillable water bottle
- \* indoor shoes if possible (Velcro or slip in unless you child can tie their own shoes)
- \* backpack
- \* containers your child can open for lunch/snacks (kindergarten students do receive help)



### Kindergarten:

- \* personalized hand sanitizer if you wish
- \* box of kleenex to share (help build inventory in the class - we go through a lot of kleenex)
- \* dry eraser marker
- \* Change of clothes (shirt, underwear, socks, shorts/pants etc) label everything - please send in on the first day - best to send in inside ziplock bag (to store at the school)

### Grades 1 - 3:

- \* Pencil Case
- \* backpack
- \* dry erase markers
- \* box of kleenex to help build classroom inventory
- \* crayons/markers/pencil crayons
- \* Gr. 1 and 2 Change of clothes (shirt, underwear, socks, shorts/pants etc) label everything - please send in on the first day - best to send in inside ziplock bag (to store at the school)

### Grade 4 - 6:

- \* pencil case

- \* backpack
- \* lunch bag, refillable water bottle
- \* calculator
- \* dry erase markers
- \* box of kleenex to help build class inventory
- \* pencil crayons/markers
- \* glue stick
- \* personal pencil sharpener

#### **Grade 7-8:**

- \* calculator
- \* box of kleenex to help build class inventory
- \* markers/pencil crayons
- \* highlighters
- \* personal pencil sharpener
- \* dry erase markers
- \* glue stick
- \* backpack, lunch bag, refillable water bottle

## PPM 128

### **Cell Phones and PPM 128**

Students must not use personal mobile devices during instructional time except under the following circumstances:

- for health and medical purposes
- to support special education needs
- if directed by teacher for educational purpose

If an educator sees a personal mobile device that is not stored out of view, they must require the device be handed in for the instructional day and the device must be placed, by the student, in a storage area in a location designated by the principal/educator



\*For grades 7 & 8 students' personal mobile devices are stored out of view and powered off or set to silent mode during instructional time.

\*For grade 6 and below students' personal mobile devices are stored out of view and powered off or set to silent mode throughout the full instructional day, except when their use is explicitly permitted by the educator under the circumstances outlined above.

\*If a student does not hand in their personal mobile device when required, the student must be sent to the Principal's office. Principals have discretion under PPM No. 145, Progressive discipline and

promoting positive student behaviour, to consider a range of responses to address this behaviour including suspension.

\*An annual notification to parents and students reminding them of the restrictions and requirements for student personal mobile device use and the consequences for non-compliance

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# ♥ Welcome to Kindergarten

**What you need to know when your child is coming to school for the first time. We got you!**

## PERSONAL BELONGINGS

- Please label all your child's belongings on the inside. This includes backpacks, lunch boxes, water bottle, shoes, jackets, sweaters etc. \*\*This is very important especially since there is a dress code, and many items look similar.
- Also, please send in an extra set of clothing in a large Ziploc bag with your child's full name clearly printed on the front of the bag for those unexpected accidents or falls outside.
- Please encourage your child to leave toys at home as they can be easily lost or broken. Please ensure that your child has a pair of running shoes that he/she can put on easily (Velcro/slip-on) to be left at school for indoor use.

## SNACKS/LUNCH

- There will be two nutrition breaks (one in the morning and one in the afternoon) and a lunch break daily. Please help us encourage good nutrition by providing a healthy lunch and small daily snacks such as pieces of fruit, vegetable slices, raisins, yogurt, crackers, cheese etc.
- Please emphasize that snacks and lunches are not to be shared with friends due to food allergies.

## MEDICAL NEEDS

- Please let us know if your child has any medical needs including allergies, seizures, medications etc...
- We will also put you in touch with our Educational Resource Teacher, Mrs. De Amicis who will contact you regarding any necessary paperwork

- If your child is required to have medication administered at school we require a form to be completed by your doctor which you can find below. Please have your doctor complete and return to the school.

### MILESTONES or LEARNING/BEHAVIOUR/SOCIAL/EMOTIONAL/PHYSICAL NEEDS

- Should your child be entering 1st year or 2nd year Kindergarten with us for the first time and they have not met their basic age-based milestones, such as talking, toileting, ability to follow basic directions, etc...please let us know so we can connect and meet to discuss your child's needs and begin setting a plan in place for their success. Please contact our Educational Resource Teacher through email at to discuss your child's needs [mandy.deamicis@ncdsb.com](mailto:mandy.deamicis@ncdsb.com)
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## Frequently Asked Questions

### **What if my child forgot their lunch or an important item and I need to bring it to them?**

Simply pack it up and bring it to the school labeled with your child's name on it. When you arrive at the school ring the buzzer tell us you are dropping lunch or other items for your child, state your child's name. We will let you in. You can drop it on the table right outside the office. We also will keep post-its and pens at the table in case you forgot to label your child's lunch/items with their name. We will make sure your child receive their lunch/items. Please note this does not mean we will be pulling your child out of class when you arrive. We aim to not interrupt instructional time for forgotten items such as lunches or shoes etc.....

### **What if my child is feeling sick during the day?**

We ask you do not send your child to school if they have a fever/chills, nausea, diarrhea or extreme cold/flu symptoms. If your child takes sick during the day the classroom teacher will call home to touch base with parents. \*Students are not to text their parents from their phone to be picked up unless they have teacher permission. If it is decided the child needs to go home, parents will be asked to come to pick up their child. If parent is not available we will call the child's emergency contact on our register. Please make sure you have working phone number and emergency contact on file for the school to call in case of an emergency. If you have special circumstances (such as using email instead of phone call, a work number we should use) please let the office know and we will note it in our records how to reach you in case of an emergency.

### **What if my child needs to leave early for an appointment or is coming late?**

You MUST put it into safe arrival and indicate the time they are either arriving or leaving. This is the safest method for us to know students are safe and being legitimately picked up by their parent or guardian. The fastest way is to have the school messenger application on your phone. It literally takes less than a minute to enter in the information.

### **Can I send in food treats (pre-packaged) for my child's birthday for the entire class?**

The short answer is no. And, sorry. We know you really want to celebrate and have fun. The long answer is below under Birthday and Food. :(

**My child's birthday is coming up and I want the teacher/school to give me the names of the children in the class and information so I can contact other families to invite children to my child's party.**

So sorry we are bound by confidentiality but if you want to hand out invitations at school (discreetly of course so other children don't feel left out) you are welcome to include your phone number in the invitation so parents can contact you.

**My child is older and we have decided some days they are walking home and some days they are taking the bus. Do I need to write a note every single day to tell the teacher how my child is getting home.**

No, but you can send the classroom teacher an email and tell them that your child is going to alternate between the two (bus / walking) and that your child will let the teacher know on the days they are not taking the bus before leaving for the day. This way we don't hold up buses and we also don't worry about the whereabouts of your child.

**I am upset about something that happened in school with my child. What should I do?**

First of all please make sure you encourage your child to communicate with their classroom teacher if there are ANY problems in class, with learning, outside at recess etc....so the classroom teacher (not just the teacher on duty) has an opportunity to deal with the issue immediately. Often delaying reporting of incidents makes it harder to get to the bottom of them. Immediate reporting is the absolute best. Building self-advocacy is very important and is a life-long learning skill.

Secondly, reach out to your child's classroom teacher first and give them an opportunity to hear your concerns, clarify information and perhaps investigate the situation or respond. You may call the office and the office staff will relay your message to the classroom teacher and have them return your call to speak with you when they are not teaching. If the concerns are more involved reach out to the classroom teacher and set up a time convenient for both you and them to meet face to face. Administration is always available but the first conversation is always with the classroom teacher unless the immediate health and safety of a child is at risk. If you call the school you will be directed to speak to the classroom teacher first at a time which is convenient for you and the teacher.

Please note our office and school has a zero tolerance for hostile behaviour or tone toward any staff or students.

**My child has anxiety and is struggling to come to and remain at school? What do I do?**

You reach out to us so we can help and come up with a plan to assist you and your child with making their transition to school and time at school manageable. There are lots of things we can try to help you and your child. Please reach out to the Educational Resource Teacher, Mrs. De Amicis or Ms. Benyo and we will set up a time to discuss.

## **My child doesn't like their class assignment.**

Please note that in school with many split classes students may be separated from certain classmates and have the option of various teachers. It is crucial you speak positively and have an open mindset about your child's class and assignment for the school year. Remind them that this is a new opportunity to make new friends and have different experiences. The way we speak about school, learning and the school community impacts your child's mindset and attitude about school. We want to encourage positive, happy and open mindsets and build students who are resilient and able to adapt kindly to various situations in life. What we say in front of students matters.

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## **Birthday's and Food**

Please note we are bound by the Anaphylaxis Policy which clearly states we are to provide a safe environment for all students with known and potentially unknown allergies. We therefore discourage the sharing of foods at lunchtime and do not allow outside treats to be brought into the school to share with other students for special occasions. We also follow Healthy Schools guidelines which promotes healthy eating and lifestyles.



**Food treats are not allowed to be brought in and shared with the class for birthdays.** We appreciate your cooperation with this aspect of helping us be a safe and accepting school.

We aim to announce each child's birthday over the announcements. Birthdays which fall on the weekend are announced either on the Friday or the Monday of the student's weekend birthday.

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## **Looking Forward to Having You Join Father Hennepin Catholic School**

Thanks for reading all the way to the end! I am Ms. Benyo, Principal. The 2025-2026 school year is my third year as principal at Father Hennepin and I certainly endeavor to learn everyone's name and come to know and connect with our families, students and staff. I can't wait to have you as part of our caring and loving school community where we learn, pray, play, grow, strive and thrive together.

#takesavillage



## **Our Office Secretary**

Mrs. C. Hollett, is our amazing office secretary!

Mrs. Hollett is the first person you will likely see as you enter our building. She comes to us with a great deal of experience and a flair for organization and a get things done attitude. Remember she is the only secretary assigned to our school and is in charge of many things including, registration, attendance, enrollment reporting, finances, answering phones and email and doors and the list goes on..... Please be patient and kind as we know a school can get very busy and there are times you may have to wait. Thank you so much as we aim to please and provide you with great service at Father Hennepin School.



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Proudly Part of St. Michael High School Family

**Yvonne Benyo**

Yvonne is using Smore to create beautiful newsletters

