## St. Mary Catholic NF - 2024-2025

Niagara Catholic District School Board



#### Home of the Chargers & St. Paul Family of Schools

Email: <u>st.mary.nf@ncdsb.com</u> Website: <u>https://schools.niagaracatholic.ca/stmary-niagarafalls/</u> Location: <u>5719 Morrison Street, Niagara Falls, ON, Canada</u> Phone: <u>905.354.7744</u> Twitter: <u>@stmarycatholic</u>

#### Don't forget to follow us on Instagram @stmarycatholicschool

Follow Us by Joining: @stmarycatholicschool (instagram) School Secretary: Ms. Linda McQueen School Principal: Mrs. Maria Solomon Superintendent: Mr. Domenica Massi

#### **Updating Contact Information**

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 contact you quickly in case of an emergency. Please forward to Mrs. McQueen any updates/information that has been changed, such as phone numbers, emails and emergency <u>contacts to Linda.McQueen@ncdsb.com</u> Thank you in advance for helping us keep everyone safe.



#### St. Mary Checklist

- Check Transportation Details for your child at NSTS
   <u>https://www.nsts.ca/</u>
- Register for Safe Arrival to receive school messages and report your child's attendance <u>https://niagaracatholic.ca/safearrival/</u>
- Register for School Cash Online to make purchases from the

school

- 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 <u>http://onehsn.org</u>

- Follow us on social media for connection and communication Instagram @stmarycatholic
- 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 <u>https://schools.niagaracatholic.ca/stmary-niagarafalls/</u>



We Are On a Balanced School Day

Supervision & Arrival: Direct entry into school from 8:30 am to 8:40 am (please use the gate where bus students enter) School Begins with morning announcements at 8:40 \*\*Your child will be marked absent if they are not in their classroom by 8:40

Nutrition Break #1:

10:50-11:30 (first 20 min. indoor and eat; last 20 min. outdoor recess)

Nutrition Break #2: 12:50-1:30 (first 20 min. indoor and eat; last 20 min. outdoor recess)

Dismissal: 3:00



#### **SAFETY FIRST!**

#### Please remember to ensure:

- your child arrives to school before 8:40 am (supervision begins at 8:30 am). This will help develop routines, value the importance of being responsible and be ready for learning
- Kiss-n-Ride is used to safely drop off and pick up your child without leaving your vehicle
- use Law St. to park your vehicle if you wish to walk your child to and from school
- Staff Parking should not be used to park your vehicle due to students and families walking on the sidewalk along Morrison Street and at the furthest end closest to the cemetery it is used to transition our students from the school to Kiss-n-Ride.

We are committed to making every effort to support a positive learning experience that helps to build disciplined, responsible and resilient learners. Your support and partnership is greatly appreciated and valued!



#### **KISS--n-RIDE PROCEDURES for SAFETY**

- For safety and efficiency Adults are to remain in vehicles if using Kiss n Ride otherwise you must park your car to get out to walk or assist your child(ren)
- Please do not stop your vehicle to have conversations with others while in your vehicle in the kiss and ride zones as it puts others at a disadvantage behind you and everyone has somewhere to be
- Ensure backpacks are ready and not stowed in the trunk
- 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.

#### At Drop Off 1 Lane

- Drive through Kiss-n-Ride 1 lane through St. Andrew Church Parking Lot
- Drive around to the gate that is adjacent to St. Mary School which is the exit of the drop off area - <u>students exit on the right hand side of their vehicle where staff will escort them through</u> <u>the gate into the school</u>
- Students are not to get out of their cars unless escorted and directed by a staff member
- Students are not to exit on the left hand side of their vehicle or in between cars
- Ensure backpacks are ready to go with the child and not stowed in a trunk.

#### At Dismissal 1 Lanes (3:00 pick-up)

- Drive through Kiss-n- Ride 1 lane only
- Remain in your vehicle until your child is brought out to the Kiss N Ride area
- If you are FIRST in the Kiss-n-Ride and your child has not come out yet please be prepared to park in one of the empty bays as directed by a staff member
- Use caution when exiting the Kiss-n-Ride area as you will be crossing over the pedestrian sidewalk onto a busy Morrison Street

#### SCHOOL MESSENGER: - SAFE SCHOOL ARRIVAL

Please continue to use the Niagara Catholic District School Board online system to record absences. If your child is going to be absent from school for any reason, the absence **must be reported by 8:30 am** as follows: <u>go.schoolmessenger.</u>ca' or call: **1-844-287-6287. Please do not** call the school to report your child's absence. Use the above format instead.



#### St. Patrick Catholic Church - Mass Times

Saturday 5:00 p.m. Sunday 8:00 a.m., 9:30 a.m., 11:30 a.m



#### Registration 2024-2025 School Year

To register with Niagara Catholic please complete the form above! If you are in our school boundary - choose St. Mary Niagara Falls and join our school community - we are proud of what we accomplish every day!

Kindergarten families if elgible for busing MUST opt in to receive transportation. Click on the link below NSTS for more information. Questions regarding busing over the summer - call NSTS directly.

#### **ONLINE STUDENT REGISTRATION**



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 you are new to our school, had a change in address or registered in the last two weeks and qualify for bussing, there may will 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. Please be patient as NSTS works through this process. You will be notified as soon as transportation has been arranged and confirmed.



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 (<u>http://nc.schoolconnects.com</u>)
- -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 inturn available to NSTS, otherwise you may miss important information.

**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. https://ncdsb.schoolcashonline.com/

#### Wagara Catholic District School Board Paying for school Rems just got easierf Sign up to get started today. What is School Cach Online! Under Johen e arearb an area that built inter Register Sign In

6 SchoolCashOnline

#### 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.



#### **Parent Portal**

What is the parent portal and what is it for?

The <u>Niagara Catholic Parent Portal</u> 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 <u>helpful guide</u> and follow the instructions. <u>https://cdn.niagaracatholic.ca/wp-content/uploads/2020/09/Niagara-Catholic-Maplewood-</u> <u>Parent-Portal-Instructions-Sept-2020.pdf</u>



#### **BigBear Spirit Wear**

We are happy to be partnered with BIG BEAR SPIRITWEAR! Orders for Spiritwear can be processed at anytime and purchases are done online at <u>https://www.bigbearspiritwear.com/st-marys/</u>

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 St. Mary Catholic 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.

<u>Simply put, DRESS CODE = Collared WHITE or NAVY blue shirts</u> (with no logos other than school logo) and navy blue bottoms. School hoodies are allowed.

<u>Alternative Dress Days/Themed Days</u>: 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 ripped jeans. Shorts and skirts/dresses need to be reasonable in length, typically a walking short length.

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

# 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 tshirts 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

#### **BEFORE AND AFTER CHILD CARE**

**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. <u>https://bgcn.ca/programs/child-care</u>

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

#### NPIC Nominations 2024-2025 School Year



#### 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 <u>http://www.eatrightontario.ca</u> for suggestions. For more information on anaphylaxis, visit <u>http://www.anaphylaxis.ca</u> or <u>http://www.aaia.ca</u> 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. Alaimo 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 <u>jennifer.alaimo@ncdsb.com</u> 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!

#### St. Mary Code of Conduct

As partners in education we need to continue working together to support all our students within a kind and caring School Community.

Please see St. Mary's Code of Conduct below that reflects the Niagara Catholic District School Board and Ontario's Ministry of Education Provincial Code of Conduct

https://www.ontario.ca/document/education-ontario-policy-and-program-direction/policyprogrammemorandum-128

St. Mary Students are expected to:

 $\hfill\square$  come to school prepared, on time and ready to learn

□ show respect for yourselves and others (kind words and actions)

refrain from bringing anything to school or doing anything at school that may risk the safety of others

□ follow the rules and takes responsibility for your own action to foster a culture of mutual respect

#### STUDENTS' EXPECTED BEHAVIOUR

following classroom and school rules (seated, inside speaking volume)
 proactive and preventative (you need to tell an adult in a timely manner -See
 Something Say Something) and be patient when issues are being resolved
 mindful of your tone, delivery, body language and physical space
 self-regulations: 'green zone'- you are in-control of your emotions and respect others, learning
 environment creating a positive school and classroom climate
 mindful of your own biases (personal opinion) and not taking sides because they are your friend
 but doing the right thing
 team player actively promoting positive behaviours and interactions with others that model safe,
 accepting behaviour for everyone to feel welcome and belonging in a school community
 reflect your decisions and choices made that have natural consequences

 $\hfill\square$  cell phones are to be out of sight, off and only used with permission under supervision

#### STUDENTS' ATTITUDE

 $\hfill\square$  positive, welcoming, inclusive, accepting and respecting

on time, ready for learning (open to feedback able to be coached and redirected)
 respecting yourself and others (kind comments and actions only accepted)

#### STUDENTS' ACADEMIC BEHAVIOUR

 responsible for your learning (on time, clean desk and work environment and complete your work to the best of your ability)

□ collaborative contributor (attentive listener, share the work load, be just and kind)

□ effective communicator (i.e actively participating, asking for help when needed)

reflective (ask yourself what and how can I do better) and why it's important

□ belief that, "you can do well if you can" and if you are having difficulties then reflect on your lagging skills and unsolved problems

□ set goals to be a self-directed, responsible student that includes your lagging skills and unsolved problems.

#### The code applies to the entire school community:

- on school property
- on school buses
- at school-related events or activities
- in before and after school programs
- in other circumstances that could have an impact on the school climate, such as incidents that may happen between students off school property
- in an online learning environment

All school community members must:

- I follow all classroom and school rules and Board policies
- □ show honesty and integrity

□ always treat others with dignity and respect both in person and online, especially when there is disagreement or difference

- □ respect and treat others fairly (regardless of: race, identity, culture, ability, interests)
- respect the rights of others
- $\hfill\square$  show care and respect for school property and the property of others
- □ take the proper steps to help those in need

respect the need of others to work in an environment that is good for learning and teaching
 seek help from school staff to resolve conflict peacefully, if necessary

 $\square$  not swear at or verbally abuse anyone

 not use mobile devices (for example cellphone, tablet, smart watch) during class time except when a teacher says to use them as part of learning, they are needed for a health or medical reason or they support special education needs)

#### Parents/Guardians must:

 $\hfill\square$  engage in your child's schoolwork and progress

- communicate regularly with your school
- □ make sure your child is properly dressed and prepared for school
- ensure that your child attends school regularly and on time
- □ inform your school promptly about your child's absence or late arrival

□ become familiar with the St. Mary's Code of Conduct, Niagara Catholic's Code of Conduct and Ministry of Ontario's Code of Conduct

encourage and help your child follow the rules of behaviour
 help school staff deal with disciplinary issues involving your child

Teachers and school staff are expected to:
help students work to their full potential and develop their self-worth
empower students to be positive leaders in their classroom, school and community
communicate regularly and meaningfully with parents
maintain consistent and fair standards of behaviour for all students
show respect for all students, staff, parents, volunteers and members of the school community
prepare students for the full responsibilities of citizenship
help students communicate respectfully in person and online
model the standards of respect, civility, and responsible citizenship
show students the appropriate use of cellphones during school by not using personal mobile devices during instructional time, unless explicitly for work-related purposes.

Principals are expected to:

□ show care for the school community and commitment to student achievement and well-being in a safe, inclusive and accepting learning environment

□ hold everyone under their authority responsible for their behaviour and actions

empower students to be positive leaders in their school and community

communicate regularly and meaningfully with all members of their school community

model the standards of respect, civility and responsible citizenship

#### All school community members must not:

□ start or join in any form of bullying, whether in-person or through technology (for example, through texts or social media posts)

□ start or join in hate or types of behaviour motivated by bias, prejudice or hate against a distinct group

- □ inflict, or encourage others to inflict, bodily harm
- commit anytime of assault or harassment
- □ threaten or intimidate another person
- □ be in possession of a weapon or any illegal substances
- commit theft
- □ commit vandalism that causes damage to school property or property:

#### Non-Negotiables:

- physical contact, name calling, disrupting learning environment
- disrespecting others (including authority)
- □ respect confidentiality and reciprocated trust including the person in authority
- □ see list above

#### Natural Consequences:

Use of Progressive Discipline (Own It, Learn From It, Move On & Make Changes)
 Use of a Restorative Model (Reflect, Rethink, Rebuild using a variety of strategies and plan of action/care including phone calls home, meeting with parents/guardians)
 consequences are unique to the situation and the number of incidents

□ poor choices lead to natural consequences (i.e., Alternative placement, play area restricted, out of school suspension)



#### **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 <u>https://niagaracatholic.elearningontario.ca/d2l/login</u>

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 Adminstrative 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.



#### 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:

- \* personalized hand sanitizer if you wish
- \* box of kleenex to share (helps 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:

\* 1 - 1 1/2 inch binder - nothing larger please it won't fit in the desk (avoid zipped binders as well they are too big for inside student desk)

\* dividers (8 tabs)

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

#### **Cell Phones and Personal Devices**

Cell phones are generally more disruptive than helpful during school hours. We recognize students may require their cell phone for safety and communication purposes for before and after school but use during school hours is prohibited unless the student acquires permission from their classroom teacher.

"Cell or smart phones, tablets, laptops, audio or video recording devices are prohibited for use by students in all Niagara Catholic elementary and secondary schools classrooms unless specifically approved by school staff for instructional or co-instructional purposes."

Collection of phones at the beginning of class is a common practice, especially in the older grades where they can be kept in a safe place until the end of the day.Please take the time to read the Electonic Policy for Students below



#### Kindergarten Students Wanted! No Experience Necessary

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.

#### • <u>SNACKS/LUNCH</u>

- 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 allergires, seizures, medications etc...
- We will also put you in touch with our Educational Resource Teacher, Mrs. Alaimo 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 btain by contacting Mrs. Alaimo by email at <u>jennifer.alaimo@ncdsb.com</u>. 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 dicuss your child's needs jennifer.alaimo@ncdsb.com

#### We Welcome Our New St. Mary Families



#### You Always Have a Choice - Choose to Be Positive!

Hate has 4 letters but so does Love Enemies has 7 letters but so does Friends Lying has 5 letters but so does Truth Failure has 7 letters but so does Success Cry has 3 letters but so does Joy Negativity has 10 letters but so does Positivity You always have a choice so choose the better side of it

#### **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. Building self-advocacy is very important and is a life-long learning skill.

Secondly, reach out to your child's classroom teacher first and have a conversation to discuss 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.

#### 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 managable. There are lots of things we can try to help you and your child. Please reach out to the Educational Resource Teacher, Mrs. Alaimo or Mrs. Solomon and we will set up a time to discuss.

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

Please note that in school with many blended classes students may be seperated 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 encoruage 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.

#### **Birthdays 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.

### Looking Forward to Having You Join St. Mary Catholic School

Thank you for taking the time to read this message in its entirety! I am Mrs. Solomon, serving as the dedicated principal of St. Mary Catholic School for the past three years. It is my priority to get to know each and every one of you, establish connections, and extend a warm welcome to our St. Mary family. Creating an atmosphere where everyone experiences a strong sense of belonging, deep understanding of their significance and achieves their fullest potential is of utmost importance to me. Your ongoing collaboration is greatly appreciated as we join hands to support your child along their educational journey. God bless Mrs. Solomon



#### **Our Office Secretary**

Mrs. McQueen is our amazing office secretary!

Mrs. McQueen is the first person you will likely see as you enter our building. She comes to us with a great deal of experience. She loves her school community especially making them happy with our many Food Days!

Remember she is the only secretary assigned to our school and is in charge of many things including, registration, attendance,

enrollment reporting, fiances, 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 St.Mary Catholic School.



Maria Solomon

Maria is using Smore to create beautiful newsletters