

St. Marguerite Bourgeoys Catholic School

355 Waterloo Dr., Kingston, Ontario K7M 8P5
Tel: 1 (613) 549.4499 Fax: 1 (613) 549.9903
flhpmarg@alcdsb.on.ca www.alcdsb.on.ca/school/marg



September Newsletter

Our Mission Statement

We, the community of St. Marguerite Bourgeoys Catholic School, in keeping with our namesake's mission of living a life of prayer and service, will work in harmony to provide all students with the opportunity to develop to their fullest potential by promoting spiritual growth, academic excellence, and a lifelong love of learning.

Principal's Message

Dear Parents and Guardians,

Welcome back to school! After a very long absence from being able to be together at our school, we are happy to see all our students again!

This year will present us with many challenges. Our staff has been working hard to ensure student safety is at the forefront of all that we do. I would like to offer a sincere thank you to our school community for your patience, understanding, and cooperation as we sort through the many logistical challenges that we have faced and will continue to face.

Information for parents will be communicated through notes home, the daily agenda, our automated School Messenger messaging system, and on the school website at <http://www.alcdsb.on.ca/school/marg/Pages/default.aspx>. Our Twitter handle is @alcdsb_marg for those who use Twitter as well. Please be sure to check our school website regularly for important updates. We firmly believe that ongoing and open communication between the home, school, and parish makes the difference in the success achieved by our students. Feel free to contact the school at any time should you have questions or concerns.

Thank you for your ongoing support of our school as we look forward to achieving, celebrating, and worshipping with all of you this year. Have a great school start up!

Blessings,

Mr. Carmine Minutillo
Principal

Ms. A. Fraser
Vice-principal



Follow us on Twitter!
@alcdsb_marg

2019-2020 Staff List

Position	Name	Ext. #	Position	Name	Ext. #
Principal	Mr. C. Minutillo	222	French Teacher	Ms. J. Babic	389
Vice Principal	Ms. A. Fraser	225	JK/SK PPT (am only)	Ms. J. Gladstone	349
Kindergarten Teacher	Ms. M. MacLeod	337	Special Education	Ms. R. Lesslie	326
Kindergarten Teacher	Ms. C. Campbell	338	Special Education	Ms. M. Levac	387
Kindergarten Teacher	Ms. L. Laframboise	344	Early Childhood Educator	Ms. T. Weatherdon	338
Grade 1 Teacher	Ms. J. Grey	334	Early Childhood Educator	Ms. K. Valente	337
Grade 1/2 Teacher	Ms. D. Albrough	333	Early Childhood Educator	Ms. E. Murphy	344
Grade 1/2 Teacher	Ms. M. Sheppard	335	Educational Assistant	Ms. J. Henry	333
Grade 2 Teacher	Ms. M. Pikaart	332	Educational Assistant	Ms. J. Childerhose	345
Grade 2/3 Teacher	Ms. E. Conlon	340	Educational Assistant	Ms. C. Crawford	
Grade 3 Teacher	Mr. S. Lonergan	341	Educational Assistant	Ms. R. Goodfellow	334
Grade 3 Teacher	Mr. C. Coleman	339	Itinerant Arts Teacher	Ms. J. Berry	327
Grade 3/4 Teacher	Ms. T. Lollar	345	Learning Resource Assistant	Ms. I. Wimmer	336
Grade 4/5 Teacher	Ms. A. Bogle	348	Secretary	Ms. A. McCready	0
Grade 5 Teacher	Ms. T. Bulmer	386	Secretary (am only)	Ms. S. Vogel	323
Grade 6 Teacher	Mr. S. Griffin	329	Caretaker	Mr. A. Eves	342
Grade 7 Teacher	Mr. A. Ledoux	330	Caretaker (Evenings)	Mr. D. Tavares	342
Grade 8 Teacher	Ms. M. Markotich	331	Child and Youth Worker	Ms. K. Peck	225
Grade 8 Teacher	Ms. P. Coppens	343	Pastor	Fr. S. Amato	
French Teacher	Ms. J. Benevides	349			
French Teacher	Ms. J. Porporo	349			
Grade 6/7 Teacher	Ms. D. Flynn	388			

School Hours:

Entry	9:05
Morning Recess	10:25 -10:45
Lunch	12:05 – 12:55
Afternoon Recess	2:35-2:55
Dismissal	3:35

School Photos

Individual and class photos will be taken on Wednesday, September 23rd by Edge Imaging. Additional information will be provided in the near future. Picture retake day is Friday, October 23rd.

St. Marguerite Bourgeoys Catholic School

355 Waterloo Dr., Kingston, Ontario K7M 8P5

Tel: 1 (613) 549.4499 **Fax:** 1 (613) 549.9903

filhpmarg@alcdsb.on.ca www.alcdsb.on.ca/school/marg



Nut/Peanut Friendly Environment

Due to the increasing number of students who have severe and life threatening allergies to nut/peanut and nut/peanut products, St. Marguerite Bourgeoys Catholic School will continue to be a nut/peanut friendly environment. Parents are to ensure that their children do not bring any food items containing nuts/peanuts to school for snacks and lunches. Students who go home for lunch are asked to wash their faces, hands and brush their teeth if they have been exposed to nuts/peanuts or their byproducts. **We also ask parents to please refrain from bringing 'Wow Butter' into the school as it is very easy to confuse with real peanut butter. As a further preventative step, please refrain from bringing in food products for birthdays or special events (birthday cakes, cupcakes, classroom treats, etc.).** As our school community embarks on a new school year, we are continuing to ensure the school is a safe environment for all our students and we greatly appreciate your cooperation and support. With your help, our students will continue to develop their concern, compassion, and empathy for all the individuals in the school.

"Family Information"

Please return the "Family Information" form that is being sent home with students **as soon as possible** after noting any necessary changes and/or adding additional information. It is critical that we know right away about any special medical conditions, such as bee and peanut allergies or asthma so that our staff can be prepared in the event of an emergency. If it is necessary, you will need to leave an EpiPen at school for allergy purposes. Our School Board policy requires that you and your doctor complete and submit the appropriate medical/consent forms to the school. Please contact Ms. McCready or Mrs. Vogel to make these arrangements. It is also important that we have at least one alternate phone number so that we can contact you in an emergency. We always make the safety of your children our first priority, and therefore appreciate your cooperation in this matter.

School Calendar

The school calendar, news items, and upcoming and current events will be posted on our school website at <http://www.alcddb.on.ca/school/marg/Pages/default.aspx>. We are encouraging families to refer to the school website for information updates and notices regularly. This September newsletter will be the only newsletter sent out this year as we will continue to post relevant information to our website or send information out via the automated School Messenger system. There is also a monthly calendar available on our website that contains relevant dates for school events. We will also post all notes that have been sent home in the "Student Announcements" Section of the website.

School Security

During our COVID period, parents are not permitted in the school, except for special circumstances and emergencies. Picking-up and dropping-off students will require parents to remain at our main front doors while we make arrangements with your child. Although we are able to meet in person under special circumstances, the preferred method to correspond with teachers and administration is via telephone or video conference.

Code of Conduct

The "Code of Conduct" is available on our website: (<https://portal.alcddb.on.ca/School/marg/Lists/Calendar/Attachments/215/SMB%20Code%20of%20Conduct%2019-20.pdf>). The Code is based on directives from the Provincial Government and Board Policy. Please note that many sections apply to parents, visitors, and staff, in addition to students. Please take some time to review the Code of Conduct with your child.

YMCA Before / After Care Program

The YMCA will continue to operate a care-giving program at the school from approximately 7:30am to 8:30am, and from 3:35pm - 5:30pm daily for those who require this service. For more information, please contact April Kirkpatrick (YMCA) 546-2647 (ext. 234) or drop in during the times noted above to speak directly to YMCA personnel.



Answering Machine:

Secretarial hours are 8:00 a.m. - 4:00 p.m., Monday - Friday. If you call the school before or after these times, you may leave a message on the answering machine. At times, all lines may be busy when you call during the day. In these cases, the answering machine is available for you to leave a message. You may also leave a message at a teacher's extension, which is listed on page 2 of this newsletter.

Safe Arrival Program: This initiative exists simply to assist in ensuring that all students arrive safely at school.

PROCESS:

- Parents phone the school prior to 9:00 a.m. if a child is to be absent;
- We take messages and compare these lists to students who are absent;
- Contacts are initiated in cases where a child is absent but no call was made to the school to explain the absence.

This is a very important program, but it is much less efficient if parents do not phone in messages regarding student absence. Student absent information can be left on the answering machine at any time. Thank you for your diligence.



Late Arrivals

Students who arrive after the 9:05 a.m. bell are late and must report to the office to sign in. All "lates" must be recorded in the "Register of Daily Attendance" as well as recorded on all Report Cards. It is important to be present daily and on time to begin classes, as this contributes to student success.

Student "Sign Out"

In cases where a parent is picking up a child during the school day, it is necessary for the parent to report to the office in order to sign out the student. As noted in the previous item, parents will need to remain outside at our front main entrance while we bring your child to you.

Students Leaving School Grounds at Lunch

Students are expected to remain on the school grounds during the school day. For students who take the bus to school, this encompasses the time of bus arrival until the time of bus departure. The only exception would be if the student's parent/guardian give written notification to the school stating that the child is allowed to leave the school grounds during the lunch break to go directly home for lunch (please note this is only for students who are able to walk to school from home). Students should not be stopping at business establishments at this time. Once written notification is given to the principal by the parent/guardian to go directly home for lunch, the school is absolved of any responsibilities for the child's welfare and behaviour during the lunch period. The parent/guardian is taking over this responsibility by giving the child permission to leave the school grounds. Students who are bussed to school will not be allowed to leave the school at lunch unless a parent/guardian picks up the student.



Student Illness

We do not have facilities at school to accommodate children who are ill. Whenever a child becomes ill, we will telephone home to request that someone pick the student up. We therefore require an emergency contact number in case nobody is available at home. (Refer to "Family Information" form).

St. Marguerite Bourgeoys Catholic School

355 Waterloo Dr., Kingston, Ontario K7M 8P5

Tel: 1 (613) 549.4499 **Fax:** 1 (613) 549.9903

flhpmarg@alcdsb.on.ca www.alcdsb.on.ca/school/marg



Parking Lot/Student Pick-Up/Drop-off

Beginning this year, our parking lot not be available for use between 8:30-9:10 and 3:00-3:45. This measure is to increase student and staff safety during the times we are at school and to decrease congestion in our parking lot. Please use the adjacent roadways when dropping off and picking up students.

The paved lane in front of the school is reserved for transportation vehicles (bus, taxi), from 8:30 a.m. - 9:15 a.m. and 3:15 - 4:00 p.m. daily. **For the safety of students** who arrive/depart by school bus, visitors/parents are required to utilize city streets when either visiting or dropping students off at the school during the times noted above.

School Bus Emergency Phone Number

Because emergency issues related to school bus transportation can occur before or after regular secretarial hours at schools, please take note of the following phone number. This number will connect you to the Tri-Board Transportation Authority between 7:00 a.m. and 5:00 p.m.: **613-354-1981 or 1-866-569-6638**. Please visit an updated Tri-Board website <https://triboard.ca/#null> This site will inform you of any bus cancellations. If you wish to be informed immediately as to your child's bus being cancelled or delayed please sign up for Email Notification by doing the following: Go to <https://triboard.ca/#null> Click on "Delays and Cancellations", then "Sign Up for Delays and Cancellations".

Lost & Found

Parents are requested to ensure that their children's clothes, and belongings are marked with their child's name. Clothing does get misplaced and many children have identical or similar clothing. If a child has lost or misplaced an article of clothing, there is a good chance it will be in the Lost & Found. Every year many excellent articles of clothing are left behind. At certain points during the year, unclaimed lost and found items are collected and sent to charitable organizations.

Hot Lunch/Milk Sales

Due to COVID, we are unable to offer a Hot Lunch Program or Milk Sales. We hope to resume these programs once our COVID restrictions ease.

Student Dress

Student dress is expected to be in good taste and to be reflective of the Catholic nature of our school. This is especially relevant to T-shirts and "summer" wear. Please refer to the "Code of Conduct" for details. All staff will be monitoring compliance with this school and school board expectation. Fire Safety regulations require that students wear shoes at all times.

School Yard

Supervision begins at **8:50 a.m.** in classrooms. You are welcome to drop off students at their designated entrance door at this time.

St. Marguerite Bourgeoys Catholic School

355 Waterloo Dr., Kingston, Ontario K7M 8P5

Tel: 1 (613) 549.4499 **Fax:** 1 (613) 549.9903

flhp marg@alcdsb.on.ca www.alcdsb.on.ca/school/marg