



St. Lucy Catholic Elementary School

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Virtue of the Month: Faith

Faith is an attitude which encourages us to involve God in our lives and helps us to maintain and develop our relationships with God and with others both when things are going well and when they are not.

A Faithful person...


- Knows the saving story of our Christian faith
- Speaks the language of life
- Prays and worships God

Faith

Upcoming Events

September 15 – Reorganization Day – No School for Students
September 19 – Catholic School Council Nomination Forms due
September 25 – Picture Day
September 30 – National Day for Truth and Reconciliation/Orange Shirt Day
October 10 – PA Day – No School for Students
October 15 – Bus Safety Presentations
October 13 – Thanksgiving Day
October 17 – Vaccine Clinic – Grade 7 and 8



	Tuesday, Sept. 2	Wednesday, Sept. 3	Thursday, Sept. 4	Friday, Sept. 5
	First Day of School for SK-Grade 8 Students 	First day for NEW JK/Year 1 Kindergarten students with last names starting with A-L	First day for NEW JK/Year 1 Kindergarten students with last names starting with M-Z	

Other Reminders:

If your child has a medical concern, please return the completed Plan of Care to the school as soon as possible.

First Day of School Procedure

During the last week of August, a School Messenger notification is sent to all families indicating their child's new teacher and room number. When you arrive at the school on your child's first day, make your way to the back of the school where teachers will be waiting to welcome the students and assist you.

SK/Year 2 Kindergarten students can make their way directly to the Kindergarten outdoor play area beside the Kiss-and-Ride. Our new JK/Year 1 Kindergarten student will have a staggered entry for the first week of school (see above for specific start dates).

School staff will also greet any students arriving via school bus and ensure that they are supervised as they meet their classroom teacher.

For students arriving using our Kiss and Ride, staff will be on duty to support a safe arrival and will direct students to the back of the school where they can meet their teacher.

PLEASE NOTE: Class placements are tentative. There may be a re-organization of classes on Monday September 15 (PD Day). If you have any questions or concerns, please contact the school.



Important School Information



Special thanks to all of our dedicated staff who have planned and prepared for the arrival of our students. We are so excited to begin this new school year! Thank you to our summertime custodial staff for all they did during the summer to make the school look fantastic! Their hard work is greatly appreciated. Students are expected to respect the work of the custodial staff and to assist in keeping our school clean.



Daily Schedule

9:00am School day begins
11:06am-11:21am Recess
12:01pm-1:01pm Lunch
2:24pm-2:39pm Recess
3:30pm School day ends

Attendance

We begin our day at 9:00am with our morning bell, national anthem and daily prayer. Students may be dropped off as early as 8:45am in the school yard. Please note, there is no teacher supervision prior to 8:45am and students should not be left unattended. Students should arrive at school at least 10 minutes prior to the bell to allow time for them to line up with their classmates at the appropriate entrance. It is imperative that students arrive on time so that they do not miss valuable instructional time.

Parents are asked to report their child's absence through school messenger:

WEB: go.schoolmessenger.ca

APP: SchoolMessenger

PHONE: 1-844-435-3440



Visitors



All visitors to the school are reminded that they must report to and sign in at the office when first arriving. Adults in the building who are not staff must wear identification stickers for safety reasons. To further ensure the safety of all students and to minimize the traffic in school hallways at **arrival and dismissal times**, we ask that parents meet their children outside of the school and away from immediate exit doors. **Any student leaving the school during the day due to appointments, etc., must be signed out at the office.**

Parents in the Schoolyard

In keeping with Dufferin-Peel School Board Policy, all visitors to the school must report to the office. Particularly in the first days of school, it is important that we all work together to ensure that there are no adults on school property other than those staff members who are wearing orange safety vests. **You may be known to your child, but you are a stranger to other children on the playground.**

Please make arrangements to meet your child at a specific place at the end of the day. By continuing to work together, we can ensure a safe environment for your child. Thank you for setting the example and adhering to this important guideline.

Controlled Entry

All doors of the school are locked throughout the school day. Any visitors must buzz to get in through the front doors. We ask for your patience as it is sometimes difficult to balance the many demands of the office and respond to the front door buzzer. Thank you for your cooperation.

Kiss N' Ride

In order to ensure the safety of our students, parents/guardians are asked to adhere to the following drop-off/pick-up rules:



- 1. Parents/Guardians who are dropping off/picking up Kindergarten, Grade 1 students, or those requiring assistance, will park in a designated parking spot and walk their child to their designated area in the school yard.**
2. Students in Grades 2 - 8 (who do not require assistance) may be dropped off/picked up in the Kiss 'N Ride.
3. All students who are picked up at the end of the day will proceed to the Kiss 'N Ride area.
4. In order to maintain traffic flow, please leave Kiss 'N Ride area once drop off/pick up is complete.
- 5. Please do not leave your car unattended.**
6. There is no parking/stopping in Drive Through Lanes, Bus Lanes, and any area along the fence.

Emergency Information

It is important that we are able to contact someone in the case of an emergency. Please fill out and return the emergency student verification sheets that will be sent home soon with your child. Remember those people you list as contacts are given permission to pick up your child from school.



Lunch Procedures



We will continue to provide a table just inside the front doors for parents who are dropping their child's lunch off at the school. **Lunches should be clearly labelled with your child's name.** Please ensure that your child is aware that his/her lunch is being dropped off at the school. We kindly request your understanding that we **will not interrupt classes** to notify students that their lunch has arrived.

Student Illness

Students who are ill should be kept home where they are most comfortable and can get better, sooner. **A child who is too ill to go out for recess is too ill to be at school.** Your cooperation to keep your child home when he/ she is not feeling well is greatly appreciated.

Reorganization of Classes

Each year we begin the school year with classes based on projected numbers of students provided to the school by the Planning Department. Despite best efforts to predict, inevitably, there will need to be adjustments to meet Ministry class size guidelines. Please note, the **Professional Activity Day** on **September 15th** will provide time for any necessary reorganization which would be effective as of **September 16th**.

Catholic School Council



Have you considered joining Catholic School Council? All positions for the 2025-2026 Catholic School Council are open for nominations. We hope you will consider joining us for what will prove to be a very rewarding and worthwhile experience. Nomination forms will be sent out via School Messenger and are available in the office If you're interested. **Anyone planning on participating on the School Council must submit a nomination form. All parent nominations must be submitted no later than September 19th.**

We welcome and encourage all Parents/Guardians to participate on the School Council and become more informed of school activities and provide input on planned activities.

Transportation

Please see the distance parameters below to determine if your child qualifies for bussing. As the students get older, it is an adjustment to learn that the distance increases, so they may have qualified for busing last year, but they may not qualify this year: JK-Gr.1 - 1.0 KM, Gr.2-4 - 1.6 KM , Gr.5-8 - 2.0 KM

The distance criteria for those eligible for busing is determined by the Dufferin-Peel and Peel Boards of Education and apply to all students. Only those who qualify for busing are allowed to ride the buses. **Please make alternate arrangements to transport your child if he/she does not qualify.**

Helpful hints:

- ☐ Be at the bus stop at least 5 minutes ahead of pick-up.
- ☐ Follow all directions from the driver, especially when getting off and on the bus.
- ☐ Go directly to a seat and stay seated until let off the bus.
- ☐ Sit quietly at all times. Speak only in conversational tones.
- ☐ **No eating on the bus** – this is very important as many of the students riding our buses suffer from a variety of life-threatening allergies.



Parents of Kindergarten and Grade 1 students travelling by bus need to be aware that in the interest of safety, students will be identified for purposes of ensuring that no child is released from the bus unless an adult is present to receive them.

If there have been any recent changes in addresses that may affect your child's transportation please notify the school. Please check www.stopr.ca for any bussing changes (cancellations, etc.).

If your child does not qualify for bussing, STOPR has established a procedure for granting **courtesy seats**. Courtesy transportation is assigned on an annual basis based on empty seats not occupied by eligible riders. Requests for courtesy transportation must be submitted to the school, by the parent/guardian **each year**, using a Courtesy Transportation Request Form (TF004) found at STOPR.ca or in the main office. Students attending the school under the flex boundary policy, must make their own arrangements for transportation.

Student Insurance Coverage

As required by the Education Act and the Ministry of Education, the Dufferin-Peel Catholic District School Board annually provides parents with information about student accident insurance coverage. Although enrolment is voluntary, the DPCDSB encourages parents to take advantage of the insurance coverage, especially if their child/children participate in sports, excursions/field trips, or, if the parents do not have dental insurance coverage. Please refer to the pamphlet that will be sent home during the first week of school for more information.

Student Medical Concerns

St. Lucy CES is an Allergen Aware school. There are pupils in attendance who suffer from severe and life-threatening allergies to certain foods, such as dairy, eggs, peanuts, tree nuts, fish, shellfish, oats, and seafood. Exposure to the smallest quantities can trigger a severe life-threatening reaction. The safety and well-being of all our students is a priority. **Please DO NOT send any lunches or snacks that contain peanuts and/or tree nuts, including peanut butter substitute products.** Please make sure that all your children's caregivers are aware of the food restrictions. **Please avoid sending food for birthdays or special occasions.** Should there be **additional allergy concerns in specific classrooms, the classroom teacher will share information.**



St. Lucy CES continues to participate in “*We Share the Air*”, a Scent Sensitivity Awareness Campaign. There are students in attendance who suffer from asthmatic conditions. Exposure even to minimal odours may cause reactions.

All students with a prevalent medical condition (Asthma, Anaphylaxis, Epilepsy and Diabetes) must have a **Plan of Care completed**. This ensures that school staff can act appropriately and effectively in the event of a medical emergency. If required, hard copies of these forms will be sent home with your child. Please be reminded that Epi-Pens have a shelf life of one year.

Storage of Medication



Some of our students require medications during the school day. All medication is to be stored in the office except where directed by a physician. Board Policy requires that we have signed request/authorization forms from the parents and the supervising physician in the office. These forms are available at the office.

When medication is approved for storage, it must be labeled with the student name, name of medication, prescription information and dosage. The medication is to be brought to the school in the bottle that was provided by the pharmacist. Please do not have students deliver medication to the office; it should be brought in by an adult. Medication that is sent to school without the proper documentation cannot be stored. This also applies to over-the-counter medications such as Tylenol, aspirin, ibuprofen, cough medicine, Benadryl and allergy medications.

Concussion Protocol

The DPCDSB has a Concussion Protocol in place. All students who sustain a head injury during the school day, however minor, will receive a concussion pamphlet to take home. We ask parents/guardians to review this pamphlet and seek medical attention for your son/daughter if you feel it is required. All head injuries will be logged and reported to parents/guardians. We ask that you please inform the school as soon as possible if and when your son/ daughter sustains a concussion as a result of a school incident or as a result of an activity outside of school.

Use of Personal Electronic Devices



In accordance with the Ministry of Education's recent updates to PPM 128: Provincial Code of Conduct & School Board Codes of Conduct, students in Kindergarten to Grade 6 are required to keep phones turned off or set to silent mode and out of sight for the duration of the school day, unless otherwise explicitly allowed by the educator during instructional time for a specific purpose. Students in Grades 7 to 8 must store their phones out of view and powered off or set to silent mode during instructional time, unless otherwise explicitly allowed by the educator during instructional time for a specific purpose. Contravention of these Ministry of Education expectations will be addressed as per the procedures outlined within DPCDSB's Catholic Code of Conduct. Students who need to use their phones or other electronic devices for health and medical reasons, or to support special education needs, may continue to use them during the school day following consultation with school administration. It is recognized that some parents need to communicate with their children during the school day, and in such instances, please contact the office.

Verification of Contact and Personal Information and Other Forms

We will be sending home verification sheets as well as other forms (i.e. media release, PED agreement, etc) that will need to be signed and returned to school. In the meantime, it is imperative that we have updated contact information for all parents/guardians as well as emergency contacts names and phone numbers. If any of this information has changed, please notify the office.

We are looking forward to a fun and exciting school year!

