

OUR LADY OF SORROWS SCHOOL



In Faith and Love we build Christian Community

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E-mail: office@myolosschool.com Website: www.ourladyofsorrows.ca

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1. Classroom Teachers for 2022-2023

Kindergarten: Mrs. Corrado

Grade 1: Mrs. McKenna

Grade 2: Mrs. De Amaral

Grade 3: Mrs. Matterson

Grade 4: Mrs. Guzzo

Grade 5: Mrs. Rossi

Grade 6: Mr. Basso

Grade 7: Mrs. Crescenzo

PE: Mr. McCloskey

Learning Resource (Primary): Mrs. Bortignon

Learning resource (Intermediate): Mrs. Woodman

ADST: Mr. Stocker

Music: Mr. Kanabe

2. Office Hours

Please note that our office hours for the 2022-2023 school year will be as follows: 8:00 a.m. to 3:30 p.m.

3. Office Email

For all absentees and inquiries, please email office@myollosschool.com.

4. Recess & Lunch Breaks

Primary and Intermediate grades will have the same recess breaks. Lunch breaks will continue to be staggered.

All Grades

Morning recess 10:15 – 10:30 a.m.

Grades 1, 2, 3, 4

Lunch recess 11:55 - 12:20 p.m.

Grades K, 5, 6, 7

Lunch recess 12:25 - 12:50 p.m.

****Please ensure all students are to be prepared with proper jackets and footwear daily.**

****No sharing of snacks or lunches. Please ensure you are packing all necessary items in their school bags. Please include a water bottle daily.**

5. Absentees & Late Notices

If your child is going to be absent or late, our two preferred methods of notification are as follows:

1. visit our website (<https://ourladyofsorrows.ca/lates-absences/>) and fill in all the requested information. Please note the new top tap 'LATES & ABSENCES;' or
2. email us at office@myollosschool.com.

If you do not complete one of the options above, upon your child's return to school, you must send a note to the classroom teacher explaining the reason for the absence. Please ensure you include all dates absent. If you have more than one child, we require a separate note for each one. This information is required for our annual Attendance Audit which determines our government funding for the year.

6. Uniforms

Please read the Policy Manual, which is included in the students' Agendas. See page 7, item #7. Teachers will be starting uniform checks by next week. Please ensure all uniform items comply with the Uniform Policy. As of October 3rd, your child is required to come school in regular (not summer) uniform.

Please Note: Sweaters or vests are mandatory for all school functions such as Masses, School Assemblies, Para-liturgies, and Fieldtrips when representing the school.

7. Student Safety

Student safety is very important! Please arrive early and drop off prior to 8:45 a.m. The playground area is supervised from 8:15 – 8:45 a.m. and 2:50 – 3:05 p.m. Please follow drop-off zone rules! Please do not block the driveways as we have regular deliveries and drop offs in the morning as well! **Also, please refrain from gatherings and bringing dogs into the playground areas or school as it contravenes the Health By-laws.** They are fine to wait outside the playground, however we do not wish students on the front grass areas as it is unsafe. Thank you for your understanding!

PLEASE FOLLOW THE DROP-OFF CONES AND SIGNS!

Pre-school families will drop off at the Slocan entrance gate next to the Preschool. See Pre-school letter.

8. Visitors

For the safety of our students and staff, all visitors and parents are required to report to the school office where a “Visitor” tag will be issued if needed. We ask that all parents/visitors only use the Main School entrance on Slocan Street to enter the school. During instructional time, parents are not to go to their child’s classroom. Any supplies or lunches (labelled with child’s name and grade) are to be left at the office. It is your child’s responsibility (not the office staff) to retrieve their lunch or supplies from the school office. We also wish to restrict calls home for supplies and lunches, so please have your child review daily routines and help them to prepare for their day prior to bedtime. We encourage your children to bring all necessary items to school daily.

9. Monthly & Weekly Newsletters

This year, we will continue with the weekly newsletter and monthly calendar. In order to keep you up to date on issues and remind you of special dates, there will be a weekly bulletin sent home via email as well as posted on our website: (www.ourladyofsorrows.ca). This will usually be sent every Wednesday, so please ensure you check your emails regularly. If there is a change in your email address, please contact the school and provide us with the new one as soon as possible. The monthly newsletter will be sent home with the oldest child as a hardcopy.

10. After School Club

Our After School Club has started and will be available **Monday – Thursday from 3:00 – 4:30 p.m.** The cost for this is \$5.00 per 30 minutes per student until 4:30 p.m. In the event you are late for pickup (after 4:30 p.m.), the cost will be an additional \$10.00 per student per 30 minutes until 5:00 p.m.

After School Club will be in the lower hall. Children are to be picked up from there. You can access the lower hall by entering the school parking lot off Pender Street. Once you arrive, please wait at the door and we will bring your child to you.

OLS After School Club is NOT a Licenced daycare, therefore it does not provide extra services such as bathroom assistance, Special Needs Support, play dates or special services for parents. Parents must have a responsible adult available for their child’s pickup, and available to be called in case of emergencies such as when a child must go home due to illness or when behaviour or emotional issues arise. Our Lady of Sorrows After School Club is a Voluntary Club and therefore children must be “ready and able” to attend in all Physical, Emotional, and social realms of child development (appropriately for their ages). The staff will be in contact with parents if we are unsure of their child(rens) ability to attend the OLS After School Club.

Please review these expectations with your child prior to attending and throughout the school year. Students will be allowed to do homework, play table games or colour. They cannot use any contact, running or ball games indoors. Students will be allowed to use the adventure playground outdoors when available and if weather permits.

1. If a child is not feeling well or has a potentially contagious health and/or hygiene issues, they must **NOT** attend After School Club.
2. Treat others with respect at all times.
3. Be responsible for their actions and belongings.
4. Understand that if not participating properly the child may be sent home.
5. **Please ensure students have their own activities planned and bring their own supplies.**
6. **Negative Behaviours will result in being sent home and may result in losing after school club privileges.**

We will not be accepting same day attendance requests. All students must register for at least one regular day and can then drop in any other days (M-T). If you have not already done so, please email the office (office@myolosschool.com) to confirm which days your child(ren) will be attending.

We acknowledge that this is an important service for our working families, however, at this time we have not been able to find enough staffing for Fridays. We will continue to try to open Fridays as soon as we can secure staff.

11. Extreme Weather & Snow Weather Procedures

If you are unsure of what to do on a snow day, review the Extreme Weather and Snow Procedures instructions which are located under the *Documents – School Information & Procedures* section on our homepage (www.ourladyofsorrows.ca). Please do not call the school after 8:00 a.m. as all the information will be available online. Our website will be updated by 7:15 a.m. as it is difficult to predict how extreme the weather will be. Thank you for your diligence.

12. Neighbourhood Parking

Please be kind and respect all local parking and road speed signs for the safety of the children! Out of respect for our neighbours, DO NOT park in front of their houses or block driveways.

Especially, do not backup or drive the wrong way in drop-off zones. Please leave enough distance between cars!