

# OUR LADY OF SORROWS SCHOOL



*In Faith and Love we build Christian Community*

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### 1. Classroom Teachers for 2023-2024

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 2023-2024 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@mylosschool.com](mailto:office@mylosschool.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 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 and 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@mylosschool.com](mailto:office@mylosschool.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 3<sup>rd</sup>, 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 8:30 – 8:45 a.m. and 2:50 – 3:05 p.m. Please follow the drop-off zone rules! 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 with 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](http://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. 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](http://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.

## **11. 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!**

### **PLEASE NOTE:**

The gates for afterschool pick up will not be open until after 2:30 p.m. Please do not line up prior to 2:30 p.m. as the neighbours will be impacted.