

OUR LADY OF SORROWS SCHOOL



In Faith and Love we build Christian Community

575 Slocan Street · Vancouver, B.C. · V5K 3X5 · (604) 253-2434 · Fax 604-253-1523

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

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1. Classroom Teachers for 2024-2025

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. Crozier

Learning Resource (Primary): Mrs. Bortignon

Learning resource (Intermediate): Mrs. Woodman

ADST: Mr. Stocker

Music: Ms. Welk

2. Office Hours

Please note that our office hours for the 2024-2025 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@mylossschool.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@mylossschool.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 **Tuesday, October 15th**, your child is required to come to 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 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 gathering and bringing dogs into the playground areas or school.** 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. Morning Care Club

The Morning Care Club runs Monday – Friday from 7:30 a.m. to 8:30 a.m. Invoices will be sent out at the beginning of each month.

The cost breakdown is as follows:

- \$10.00 per day; or
- \$30.00 per week for 5 days.

This program will be held in the Music Room. Children are to be dropped-off at the side door of the Music Room, on Turner Street.

11. After School Club

The After School Club runs Monday – Friday from 2:45 p.m. to 4:45 p.m.(pick up by 5:00 p.m.) Invoices will be sent out at the beginning of each month.

The cost breakdown is as follows:

- \$320 per month for 5 days per week.
- \$280 per month for 4 days per week.
- \$220 per month for 3 days per week.
- \$160 per month for 2 days per week.
- \$80 per month for 1 day per week.

- We will now be allowing drop in care. Families must be registered in advance for a **minimum of one day per week** and can drop in any other day (Monday to Thursday). You must notify the office in advance. Drop in session options are for a minimum of 1 and maximum of 2 hours only (cost is \$10 per hour). Please note that drop in rates are billed on an hourly basis. Families will be billed at the **end of the month for drop in care.**

- All students must be picked up by 5:00 p.m. Children picked up after that time will be charged a late fee of \$10 per additional 15 minutes.

- Families consisting of more than 1 child will receive a 20% discount for each additional child.

After School Club for Kindergarten - Grade 2 will be in the Preschool Room. After School Club for Grades 3 - 7 will be in the Music Room. Children are to be picked up from the Preschool grass area on the south side of the school. Once you arrive, please wait at the door and we will bring your child to you.

12. 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.

13. 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.