



### McCaig Elementary

501 Northcote  
Rosemère (Québec) J7A 1Y1  
T 450 621-6111  
F 450 621-6044  
[mccaig.schoolqc.ca](http://mccaig.schoolqc.ca)

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COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD  
[www.swlauriersb.qc.ca](http://www.swlauriersb.qc.ca)



August 21<sup>st</sup>, 2019

Dear Parent(s),

We hope you have been enjoying a restful summer with your family prior to the start of the 2019-20 school year at McCaig Elementary. In preparation for a positive start to the new school year, we would like to highlight a few important points of information.

#### MEET THE TEACHER/CURRICULUM NIGHT and GENERAL ASSEMBLY

The 2019-20 McCaig **GENERAL ASSEMBLY OF PARENTS** will be held on **August 29<sup>th</sup> at 6:00pm in the McCaig gymnasium.**

The purpose of the General Assembly is to:

- Elect parents to the **GOVERNING BOARD**
- Enlist parents for the **HOME AND SCHOOL (TFOMES)**
- Enlist parents for the **PARENT PARTICIPATION ORGANIZATION (PPO)**

All McCaig parents are welcome and encouraged to attend.

**MEET THE TEACHER/CURRICULUM NIGHT** will be held that same evening, starting at 7:00pm. Two sessions will be offered so that parents can meet their child's homeroom teacher (7:00pm or 7:45pm) and drop off their child's school supplies. At 8:30pm, parents will have an opportunity to meet teachers other than their child's homeroom teacher.

**NB Parents should bring their child's school supplies to their homeroom teacher's class.**

#### FIRST DAY OF SCHOOL

**The first day of school for students in grades one through six, is Tuesday, September 3<sup>rd</sup>. A copy of the 2019-20 school calendar is attached to this email.** It is important to note that Kindergarten students will start school following a progressive entry schedule. This means kindergarten students will have one day on and one day off for the first four days of school; all kindergarten students will be in on the 5<sup>th</sup> day of school, which is Monday, September 9<sup>th</sup>. The details for kindergarten students have already been sent to parents of children who will be attending kindergarten. If you have any questions or concerns, please do not hesitate to call the school secretary, Miss Toula, at 450 621-6111.

#### NEW TIMETABLE

**The school timetable has changed for the 2019-20 school year to allow for a second recess period for the children in the afternoon. A copy of the new timetable is attached to this email.**

- ❖ Teachers start their supervision duty, the gate is opened and students begin entering the schoolyard at 8:40am
- ❖ Class now starts at 8.50am and finishes at 3.35pm
- ❖ Homeroom is from 8:50 to 8:55am
- ❖ Only **BUSSES** are permitted in the Daycare Parking Lot/Bus Zone between 8:25am-9:00am and 3:25pm-3:50pm
- ❖ First period begins at 8:55am sharp
- ❖ The last period of the day ends at 3:35pm
- ❖ Student preparation for departure is from 3:35-3:40pm
- ❖ Busses leave at 3:50pm

#### TRANSPORTATION

As of August 20<sup>th</sup>, you will be able to access the exact **transportation information** for your child by clicking on the "Transportation and Back to School" button on the SWLSB website ([www.swlauriersb.qc.ca](http://www.swlauriersb.qc.ca)). You will need the following to access the information:

- 1) Student file number
- 2) Your postal code
- 3) Your email address

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### DAYCARE

McCaig offers daycare service before and after school for McCaig students. The operating hours for the daycare are 6:30am to 8:40am in the morning and from 3:35pm to 6:00pm in the afternoon. Students attending daycare on a regular basis (5 days per week) do not pay any or pay a pro-rated amount (3 or 4 days per week) of the portion of school fees allocated to lunch hour supervision. Please note that students must be registered and attending daycare prior to the September 30<sup>th</sup> attestation day, otherwise lunch hour supervision fees will be charged. If a student is withdrawn from daycare, lunchtime supervision will be adjusted and charged for the remainder of the school year. For information regarding our Daycare Services, please contact Mrs. Pat Gilmour by phone at 450-621-6111 x6116 or email: ([pgilmour@swlauriersb.qc.ca](mailto:pgilmour@swlauriersb.qc.ca)).

### GREEN SCHOOL

We are continuing with our efforts to make McCaig a 'greener' place this year and ask that everyone work together to make this effort a success. **Green schools** protect the environment, keep teachers and students healthy, and promote environmental literacy - a triple bottom line! Our student **Green Brigade** will, once again this year, be leading the way towards making McCaig a "greener" school. They will be continuing with our recycling program, which focuses on educating and encouraging students to participate in making McCaig a positive example of environmental responsibility.

Much of our waste is created during the school lunch hour and so we are asking parents to keep our **green** goal in mind while making choices about what is included in their child's lunch box. Please note that only reusable containers and utensils should be used to reduce waste.

### NO MORE PLASTIC WATER BOTTLES

Starting this year, single-use, disposable, plastic water bottles from home are not permitted at McCaig. Parents should purchase a reusable water bottle for their child. The school has purchased refrigerated, filtered water fountains with a special dispenser for refilling water bottles. Please remember to make sure your child's name is on their water bottle.

### CATERING SERVICE

McCaig will continue to offer a full-lunch **catering service** for the 2019-20 school year. However, please be aware that there will be no catering service during the first two weeks of school. Therefore, please send your child with a lunch until the service begins. Please be reminded that even if you order a lunch from the caterer for your child you must send them to school with a snack. The name of our food provider is "Piccola Gioia". They only provide lunches that have been pre-ordered. There is no other food for sale in the cafeteria. We will send out more information regarding their services very soon. In the meantime, you can visit their website at: ([www.piccolagioia.com](http://www.piccolagioia.com)). The password for McCaig is *lunchtime*.

**Please note that our caterer's lunches will no longer include disposable plastic water bottles or disposable plastic utensils. Parents making use of the caterer's services will need to supply reusable cutlery from home. It is recommended that two sets be purchased and an extra set be left in your child's schoolbag.**

### STUDENT'S ARRIVAL TIME

Teacher supervision of the students does not start until 8:40am. Students may not be dropped off/left unattended prior to that time. They must remain in the care of an adult until 8:40am. Parents are permitted to park in the Rosemère High School parking lot. On those days when the weather is inclement, students will enter the building via the DAYCARE entrance. The adult supervisor(s) on duty will inform parents and students if this is the case. Please adhere to this time for the safety of our children.

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### DROP-OFF ZONE

Dropping off your child at the start of the school day will only occur smoothly if you adhere to the following rules:

- In the morning, parking is prohibited in the “Drop-Off Zone” (roundabout) except in the five designated parking spaces. The DROP-OFF ZONE is a very busy/hectic area. Parents are asked to advance to the disembarkation area, place their vehicle in park, allow their child to safely exit the vehicle and then move on. Please make sure your child exits onto the sidewalk.
- Parents are not permitted to drop their child off at the front door/main entrance of the school or in the bus zone after 8:25am.
- Should it become necessary to give last minute instructions to your child or you desire to walk him/her to the gate etc., please park your car in the Rosemere High school parking lot, along the street or in a designated area—not in the “Drop-Off Zone.”
- Parents are not to use the staff parking lot.
- Double parking and/or blocking the crosswalk is absolutely prohibited.
- If a babysitter or other caregiver is bringing your child to school, please discuss these concerns with that person.

**I am certain by working together we can ensure the safety of the children.**

### ARRIVING LATE TO SCHOOL

Arriving late to school should be the exception not the rule. It is very disruptive for the school and to class routine when students arrive late. If you drive your child to school, please make sure to drop off your son/daughter at school before 8:50am. At that time, the student entrance gate is closed, as is vehicle access to the drop-off zone. After 8:50am, you will need to report to the front office and sign your child in “late” with the secretary. Please note that because of other duties, the secretary will only sign in late students **after** 9:00am. If your child is late, we require an adult come into the school, via the main office, to sign them in and advise the school with the reason for being late. Please be reminded that you must call and advise the school before 9:00am if your child is going to be absent from school that day.

### STUDENT'S DISMISSAL TIME

Students are dismissed at 3:35pm. Access to the DROP OFF ZONE will be closed to all vehicles. Vehicles are also not permitted in the Daycare Parking Lot/Bus Zone at this time. Parents must park at Rosemère HS or on the street. Students not taking the bus must be dismissed to parents or identified caregivers. Those students who have permission to walk home must leave the playground promptly at dismissal. Students are not permitted to play unsupervised on the playground after school, as the area is being used by our daycare.

### SCHOOL FEES

School fees should be paid on August 29<sup>th</sup>. The school secretary will be accepting school fee payments from 8:00am to 9:00pm (we will be closed for lunch and supper 12:30 to 1:30 and 4:30 to 5:30). Please note: No cheques will be accepted. Payment must be made in cash, INTERAC or by VISA/MASTERCARD. Please contact the school secretary to make alternate payment arrangements.

### GYM UNIFORMS

As was the case last year, during Meet the Teacher/Curriculum Night on August 29<sup>th</sup>, 2019 from 7:00pm – 9:00pm we will be providing parents the opportunity to purchase optional gym uniforms, as well as a number of other garments with the school logo and crest on them, through Evangelista Sports. We will send out a parent memo with all the details in the very near future.

### PRIVATE PRE-KINDERGARTEN SERVICE

Once again, this year we will be offering Pre-K services for parents through Rosemere Pre-K. For all Pre-K inquiries, please do not hesitate to call Mrs. Carla Arrage, coordinator of the Rosemère Pre-K, at 450-621-1494.

### PARENT VISITORS/VOLUNTEERS

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Parent volunteerism is one of the many things that makes McCaig a great school. There is at least one parent volunteer at McCaig, every single school day, all year long. Parents are reminded that they must complete and submit the judicial declaration form that can be downloaded from our website, to be able to volunteer at the school. In order to ensure student safety, all school visitors and volunteers are required to report to the main office, sign in, and secure a Visitor/Volunteer badge that must be displayed by visitors and volunteers at all times.

Also, please make sure that your child arrives fully prepared (lunch, snow pants, gym clothing etc.) for school as it is very disruptive in a large school to have to call home and/or have parents make a trip to the school to bring forgotten items.

### ALLERGIES

Since McCaig has a number of children that react to different food allergens, the McCaig Governing Board passed a resolution that McCaig be a **nut and peanut free school**. Please do not send your child to school with nuts or foods that contain nuts. To assist in promoting awareness throughout the School community, an Allergy Awareness Committee was created in September 2015. This committee is composed of parents from the PPO. More info to follow!

### SCHOOL PHOTOS

Please note that "Picture Day" at school will be held on Wednesday October 16<sup>th</sup> and Thursday October 17<sup>th</sup>. Please note that graduation pictures for grade six students will be taken in April. Information regarding the grade 6 graduation photos will be sent to you at that time.

### CHECK US OUT

Our address is 501 Northcote, Rosemère, QC, J7A 1Y1. Please follow us on **Facebook** (*McCaig Elementary School*) or on our website: (<https://mccaig.schoolqc.ca>)

We look forward to seeing you and to enjoying another wonderful year at McCaig Elementary but in the meantime, please enjoy the remaining days of summer.

*Principal*  
Mr. Richard Mason

*Vice Principal*  
Mrs. Sarah Lefebvre-Gauthier