STUDENT HANDBOOK

Welcome to...

NOTRE DAME CES

KNIGHTS ND

WELCOME!



Welcome to Notre Dame Catholic Elementary School. The information and helpful hints contained in this digital booklet are designed to assist both parents and children during the first weeks of school. Please keep this handbook for future reference. We look forward to working with you as partners in education.

Sincerely,

The Notre Dame CES Team

NDE
FRONT OFFICE TEAM

MS. SAVO

Principal

MS. BERTUZZI

Head Secretary

MS. BARETTO

Secretary

SCHOOL HOURS

Our school day begins at **8:20 AM** and finishes at **2:50 PM.**

The lunch hour begins at 11:15 am and ends at 12:15 pm. Your child will receive a calendar for the year, outlining PA Days and Holidays. Please also see the one embedded on this slide. Please click on the calendar image to view.



SAFE ARRIVAL

Children who take the bus are met by a staff member. Kindergarten students are escorted to the Kindergarten playground. If your child walks or is driven to school, please ensure they do not arrive before 8:05 AM as this is the time supervision commences.

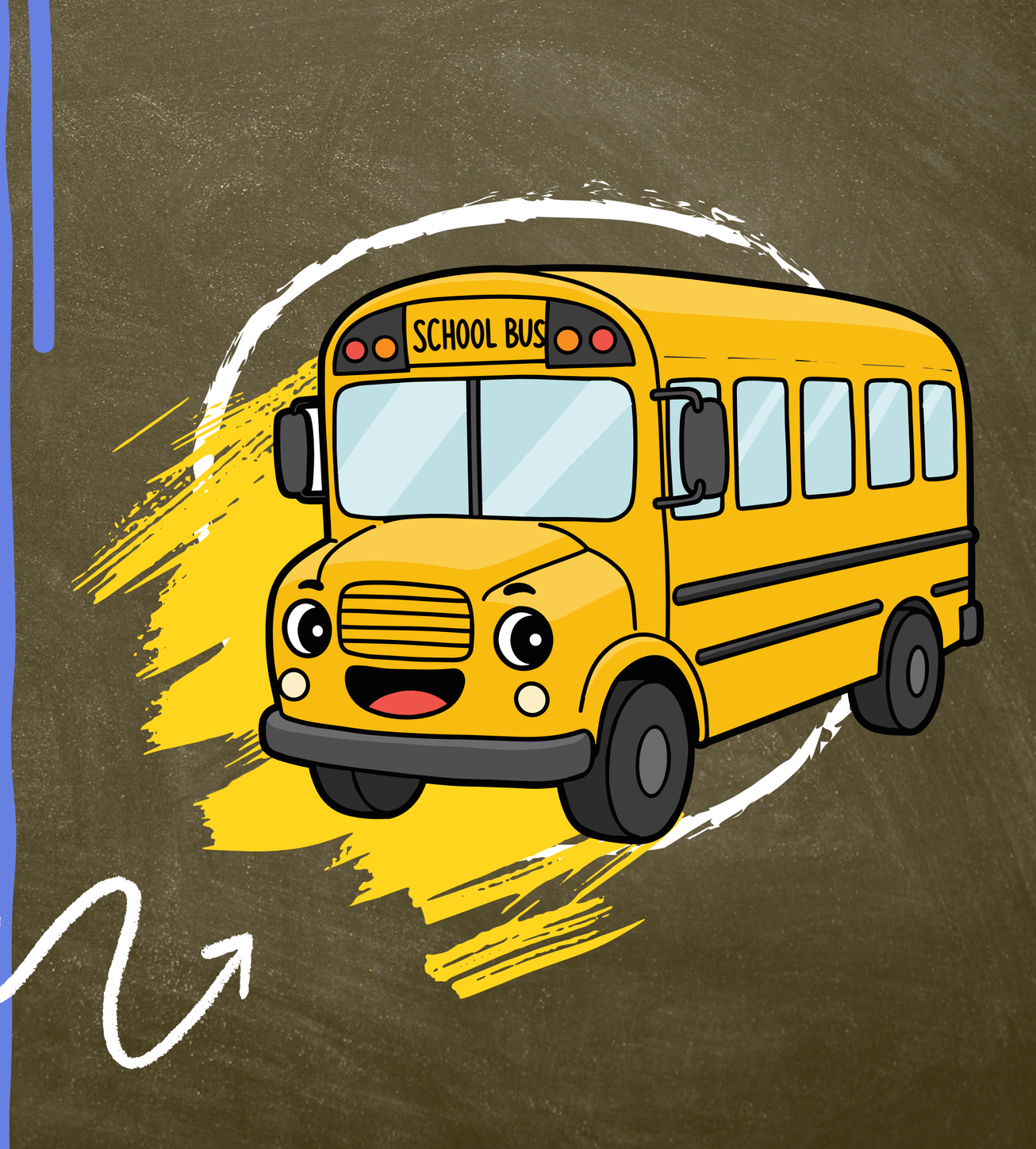
***IF YOUR CHILD IS NOT ATTENDING SCHOOL, PLEASE REPORT THE ABSENCE TO THE SAFE ARRIVAL VOICEMAIL USING THE SCHOOL MESSENGER APP BEFORE 8:20 AM.

BUS SCHEDULE

The Kindergarten ECEs accompany students to the bus each afternoon. All other students will find their bus line based on their route number. If you are picking up your child or different arrangements are being made for the day, we MUST have a note from parents. A message sent verbally with the child is not sufficient.

***Your child will follow their regular routine or will be sent home via regular means if we do not receive authorization from parents.

Check if you are eligible for busing at School Bus City



PARKING AND DRIVE WAY ROUTINES

If you choose to drive your child(ren) to school, please note that parking is very limited. You may stop and remain with your vehicle along the west side of Kingsmere Avenue in front of the school. Please note that this is a NO PARKING ZONE, so vehicles must not be left unattended, as you may be subject to a parking ticket.

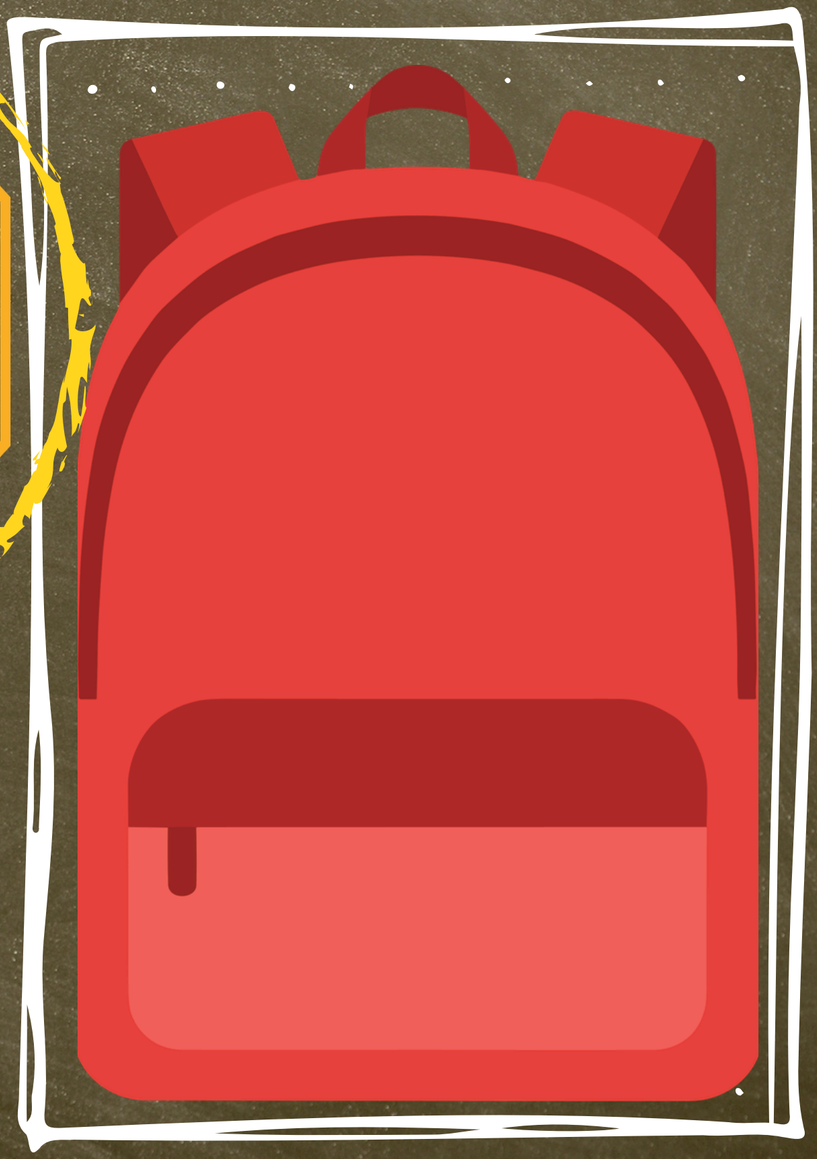
Notre Dame has two drop-off loops. The north loop is reserved for Kindergarten families only.

All other families are asked to use the south drop-off loop. Parking is not permitted in either loop, and we kindly ask that you keep traffic moving by having students ready to exit the vehicle promptly. If your child requires additional time to gather belongings or exit safely, please park legally on a nearby street rather than using the drop-off loop. loop.



Please provide your child with a backpack that they can easily carry. The backpack should be large enough to accomodate a lunch, snacks, water bottle, newsletters, craft items, library books and/or textbooks depending on their grade level.

YOUR BACKPACK



You will have the option of purchasing HOT LUNCHES daily for your child(ren). Our Catholic School Council organizes our Hot Lunch Program via:

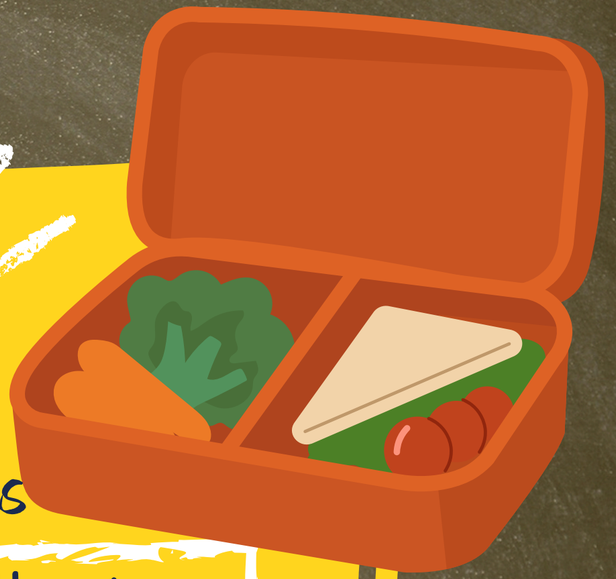
http://www.healthyhunger.ca/

Not only does this serve as a convienient oppotunity for families, it also doubles as an ongoing school fundraiser. A seperate email with detailed inforamtion will be shared.

HOT LUNCHES



LUNCH & SNACK



SUPERVISED LUNCHES

The students will have a supervised lunch period that allows for ample time to clean up, wash hands, eat, use the bathroom. We reccomend that parents send lunch items that are easily handled and eaten. Please use reusable containers. A refillable water bottle is also highly encouraged.

LABELING

We encourage parents to label lunches with a "2," as this helps FDK children easily identify their belongings. Please read food labels carefully to help keep all students safe by ensuring lunches and snacks are nut-free. You will be informed at the beginning of the year if there are students in your child's class with severe allergies.

Please refrain from sending items from McDonald's, Tim Hortons, or WOW Butter. If these items are sent, your child will need to eat in the office.

SNACKS

Students will have two short snacks each day. Please label them clearly as "1" (morning snack) and "3" (afternoon snack).

We encourage you to send small, nutritious snacks and drinks with your child.



INDOOR SHOES



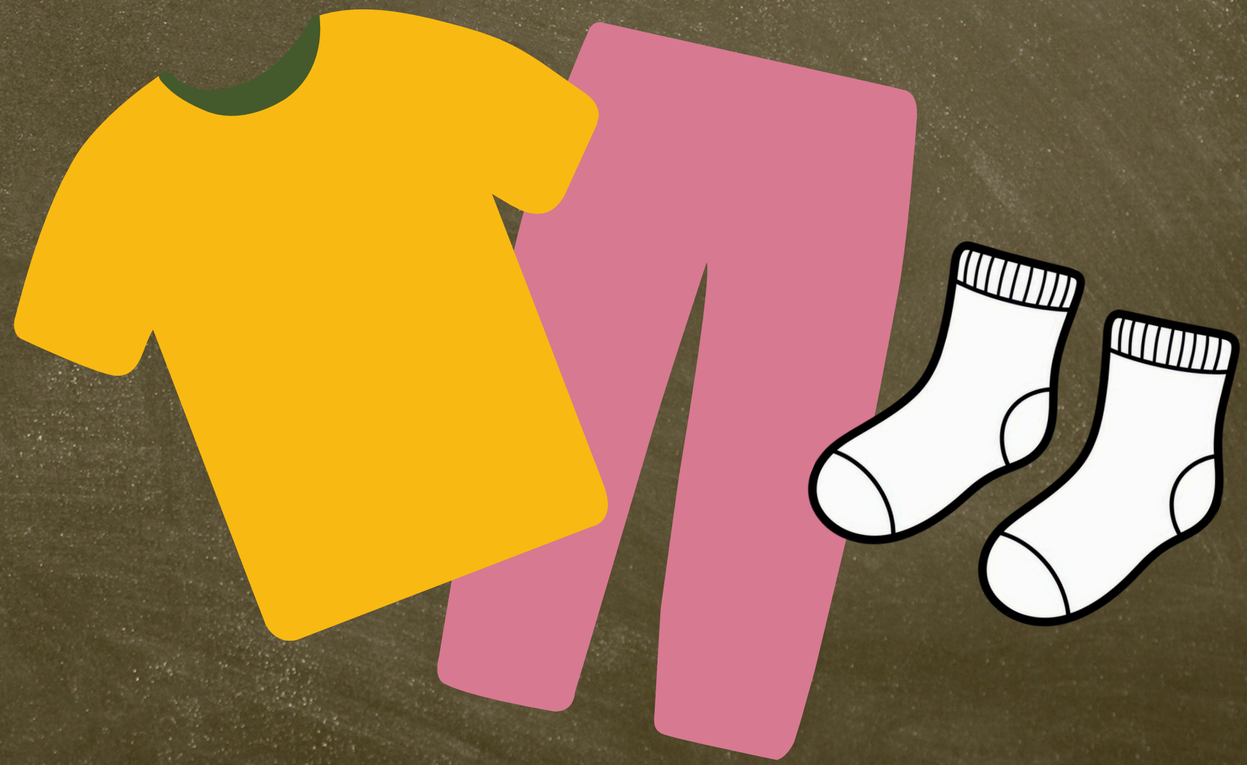
Taking some time to dedicate to helping your child master zipping jackets and tying shoes is beneficial for their development and independence. It also greatly helps our classroom teachers and helpers during recess and dismissal time.



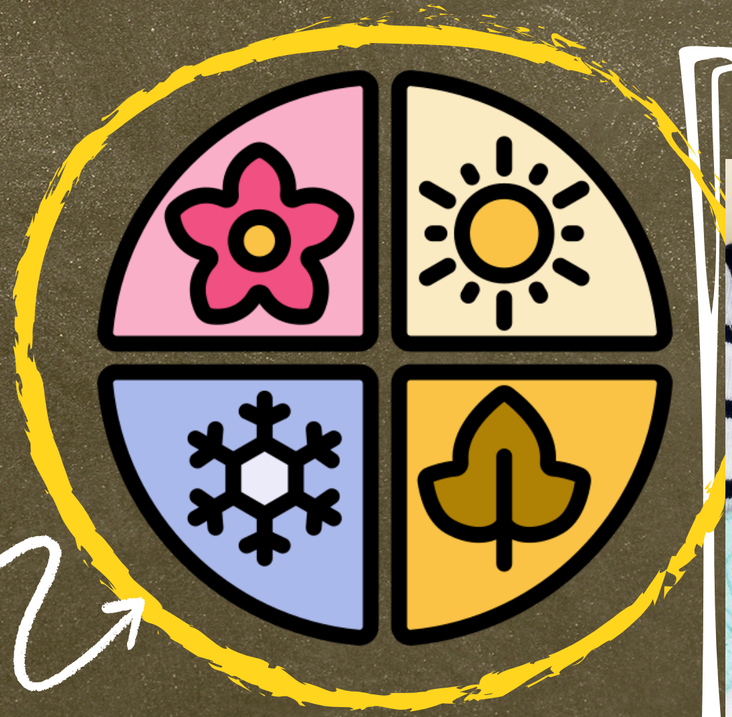
To help keep the classroom clean and ensure proper footwear for gym class, students are required to keep a pair of indoor running shoes at school. These shoes should have non-marking soles. Younger studnets should consider either slip-on or secured with Velcro closures.

ACIDENTS & SPARE CLOTHING

Occasionally, students may experience an unexpected spill, get wet during recess, or require a change of clothing for other unforeseen reasons. We recommend sending a labeled Ziploc bag containing a spare change of clothes (underwear, socks, pants, and a shirt), particularly for younger students. Having a change of their own clothing available can help students feel more comfortable and return to learning quickly if the need arises.



Students will be taken outside for recess throughout the school day, so please dress your child appropriately for the weather. Labeling all pieces of your child's clothing and footwear is very helpful in ensuring items are not lost.





OUTDOOR PLAY!

York Child Development and Family Services Inc. offers a before and after school program at Notre Dame CES. For more information, please visit their website at www.yorkchild.ca or contact Sabreena Herji, Program Supervisor, at 905-960-6043 or via email at notredame@yorkchild.ca.

BEFORE & AFTER SCHOOL CARE

YCD

York Child Development & Family Services Inc.

BIRTHDAYS & HOLIDAYS

We love celebrating birthdays throughout the year. Please do not send any food items. If you wish to share a small token with the class, non-edible items such as stickers or pencils are acceptable. This also applies to holidays such as Halloween, Christmas, Valentine's Day, and Easter.

Another lovely idea is to donate a book to your child's classroom library.



SCHOOL SAFETY

We kindly ask that parents and guardians drop off and pick up their child in the kindergarten yard. In the morning, please wait just outside the fenced area. **Our staff are on duty 15 minutes before the bell** and are actively supervising the playground, while additional staff welcome children arriving by bus at the front of the school. Your children are well cared for and supervised at all times.

At the end of the day, you are welcome to pick up your child between **at 2:50 p.m**. We ask that you please let your child's teacher know before taking them, so we can ensure a safe and smooth dismissal.

You can help us keep every child safe by waiting outside the fenced area, sending a note if your child will not be taking the bus, and letting us know in writing if someone different will be picking up your child. Thank you for your support and partnership. Your child's safety and well-being are very important to us.



“Remember to be faithful Knights and Champions of Kindness!”

THANK YOU!

NOTRE DAME CES