

# St. Lucy Catholic Elementary School

## Welcome Back!

25 Kanata Road  
Brampton, ON L7A 3R2  
Telephone: 905-840-3121  
Fax: 905-840-6137

**St. Lucy Catholic Elementary School**  
25 Kanata Road,  
Brampton, ON  
L7A 3R2  
(905) 840—3121

**Principal**  
B. Cautillo

**Vice Principal**  
R. Kelly

**Head Secretary**  
S. Mirza

**Superintendent**  
V. Varano

**Trustee**  
D. D’Souza

**Parish**  
Guardian Angels Parish  
10630 Creditview Road,  
Brampton, ON

### DAILY SCHEDULE

9:00am—School day begins  
11:06am-11:21am—Recess  
12:01pm-1:01pm—Lunch  
2:24pm-2:39pm—Recess  
3:30pm—School day ends



### IMPORTANT DATES



**First Day of School:** Tuesday September 3rd  
**PA Day:** Monday September 16th  
**School Council Meeting/Elections:** October 2nd  
**Picture Day:** September 23rd  
**Open House:** September 25th

### VIRTUE OF THE MONTH: FAITH

Our focus this month will be on the Virtue of **Faith**. We will focus on how God created us to live together as a family com-



*Loving God,*  
*We step into this new year of growing and learning with You.*  
*May our faith be rooted like a tall tree.*  
*May all we say and do help our friendship with You to grow deeper*  
*So others will know that we are Your disciples.*  
*Help us to be open to all the surprises You hold in store for us.*  
*Let us celebrate our faith, hope and joy this school year.*  
*Amen*

### THANK YOU!

Special thanks to all of our dedicated staff who have planned and prepared for the arrival of our students. We are so excited to begin this new school year!



Thank you to our summertime custodial staff for all they did during the summer to make the school look great for the students! Their hard work is greatly appreciated. Students are expected to respect the work of the custodial staff and to assist in keeping our school clean.

**ATTENDANCE**

We begin our day at 9:00am with our morning bell, national anthem and daily prayer. **Students may be dropped off as early as 8:45am in the school yard. Please note, there is no teacher supervision prior to 8:45am and students should not be left unattended.** Students should arrive at school at least 10 minutes prior to the bell to allow time for them to line up with their classmates at the appropriate entrance. It is imperative that students arrive on time so that they do not miss valuable instructional time.

Parents are asked to report their child’s absence through school messenger:

WEB: [go.schoolmessenger.ca](https://go.schoolmessenger.ca)  
APP: **SchoolMessenger**  
PHONE: **1-844-435-3440**



**KISS ‘N RIDE**

In order to ensure the safety of our students, parents/guardians are asked to adhere to the following drop-off/pick-up rules:

1. Parents/Guardians who are dropping off/picking up Kindergarten, Grade 1 students, or those requiring assistance, will park in a designated parking spot and walk their child to their designated area in the school yard.
2. Students in Grades 2—8 (who do not require assistance) may be dropped off/picked up in the Kiss ‘N Ride area.
3. All students who are picked up at the end of the day will proceed to the Kiss ‘N Ride area.
4. In order to maintain traffic flow, please leave Kiss ‘N Ride area once drop off/pick up is complete.
5. Please do not leave your car unattended or idling.
6. There is no parking/stopping in Drive Through Lanes, Bus Lanes, and any area along the fence.

**PARENTS IN THE SCHOOLYARD**

In keeping with Dufferin-Peel School Board Policy, all visitors to the school must report to the office. Particularly in the first days of school, it is important that we all work together to ensure that there are no adults on school property other than those staff members who are wearing orange safety vests. **You may be known to your child, but you are a stranger to other children on the playground.**

**Please make arrangements to meet your child at a specific place at the end of the day.** By continuing to work together, we can ensure a safe environment for your child. Thank you for setting the example and adhering to this important guideline.

**CONTROLLED ENTRY**

All doors of the school are locked throughout the school day. Any visitors must buzz to get in through the front doors. We ask for your patience as it is sometimes difficult to balance the many demands of the office and respond to the front door buzzer Thank you for your cooperation.

**VISITORS**

All **visitors of the school** are reminded that they must report to and sign in at the office when first arriving. Adults in the building who are not staff must wear identification stickers for safety reasons.

To further ensure the safety of all students and to minimize the traffic in school hallways at **arrival and dismissal times**, we ask that parents meet their children outside of the school and away from immediate exit doors.

**Any student leaving the school during the day due to appointments, etc., must be signed out at the office.**

**LUNCH TIME PROCEDURES**

We will continue to provide a table just inside the front doors for parents who are dropping their child’s lunch off at the school.



**Lunches should be clearly labelled with your child’s name.** Please ensure that your child is aware that his/her lunch is being dropped off at the school. We kindly request your understanding that we **will not interrupt classes** to notify students that their lunch has arrived. If we

**EMERGENCY INFORMATION**

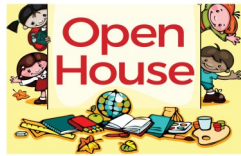
It is important that we are able to contact someone in the case of an emergency. Please fill out and return the emergency student verification sheets that will be sent home soon with your child. Remember those people you list as contacts are given permission to pick up your child from school.

**STUDENT ILLNESS**

Students who are ill should be kept home where they are most comfortable and can get better, sooner. A child who is too ill to go out for recess is too ill to be at school. Your co-operation to keep your child home when he/ she is not feeling well is greatly appreciated.

## OPEN HOUSE

On **September 25th**, the staff will host our annual Open House evening from **6:30pm-8:00pm**. This is an opportunity for teachers and families to meet. Please set aside the date. We look forward to seeing you!



## PICTURE DAY

This year our Picture Day will take place on **September 23rd**. Bring



## PA Day

A reminder that there will be **NO SCHOOL FOR STUDENTS on SEPTEMBER 16th**. The day will be devoted to reorganization of classes (if necessary) and for curriculum and faith development for staff.

## CATHOLIC SCHOOL COUNCIL NOMINATIONS

Have you considered joining Catholic School Council (CSC)? All positions for the 2024-2025 Catholic School Council (CSC) will be open for nominations. We hope you will consider joining us for what will prove to be a very rewarding and worthwhile experience. Nomination forms will be sent out via School Messenger and are available in the office if you're interested. **Anyone planning on participating on the School Council must submit a nomination form. All parent nominations must be submitted no later than September 20th**

We welcome and encourage all Parents/Guardians to participate on the School Council and become more informed of school activities and provide input on planned activities. We have scheduled the first School Council meeting for **October 2nd**.

## REORGANIZATION OF CLASSES

Each year we begin the school year with classes based on projected numbers of students provided to the school by the Planning Department. Despite best efforts to predict, inevitably, there will need to be adjustments to meet Ministry class size guidelines.

Please note, the **Professional Activity Day on September 16th** will provide time for any necessary reorganization which would be effective as of **September 17th**.

## TRUTH AND RECONCILIATION WEEK & CANADA'S NATIONAL DAY FOR TRUTH & RECONCILIATION

We will recognize Canada's National Day for Truth and Reconciliation on **September 30th**. We encourage everyone to wear orange. Truth and Reconciliation Week takes place from **September 23rd through September 27th**.

## TRANSPORTATION

Please see the distance parameters below to determine if your child qualifies for bussing. As the students get older, it is an adjustment to learn that the distance increases, so they may have qualified for busing last year, but they may not qualify this year:

**JK-Gr.1—1.0 KM, Gr.2-4—1.6 KM , Gr.5-8—2.0 KM**

The distance criteria for those eligible for busing is determined by the Dufferin-Peel and Peel Boards of Education and apply to all students. With the greater efficiencies in transportation, only those who qualify for busing are allowed to ride the buses. **Please adhere to the guidelines above and make alternate arrangements to transport your child if he/she does not qualify. Seats are limited.**



### **Helpful hints:**

- ◆ Be at the bus stop at least 5 minutes ahead of pick-up.
- ◆ Follow all directions from the driver, especially when getting off and on the bus.
- ◆ Go directly to a seat and stay seated until let off the bus.
- ◆ Sit quietly at all times. Speak only in conversational tones.
- ◆ **No eating on the bus** – this is very important as many of the students riding our buses suffer from a variety of life threatening allergies.

Parents of Kindergarten and Grade 1 students traveling by bus need to be aware that in the interest of safety, students will be identified for purposes of ensuring that no child is released from the bus unless an adult is present to receive them.

If there have been any recent changes in addresses that may affect your child's transportation please notify the school. Please check [www.stopr.ca](http://www.stopr.ca) for any bus-sing changes (cancellations, etc.).

## COURTESY SEATS

**Application forms can be found on the STOPR.ca website or can be picked up in the main office.**

STOPR has established a procedure for granting courtesy seats. Courtesy transportation is assigned on an annual basis based on empty seats not occupied by eligible riders. Requests for courtesy transportation must be submitted to the school, by the parent/guardian each year, using Courtesy Transportation Request Form (TF004) found in the main office. Students attending the school under the flex boundary policy, must make their own arrangements for transportation.



**USE OF PERSONAL ELECTRONIC DEVICES**

In accordance with the Ministry of Education’s recent updates to PPM 128: Provincial Code of Conduct & School Board Codes of Conduct, students in Kindergarten to Grade 6 will now be required to keep phones turned off or set to silent mode and out of sight for the duration of the school day, unless otherwise explicitly allowed by the educator during instructional time for a specific purpose. Students in Grades 7 to 8 must store their phones out of view and powered off or set to silent mode during instructional time, unless otherwise explicitly allowed by the educator during instructional time for a specific purpose. Contravention of these Ministry of Education expectations will be addressed as per the procedures outlined within DPCDSB’s Catholic Code of Conduct. Students who need to use their phones or other electronic devices for health and medical reasons, or to support special education needs, may continue to use them during the school day following consultation with school administration. It is recognized that some parents need to communicate with their children during the school day, and in such instances, parents should contact the school office.

**STUDENT MEDICAL CONCERS**

St. Lucy CES is an Allergen Aware school. There are pupils in attendance who suffer from severe and life-threatening allergies to certain foods, such as dairy, eggs, peanuts, tree nuts, fish, shellfish, oats, and seafood. Exposure to the smallest quantities can trigger a severe life-threatening reaction. The safety and well-being of all of our students is a priority. In order to ensure the safety and well-being of all pupils, **we request that you NOT send any lunches or snacks that contain peanuts and/or tree nuts, including peanut butter substitute products.** Please make sure that all of your children’s caregivers are aware of the food restrictions. Please avoid sending food for birthdays or special occasions. **Should there be additional allergy concerns in specific classrooms, the classroom teacher will share information.**



St. Lucy CES continues to participate in “*We Share the Air*”, a Scent Sensitivity Awareness Campaign. There are students in attendance who suffer from life-threatening asthmatic conditions. Exposure even to minimal odours may cause potential life-threatening reactions.

All students with a prevalent medical condition (Asthma, Anaphylaxis, Epilepsy and Diabetes) must have a Plan of Care **completed and returned to school as soon as possible.** This ensures that school staff can act appropriately and effectively in the event of a medical emergency. Hard copies of these forms will be sent home with your child. Please be reminded that Epi-Pens have a shelf life of one year.

**CONCUSSION PROTOCOL**

The DPCDSB has a Concussion Protocol in place. ALL students who sustain a head injury during the school day, however minor, will receive a Concussions Are Serious pamphlet to take home. We ask parents/guardians to review this pamphlet and seek medical attention for your son/daughter if you feel it is required. All head injuries will be logged and reported to parents/guardians. We ask that you please inform the school as soon as possible if and when your son/daughter sustains a concussion as a result of a school incident or as a result of an activity outside of school.

**STORAGE OF MEDICATION**

Some of our students require medications during the school day. All medication is to be stored in the office except where directed by a physician. Board Policy requires that we have signed request/authorization forms from the parents and the supervising physician in the office. These forms are available at the office.



When medication is approved for storage, it must be labeled with the student name, name of medication, prescription information and dosage. The medication is to be brought to the school in the bottle that was provided by the pharmacist. Please do not have students deliver medication to the office; it should be brought in by an adult. Medication that is sent to school without the proper documentation cannot be stored. This also applies to over-the-counter medications such as, Tylenol, aspirin, ibuprofen, cough medicine, Benadryl and allergy medications.

**STUDENT INSURANCE COVERAGE**

As required by the Education Act and the Ministry of Education, the Dufferin-Peel Catholic District School Board annually provides parents with information about student accident insurance coverage. Although enrolment is voluntary, the DPCDSB encourages parents to take advantage of the insurance coverage, especially if their child/children participate in sports, excursions/field trips, or, if the parents do not have dental insurance coverage. Please refer to the pamphlet that will be sent home during the first week of school for more information.

**SCHOOL WEBSITE & X ACCOUNT**

School Website: [www.dpcdsdb.org/LUCYE](http://www.dpcdsdb.org/LUCYE)  
X: @StLucyCES

***We are looking forward  
to a fun and exciting  
school year!!***

