



# Immaculate Conception School



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## Welcome Back!

I hope all of our families enjoyed a relaxing summer break! The theme for this school year is *Seeking Truth, Healing and Reconciliation*.

We welcome back all of our families and students! We are so happy to have you all back! We extend a warm welcome to the new students and families who are joining our school community. We look forward to getting to know each of you throughout this upcoming school year. Welcome to our IC family.

We are excited to welcome Mrs. Emma Scantland, who has joined our staff this year as our Grade 1 teacher. Emma has previous experience in primary instruction. We also welcome Mrs. Barbara Robinson and Ms. Jamie McCarthy to our support staff team.

We are thrilled that we are beginning our school year without any COVID restrictions. Nevertheless, we are cognizant that COVID is still prevalent within our community. Throughout the year we may be asked to adjust and modify our safety COVID plans to coincide with mandates from the Provincial Health Officer. We will continue to follow any protocols that are mandated throughout the 2022-2023 school year. Our priority remains the health and safety of our students, families and staff. We ask that families continue to complete the



## Dates to Note

### September 6

First day of classes beginning at 8:25 AM – Full Day – Dismissal 2:30 PM

### September 6

Kindergarten Group 1  
Sept. 6 & 8  
Kindergarten Group 2  
September 7 & 9

### September 9

School Mass 9 AM

### September 12

Individual Student Photos

### September 13

MunchaLunch open for October ordering 3 PM

### September 14

PSG Meeting, 7 PM

### September 19

Pro D Day-No classes

### September 22

Kodiak Shirt Day  
Terry Fox Run, 10:45 AM  
Open House at 6:30 PM

### September 25

Commissioning Mass

### September 27

MunchaLunch closes for October ordering 12 PM

### September 29

Orange Shirt Day

### September 30

Truth & Reconciliation Day. Stat Holiday-No Classes!

## Tuition

<b>Tuition</b>	One Child	\$290/mo
	Two or More	\$425/mo

daily health checks prior to sending children to school and if students are unwell, we ask that they remain at home.

September 6, 2022 will be a full day of instruction for all grades. The exception will be Kindergarten, as there is a gradual entrance for our young students.

We look forward to seeing everyone back in our school building. Our staff is excited to embark on another year filled with new learning adventures! We are eager for the adventures and blessings that this new school year will bring.

## Parking Lot Safety and Regulations

Please **DRIVE SLOWLY**, even if you are late!! **STOPPING AT THE TOP OF THE HILL OR CROSS WALK is not permitted** for pick up OR drop off. **Students and parents MUST use the pedestrian crosswalk to cross the parking lot. Please do not cross outside of the designated area.**

**AM Drop Off** – The row of parking stalls in front of the church are reserved for parishioners **ONLY!**

**PM Pick Up** – Parents are required to exit vehicle and pick up students in the designated pedestrian area in front of the school.

**Accessible parking stalls are available only to designated users.**

## Parish Information

There are many ways to share your time and talents at Immaculate Conception, both in the parish and school. We invite you to consider the following as an opportunity to serve. Please find a link to the parish bulletin [HERE](#) for more information.

• Altar Server (grade 4 and up) • Altar Linen Care • Church Environment and Art • Children's Liturgy (program leader) • Extraordinary Minister of Holy Communion • Grounds and Building Maintenance Assistance • Hospitality • Host for Sunday Coffee • Lector • Music ministry • RCIA Team, and Faith Formation • Visiting the Sick and Homebound

All of these are important to the life of the church and school community. Be assured that formation, training and support will be offered. We encourage all, including our young people, to consider this invitation. Sign-up Sunday will be on September 11 & 18, 2021 after each Mass. If you are already a part of any of these ministries and would like to continue, please sign-up and provide your contact information. If you are not at Mass on Sign-up Sunday please email Sr. Michaela at [mmarques@pgdiocese.ca](mailto:mmarques@pgdiocese.ca) or the parish office at [icparish@pgdiocese.bc.ca](mailto:icparish@pgdiocese.bc.ca)

"Seeking Truth, Healing, and Reconciliation"

## Important Information and Forms Due

### September 30

**Fall Fees due!** These fees include the consumable fees, Gr 7 hoodies, etc.

### Volunteer Sign Up Forms

We are looking for parents who are able to help hand out hot lunch to students on Tuesdays. Please contact the office for more information.

### Discipline & Computer Usage Policy – Gr 1 to 7

Signed by parents & students – please return by September 16th.

### Student & Parent Yearly Commitment

Signed by parents & students – please return by September 16th.

## Bell Schedule

First Bell	8:25 AM
Recess	10:15 -10:30 AM
Lunch	11:45-12:30 PM
Dismissal	2:30 PM

**Parents may leave messages at the school office during class times. We request that parents call before bringing items to the school so a staff member may meet you at the door.**

**Classes will not be disrupted during instruction times.**

# First Day of Classes

## Fall Fees

Fall fees are due on the last day of the month, September 30, 2022. Fee sheet is attached and can be paid by credit card online [HERE](#), by e-transfer to [icsaccounting@cispg.ca](mailto:icsaccounting@cispg.ca), at the school office or by cash/cheque (please make cheques out to RCEC Immaculate Conception School).

## Dress Code

As you are aware, Immaculate Conception School students are required to follow a specific dress code. An outline of our dress code is available on the school website [HERE](#). Students can purchase a school hoodie, however, this is not to replace the burgundy sweater and vests that are a part of the dress code. Students are **NOT** permitted to wear the school hoodie during class. Students **CAN** wear their hoodies outside, on spirit days, during sporting events and out in the community to promote our school!

**Specifically we remind you that leggings, jeans or jogging style pants are not part of our dress code.**

The official school uniform supplier is **Cambridge Uniforms and Next**.

## School Supplies – Gr 1 to 7

School supply lists are attached and can also be found on our website [HERE](#). We greatly appreciate each student having the required supplies on the first day of classes. Supplies for Kindergarten students will be provided in the classroom.

## Shopping Cards

Shopping cards will be available at the school office, Monday to Friday, once school begins. You can find an order sheet on the website [HERE](#) or you can request one from the office. To purchase cards, please fill out the order form and provide it to the office. You will be contacted when your order is ready for pick up.

## Important Information for Parents

## School Calendar

The initial school calendar for the 2022-2023 school year is attached. A copy of this calendar is also included in grades 1 – 7 student agenda (please note that scheduled events may change or be cancelled due to COVID-19 health and safety protocols). PD/NID days and holidays are

included in the calendar. Our website calendar will be updated regularly for events and information.

It is parents' responsibility to **check the website calendar** regularly **before** contacting the school office for information.

## Parent Volunteers

Volunteer opportunities will be posted in the monthly newsletters and will be subject to change in accordance with public health mandate and protocols. Please ensure that updated criminal record check information is on file at the office should you want to volunteer.

All volunteer parents wishing to help in a classroom at Immaculate Conception School **MUST** have the following on file:

- ❖ **A completed volunteer application form** – one time form submitted by family
- ❖ **A current criminal record check** – This can be completed online **HERE**

All volunteer drivers must also have on file:

- ❖ **A completed volunteer driver application form**
- ❖ **A copy of their license**
- ❖ **Proof of vehicle insurance**
- ❖ **A drivers abstract** – This can be completed online **HERE**

All information and forms can be found on our website **HERE**.

## Parent/School Communication

Classroom teachers will communicate with parents in various ways. Most classes will be using FreshGrade, Google Classroom and/ or SeeSaw this year to share student learning. Classroom newsletters may be sent at various times. Communication with teachers may be done by sending notes in student planners/agendas or by email. A complete staff listing with emails is available on our school website.

All forms and notes for the school office should be sent in with your child's planner which classroom teachers will send to the office each day.

# School Office Communications

A monthly school newsletter will be sent out from the school office. The school website is kept up to date with information pertaining to MunchaLunch opening and closing dates, permission forms and news and events, including the school calendar.

## Please read the newsletter and check the website and calendar!

If you cannot find what you are looking for on the school website or in the newsletter, general enquiries can be directed to the school office [icsoffice@cispg.ca](mailto:icsoffice@cispg.ca)

For specific student related issues please email the principal directly [kbarth@cispg.ca](mailto:kbarth@cispg.ca)

## Attendance & Punctuality

### ABSENCES

Please contact the **school office AND the classroom teacher** before 8:25 AM, **preferably by EMAIL** if your child is ill, will be absent from school or will be arriving late.

**Students must have an explanatory note** for any absence from school. If the school is not contacted, the school administrative assistant will contact parents to request an absentee note. These notes are required for our attendance audit and imperative to our school funding from the Ministry of Education.

### LATES

Co-operation of parents in punctual arrival of students is appreciated. Students are expected to be here **before the first bell at 8:25 AM**. If students come in late, **they must report to the office for a late slip**. Parents will be contacted regarding repeated lates. Thank you for ensuring our school day starts off on time and with no disruption to classes.

## Discipline & Computer Usage

Our school discipline and computer usage guidelines will be sent home with children the first week of school. Please review, sign and return this form to the teacher by September 16<sup>th</sup>, 2022.

## Tuition & Payments

Payment options are automatic debit, automatic credit card (payments can be set for either the 1<sup>st</sup> or 15<sup>th</sup> of the month), online through the school website, by e-transfer to [icsaccounting@cispg.ca](mailto:icsaccounting@cispg.ca), or at the school office. If you have not already done so and would like to set up automatic billing, please fill out the appropriate form attached and return it to the office.

## Parent Handbook

We encourage all parents to review the handbook as there is a great deal of helpful information for parents. The complete handbook can be found on our school website under the Parents tab [HERE](#).

## MunchaLunch

This year the school will continue "Dine in Tuesdays" and our traditional Hot Lunch Fridays using the MunchaLunch website for ordering. Hot lunch is available from October until June. Attached is a parent letter for new and returning families explaining how to set up and access your account. Lunch order dates and vendors will be posted on the school calendar.