



Immaculate Conception School



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Welcome Back!

I hope all of our families enjoyed a restful summer holiday! The theme for this school year is *Living, Celebrating and Proclaiming our Faith*.

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

This year we have a few new faces on staff. We welcome Mr. Leo Durau, who has joined our staff this year as our Kindergarten teacher. Ms. Patti Garden is joining us in Grade 3. Ms. Monica Greschner is our Grade 6 teacher this year and Mrs. Jean Garcia will be joining us as our Grade 7 teacher! All of our new staff members come with numerous years of classroom experience.

September 5, 2023, 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 are thrilled to announce that we have a licensed After School Care program that will begin on September 5. If you are interested, please submit a registration form to the school office. We are currently full but accepting applications for our waitlist.

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.

"Living, Celebrating, and Proclaiming our Faith"



Dates to Note

September 5

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

September 5

Kindergarten Group 1
Sept. 5 & 7

September 6

Kindergarten Group 2
Sept. 6 & 8

PSG Meeting-TBD

September 8

School Mass 9 AM

September 11

Individual Student Photos

September 15

MunchaLunch open for October ordering 3 PM

September 18

Pro D Day-No classes

September 21

Open House at 6:30 PM

September 22

Kodiak Shirt Day
Terry Fox Run, 10:45 AM

September 24

Commissioning Mass at 11 AM

September 26

MunchaLunch closes for October ordering 12 PM

September 29

Orange Shirt Day

Tuition

Tuition One Child	\$300/mo
Two or More	\$440/mo

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. We now have 4 designated stalls in front of the office doors, strictly reserved for vehicles displaying an accessible parking pass. Monitoring of these spaces will occur both in the morning and afternoon, and parking rules will be enforced.

Parish Information

There are many ways to share your time and talents at Immaculate Conception, both in the parish and school. Please find a link to the latest parish bulletin [HERE](#) for more information. You can also keep up to date with parish information by visiting their website, <https://www.icparish.ca/>

First Day of Classes

Fall Fees

Fall fees are due on the last Friday of the month, September 29, 2023. Fee sheet is attached and can be paid by credit card online [HERE](#), by e-transfer to 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

Important Information and Forms Due

September 29

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 15th.

Student & Parent Yearly Commitment

Signed by parents & students - please return by September 15th.

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.

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. 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 2023-2024 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). PD/NID days and holidays are included in the calendar and our website calendar will be updated regularly for events and information. The link to the calendar is located at the bottom of the News & Calendar tab.

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@cispq.ca

For specific student related issues please email the principal directly kbarth@cispq.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 15, 2023.

Tuition & Payments

Payment options are automatic debit, automatic credit card (payments can be set for either the 15th or last day of the month), online through the school website, by e-transfer to 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.