

# Lord Aylmer School



August 28<sup>th</sup>, 2023

Dear Parent(s) & Guardian(s),

We hope that you have enjoyed this beautiful summer and had time to spend time with family and friends. Our mission statement is Inspiring Learners to Succeed: our best, always! We look forward to continuing this trend of success while fostering a sense of community and a love for learning with every student.

## WELCOME BACK VIDEO

Our welcome back video has been filmed and is in final production mode. Stay tuned for a Lord Aylmer style welcome back!

## LORD AYLMER STAFF 23-24

| Kindergarten                                                                  | English                                                                                                                                                                                                          | French Immersion                                                                                                                                                                                                                                     | Specialists                                                                                                                                                                     |
|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Kelly Ross<br>Natalie Howard<br>Sara Leclair<br>Lynn Ladouceur<br>Tracy Britt | Colleen Cowen<br>Kierra Shaw<br>Heather Sedawey<br>Cecelia Down-<br>Cameron<br>Jen Oakley<br>Isabelle Lecuyer<br>Alanna McIntyre<br>Jacquelyn Lin<br>Bharti Verma<br>Mark McDonald<br>Lynn Kearns<br>Jenn Peddie | Shawn Smith<br>Marie-Josée Guidon<br>Mireille Desjardins<br>Caroline Savignac<br>Sonia Dubreuil<br>Jessica Simon<br>Andrew Durand<br>Melissa Russell<br>Christine Potvin<br>Andrea Cobham<br>Melanie Leclair<br>Ysabelle Boulet<br>Corinna Chaudhary | Maria Bosley<br>Annick Chasse<br>Erika Woolner<br>Filipe Da Silva<br>Megan Kuchinsky<br>Ellen Luker<br>Anni Preslawski<br>Hayette Fares<br>Eugene Contreras<br>Gwenaëlle Peyret |

Samantha Halpin – Directrice/Principal ([elle/she/her](#))

Hannah Patrick – Directrice Adjointe/ Vice Principal ([elle/she/her](#))

### Campus senior/Senior Campus

116 Frank Robinson Gatineau, QC J9H 4A6  
T. 819 684-6801 F. 819 684-6501  
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### Campus Junior/Junior Campus

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| Support Staff                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Wendy Larin<br>Amanda Poulin<br>Michelle Black<br>Amanda Lee Bulhoes<br>Jessi Dal Grande<br>Shelley Doucette<br>Alicia Duperron<br>Diane Gravel<br>Laurie Gunn<br>Suzanne Hotte<br>Michelle Macdonald<br>Sara Clemann<br>Janet Smith<br>Kate Larche | Dana Mayhew<br>Nicholas Mazzuca<br>Charlene Morey<br>Angel O'Reilly<br>Chastity Steadman<br>Barbra Valade<br>Helen Walker<br>Karen Mercer<br>Paula Savescu<br>Karen Comfort<br>Christina Renaud-Lang<br>Sophie Rossignol<br>Julie Belisle<br>Corinna Abraham<br>Kim Keats |

## FIRST DAY BACK AT SCHOOL PROTOCOL

**First day of School is August 30<sup>th</sup>, 2023 for Cycle 1 to Cycle 3 (Grade 1-6).**

- Please note that your child's homeroom teacher will contact you by **Tuesday, August 29<sup>th</sup>** to discuss the first day details and outside meeting spot.
- To make the first day of school a bit easier on everyone, we will allow parent(s)/guardian(s) to escort their child and stay in the school yard for the first 20 minutes of school. Each homeroom will be assigned a specific area in the back of our school yard. This information will be released when your child's homeroom teacher calls. This way, you can meet your child's teacher and say hello for a few minutes and then say goodbye to your child. Parent(s)/guardian(s) will not be allowed in the school. We will be out in the yard at **7:40am**.
- **INCLEMENT WEATHER PLAN –**
  - Please be prepared for inclement weather- we will be outside rain or shine. Please dress appropriately.
    - Staff will be wearing L.A. swag and posted at entrances to assist and help guide anyone who needs it.

**For all kindergarten groups: K4 and K5, the schedule was communicated to you by Karen Comfort by telephone last week. The below provides further detail -**

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**Hannah Patrick –Directrice Adjointe/ Vice Principal ([elle/she/her](#))**

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- Wednesday, August 30: meeting with teachers – by appointment – parent/guardian AND child are encouraged to attend.
- The Kindergarten cohort will then embark on a staggered entry to school. Each child will be assigned to either **Group A or Group B**.
  - Thursday, August 31<sup>st</sup>, 2023: Group A will attend school- Group B will stay home.
  - Friday, September 1<sup>st</sup>, 2023: Group B will attend school- Group A will stay home.
  - Tuesday, September 5<sup>th</sup>: ALL students will attend school.
- **For the Kindergarten Meetings – please report to the JR office a staff member will check you in.**

## DAILY ARRIVAL

- **Bussers:** Students will exit the bus and make their way to the supervised yard (approx. 7:45am-JR / 7:50am-SR).
- **Walkers:** If not attending Daycare, students are asked to arrive after 7:45am (JR)/ 7:50am (SR) and enter the school yard, once there is adult supervision.
- **Drop-Off:** Parents will drop off their child(ren) at the front entrance of the school. Students will enter the supervised yard at 7:45am (JR)/ 7:50am (SR). At the bell, all students will be escorted into the building and make their way to class.

## DAILY DISMISSAL

- **Bussers:** Will make their way out of the building and line-up at their designated bus line.
- **Walkers:** Will make their way out of the building and off school property.
- **JR Pick-Up:** All parents/guardians must park on an adjacent street. A staff member will greet you at the entrance of the school and escort your child out of the building.
- **SR Pick-Up:** All parents/guardians drive-up to the front entrance of the building. A staff member will escort your child out to your car.

## PARENT/GUARDIAN PARKING

- At the senior campus, the front parking lot will be dedicated to parent/guardian parking.
- AT NO TIME are parents/guardians allowed to park in the designated staff parking lots @ BOTH JR & SR.

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## STAGGERED SCHEDULE

| JRCAMPUS SCHEDULE                                               | SR CAMPUS SCHEDULE                                               |
|-----------------------------------------------------------------|------------------------------------------------------------------|
| 8:00- 8:05am – ENTRY/HOMEROOM                                   | 8:05- 8:10am – ENTRY/HOMEROOM                                    |
| 8:05-9:05am – 1 <sup>st</sup> PERIOD                            | 8:10-9:10am – 1 <sup>st</sup> PERIOD                             |
| 9:05-10:05am – 2 <sup>nd</sup> PERIOD                           | 9:10 – 10:10am – 2 <sup>nd</sup> PERIOD                          |
| 10:05- 10:25am – AM RECESS                                      | 10:10 – 10:30am – AM RECESS                                      |
| 10:25 -11:25am – 3 <sup>rd</sup> PERIOD                         | 10:30-11:30am – 3 <sup>rd</sup> PERIOD                           |
| 11:25- 12:15pm – LUNCH (RECESS FIRST, 25MIN; EAT SECOND, 25MIN) | 11:30 – 12:20pm – LUNCH (RECESS FIRST, 25MIN; EAT SECOND, 25MIN) |
| 12:15-12:20pm – PASSING TIME                                    | 12:20-12:25pm – PASSING TIME                                     |
| 12:20- 1:20pm – 4 <sup>th</sup> PERIOD                          | 12:25 – 1:25pm – 4 <sup>th</sup> PERIOD                          |
| 1:20-1:40pm – PM RECESS                                         | 1:25- 1:45pm – PM RECESS                                         |
| 1:40-2:40pm – 5 <sup>th</sup> PERIOD                            | 1:45- 2:45pm – 5 <sup>th</sup> PERIOD                            |
| 2:40-2:45pm – DISMISSAL                                         | 2:45- 2:50pm – DISMISSAL                                         |

## LITTER-LESS LUNCHES

Please pack a “litter-less” lunch. Your children will be bringing home in their lunch kit every item brought from home. The rationale behind this is to limit garbage at the school and create an environmentally conscious lunch.

## SAVE THE DATE – STILL TO BE CONFIRMED: WELCOME BACK BBQ/ANNUAL GENERAL ASSEMBLY (AGM)

It's a new year and it's time to celebrate our excitement and get together! Lord Aylmer will be hosting a Welcome Back BBQ/Carnival on Wednesday September 14<sup>th</sup>, 2023 from 3:00pm – 6:00pm. Please stay tuned for more details and confirmation.

Our AGM will take place after the BBQ and will be held on site on September 14<sup>th</sup> from 6:00pm – 7:00pm.

The AGM is held **to elect the** members of our Governing Board for the 2023-2024 school year.  
**\*\*The Governing Board is the governing body of the school which is comprised of parent/guardian representatives and staff representatives. We discuss items such as: budget, fundraisers, school success plans, community events etc.**

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Additionally, we will also elect a Parent Committee representative from the Governing Board members. This representative will sit on a School Board Committee, which meets approximately 5 times a year. Furthermore, information regarding the SEAC (Special Education Advisory Committee) will be shared and the parent/guardian representative of a child with special needs (a child with an IEP) will be nominated to sit on the SEAC committee, which meets approximately 5 times a year.

**\*\*If you cannot attend the General Assembly and would like to put your name forth for nomination for the Governing Board or Parent Committee you MUST contact Sam Halpin & Hannah Patrick and share your intent to run for election. You will be required to write a letter stating your intention and the reason why you should be nominated. This letter will be read by at the General Assembly during the appropriate election\*\***

For more information regarding the Governing Board, please see below –

Operation:

<http://www.education.gouv.qc.ca/en/teachers/administratif/governing-boards/frequently-asked-questions/governing-boards-of-a-school/operation/>

Functions and Powers:

<http://www.education.gouv.qc.ca/en/teachers/administratif/governing-boards/frequently-asked-questions/governing-boards-of-a-school/functions-and-powers/>

## **DAYCARE**

Daycare will be open from 7am until 6pm, as usual. As always, this could be subject to change based upon staffing and availability.

If you require Daycare, please register with Julie Belisle at [jbelisle@wqsb.qc.ca](mailto:jbelisle@wqsb.qc.ca).

Please note that if you have not registered your child(ren) for Daycare before September 30<sup>th</sup> and may possibly require daycare after the 30<sup>th</sup> of September there is absolutely no guarantee that you will have Daycare services. This is due to budgetary constraints. The Ministry of Education funds our Daycare based upon the number of registrations by September 30<sup>th</sup>. Therefore, after the 30<sup>th</sup> we may not have the staff to accept any further registrations.

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- **JR:**
  - Drop-Off– Daycare drop-off will be at the main entrance of the school. Please park on an adjacent street and walk to the main entrance and bring your child(ren) to the front door. A daycare staff member will come out to greet your child and escort them into the building.
  - Pick-Up - When picking up your child from daycare, please park on an adjacent street and walk to the main entrance; a staff member will be monitoring the front entrance and escort your child out.
- **SR:**
  - Drop-Off– Please pull-up to the front door, and a daycare staff member will come out to greet your child and escort them into the building.
  - Pick-Up - When picking up your child from daycare, please pull up to the front door, from the parking lot, and a staff member will be monitoring the front entrance and escort your child out to your car.

**DAYCARE PAYMENTS:** Information on how to set up can be found [at this link](#). We encourage online payments but if necessary, we can take cash payments at the senior campus between 8:30-11:30am and 2-5pm.

## **BRINGING ITEMS TO SCHOOL**

Students should come to school with necessary school related materials. A knapsack, a lunch bag and labelled water bottle should be the only items (of course with the exception the school supplies that arrive within the first week).

## **ATTENDANCE**

Please note that we will be following our 2023-2024 school calendar. Regular attendance practices will be in place and if your child is absent for a day, the front office will call to note the reason.

**THANK YOU FOR YOUR CONTINUED SUPPORT AND POSITIVITY!**

Wishing you all the best,

Samantha Halpin  
(Principal)

Hannah Patrick  
(Vice-Principal)

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