

Lord Aylmer School



Lord Aylmer Re-Opening Guide 2026-2027

August 2026

Dear Parent(s) & Guardian(s),

We hope that you have enjoyed this beautiful summer and spent 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.

LORD AYLMEr STAFF 26-27

Teaching Staff

Kindergarten	English	French Immersion	Specialists
Kelly Ross (K4) Jennifer Oakley (K4) Annabelle MacIntosh (K5) Sara Leclair (K5-FI) Tracy Britt (K5-FI)	Heather Wilfong (Cycle 1.1) Jacky Lin (Cycle 1.1/1.2) Heather Sedawey (Cycle 1.2) Megan Kuchinsky (Cycle 2.1) Kierra Shaw (Cycle 2.1) Isabelle Lecuyer (Cycle 2.1) Jessica Simon (Cycle 2.2/3.1) Allison Ensom (Cycle 2.2/Cycle 3.1) Lynn Kearns (Cycle 3.1) Jenn Peddie (Cycle 3.1) Mark McDonald (Cycle 3.2) Adrian Carol (Cycle 3.2)	Caroline Savignac (Cycle 1.1) Roman Guonon (Cycle 1.1) Marie-Josée Guidon (Cycle 1.1/1.2) Melodie Le Pailleur-Petit (Cycle 1.2) Stephanie Demers (Cycle 1.2) Sophie Rossignol (Cycle 1.2) Nina Contreras (Cycle 2.1/Cycle 2.2) Grace Moore (Cycle 2.1/2.2) Melissa Russell (Cycle 3.1) Evan Bury (Cycle 3.1) Andrea Cobham (Cycle 2.2/3.1) Melanie Leclair (Cycle 2.2/3.1) Ysabelle Boulet (Cycle 3.2) Brianna Tassone (Cycle 3.2)	Maria Bosley (Resource) Annick Chasse (FSL/ARTS) Shawn Smith (FSL) Filipe Da Silva (PHYS. ED – JR) Ellen Luker (Resource) Anni Preslawski (FSL/ARTS) Noé Vagne (FSL) Eugene Contreras (PHYS. ED – SR) Alanna McIntyre (Resource) Sophie Rossignol (FSL) Varun Bangia (Specialized Classroom)

Samantha Halpin – Directrice/Principal ([elle/she/her](#))
Jeremy Wouda – Directeur Adjoint/Vice Principal ([il/lui/he/him](#))

Lord Aylmer School



Support Staff

Tanya McCormick (School Organization Technician)
Julie Belisle (Daycare Technician)
Karen Comfort (School Secretary)
Paula Savescu (Office Agent)
Michelle Macdonald (Special Education Technician)
Alicia Duperron (Special Education Technician)
Wendy Larin (Special Education Technician)
Michelle Black (Special Education Technician)
Jenna Robertson (Special Education Technician)
Karen Langevin (Special Education Technician)
Barb Valade Bleau
 (Recreational Activities Technician)
Adrienne Flemming (Special Education Technician)
Amanda Belair (Daycare/Classroom Assistant)
Keith De Sousa (Attendant/Student Supervisor)
Sara Elgebli (Educator in Schools)
Tala Elgebli (Attendant/Educator in Schools)
Liz Fehr (Attendant/Daycare)
Ashley Barry (Attendant/Daycare)
Jessi Dal Grande (Attendant/Classroom Assistant)
Gabriela Gonzalez (Attendant/Daycare)
Laiha Poole (Attendant/Student Supervisor)
Amy-Lee Wiebenga (Attendant/Daycare)
Angele Duval-Belanger (Student Supervisor)
Margaret Kelly (Student Supervisor)
Linda Maurice (Student Supervisor)

Janet Smith (Classroom Assistant/Daycare)
Keith De Sousa (Attendant/Daycare)
Diane Gravel (Daycare)
Patti-Lee McCormick (Daycare)
Christina Renaud-Lang (Classroom Assistant/Daycare)
Jodi Tubman (Daycare/Attendant)
Kate Larche (Daycare)
Ashley Shea (Attendant/Daycare)
Chastity-Taylor Steadman (Classroom Assistant/Student Supervisor)
Mustafa Kouki (Daycare)
Ashley Reed (Attendant/Student Supervisor)
Chelsey Chartrand (Attendant/Daycare)
Madison Lamy (Attendant/Student Supervisor)
Cassy Findlay (Attendant/Daycare)
Shelley Dompierre (Daycare/Classroom Assistant)
Laurie Gunn (Classroom Assistant/Daycare)
Charlene Morrison (Daycare/Classroom Assistant)
Lana Runyon (Daycare)
Christine Souliere (Attendant/Student Supervisor)
Melissa Pennarun (Classroom Assistant/Daycare)
Renee Duval (Attendant)
Angele Duval Belanger (Student Supervisor)
Margaret Kelly (Student Supervisor)
Luc Beauchamp (Custodian)
Doug Horner (Custodian)
Jacques Dumoulin (Custodian)

Samantha Halpin – Directrice/Principal ([elle/she/her](#))
Jeremy Wouda – Directeur Adjoint/Vice Principal ([il/lui/he/him](#))

Lord Aylmer School



FIRST DAY OF SCHOOL PROTOCOL

First day of School is August 27th, 2026, for Cycle 1 to Cycle 3 (Grade 1-6).

- Please note that your child's homeroom teacher will contact you **by 4:00pm on Wednesday, August 26th**, to discuss the first day's details and the outside meeting spot.
- To make the first day of school a bit easier for 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 at the back of our school yard. This information will be released when your child's homeroom teacher contacts you. 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**.
- Please note that Jeremy and I will not be available to meet or discuss class placements or any other request on the first day of school; however, we would be happy to connect by appointment or email to address any questions or concerns in a timely manner.
- **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. Please see the schedule below:

- Thursday, August 27th, 2026: meeting with teachers – by appointment – parent/guardian AND child are encouraged to attend.
- Please report to the JR office, a staff member will check you in.
- The kindergarten cohort will then embark on a staggered entry to school. Each child will be assigned to either **Group A or Group B**.
- Friday, August 28th, 2026: Group A will attend school; Group B will stay home.
- Monday, August 31st, 2026: Group B will attend school; Group A will stay home.
- Tuesday, September 1st: ALL kindergarten students will attend school.

Samantha Halpin – Directrice/Principal ([elle/she/her](#))
Jeremy Wouda – Directeur Adjoint/Vice Principal ([il/lui/he/him](#))



Campus senior/Senior Campus
116 Frank Robinson Gatineau, QC J9H 4A6
T. 819 684-6801 F. 819 684-6501
Courriel/e-mail lordaylmersr@wqsb.qc.ca

Campus Junior/Junior Campus
130 Frank Robinson Gatineau, QC J9H 4A6
T. 819 684-4888 F. 819 684-2825
Courriel/e-mail lordaylmerjr@wqsb.qc.ca

Lord Aylmer School



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 they are 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. ***Please note that supervision is NOT provided beforehand***
- **Drop-Off:** Parents will drop off their child(ren) at the front 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.
- **If your child arrives AFTER the bell (8:00am at JR Campus & 8:05am at SR Campus, you MUST park and escort your child(ren) into the building and sign them in. This is a safety protocol.**

DAILY DISMISSAL

Unless your child is registered for Daycare, there is no after school supervision

- **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 through the front entrance (JR Campus) and the SR Doors (SR Campus) and off school property.

SR Pick-Up: All parents/guardians will park in the upper parking lot OR on an adjacent street. Parent(s) & Guadian(s) will pick up their children at the front entrance of the building. A staff member will greet you and you will be required to show one valid piece of Government Issued Identification. You will be required to sign-out your child daily. Once the sign-out procedure is complete, your child(ren) will be released.

- Pick-Up will NOT be granted or supervised at the back entrance of the school.
- Daycare students cannot be released or called until pick-up is complete.
- Alternatively, if you do not want to go through this process, you can change your child's end of day routine to "walker" and your child(ren) will be released out of the front entrance of the school, and it will be your sole responsibility to meet your child(ren). ***Please meet your child OFF school property and do not gather at the front entrance, so as not to impede the pick-up process***

Samantha Halpin – Directrice/Principal ([elle/she/her](#))
Jeremy Wouda – Directeur Adjoint/Vice Principal ([il/lui/he/him](#))

Lord Aylmer School



JR Pick-Up:

- Pick-Up will occur at the front entrance of the school. Parents/Guardians should be lined up in a single file.
- All parents/guardians must park either in the designated parent/guardian parking lot (left side of the school) OR on an adjacent street.
- The right-side door (when facing the school) will be the entrance for parents/guardians to enter. The left side door (when facing the school) will be the exit for parents/guardians to leave with their signed-out child(ren).
- Parents/Guardians will be let into the lobby of the school one at a time.
- Parents/Guardians will enter the lobby and sign-out their child(ren). Please note that government issued identification will be required during pick-up.
- Students will be released one-by-one.
- Daycare students cannot be released or called until pick-up is complete.
- Alternatively, if you do not want to go through this process, you can change your child's end of day routine to "walker" and your child(ren) will be released out of the front entrance of the school, and it will be your sole responsibility to meet your child(ren). *Please meet your child OFF school property and do not gather at the front entrance, so as not to impede the pick-up process*

IMPORTANT: If someone other than the guardian/parent will be picking up your child(ren), you must call the front office and provide the name of the adult who will be picking up your child(ren) and the effective date(s) of this arrangement. This person will have to bring a valid piece of government issued photo I.D.

To allow someone other than the guardian/parent to regularly pick up your child(ren), please complete the "Authorized Pick-Up" form (attached).

PARENT/GUARDIAN PARKING

- At the senior campus, the front parking lot will be dedicated to parent/guardian parking.
- The left parking lot at the JR Campus is dedicated to parent/guardian parking.
- **AT NO TIME** are parents/guardians allowed to park in the designated staff parking lots at either the JR & SR Campuses.
- **The designated reserved signs OR administration parking are strictly prohibited; all illegal parking will be towed.**

Samantha Halpin – Directrice/Principal ([elle/she/her](#))
Jeremy Wouda – Directeur Adjoint/Vice Principal ([il/lui/he/him](#))

Lord Aylmer School



STAGGERED SCHEDULE

JUNIOR CAMPUS SCHEDULE		SENIOR CAMPUS SCHEDULE	
TIME	ACTIVITY	TIME	ACTIVITY
8:00-8:05 AM	Entry/Homeroom	8:05-8:10 AM	Entry/Homeroom
8:05-9:05 AM	1 st Period	8:10-9:10 AM	1 st Period
9:05AM-10:05 AM	2 nd Period	9:10-10:10 AM	2 nd Period
10:05-10:25 AM	AM Recess	10:10-10:30 AM	AM RECESS
10:25-11:25 AM	3 rd Period	10:30-11:30 AM	3 rd Period
11:25 AM-12:15 PM	LUNCH	11:30 AM-12:20 PM	LUNCH
Kindergarten – Recess First 25MIN/Eat Second 25MIN; Cycle 1 Eat First 25MIN/Recess Second 25MIN		Recess First 25MIN/Eat Second 25MIN	
12:15-12:20 PM	PASSING TIME	12:20-12:25 PM	PASSING TIME
12:20-1:20 PM	4 th Period	12:25-1:25 PM	4 th Period
1:20-1:40 PM	PM RECESS	1:25-1:45 PM	PM RECESS
1:40-2:40 PM	5 th Period	1:45-2:45 PM	5 th Period
2:40-2:45 PM	Dismissal	2:45-2:5 PM	Dismissal

BOOMERANG LUNCHES: Please pack a Boomerang lunch. Your children will be bringing home in their lunch kit every item brought from home. See L.A.'s Boomerang Lunches Infographic for more information.

RECESS PROTOCOL – RAIN OR SHINE POLICY

Lord Aylmer is committed to recognizing that outdoor play is essential for physical health, sensory regulation, and cognitive development. By shifting our mindset, we help students foster resilience and environmental stewardship. Natural environments also provide a sensory "reset," which has been shown to reduce classroom behavioral incidents.

Guidelines for Outdoor Play

Our students will continue to participate in outdoor recess and learning during the Fall and Spring months under the following conditions:

- **Weather Standards:** Outdoor activity will proceed as scheduled during light to moderate rain.
- **Temperature Variance:** If rain is accompanied by temperatures below 5 degrees, outdoor duration may be modified to prevent cold-related discomfort.
- **Indoor Exceptions:** Recess and learning will move indoors only in the event of lightning, thunder, high-wind advisories, or torrential downpours that pose a safety risk or compromise visibility.
- **Final Determination:** The principal (or designate) will make the final determination on indoor recess 15 minutes prior to the bell, based on local radar.

Samantha Halpin – Directrice/Principal ([elle/she/her](#))
Jeremy Wouda – Directeur Adjoint/Vice Principal ([il/lui/he/him](#))



Campus senior/Senior Campus
116 Frank Robinson Gatineau, QC J9H 4A6
T. 819 684-6801 F. 819 684-6501
Courriel/e-mail lordaylmersr@wqsb.qc.ca

Campus Junior/Junior Campus
130 Frank Robinson Gatineau, QC J9H 4A6
T. 819 684-4888 F. 819 684-2825
Courriel/e-mail lordaylmerjr@wqsb.qc.ca

Lord Aylmer School



Student Readiness and Equipment

To ensure your child remains comfortable and dry, we ask that you provide the following "Active Weather" gear:

- **Primary Layer:** A water-resistant or waterproof outer shell (jacket with a hood).
- **Footwear:** Rubber boots or treated waterproof hiking shoes.
- **Required Support Gear:** A complete change of clothes (socks, underwear, pants, and shirt) to be kept in the student's locker in a sealed, labeled bag.
- **Umbrellas:** These are permitted for transit, stationary learning, and recess, provided the student can operate them safely and independently.

Our Commitment to Support

Our staff is dedicated to managing these transitions with care:

- **Supervision:** Staff will monitor students for signs of excessive dampness or chilling.
- **Transition Time:** A 5-minute "transition window" will be provided following rainy recesses to allow students to change into dry clothing.
- **Equitable Access:** The school maintains a small inventory of "loaner" gear for families experiencing financial hardship to ensure every student can participate.

*Please see the *Rain or Shine* Infographic for more information*



See attached document for larger poster.

Samantha Halpin – Directrice/Principal ([elle/she/her](#))
Jeremy Wouda – Directeur Adjoint/Vice Principal ([il/lui/he/him](#))



Campus senior/Senior Campus
116 Frank Robinson Gatineau, QC J9H 4A6
T. 819 684-6801 F. 819 684-6501
Courriel/e-mail lordaylmersr@wqsb.qc.ca

Campus Junior/Junior Campus
130 Frank Robinson Gatineau, QC J9H 4A6
T. 819 684-4888 F. 819 684-2825
Courriel/e-mail lordaylmerjr@wqsb.qc.ca

Lord Aylmer School



WELCOME BACK BBQ/ANNUAL GENERAL ASSEMBLY (AGA)

It's a new year and it's time to celebrate our excitement and get together!

We will be conducting our BBQ and AGA differently this year.

Lord Aylmer will be hosting an Open House and Welcome Back BBQ on **Thursday, September 3, 2026, from 3:00pm – 6:00pm at our SR campus.**

The Open House will run from 3:00pm – 4:00pm. This will be your opportunity to formally meet your child(ren)'s teachers and see their new classroom(s). All teachers will be present in their classrooms ready to welcome you and answer any questions you may have.

The BBQ will run from 4:00pm – 6:00pm at the SR Campus. Please stay tuned for more details.

Our AGA will take place on **September 24th, 2026 from 6:00pm – 7:00pm in the SR Campus Gym.**

The AGA is held **to elect the** members of our Governing Board for the 2026-2027 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, educational projects, community events etc.

There are FOUR vacant parent/guardian seats up for election. Each seat is a two-year term.

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.

We will also be taking applications for **two Parent/Guardian Community Representatives** from the parent(s)/guardians who are present at the AGA. The members will be selected from the Governing Board Committee during our first meeting in early October.

Samantha Halpin – Directrice/Principal ([elle/she/her](#))
Jeremy Wouda – Directeur Adjoint/Vice Principal ([il/lui/he/him](#))



Campus senior/Senior Campus
116 Frank Robinson Gatineau, QC J9H 4A6
T. 819 684-6801 F. 819 684-6501
Courriel/e-mail lordaylmersr@wqsb.qc.ca

Campus Junior/Junior Campus
130 Frank Robinson Gatineau, QC J9H 4A6
T. 819 684-4888 F. 819 684-2825
Courriel/e-mail lordaylmerjr@wqsb.qc.ca

Lord Aylmer School



What is a Community Member Seat?

The Community Member Seat is a **non-voting position** on the Governing Board. The purpose of this role is to:

- Provide additional context and insight into the surrounding school community.
- Broaden perspectives by sharing knowledge of local initiatives, trends, and needs.
- Help create meaningful relationships between the school and community organizations, businesses, and efforts.

This position is not intended for parents or guardians of current students to share personal opinions on the school's operations but rather for individuals with a commitment to enhancing collaboration between the school and its community.

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 & Jeremy Wouda 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 at the General Assembly during the appropriate election****

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

- <https://www.quebec.ca/en/education/preschool-elementary-and-secondary-schools/administration-frameworks/school-governance/governing-boards>

Samantha Halpin – Directrice/Principal ([elle/she/her](#))
Jeremy Wouda – Directeur Adjoint/Vice Principal ([il/lui/he/him](#))



Campus senior/Senior Campus
116 Frank Robinson Gatineau, QC J9H 4A6
T. 819 684-6801 F. 819 684-6501
Courriel/e-mail lordaylmersr@wqsb.qc.ca

Campus Junior/Junior Campus
130 Frank Robinson Gatineau, QC J9H 4A6
T. 819 684-4888 F. 819 684-2825
Courriel/e-mail lordaylmerjr@wqsb.qc.ca

Lord Aylmer School



PHOTO DAY @ L.A.

- JR Campus – November 13, 2026
- SR Campus – November 12, 2026
- Please see the attached memo for further information.

NUT POLICY L.A.

- A reminder that L.A. is a peanut-free school.
- If your child's homeroom has any other additional allergies, the homeroom teacher will communicate with you and ask that those specific items not be packed in your child's lunches – i.e., tree nuts, eggs, shellfish etc.

E-SCOOTER & E-BIKE POLICY L.A.

Please be aware that e-scooters and e-bikes are **not permitted** on school property.

- **No Riding or Lock-Ups:** E-scooters and e-bikes may not be ridden on school grounds, nor can they be locked or stored on school premises.
- **Provincial Regulations:** This policy aligns with provincial law, which strictly prohibits individuals under the age of 14 from operating this type of equipment.

We appreciate your support in maintaining a safe environment for all students. For further information on rules and regulations: [Government of Québec Electric Scooter Page](#).

VACATION PROTOCOL

We understand that families may occasionally choose to take vacations during the school year. Please note that teachers are not responsible for preparing full lesson plans or assignments when a student is away for an extended period. However, there are many simple and meaningful ways to keep learning alive while travelling:

- **Read every day** (independently or together)
- **Talk about and reflect** on your experiences as you explore
- **Keep a simple journal** to capture memories and practice writing
- **Practice basic math facts** to keep skills sharp

These activities help students stay engaged and make the transition back to class smoother. We will warmly welcome your child back and do our best to support a smooth transition back into the classroom routine.

Samantha Halpin – Directrice/Principal ([elle/she/her](#))
Jeremy Wouda – Directeur Adjoint/Vice Principal ([il/lui/he/him](#))



Campus senior/Senior Campus
116 Frank Robinson Gatineau, QC J9H 4A6
T. 819 684-6801 F. 819 684-6501
Courriel/e-mail lordaylmersr@wqsb.qc.ca

Campus Junior/Junior Campus
130 Frank Robinson Gatineau, QC J9H 4A6
T. 819 684-4888 F. 819 684-2825
Courriel/e-mail lordaylmerjr@wqsb.qc.ca

Lord Aylmer School



TRANSPORTATION

The transportation postcards will be published to the parent/guardian portal **at the end of the day on Friday, Aug. 21st and will remain available until 9:00 Friday, Aug. 29th.**

Between Friday, Aug. 29th and Friday, Sept. 12th, the process time for new registrations, change of addresses or changes to daycare services will be 10 business days.

MAZZOLA

Mazzola hot lunches will be offered on Monday, Wednesday, Thursday and Friday of each week. Mazzola lunches will be available for order starting on **September 8, 2026.**

Please stay tuned for the monthly menus and more information on how to order online.

For more information please visit - <https://mazzola.ca/en> OR <https://mazzola.ca/> (French)

HOME & SCHOOL ASSOCIATION

Our Home & School Association is a dedicated group of parent and guardian volunteers who work together to support our students, staff, and the school community through fundraising and community-building events. Over the past few years, Home & School has proudly funded projects such as new iPads for student use, our Adventure Playground at both the Junior and Senior campuses, outdoor play materials, classroom resources, and much more. They also organize fun community events like school dances, BBQs, and movie nights.

Thanks to the commitment of Home & School, we are able to provide our students with enriched learning and play experiences while building stronger connections between families and the school.

Pizza Day will run at each Campus on Tuesdays and will be organized through our Home & School Association. Our first Pizza Day is **Tuesday, October 6.**

Our current president is **April Moffatt**, and the team is always looking for new volunteers to join in their efforts. If you'd like to learn more or get involved, please contact lordaylmerhs@gmail.com.

Samantha Halpin – Directrice/Principal ([elle/she/her](#))
Jeremy Wouda – Directeur Adjoint/Vice Principal ([il/lui/he/him](#))



Campus senior/Senior Campus
116 Frank Robinson Gatineau, QC J9H 4A6
T. 819 684-6801 F. 819 684-6501
Courriel/e-mail lordaylmersr@wqsb.qc.ca

Campus Junior/Junior Campus
130 Frank Robinson Gatineau, QC J9H 4A6
T. 819 684-4888 F. 819 684-2825
Courriel/e-mail lordaylmerjr@wqsb.qc.ca

Lord Aylmer School



DAYCARE

Daycare will be open from 7am until 6pm, as usual. As always, this could be subject to change based upon staffing and availability. ***PD Days – Daycare is open from 7am until 5pm***

Daycare will be closed the following PD Days – October 5, 2026; October 16, 2026; November 27, 2026; March 19, 2027.

NEW Daycare Cost = \$10.00/day and the PD Day is now \$15.95

If you require Daycare, please register with Julie Belisle at jbelisle@wqsb.qc.ca.

Please note that if you have not registered your child(ren) for Daycare before September 30th and may possibly require daycare after the 30th 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 30th. Therefore, after the 30th we may not have the staff to accept any further registrations.

- **JR Campus:**

- Drop-Off: Daycare drop-off will be at the main entrance of the school. Please park in the left parking lot OR 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 in the left parking lot OR on an adjacent street and walk to the main entrance where you will be greeted by a staff member. Please bring a valid piece of government issued identification to present during pick-up. You will be required to sign-out your child(ren) daily.
- Starting at 4:40pm ALL SR students at Daycare will walk over to the JR Campus for the remainder of the day. ALL Pick-Up will occur at the JR Campus from 4:45pm – 6:00pm. Please allow for transition time/fluctuation – absolutely NO child will be picked up during transit off the street.

Samantha Halpin – Directrice/Principal ([elle/she/her](#))
Jeremy Wouda – Directeur Adjoint/Vice Principal ([il/lui/he/him](#))



Campus senior/Senior Campus
116 Frank Robinson Gatineau, QC J9H 4A6
T. 819 684-6801 F. 819 684-6501
Courriel/e-mail lordaylmersr@wqsb.qc.ca

Campus Junior/Junior Campus
130 Frank Robinson Gatineau, QC J9H 4A6
T. 819 684-4888 F. 819 684-2825
Courriel/e-mail lordaylmerjr@wqsb.qc.ca

Lord Aylmer School



- **SR Campus:**

- 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 park and walk up to the entrance where you will be greeted by a staff member. Please bring a valid piece of government issued identification to present during pick-up. You will be required to sign-out your child(ren) daily.

DAYCARE PAYMENTS:

- All accounts for Daycare will be available on our Mozaik Parent-Guardian Online Platform.
- The preferred method of payment is online (through your online banking)
- Cash payments will be accepted for all students (should you choose this method) at the SR Campus only with Julie Belisle. We will only accept exact amounts – absolutely no change will be given or available.

ELECTRONICS/TOYS

Electronics (any device capable of communicating with or accessing the internet, such as - but not limited to - smartphones, tablets, smartwatches, smart glasses, headphones, etc.) are **not permitted for personal use on school property**. The only exception is on buses.

Each class has a designated “**device drop**” where students may leave their devices at the start of the day and collect them once classes are dismissed. Alternatively, students may keep their device in their school bag, concealed, for the entire school day. Please note that school staff are **not responsible for lost, stolen, or damaged personal electronic devices**. This policy also applies during field trips.

Exceptions

Use of electronics may be permitted only in the following cases, with approval from school administration:

- A documented health condition.
- Pedagogical purposes, as determined by the teacher.

Samantha Halpin – Directrice/Principal ([elle/she/her](#))
Jeremy Wouda – Directeur Adjoint/Vice Principal ([il/lui/he/him](#))



Campus senior/Senior Campus
116 Frank Robinson Gatineau, QC J9H 4A6
T. 819 684-6801 F. 819 684-6501
Courriel/e-mail lordaylmersr@wqsb.qc.ca

Campus Junior/Junior Campus
130 Frank Robinson Gatineau, QC J9H 4A6
T. 819 684-4888 F. 819 684-2825
Courriel/e-mail lordaylmerjr@wqsb.qc.ca

Lord Aylmer School



- Specific needs of a student with a disability or who is experiencing adjustment or learning difficulties.

Consequences for Personal Use of Electronics

- **First Offence** – The device will be confiscated and returned to the student at the end of the day.
- **Second Offence** – The device will be confiscated and must be picked up by a parent/guardian from the office.
- **Repeated Offences** – Additional consequences may be applied at the discretion of the school administration or their designate.

Toys are not to be brought to school. If a student brings a toy to school, it will be confiscated until the end of the day and returned upon the day's completion. Additional measures may be put into place at the subject of the school administration/the administrations delegate.

- ***Exception*** – Recess Equipment. Students may bring recess equipment to play with during their morning, lunch and afternoon recesses.
 - Acceptable recess equipment –
 - Mini Sticks
 - Basketball
 - Soccer Balls
 - Football
 - Skipping Ropes
 - Frisbees (soft or standard, avoid rigid plastic in extreme cold)
 - Beanbags
 - Velcro catch ball sets (e.g., "sticky ball" paddles)
 - Please note that the equipment must be easily transported by the student.
 - Please note: if the equipment is not used for its intended purpose, the staff may confiscate the item and require a parent/guardian to pick up the item for safe return.

The school does provide recess equipment such as the items listed above; however, if a student would like to bring something from home, they are more than welcome to. **Please label your child's equipment. The school is not responsible for lost or broken items.**

Samantha Halpin – Directrice/Principal ([elle/she/her](#))
Jeremy Wouda – Directeur Adjoint/Vice Principal ([il/lui/he/him](#))

Lord Aylmer School



FILING A COMPLAINT

Should the student or their parent be dissatisfied with the educational services they received, are receiving, should have received, or need, they can file a complaint based on a procedure that consists of a maximum of three steps:

Step 1 – Level 1 Complaint

This level of Complaint is submitted directly to the person concerned (member of staff) or that person's supervisor (usually the principal). If the Complaint involves a service provided to students by the School Board Office, the supervisor of the department will process the Level 1 Complaint.

The complaint may be verbal, but it is better if it is made in writing. A good practice is to include "Formal Complaint" in the subject line of an email to the principal.

The person who receives the complaint has 10 working days to respond.

If the complaint is being sent during the summer holiday period, please submit your complaint directly with the school board's complaint officer at Step 2 – Level 2 Complaint (see below).

Step 2 – Level 2 Complaint to WQSB Complaint Officer

If the complainant is dissatisfied with the principal's response to the Level 1 Complaint or if the 10-day deadline has expired, a new complaint may be submitted to the WQSB Complaint Officer.

It is important that Step 1 be completed before moving on to Step 2. Complaints submitted to Step 2 before going to Step 1 will be redirected to Step 1.

Please refer to the easy-to-use online complaint form linked in the button below.

[Click here to make a Level 2 Complaint](#)

The Complaint Officer has 15 working days to respond. The complaint may be verbal, but it is better if it is made in writing. The Complaint Officer at our school board is:

Berthine Glouzon, Secretary General
Western Québec School Board
819-684-2336 – Ext: 505001
BGlouzon@wqsb.qc.ca
15 rue Katimavik, Gatineau (QC) J9J 0E9

Samantha Halpin – Directrice/Principal ([elle/she/her](#))
Jeremy Wouda – Directeur Adjoint/Vice Principal ([il/lui/he/him](#))



Campus senior/Senior Campus
116 Frank Robinson Gatineau, QC J9H 4A6
T. 819 684-6801 F. 819 684-6501
Courriel/e-mail lordaylmersr@wqsb.qc.ca

Campus Junior/Junior Campus
130 Frank Robinson Gatineau, QC J9H 4A6
T. 819 684-4888 F. 819 684-2825
Courriel/e-mail lordaylmerjr@wqsb.qc.ca



Step 3 – Level 3 Complaint with the Regional Student Ombudsman

If the student or their parent is still dissatisfied with how the complaint is being handled, or if the 15-day deadline has expired, they may contact their Regional Student Ombudsman, who will help them draft their written complaint.

The student or their parent may choose the form of communication that best suits them among the following:

- [Web Complaints Form >](#)
- Phone or SMS: 1-833-420-5233
- Email: plaintes-pne@pne.gouv.qc.ca

Regional Student Ombudsmen have 20 working days to examine the complaint and issue their conclusions. If they deem that the complaint is substantiated, they may make recommendations to the school service centre, the school board or the private educational institution.

However, before the conclusions are sent, the National Student Ombudsman examines them. He or she has up to 5 working days to decide whether to examine the complaint in turn. If so, he or she has 10 working days to complete the examination and, if need be, to substitute his or her conclusions or recommendations for those of the Regional Student Ombudsman.

The Regional Student Ombudsman then informs the complainant and the school board about the conclusions and any recommendations.

The school board has 10 working days to inform the complainant and the Regional Student Ombudsman of whether it intends to follow up on the conclusions and recommendations made to it, or of its reasons if it has decided not to act on them.

Note that in the case of sexual violence, the student or one of their parents may, if they wish to do so, approach the Regional Student Ombudsman directly.

Samantha Halpin – Directrice/Principal ([elle/she/her](#))
Jeremy Wouda – Directeur Adjoint/Vice Principal ([il/lui/he/him](#))

Lord Aylmer School



ATTENDANCE: Please note that we will be following our 2026-2027 school calendar.

- Regular attendance practices will be in place and if your child is absent for a day, please either call the JR Campus (819-684-4888) or SR Campus (819-684-6501) to notify the front office of the reason. You may also send an email to the JR Campus at lordaylmerjr@wqsb.qc.ca or SR Campus at lordaylmersr@wqsb.qc.ca.
- If you have a child at both campuses, you must notify BOTH Campuses.

THANK YOU FOR YOUR CONTINUED SUPPORT AND POSITIVITY!

Wishing you all the best and see you soon,

Samantha Halpin
(Principal)

Jeremy Wouda
(Vice-Principal)