



## FAQ – Frequently asked questions

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### A. SCHOOL SCHEDULE, COURSES AND DRESS CODE

#### What is the school's regular schedule?

Morning daycare:	7:00 am to 7:45 am
Students arrive:	7:45 am to 7:55am (bus, walkers, car)
1st period:	8:00 am to 9:00 am?
2nd period:	9:02 am to 10:02 am
Recess:	10:04 am to 10:19 am
3rd period:	10:21 am to 11:21 am
Lunch:	11:23 am to 12:38 pm
4th period:	12:40 pm to 1:40 pm
Recess:	1:42 pm to 1:57 pm
5th period:	2:00 pm to 3:00 pm
Departure (walk, car):	3:03 pm
Departure (bus):	3:10 pm
Evening daycare:	3:03 pm to 6:15 pm

**Commented [DC1]:** These times do not match in the documents? Which is the correct time?

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#### How is my child accompanied to and from the bus at school?

Grade 6 bus monitors accompany the kindergarten and Grade 1 students to and from the buses. The hallway monitors accompany students from Grade 2 through 4.



**What should my child do if he/she arrives late?**

When your child arrives after **7:55am**, he/she enters the main school door and goes to the secretary's office to get a late pass to proceed to class after 8:03 am. Multiple late arrivals can result in a detention.

**Are all the students playing together in the schoolyard at recess and lunchtime?**

All the students are playing together in the schoolyard with the exception of the kindergarten students who play in the smaller 'kindergarten' schoolyard specially equipped for them and part of the larger school yard.

**Do the children go outside even in bad weather?**

In general, the school encourages children to go outside twice for recess and once at lunchtime. However if the temperature is too hot, cold or rainy, the students remain in school. They are supervised in the "kindergarten Aquarium", the hall area or the library. The location depends on the grade). After lunch, they stay in their respective classes.

**How much English instruction is received per week?**

Students in Grades 1 to 4 have two 1/2-hour periods of English instruction per week. Students in Grades 5 and 6 have three 1/2-hour periods of English instruction per week. The program of English as a second language is given in all French-speaking schools in Quebec.

**How much physical education is received per week?**

Kindergarten students have two 45-minute periods of gross motor development classes per week. Students in Grades 1 through 6 have two 1-hour periods of physical education per week (120 minutes total)

**How does the 'Aide aux devoirs' (Homework Help) Program work?**

Students in need of homework help are selected by their teachers to participate in the 'Aide aux devoirs' program to received assistance with their homework. A letter is sent to the selected student's parents outlining the purpose of the program and its schedule. The parent must then return the letter to the teacher with a yes or no answer. In general ,this program takes place after school once a week for an hour with the student receiving help to prepare for dictations, reading, lessons and more.

**Is there a uniform or color code for school?**

No.



**Does my child need a special pair of shoes for school?**

Children should have a separate pair of indoor shoes to be left at school at all times. These shoes should be comfortable and appropriate for use in physical education classes.

**What is the outfit for physical education class?**

A t-shirt, a pair of shorts and/or jogging pants are suitable for physical education class. You can send these items in a small separate bag for your child to keep in his/her locker.

**B. LUNCH AND SNACKS**

**Does the school have a cafeteria?**

No, students must bring a lunch. The students eat their lunches together by grade level.

**Are there foods that are forbidden for lunch and snacks?**

Soft drinks, candy and all kinds of sweets are discouraged at school.

**What is the routine for morning snack?**

Snack time in the morning is eaten in the classroom.

**What kind of snacks do I send to school?**

Most teachers request that you send a healthy snack (fruit, cheese, yogurt, vegetables) for snack time. It is best to keep the muffins and cereal bars for lunch.

**Is there a hot lunch option available?**

Yes. You may order a hot meal from the catering service used by the school. There are no micro-waves available to heat up meals.



### What is the lunchtime routine?

Students in kindergarten through to Grade 3 start by eating lunch at the beginning of the lunchtime period (11:30), and then go outside to play. Students in Grades 4 through 6 go outside to play and then come inside to eat lunch around 12:00.

## C. DROP-OFF AREAS

### Where should I drop off my child in the morning?

There are two drop-off areas – Beaconsfield Boulevard and Neveu Street.

Driving east on Beaconsfield Boulevard parents should use the drop-off area on **Beaconsfield Boulevard**. **Parents must not get out of the car to open the door for their child.**

Driving west on Beaconsfield Boulevard parents should use the drop-off area on **Neveu Street** (as you cannot turn left to enter the **Beaconsfield Boulevard** drop-off area when travelling west on Beaconsfield Boulevard). Parents must turn right at the exit of the **Neveu Street** drop-off area, in order to keep Neveu Street moving in one direction during peak drop-off times.

Drop-off area rules: Vehicles must move up as far up as possible in the drop-off semi-circles in order to free up as much space as possible. Parents should not leave the vehicle to go open the door to their child. If your child needs help to get out of the vehicle, you are requested to park and walk. Parking is available on Breton Woods if you are coming from the west and Woodridge Street if you are coming from the east. From the east, you may also turn on Neveu and use the few parking spots SOUTH of the drop-off area. All parking NORTH (before) the drop-off area is reserved for staff.

Parking on Neveu Street is **not recommended**: When the car is backing up to drive away, it can create congestion on the street and the possibility of an accident. It can also prevent staff from being able to park.

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**Where should I pick up and drop off my child at lunchtime?**

Use the drop-off area that suits you best according to the proximity of the drop-off area to your child's classroom (kindergarteners are closest to the Neveu Street drop-off area). The most important thing is that you respect the street signs and that your child is aware of where you are planning on picking him/her up. If he/she does not know, they should go to the school's reception.

**Where should I pick up my child after school?**

If you are picking up your child after school ( no bus or daycare) at 3pm ,you should go to the drop-off area where you dropped your child off in the morning. Please do not block the drop-off areas by parking in them. The cars must be moving along at all times. The 2 drop-off areas are open from 3:03 to 3:10. After 3:10, you must go in through the main school door to pick up your child.

**D. CLASS OUTINGS, EXTRA CURRICULAR ACTIVITIES AND BIG SCHOOL EVENTS**

**How are the class outings organized?**

Teachers choose where and when the outings will be. A letter is sent to parents detailing the list of class outings for the year, with a description, dates and any extra fees. (Currently, around \$35 for leisure activities; the ministry, MEES, subsidizes the educational activities).

**What are the extracurricular activities available to students?**

A multitude of extracurricular activities are offered in the fall and spring, such as floor hockey, karate, choir, Zumba, "brixologie", improv. etc. Some activities are held during the lunch period and some are after school.

**What is 'Expo-Travaux' (art show)?**

Expo-Travaux is a vernissage held in the spring where every class showcases their class art project. This is a unique opportunity for families to see the richness and diversity of students' achievements from kindergarten to Grade 6.



### What is the 'Rémiades'?

The Rémiades is a big party organized in June in the schoolyard for Saint-Rémi students and their parents to celebrate the end of the school year.

## E. COMMUNICATION WITH THE SCHOOL

### How do I get information from the school?

There are many ways to stay in touch and informed of school activities.

- **Agenda** – Your child will receive a school agenda at the beginning of the school year. It includes a 'communication pocket' that is the main vehicle for written parent-teacher communication (for example, to return reply coupons or information to the teacher). Regulations and school rules are also included in the agenda.
- **Info-parents (email newsletter)** – A monthly email sent to parents with useful information about the school's activities. It contains important information about the past and upcoming month and important dates to remember.
- **Websites** – the following websites are excellent resources:
  - School website [www.ecolecsmb.com/saintremi](http://www.ecolecsmb.com/saintremi)
  - Parent organization's (Cooperation Parent Saint-Rémi - CPSR) website [www.parentsaintremi.ca](http://www.parentsaintremi.ca)

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### What is the best way to notify the school of a change in my child's routine (for example, exceptionally my child will eat lunch at home, or my child will not take bus home from school that day)?

The best way to communicate this type of information is to write a message in your child's agenda to inform your child's teacher the day before the change in schedule.

If you forgot to do it the day before or things have changed on the day, you can send an email or call the secretary at 514-855-4206. You can also reach the daycare at 514-855-4166. Because it is an unplanned event, the pick-up will be at the main entrance. We do however encourage parents to inform the school of any changes as early as possible in order to minimize class disruptions.



**Where do I call for questions relating to the school bus (late bus, bus stop, bus card)?**

The school bus service (yellow school bus) is managed directly by the CSMB (school board). Call 514-367-8777 for all information and complaints.

**How do I notify the school if my child is sick and will not be in school?**

It is important to call the school secretary before 8am in the morning to inform the school of your child's absence. A message can be left on the voicemail ( 514-855-4206) with your child's name, the reason and duration of their absence.

**When do we get the list of materials required for the following year?**

For students returning to Saint-Rémi, they will receive their list in June at the end of the school year. For new students, they will receive a letter with their list by mid-August by email or post.

**When do we receive information about the school year (bus, schedule of the first days)?**

For students returning to Saint-Rémi, they will receive this information in June at the end of the school year. For new students, they will receive a letter with this information by latest mid-August by email or post.

**How does a "Fiche de soleil"/"Madame soleil" work?**

A *fiche de soleil* /Madame Soleil(commendation) is given to a student for good behaviour based on the school rules in the agenda outside of his/her classroom.

**How does a 'Fiche de manquement' work?**

A *fiche de manquement* (reprimand) is given to a student for behaving in a way that does not respect the school rules in the agenda outside of his/her classroom

**When and how are report cards handed out?**

Your child's teacher will present his/her annual plan in September. The first communication will be sent before the 15<sup>th</sup> of October. École Saint-Rémi uses a provincially standardized report card which provides an evaluation of your child's learning. It will be sent home at the end of each school term (by November 20<sup>th</sup> for the 1st term, by March 15<sup>th</sup> for the 2nd term and by **July 15<sup>th</sup>** for the 3rd term).

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#### **What if I do not speak French? How can I communicate with the school?**

You can write a note in English for the teacher in your child's agenda. You can also register for free French lessons through the school.

### **F. CÉ, CPSR AND VOLUNTEERING AT SCHOOL**

#### **What is the function of the CÉ (the school governing board)?**

The CÉ makes decisions on issues such as the educational policy of the school, the procedure for implementing the educational policy, the time allocated to each subject, school security measures, school budgets, etc. The CÉ is composed of ten members, five are parents and five are representatives of the school staff. Parent members are elected at the annual school general assembly meeting in September.

#### **What is the function of the CPSR (parents' organization)?**

Coopération parents Saint-Rémi (CPSR) is an organization of volunteer parents that aims to promote the educational objectives of the school, as well as the success and happiness of the students and their families. It's main objective is to support the staff in regards to the objectives established by the CÉ. Find out more at [www.parentstremi.ca](http://www.parentstremi.ca)

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#### **How can I get involved in the school?**

There are a number of ways to get involved.

- Join the **governing board** (CÉ – conseil d'établissement) by presenting yourself as a candidate at the General Assembly in September.
- Participate in the **parents' organization** (CPSR - Cooperation Parents St-Rémi) by attending any of the monthly meetings (generally held the first or second Monday at 7pm in the school library). Or you can volunteer to help for a specific CPSR activity by filling out the volunteer form on the site [www.parentstremi.ca](http://www.parentstremi.ca).
- Volunteer to be the **library parent** during your child's library period by replying to the school librarian's request for volunteers at the beginning of the school year
- Volunteer when your child's teacher sends home a request for a **parent volunteer for class projects and/or outings**.
- Please note that all volunteering activities with the children require a police check. Please see the secretary for the police check form.



**How is École Saint-Rémi involved in the community?**

There are many community-based initiatives that are organized by the parents' organization (CPSR) such as collecting donations for Christmas baskets, collecting winter clothing, brightening people's day in local Long Term Care Centres by carolling or creating crafts for people in the centers, a public works appreciation event, etc. New project ideas are welcome!

**G. MEDICATION**

**What should I do if my child needs to take medication during school hours?**

Firstly, children are not allowed to bring or keep medication at school themselves. Secondly, the staff cannot administer non-prescribed medication. Thirdly, if your child must take a prescription medication during school hours, the parent must remit a completed Medication Consent Form, available at the daycare technician's office, along with the medication in its original container with the prescription label on the container (name, dates, and dosage). The form and medication will be kept in the Daycare Technician's office.



# Mon École Saint-Rémi

## Coopération Parents Saint-Rémi

Constitué de tout les parents bénévoles, le CPSR vise à promouvoir la participation des parents à la réussite scolaire de leur enfant.

[www.parentssaintremi.ca](http://www.parentssaintremi.ca)



## École Saint-Rémi

[www.ecolecsmb.com/saintremi/](http://www.ecolecsmb.com/saintremi/)  
514-855-4206

## Les enseignants & spécialistes



Les enseignants et les spécialistes (enseignants de musique, éducation physique, anglais, animation à la vie spirituelle et à l'engagement communautaire) voie de communication principale est l'agenda de votre enfant ou 514-855-4206.

## Personnel non enseignant



Le personnel non enseignant inclus l'orthopédagogue, l'orthophoniste, la psychoéducatrice, psychologue et les techniciens en éducation spécialisée. La voie de communication principale est l'agenda de votre enfant ou 514-855-4206.

## Conseil d'établissement (CÉ)

Il est composé de 10 membres (5 parents et 5 représentants du personnel). Amène les agents de l'éducation à se parler, à travailler ensemble, à partager les mêmes orientations éducatives pour développer le projet éducatif et le budget de l'école.

[www.ecolecsmb.com/saintremi/conseil-detablissement/](http://www.ecolecsmb.com/saintremi/conseil-detablissement/)

## EHDAA

Élèves Handicapés ou en Difficulté d'Adaptation ou d'Apprentissage  
Le comité donne son avis à la Commission scolaire sur les ressources affectées pour les services éducatifs aux élèves ayant des besoins particuliers.  
<http://public.portailadm.csmb.qc.ca/sites/ccsehdaa/default.aspx>

## Service de garde

Le service de garde est ouvert les jours de classe, l'heure du dîner et les journées pédagogiques selon le calendrier scolaire.

[www.ecolecsmb.com/saintremi/](http://www.ecolecsmb.com/saintremi/)  
514-855-4206

## Commission scolaire Marguerite-Bourgeys

Commission scolaire Marguerite-Bourgeys  
[www.csmb.qc.ca](http://www.csmb.qc.ca)