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# September Newsletter 2019

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## St. MATTHEW CATHOLIC SCHOOL



405 Pastern Trail, Waterloo, Ontario N2K 3V6

Phone: 519-886-9311 Fax: 519-886-9121

<http://stmatthew.wcdsb.ca>

*Heart of the Community, Success for  
Each, A Place for All*

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Welcome back to all!

On behalf of the staff of St. Matthew, I would like to extend a warm welcome to you and your children as we begin a new school year! To our new students and families, in particular our new Full Day Kindergarten students, we would like to especially welcome you to our school. We hope that you will find it to be a caring and supportive Catholic community.

St. Matthew's takes great pride in creating an educational atmosphere where students can learn in a caring and creative environment. Together our staff encourages students to engage in a lifelong love of learning. During the upcoming school year I encourage you to take an active role in your child's learning. Parent involvement plays a critical role in our school's success, therefore, in order to keep you informed of events at the school, you will be receiving monthly updates via Newswire, or you may visit our website. St. Matthew School continues to foster the spiritual, academic, physical, social and emotional growth and development of all students. We anticipate a year of exciting learning opportunities for all children, and look forward to collaboratively working with you as we journey through 2019-2020 in Faith.

Dear God, as a new school year begins,  
fill the hearts of our children with an eagerness to learn  
about the world you have created, about themselves  
and, most of all about You.

Bless our teachers with the gifts of wisdom and patience,  
that they may help their students find the truth.

Give our parents generous hearts,  
to support, encourage, and love their children.

Help us all to form a community of learning.  
that teaches not only skills for material success,  
but all that we need to live our faith fully in this world. Amen

G. Johnstone

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**Principal**  
G. Johnstone

**Head Secretary**  
M. Voisin

**Superintendent**  
J. Merkel

**Trustee's**  
Melanie Van Alphen  
Jeanne Gravelle

**Parish**  
St. Agnes Parish  
75 Bluevale St. N.  
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## Together In Faith

### Catholic Graduate Expectations

Catholic education views human life as an integration of body, mind, and spirit. Rooted in this vision, Catholic education fosters the search for knowledge as a lifelong spiritual and academic quest. The expectations of Catholic graduates, therefore, are described not only in terms of knowledge and skills, but in terms of values, attitudes and actions.

The Graduate is expected to be:

- A discerning believer
- An effective communicator
- A reflective, creative and holistic thinker
- A self-directed, responsible, lifelong learner
- A collaborative
- A caring family member
- A responsible citizen

Taken from *Ontario Catholic School Graduate Expectations...*

### Sacramental Preparation

The celebration of our faith is done in partnership with our school parish, St. Agnes Roman Catholic Church. Sacraments are Parish events, although initial preparation is done by the schools through the religion program. The sacramental preparation will be conducted through the Parish. For all students interested in the sacrament of **First Communion & First Reconciliation** as well as the sacrament of **Confirmation**, the following are important dates:



First Communion Mass & Meeting	September 22	9am
Confirmation Mass & Meeting	September 22	7pm



### Special Welcome to...

A very special welcome is extended to the following new members of our school staff:

- **Ms. Stratford** (Gr. 4)
- **Ms. Carere** (FDK)
- **Ms. Kablan** (FSL)
- **Ms. Allen** (FDK)- LTO
- **Mr. Goetz** (Gr. 8)- LTO
- **Ms. Dupuis (ECE)**- LTO
- (LHS)
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### School Hours

8:50 a.m.	<b>Start Bell</b> – School begins
10:00 a.m.	<b>Morning Recess</b>
11:35-12:35p.m.	<b>Lunch</b>
1:55 p.m.	<b>Afternoon Recess</b>
3:20 p.m.	<b>Dismissal</b>

## Safe School Initiatives

### Early Pick-Up

If you need to pick up your child prior to the end of the school day, 3:20 p.m., please send a note with your child in the agenda, advising the teacher when to send him/her to the office. Please be prepared to sign your child(ren) out at the Main Office.

### Students Leaving School Property

Please make sure to inform your child's teacher of regular lunch arrangements for your child. If there is a change to the regular arrangements a note signed and dated must be given to the classroom teacher. No students from grade 1- 7 will be allowed to leave the school property without first being signed out by a parent/guardian. Students in grade 8 will be able to leave school property, for lunch, if a note has been provided by the parent. **NO** permission will be granted over the phone. Permission must be done in writing, **every** time the child leaves the school.

## Student Safety



### **Peanut and Other Life Threatening Allergies, Sabrina's Law Anaphylaxis Reaction**

As we begin the new school year, we would like to inform you that St. Matthew School is an allergen aware school. There are pupils in attendance at our school who suffer from severe and life threatening allergies to certain foods. Exposure to the smallest quantities can cause severe and life threatening reactions. Anaphylaxis is a severe and life threatening allergic reaction. We would appreciate the cooperation of the entire school community by **NOT** sending any lunches or snacks that contain peanuts/nut products. We want St. Matthew Catholic School to be a safe environment for all students. Thank you for your assistance with this initiative.

**If your child has been diagnosed with an allergy and you have not notified the school, please do so immediately. There are forms that must be completed.**

A written communication will be sent to the parents of children notifying them of the nature of a life threatening allergy when it is specific to their child's classroom. Your continued cooperation in support of our efforts to create a safe and healthy learning environment for all is greatly appreciated!

## Reporting Absences:



All students are expected to attend school regularly and punctually. In the event that your child will be late or absent, please call the school and follow the prompts to leave a message. This can be done 24 hours a day. For students who are absent and for whom a call is not received, we will attempt to contact you.

**PLEASE CALL: 519-886-9311**

### **Please leave the following information:**

- Date of the absence
- Student's full name
- Grade level and teacher
- Reason for absence

**All students who arrive after 8:50 a.m. or 12:35 p.m. must obtain a Late Slip.**

**\*Students are considered late if they do not enter their classroom with their classmates!**



### **Respect for Self, Respect for Others**

As a staff, we continue to work together to provide examples and consistency in modeling Jesus' message to our students. We will assist and remind students of the importance of being respectful and working together to create a safe, caring, inclusive community.

## Student Safety continued...



**Please do not send birthday snacks / cakes / treats into the school. There are many alternatives such as stickers and pencils.**

We appreciate the cooperation of the entire school community. We want St. Matthew Catholic School to be a safe environment for all students.

### Medical Concerns

If your son / daughter has any medical concerns, please ensure that you inform the school. Information may be shared directly with the classroom teacher / office. If medication is required, forms will be sent for completion by parents and the family doctor. All information is held in confidence.

#### Medication



School staff cannot administer medication, including aspirins and Tylenol without a *“Request and Consent for Administration of Medication”* form, completed and signed by a doctor. A properly labeled container is required, including the instructions and conditions that are to be followed for the administration of the medication for the safety of the child.

Parents of children with life threatening medical concerns/allergies are asked to notify Mrs. Voisin in the school office and fully complete an Emergency Medication Protocol form each September and return it to the school as soon as possible. All medication is stored in the office area. The only exception to this requirement has to do with any child who, because of life threatening allergies, must carry medication.

### Student Supervision



School yard supervision does not begin until 8:35 a.m. every morning. Please, for the students' safety, do not drop students off at the school prior to 8:35 a.m. unsupervised.



### Visitors to the School

We would like to thank all of our parents and other visitors to the school for respecting the designated waiting areas outside your child's exit door. In the event you have an appointment or are volunteering, please be reminded that all visitors to the school are to report to the office, sign in and wear a visitor's sticker. This helps to ensure the safety and security of all students.



### Emergency Information/ Parent Consent Form

A printout and attendance card for each of your children containing the most current emergency contact information we have in our database will be sent home for verification. Please review the information and return it to school no later than **Monday, September 16, 2019** to your child(ren)'s teacher indicating any changes. It is critical that we have current and accurate contact information on file in the event your child becomes ill or in the rare case of an emergency. Thank you in advance for your attention to this important matter.

## Student Safety Continued...

For student safety, we would like to remind all parents and visitors to please use designated waiting areas outside the school yard from 8:35 a.m. to 3:20 p.m. These measures will help to protect the security of all students as well as help to reduce the congestions at busy drop off and dismissal times. **Remember you are a stranger to most students!**

### Parking Lot Procedures

No one would disagree that student safety is the single most important priority for all of our students here at St. Matthew C.E.S. Please review the parking lot procedures, and I ask that you please inform anyone (grandparents, friends, neighbours, etc.) who drop off your child in the parking lot before school or picks him/her/them up after school.

The only vehicles that will be allowed to enter the parking lot at St. Matthew C.E.S. will be: **OWL daycare staff, OWL daycare parents, St. Matthew staff, and WCDSB personnel.** All of the above mentioned people will have a parking pass that will hang from their rear view mirror. Staff members from St. Matthew, who are on morning and afterschool duty, will be looking for these passes on vehicles. Those vehicles that do not have passes will be asked to turn around and exit the parking lot. The lot may be monitored by City of Waterloo By-Law officers. Please be respectful of this policy here at St. Matthew C.E.S. and understand that our yard duty teachers, who patrol the lot before and after school, have your child's safety and best interest at heart. It is our moral imperative to provide a safe place for our students each and every day they come to school. Thank You for all that you do to keep our kids safe.



### Volunteers - Criminal Reference Check

We are pleased to welcome our volunteers for another year to support learning in our school. We appreciate your commitment and support and look forward to a great year.

In accordance with the Safe Schools Act, **all volunteers, including those going on one day school trips, must have a Criminal Reference Check.**

### Dress Code

Students at St. Matthew Catholic Elementary School are expected to dress appropriately to promote a positive learning environment which reflects our Catholic beliefs and values. Recreational wear such as tank tops, halter tops, muscle shirts, tube tops, spaghetti straps, short shorts, cut offs, hats/ headgear, wallet chains and shirts with inappropriate logos/symbols are **not** to be worn to school. These items are contrary to both the philosophy of our Catholic schools and the standards that we set as educators.



## Student Safety Continued

### Lunch Routines



If you are delivering your child's lunch to school, please do so between 11:25 a.m. and 11:35 a.m. When lunches are delivered late, it reduces the amount of time that students have to eat. Please also write your child's name on his/her lunch bag and place it on the table **by front entrance**. Thank you for your support.

For safety reasons, if a student is going home for lunch, a **written request signed and dated in your child's agenda or a separate note from you** is required for each occurrence. Unless you have indicated that your child goes home every day.

### P.E.D.s (Personal Electronic Devices)

It is the policy of St. Matthew Catholic Elementary School that Personal Electronic Devices such as mobile phones etc., only be used as per teachers instructions for educational use. If not in use in class, they should be kept out-of-sight, turned off and not used on school premises or during school-sanctioned events. Students who are using these devices in school or on school property may face consequences.



### Community Corner

JOIN US!



You are invited to attend our Open House with your child(ren) on **Thursday, September 19, 2019**.  
• Meet the teacher in the classrooms 6:30-8:00pm.



### Transportation

Information pertaining to Transportation can be accessed online at [www.stswr.ca](http://www.stswr.ca). You can also go to the board website [www.wcdsb.ca](http://www.wcdsb.ca) and use the link for student transportation.

Please ensure that for those children who are transported via school bus, they know which bus and which stop is theirs. If you wish to change the bus stop, please make your request in writing. **Parents are reminded that it is their responsibility to ensure that kindergarten and grade one students are met at the bus.** If the bus driver does not see a parent or sitter at the scheduled stop, the child will be returned to the school.

If you have any questions or concerns, please feel free to contact the office.

## Cash Online



**Our school payment system is now fully active and live.** Save time and worry by making direct payments online in our school's secure web-link. For more information, kindly visit our school's website or contact the Office or your child's classroom teacher.

## Book Fair

Our Annual Book Fair will take place from September 17<sup>th</sup> to September 19<sup>th</sup>.

## Clubs, Teams and Sports News

Information on the many clubs, teams and sports available at St. Matthew Catholic Elementary School will be sent home within the next few weeks. Please support your child in coming out and trying out for the numerous teams and being a part of the many clubs.

There are many opportunities for students to get involved in our school!



## First Day Forms

The First Day Forms are found on School Cash Online. Please complete all forms on SCO. The deadline for completion is September 13, 2019. A hardcopy of the 'Student Information Verification Form' has gone home with each child. Please check the information, make changes in a coloured pen and return to their classroom teacher by September 13<sup>th</sup>.

Student Agendas must be paid on School Cash Online.

## In the Community

### Terry Fox Run



On **Thursday, September 26th, 2019**, St. Matthew will be participating in a school initiative to help collect donations for the Terry Fox Foundation to support Cancer Research. Nominated as one of Canada's greatest Canadians, Terry Fox has been able to fulfill his ultimate dream of raising funds for cancer research toward finding a cure for cancer.

St. Matthew students and staff will have an opportunity to help carry out his Marathon of Hope.

Students are asked to wear red and white to represent our Canadian heritage. If you would like to volunteer to walk with the classes, please let the classroom teacher know.

# MARK YOUR CALENDAR!

September 3	First Day of School
September 11	Catholic School Advisory Council Meeting at 6:30 in Library
September 19	Open House 6:30-8:00pm
September 20	PD Day, No School
September 22	First Communion and Confirmation Registration at St. Agnes church
September 24	St. Matthew Feast Day Opening Mass @ 10am at St. Agnes
September 26	Terry Fox Run
September 27	Rain date for Terry Fox Run





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