



Eardley Elementary School

180 North Street ~ Gatineau, Québec ~ J9H 6Y9

☎(819)684-5955 ~ 📠(819) 684-1636 ~ 📧eardley@wqsb.qc.ca

August 29th, 2022

Dear Parent(s) & Guardian(s),

We hope that you have enjoyed this beautiful summer and had time to reconnect with family and friends. It has been a long few years, and we are very excited to be on track without restrictions this year! Our mission statement is Inspiring Learners to Succeed, and 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 an Eardley style welcome back!

EARDLEY STAFF 22-23

Kindergarten	English	French Immersion	Specialists	Support Staff
Heather Wilfong Nancy Cloutier Josie Sabourin Carm Reino Heidi Plesz	Kelly McGuire Jennifer McMullen Jason Goss Laura O'Rourke Victoria Barrett Valerie Pinkham Amanda Matthews	Roxana Tiron-Baleanu Lynna Lavoie Tanya Molenaar Stephanie Anderson Catherine Clarke Nicole Coffin Pascale Papin Mirella Berteau Carol Devine	Hannah Patrick Nicole Coffin Pascale Papin Sherry McCorkell Nina Saunders Megan Kuchinsky Camille Gervier	Kim Teske Jenn Davin Jenna Robertson Brad Snooks Kayla Perrault Heidi Brown Konna Raby Anne Villeneuve France Peloquin Karen Langevin Pat Fairhurst Natasha Boudreau Linda Morrissette Melina Shattler Anne Carbonneau Karen Bell Monica Watchorn Nataly Bard

FIRST DAY BACK AT SCHOOL PROTOCOL

First day of School is August 30th, 2022 for Cycle 1 to Cycle 3 (Grade 1-6).

- Please note that your child's homeroom teacher will contact you by **Monday, August 29th** to discuss the first day details and outside meeting spot.

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School Secretary: Kimberly Teske





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- 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 next week. 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 **7:45am.**
- **OUTDOOR MEETING SPOTS –**
 - Roxana Tiron Baleanu – Fire Hydrant
 - Kelly McGuire – Hopscotch
 - Jennifer McMullen – Tire Swings
 - Lynna Lavoie – MPR Windows
 - Tanya Molenaar – Tree Path
 - Jason Goss – Line # 10
 - Catherine Clarke – Line #14
 - Stephanie Anderson – Swing Set
 - Laura O'Rourke – Fence by the MPR Door
 - Nicole Coffin & Pascale Papin – Tic-Tac-Toe
 - Victoria Barrett – Teeter-Totter
 - Valerie Pinkham – Line #15
 - Kim Dufour & Carol Devine – Basketball Net
 - Amanda Matthews – Outdoor Classroom
- **INCLEMENT WEATHER PLAN –**
 - The weather for August 30th, 2022 is looking a bit grim. If the weather is not co-operating →
 - JR CLASSES – Grades 1-3 will meet in the MPR (multipurpose room)
 - SR CLASSES – Grades 4-6 will meet in the Gym
 - Staff will be wearing Eardley swag and posted at entrances to assist and help guide anyone who needs it.

For all kindergarten groups: K4 and K5, the schedule was mailed to you in mid-August, which includes your child's specific schedule:

- Tuesday, August 30: meeting with teachers – by appointment – parent/guardian AND child are encouraged to attend.
- Wednesday, August 31: one half of each of the Kindergarten classes will attend the full day (date identified in the mailed letter)
- Thursday, September 1: the other half of each of the Kindergarten classes will attend the full day (date identified in the mailed letter)
- Friday, September 2: all kindergarten students are at school
- **For the Kindergarten Meetings – please report to the office and Anne Carbonneau or Kim Teske will check you in**

DAILY ARRIVAL

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- **Daycare:** When dropping off your child(ren) for daycare, please make your way to the front entrance. You may drive through our bus lane until **7:30am ONLY**. If it is past **7:30am** please park in our parking lot and walk your child(ren) to the front entrance.
- **Bussers:** students will exit the bus and make their way to the supervised yard (approx.7:40am). All homeroom teachers will greet their class outside at the bell and escort them inside. Each homeroom will have a designated and clearly marked line, along with a designated entrance.
- **Walkers:** If not attending Daycare students are asked to arrive at the bell time (7:55am) rather than 15 minutes prior to the start of the school day.
 - The walker drop-off will be the front entrance and the old Daycare entrance. This entrance will be clearly marked and indicated. A staff member will be waiting outside to greet your child(ren) and escort them inside.

*To maintain good practice all students and staff will continue to sanitize their hands upon entry & exit of the school.

DAILY DISMISSAL

- Each homeroom will gather outside in the back of our school yard and be dismissed according to each individual student's end of day routine.
- **Bussers:**
 - Will be dismissed from the back of the building (by class) and exit to the left (East) of the building to enter on to their designated bus.
- **Walkers:**
 - Will be dismissed from the back of the school and exit to the right (West) of the building.
- **Pick-Up:**
 - We are asking all parents/guardians to park in our parking lot (given availability) and make your way to the left (East) hand side of our building (JR. wing and near the garbage collection). Please line up at the designated lines. Once our walkers and bussers have been dismissed, we will start our pick-up dismissal. A staff member with a walkie-talkie will call your child out to the front to be dismissed.

STAGGERED SCHEDULE

JR SCHEDULE (GR1 – GR 2)	SR SCHEDULE (GR 3 – 6)
7:55-8:00am – ENTRY/HOMEROOM	7:55-8:00am – ENTRY/HOMEROOM
8:00-9:00am – 1 st PERIOD	8:00-9:00am – 1 st PERIOD
9:00-9:30am – 2 nd PERIOD	9:00 – 10:00am – 2 nd PERIOD
9:30-9:50am – AM RECESS	10:00 – 10:20am – AM RECESS
9:50 -10:20am – 3 rd PERIOD	10:20-11:20am – 3 rd PERIOD
10:20-11:20am – 4 th PERIOD	11:20 – 12:10pm – LUNCH (EAT FIRST, 25 MIN; RECESS SECOND, 25 MIN)
11:20-12:10pm – LUNCH (RECESS FIRST, 25MIN; EAT SECOND, 25MIN)	12:10 – 1:10pm – 4 th PERIOD
*KINDER – Lunch starts @ 11:00 & ends at 12:10pm	1:10- 2:10pm – 5 th PERIOD
	2:10 – 2:30pm – PM RECESS

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12:10-1:10pm – 5 th PERIOD 1:10-1:30pm – PM RECESS 1:30-2:30pm – 6 th PERIOD 2:30-2:35pm – DISMISSAL PREP 2:35-2:45pm – STAGGERED DISMISSAL	2:30 – 2:35pm – DISMISSAL PREP 2:35 – 2:45 – STAGGERED DISMISSAL
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***Kinder schedule explained during individual meetings.**

COVID-19

Here is the most recent return to school plan from the Ministry and Public Health:

- <https://www.quebec.ca/en/health/health-issues/a-z/2019-coronavirus> – general information (symptoms, isolation period etc.).
- <https://www.quebec.ca/en/education/guidelines-education-covid> – education specific information.
- Highlights –
 - Procedural masks are no longer required to be worn by any grade level or staff.
 - WQSB will still provide masks to those who wish to wear them. ***Kindergarten & Cycle 1 parents/guardians – if you wish for your child to wear a mask, please discuss this with your child’s homeroom teacher to help us in preparation and planning***
 - A ONE TIME at home rapid testing kit will be sent home with ALL students at the beginning of the school year. Once we have received our kits and they have been distributed, a communication will be sent home.
 - Rapid Testing at school will still occur – consent from parent/guardian is mandatory for a rapid testing.
 - Consent forms will be sent home during the first week. If you would like to give permission, please fill out and return. Consent will be valid for the entirety of the 22-23 school year.
 - Protocol will be as follows:
 - Child displays symptoms
 - Child assessed and sent to the office (no isolation room).
 - Front office will call parent/guardian for pick-up & CONSENT for rapid testing (we will always confirm consent, even with the returned consent form on file).
 - Child goes home (not siblings) and are monitored. If symptoms disappear, they may return the next school day. ***Exception, your child must be fever free without the aid of medication for 24 hours***

WATER FOUNTAINS

Water fountains will be used as bottle filling stations only.

LUNCH

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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.

WELCOME BACK BBQ/ANNUAL GENERAL ASSEMBLY (AGM)

It's a new year and it's time to celebrate our excitement and get together! Eardley will be hosting a Welcome Back BBQ/Carnival on Wednesday September 7th, 2022 from 3:00pm – 6:00pm. Please stay tuned for more details.

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

The AGM is held **to elect the** members of our Governing Board for the 2022-2023 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.** For the 2022-2023 school year we have FOUR parent/guardian openings available for election. Each elected member serves two years.**

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, Parent Committee or SEAC you MUST contact Samantha Halpin 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 Samantha Halpin at the General Assembly during the appropriate election****

If you wish to attend the virtual AGM, please send Samantha Halpin an email stating your intent @ shalpin@wqsb.qc.ca and the password protected link will be shared with you via email.

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/>

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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 Anne Carbonneau at acarbonneau@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 amount of registrations by September 30th. Therefore, after the 30th we may not have the staff to accept any further registrations.

Daycare Drop-Off – Daycare drop-off will be at the main entrance of the school. Please pull-up in the bus lane (**only until 7:30am, otherwise please park in our parking lot**) and a daycare staff member will come out to greet your child and escort them into the building.

Daycare Pick-Up - When picking up your child from daycare, please pull into the bus lane (**after 2:45pm, otherwise please park in our parking lot**) and wait at the main entrance. A staff member will be monitoring the front entrance and escort your child out to your car.

DAYCARE PAYMENTS: All completed through Mozaik Portal.

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).

MEDICAL EXEMPTIONS

There has been a provincial project approved by the Ministry of Education and the English Montreal School Board will be running the program for the English sector for the 22-23 school year. We are awaiting information on how to register and when classes will begin. Please stay tuned for more information.

ATTENDANCE

Please note that we will be following our 2022-2023 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

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