



**Jules Verne Elementary**

1701, de l'École  
Laval (Québec) H7G 1V5  
T 450 680-3050  
F 450 662-5543

[jverne.schoolqc.ca](http://jverne.schoolqc.ca)

AN ENGLISH  
EDUCATION,  
**A BILINGUAL  
FUTURE**

UNE  
ÉDUCATION  
EN ANGLAIS,  
**UN AVENIR  
BILINGUE**



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD  
[www.swlauriersb.qc.ca](http://www.swlauriersb.qc.ca)



Dear Parents/Guardians,

June 2020

I hope that this letter finds you well and that you are enjoying some quality time with your family and friends. Below are points of information as well as dates to take note of to help you prepare for the upcoming school year. I am looking forward to the next academic year with you!

### First Day of School for Pre-K to Grade 6

- First Day of school for students in Grades 1-6 is on Tuesday, September 1, 2020.
- The gate for student entry will open at 8:55 a.m.
- At the sound of the bell, all returning students will line up as per last school year (same area and same place in line respecting physical distancing measures).
- A video will be shared with the school community prior to the start of classes detailing the measures put in place at Jules Verne for a safe return to school.
- Pre-Kindergarten and Kindergarten students are asked to follow the progressive entry schedule, which will be sent to you shortly.
- Pre-Kindergarten and Kindergarten students in Group A are scheduled to begin on Tuesday, September 1, 2020 and will be greeted by the Preschool team in the schoolyard. Similarly, students in Group B, scheduled to begin on Wednesday, September 2, 2020 will also be greeted by the Preschool team in the schoolyard.

### Mozaik Parent Portal

- The Mozaik Parent Portal is an important platform of communication used by all the schools of the Sir Wilfrid Laurier School Board. It is through this parent portal that you will be able to view and access all pertinent documents from the school (ex: Statement of Accounts, School Supply Lists, First Communication, Report Cards, Re-Registration, etc..).
- It is imperative that all parents connect to the Parent Portal. An email will be sent to you shortly with instructions.

### School Fees:

- The school fee statement for workbooks will be available on the Mozaik Parent Portal as of Friday, August 12, 2020.
- The fee may be paid online as of Friday, August 12, 2020 or in person on Tuesday, August 25, 2020 by debit or credit card.

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- The teachers will not distribute school workbooks in class. The workbooks must be picked up by parents at the school on Tuesday, August 25, 2020 during the following times:
  - 8:30 a.m. - 12:00 p.m.
  - 1:00 p.m. - 4:30 p.m.
  - 5:30 p.m. - 7:00 p.m.

**Reminder of Online Banking Procedure**

- Your invoice and statement of account will include an individual reference number just under the summary of amounts to pay.
  - The reference number consists of 19 numeric and alphanumeric digits beginning with the letters **ES**.
  - Each parent will be given a unique reference number and *must* use this number when paying online in order to have the payment applied correctly.
  - Receipts and government tax slips, such as relevé 24, arts or fitness receipts, will be issued to the individual who makes the payment.
  - When you log on your bank's online payment feature, you will need to add **Sir-Wilfrid-Laurier School Board – Schools/Student Fees** as a payee.
  - When setting up your payee, you will enter your unique reference number starting with the letters **ES**.
  - *Do not enter any spaces.*
  - Reference numbers are different for each child. Parents must make separate payments for each individual child.
  - Please note that it will take 3 to 5 business days for payments to be processed through your bank.
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- The lunch supervision or daycare fee statement will be issued only in the month of September.
  - Please contact our school secretary Ms. Pina Catalfamo, [gcatalfamo@swlauriersb.qc.ca](mailto:gcatalfamo@swlauriersb.qc.ca) for more information on school fees and/or payments.

**Dress Code:**

- Solid navy blue bottoms with or without school logo (no other logo permitted).
- Solid white or solid navy blue top with or without school logo (no other logo permitted).
- A solid white or solid navy blue sweater may be worn over the white or navy top with or without school logo (no other logo permitted).
- Only solid white or solid navy blue HOODIES with or without school logo (no other logo permitted) may be worn (this includes arrival and departure from school).
- Comfortable **INDOOR** and **OUTDOOR** shoes. For safety, shoes must be worn with laces tied at all times. All students must practice and learn to tie shoelaces at home.
- Please refer to the Code of Conduct, which will be emailed to you shortly.

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## List of School Supplies

- The link for the school supply lists can be accessed through the Mozaik Parent Portal and may be found on our school website.

## Hot Lunches:

- Lunch catering service will be provided by Groupe Phoenix.
- All information pertaining to orders can be found on our school website by mid-August.
- Catering services will begin on Tuesday, September 8, 2020.

## Dismissal and Safety:

- Safety is our priority and we want to ensure that everything runs smoothly.
- Please ensure that your child knows the routine for dismissal. Refer to the CODE OF CONDUCT.
- Students should know if they are taking the bus (bus number) or attending daycare, or are being picked- up.
- We encourage the students to take the bus on the first day of school, so that the bus driver becomes familiar with all of his/her students.
- Check the SWLSB website for the bus information.
- Daycare parents are asked to pick up their children from the back entrance.
- Please send a note to your child's teacher, if your child needs help remembering the dismissal routine.
- If you require daycare service, please contact Paula Freitas by email at [pfreitas@swlauriersb.qc.ca](mailto:pfreitas@swlauriersb.qc.ca).

## Forms:

- Medical Form, Authorization Form (Use of Image and Name) and Parent/Student Contract (Use of Student Photos & Permission for Walks) will be sent home with your child on the first day of school; September 1 or 2.
- Complete and return the forms by Friday, September 4, 2020.

## Parking and Drop Off:

- The parking lot is for STAFF ONLY during the school day.
- The "No Parking Zone" located in front of the daycare door is reserved for drop offs only.
- Please do not park your car or leave it unattended in the "No Parking Zone".
- The daycare doors and school gate for student entry close at 8:55 a.m. Should you arrive LATE (after 8:55 a.m.) you must enter through the school's main entrance. All parents must accompany their child to the office for sign-in procedure when arriving late for school.

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### Absences/Lates:

- Absences and/or lates should be reported before 8:30 a.m. Please communicate with our school secretary at [gcatalfamo@swlauriersb.qc.ca](mailto:gcatalfamo@swlauriersb.qc.ca) or leave a message at 450 680-3050 extension 7815.

### Parent/Guardian Communications:

- Monthly calendars will be posted on our school's website.
- Monthly newsletters will be e-mailed to parents/guardians and will be made available on our website.
- Please like our FACEBOOK page to follow all the wonderful events that are happening at our school as well as receive reminders of upcoming activities.

### Dates to Remember:

- Monday, August 25 - school is open for the payment and pick-up of student workbooks;
- Monday, August 25 - Pre-K and NEW Kindergarten **Parent Information** session from 7:00 to 8:00 p.m. (*for parents only*);
- Tuesday, September 1 – First day of school for all students in Grades 1-6 and GROUP A (Pre-Kindergarten & Kindergarten);
- Wednesday, September 2 – First day of school for GROUP B (Pre-Kindergarten and Kindergarten);
- Thursday, September 3, 2020 – Curriculum Night and the Annual General Assembly of Parents from 6:00 p.m. – 8:00 p.m. (*for parents only*);
- Friday, September 4 - Deadline for all forms to be returned to the school;
- Monday, September 7 - Labor Day (no school);
- Wednesday, September 16 – School Picture Day. Students must be in dress code. Please refer to the CODE OF CONDUCT;
- Wednesday, September 30 - Attestation Day; the Ministry of Education's official student registration day. The presence of all students is required on this day.

At Jules Verne Elementary School, we believe that communication is the key to a successful educational experience. I encourage you to e-mail or call the school should you have any concerns or require assistance.

Looking forward to the 2020-2021 school year!

Sincerely,  
Tina Miscio  
Principal