

# **St. Nicholas Catholic Elementary School**

480 Keith Avenue, Newmarket, Ontario L3X 1V5

Ph. (905) 895-3777 [sns.ycdsb.ca](https://sns.ycdsb.ca)



we are gifted with each other

## **Welcome To The Blessings Of A New School Year!**

**Loving God,**

**Extend Your blessing over our St. Nicholas families this new school year.**

**May our school be filled with love, joy and hope.  
Let trespasses be forgiven. Let wounds be healed.**

**Let conflict melt into harmony.**

**May our students grow in knowledge, understanding and wisdom.**

**May they be strong in mind, body and spirit.  
May we all have the courage to follow Your ways.**

**May we all work together, home, parish and school, to create a world where  
Our children help build a civilization of love.**

**Amen**

August 29, 2025

Dear St. Nicholas Community,

We are delighted to welcome you to the 2025-2026 school year! As we begin this new journey together, we are reminded of the blessings of faith, knowledge, and growth that guide all we do at St. Nicholas. Rooted in our strong partnership with St. John Chrysostom Parish, we remain dedicated to nurturing both the academic success and spiritual formation of our students.

Our staff are eager to continue building a vibrant, caring, and inclusive community with you and our parish, where every child feels safe, supported, and inspired to learn and grow. We are grateful for the continued leadership and support of Mr. Lou Paonessa, our superintendent, and Theresa McNicol our trustee. Together with you, our families, and all of our community partners, we are committed to ensuring a school year filled with achievement, joy, and faith-filled learning.

Whether you are joining us for the first time or returning for another year, we extend a very warm welcome to each of you. To help with a smooth start, we have included important information about daily routines, expectations and safety measures. We ask that you take a few moments to review these with your children and caregivers. Our shared priority is the well-being of every student and the creation of a positive environment where all can thrive.

If you have any questions, please do not hesitate to reach out. We encourage you to check your email regularly for updates and important reminders.

We look forward to welcoming your children and seeing you on Tuesday, September 2nd. Wishing you and your family a safe and joyful long weekend.

Yours in Catholic Education,

Ms. M. Sanders  
Principal

## BELL TIMES

Please note school begins promptly at 8:25 a.m. and ends at 2:55 p.m. Supervision in the morning begins at 8:10 a.m.

## TIMETABLE

Period	Time
Supervision Begins	8:10 am
Entry Bell	8:25 am
A.M. Recess	9:45 - 10:00 am
Lunch Break & Recess	11:20 am -12:20 pm
P.M. Recess	1:40 - 1:55 pm
Dismissal	2:55 pm

## SCHOOL COMMUNICATION

We are committed to fostering a strong and transparent partnership between the school and our valued parents/guardians. We understand the importance of keeping you informed. To help achieve this please visit our school website which will be updated to ensure you are up to date with all important information in a timely manner. By visiting our website at [sns.ycdsb.ca](https://sns.ycdsb.ca), you will have access to information such as our bell times, school calendar and important dates. A weekly communication called the Week at a Glance (WAG) will also be emailed to you highlighting some of our weekly school events and important dates to remember at the end of each week at 6pm on Sundays.

## CLASS PLACEMENTS

Class placements will be shared by email with our families on the afternoon of **Monday, September 1st, 2025**. Please note that in some extreme cases we may need to realign and balance classrooms as we continue to grow as a school community. We thank you in advance for your cooperation and patience in this matter. These decisions are not easy for us, but the academic success and well-being of our students always remain our top priority.

## FIRST DAY OF SCHOOL AND MORNING ENTRY ROUTINE

**The first day of school this year is Tuesday, September 2, 2025.**

Although the beginning of a new school year can be exciting, it can also prompt some anxiety in children. In order to encourage a positive back to school transition, we are asking parents/guardians to prepare their child in advance that they will be saying goodbye to them and leaving the school grounds.

## **KINDERGARTEN ROUTINE**

For the first day of school, Kindergarten teachers will have a class list posted. Please proceed to your child's classroom teacher who will greet them upon your arrival. Once your child has checked in with their teacher, they will be escorted into the Kindergarten classroom. Parents/guardians/caregivers are asked to exit the school yard to alleviate congestion. However, if you would like to wait until your child enters the school, we kindly ask that you stand outside the fenced area until the children are led into the school.

After the first day, Kindergarten students will be escorted to the Kindergarten gated area. **For the safety of our students, we kindly remind parents, guardians, and caregivers that entry into the schoolyard is not permitted. We ask that you remain behind the fence, near the Kiss N' Ride area.**

## **GRADES 1 - 8 ROUTINE**

On the first day parents/guardians are asked to drop off their children in the school main yard between 8:10 - 8:25 am. All staff will be in the school yard at 8:10 am to meet and greet students on the first day of school. They will direct your child to their teacher and designated entry and exit doors. At the sound of the bell, classroom teachers will have the students line up and escort them to their classrooms.

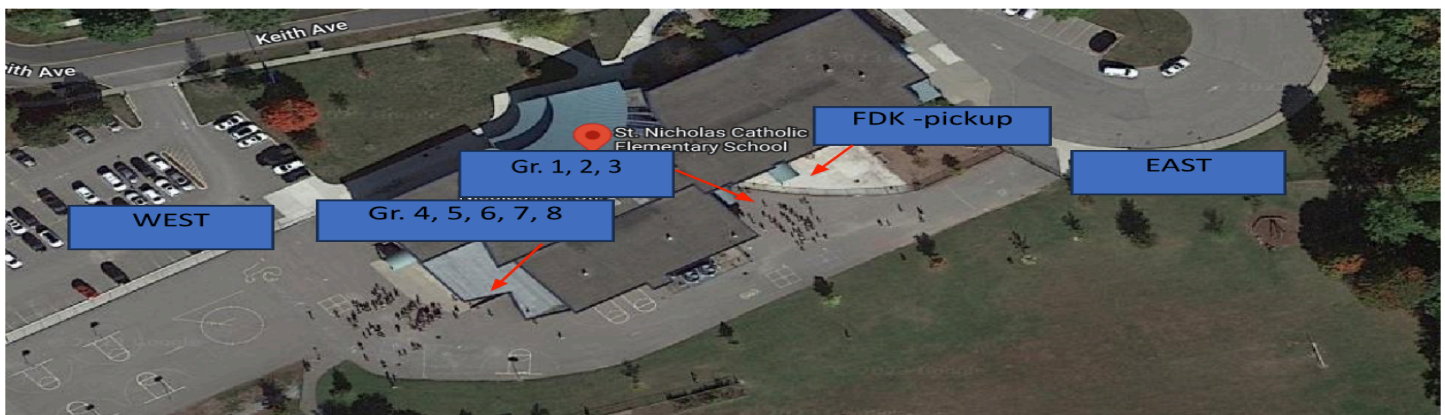
After the first day, we kindly ask that parents/guardians drop off their child(ren) between 8:10 - 8:25 a.m. Please note that there is no supervision available before 8:10 a.m. For the safety of all students and staff, we respectfully request that parents/guardians say their goodbyes at the schoolyard entrance and refrain from entering the school grounds.

## **INCLEMENT WEATHER**

In the event of inclement weather (e.g., rainy, icy or very cold day), all students from FDK - 8 will have direct entry through either the main doors or the east doors by the Kiss N' Ride. The primary doors and junior/intermediate doors in the school yard will not be open.

## **DISMISSAL ROUTINE**

During dismissal parents/guardians/caregivers are asked to remain outside of the school yard area, and outside the Kindergarten fence while waiting for the dismissal bell. Once the dismissal bell rings, parents/guardians/caregivers are welcome to enter the school yard at that time to pick up their child(ren). Once your child(ren) have been picked up you are asked to leave the school grounds immediately as our After School Program begins with Magic Balloon Daycare. Please refer to the map below for dismissal doors for your child's grade.



## **INDOOR SHOES/CHANGE OF CLOTHES**

In order to keep our school clean, as well as assist in maintaining a safe environment, all students require a pair of indoor shoes, with non-marking soles that are to be kept at school. Gym shoes are very suitable to be worn every day. Slippers and flip flops are not appropriate because of safety. Students in the primary grades are encouraged to have a change of clothes packed in their school bag in case of an emergency.

## **REPORTING ABSENCES AND LATES**

### **Late Students**

At 8:10 am all doors but the main entrance will be locked to ensure the safety of all of our staff and students. We are asking parents/guardians/caregivers to not signal students in the hallway to open the side door to let your child/ren in. They do not know you and for the safety of all will be asked not to open doors for anyone once the bell sounds. Instead please make your way to the front entrance and have your child report to the office to get signed in and updated on the student's classroom attendance. It is our priority to ensure that all of our students arrive safely to school every day. Please note that parents/guardians are required to report their child(ren)'s absence or late arrival in advance by accessing the Safe Arrival Program.

## **REPORTING STUDENT ABSENCES**

Kindly notify the school of your child's absences or late arrival by using the automated Safe Arrival Absence Reporting phone number **1-855-856-7862** or visit [go.schoolmessenger.ca](https://go.schoolmessenger.ca)

## **LUNCH ROUTINES**

We know good nutrition is an important part of maintaining good health. All food consumed during the day must be brought from home by the student and consumed at their own desk and seat. Any uneaten food is to be brought home. Students are encouraged to bring a refillable water bottle to school which they may fill at our water stations. Parents/guardians who pick up their children for lunch will need to sign their child(ren) out and then sign them back in upon their return, in the main office. In order to assist us in providing consistent supervision and to ensure the safety of your child we strongly **discourage** our older students from going outside into the community unsupervised during our lunch hour.

## **TRANSPORTATION**

To prepare for the first day of school, **parents are responsible to check [www.schoolbuscity.com](https://www.schoolbuscity.com) to find their child's busing information: bus number, drop off & pick up locations and times. Please write a note to your child's teacher stating the bus number and the plan as to how your child will be getting home on the first day of school and on the days that follow.**

## **PERSONAL TECHNOLOGY - PPM 128**

A reminder to families and students: in accordance with PPM 128 and our school policies, **students are not to use personal devices, including cell phones, tablets and ear buds during the instructional day, from 8:25 am - 2:55 pm. Students are not to use devices for texting, social media, recording, or gaming during this time. The expectation is that cell phones remain powered off and out of sight throughout the school day.**

**Students may bring personal devices such as laptops and Chromebooks for instructional purposes only, once the appropriate permission forms have been completed and submitted.** We kindly ask that personal devices not be brought to school on the first day.

## **Role of Parental Involvement – Parents as Allies**

Parents can play a proactive role in helping their children understand the appropriate use of personal mobile devices at school. Discussing school policies with your children, setting clear expectations, and modeling responsible phone use at home can reinforce positive behaviour and help them manage their device use effectively. Should you need to contact your child throughout the day, you are welcome to call our school office at 905-895-3777 and our staff will be able to assist you. Your support is greatly appreciated. Further information about the cell phone restriction policy, including the actions that will be taken if expectations are not followed, will be shared with students by their classroom teacher on the first day of school.

## **APPROPRIATE DRESS CODE**

It is our expectation that students will be dressed appropriately. All student attire must be in keeping with our Catholic teachings and beliefs, and reflect the value of modesty and the principle of the dignity of the human person. Therefore, upper garments are to cover the midriff. Garments are to have solid fabric rather than mesh or netting. Clothing **must not** have inappropriate or derogatory statements, language and/or representation (pictures). Students wearing inappropriate clothing will be required to change or parents will be called to bring a change of clothing. In addition, students are discouraged from wearing flip-flops or slides at school, as they come off too easily and often lead to injuries, particularly during outdoor play. It is safer to wear sandals with a strap around the back of the heel. For gym, all students must be dressed in appropriate attire as per teacher directions. For a complete description of the guidelines regarding the parameters for the appropriate dress code, please click the following [LINK](#).

## **VISITORS AT THE SCHOOL**

Visitors are permitted to enter the school via the intercom system at the main entrance and are required to report to the office upon arrival. Parents/guardians should contact the school by telephone or email if assistance is required or to book an appointment with the office or directly with the classroom teacher or principal. The following protocol is required for visitors on school premises:

- a) Visitors will be required to wait in the office or in the main foyer to meet with their child or a teacher;
- b) Upon entering the school, all visitors must sign in at the main office using the Visitor Log;
- c) When a visitor needs to meet with a teacher in a location other than the main office, the visitor shall be issued a visitor badge;
- d) Should any staff member notice a visitor without a badge or identification in the building, the staff member shall greet the visitor, identify themselves as a staff member, and direct the visitor back to the office. The staff member shall then notify the office.



## **WE ARE A NUT SAFE AND FRAGRANCE/SCENT FREE SCHOOL**

We will continue to take a proactive approach to make our school a safe environment for our school community members with life-threatening allergies to food, as well as, to fragrances and scents. Due to the fact that anaphylaxis can be life-threatening, our entire school is allergy aware. Students will not be permitted to share or distribute snacks.

In accordance with our School Allergy Awareness Plan, please do not send any snacks to be shared. Please help us to keep St. Nicholas Allergy and Nut-Safe by providing snacks and lunches for your child that do not contain any traces of nuts or nut products and that are made in a nut free facility.

Also, please avoid wearing fragrances or scented products to school. Exposure to fragrances or scented products can trigger serious health and allergic reactions for individuals who suffer with asthma, allergies and

migraines or who have chemical sensitivities. Therefore, we encourage all employees, students and all visitors to our school to avoid the use of these products while at this school.

### **ANAPHYLAXIS, ASTHMA AND BOARD FORMS - POLICY 206 - Revised and Updated**

Medical forms for medications and health conditions must be updated each school year. During the first week of school, families will receive a package containing the new and revised medical forms to be completed. If you do not receive a package but require one for your child, please contact the office. Once submitted, all updated forms will be processed by the office and shared with your child's classroom teachers. If your child has a medical condition and requires an EpiPen and/or inhaler please send it on the first day of school. In addition, please note that students should be wearing their medication on their persons. An extra EpiPen should be provided and it will be stored in the office in the event of an emergency. We are kindly asking parents/guardians to affix a label on the actual epi-pen and not the box.

### **PEDICULOSIS (HEAD LICE)**

As per Policy 210, Pediculosis (Head Lice), the York Catholic District School Board recognizes concerns related to pediculosis (head lice) at the school and community level. Pediculosis (head lice) are not a public hazard, as they do not cause illness, but they are a nuisance. To prevent pediculosis (head lice) from becoming a problem at our school we all need to work together. Please check your child's head on a regular basis for lice or nits. If you do find lice or nits, you must contact the office so that we can notify other parents in your child's class to keep a special watch for any signs of head lice.

A student's readmission to school is contingent upon the Parent/Guardian submitting a completed and signed "Pediculosis Treatment Form" communicating to the Principal that treatment for pediculosis (head lice) has been administered. **When a student is suspected/identified as having pediculosis (head lice) every family in the school will be notified, via email, information on how to be proactive and check for head lice. The specific classroom in which the student is in will not be disclosed in order to protect the privacy of the family.**

More information on the identification, treatment and prevention of pediculosis (head lice) from the Canadian Pediatric Society (<http://www.caringforkids.cps.ca/handouts/headlice>) and Toronto Public Health ([toronto.ca/health](http://toronto.ca/health)) is available on the school's website.

### **SPECIAL NOTES**

The first weeks of school are a busy time and many notices are sent home. All forms requiring information and/or signatures are due back to school by **Friday, September 12, 2025.**

- Emergency Information Form
- Freedom Of Information
- Acceptable Use of Technology
- Walking Excursion Form

### **WELLNESS RESOURCES**

School Mental Health Ontario has created some resources to assist parents/guardians that you may find helpful. Please find the links below.

- [\*\*Back to School Tips for Parents - Child Mind Institute\*\*](#)
- [\*\*By Your Side - How to Support Your Child's Transitions: A Message to Parents and Caregivers\*\*](#)



- [12 Step checklist for back to school- Anxiety Canada](#)
- [How to Support a Mentally Healthy Back to School for Your Child](#)

## **KEEPING OUR SCHOOL ZONE SAFE**

We all play an important role in helping to create safe school zones and supporting student safety and well-being. To ensure the safety of all, we ask that all parents/guardians/caregivers exercise caution when driving into the Kiss N' Ride/bus loop. Also note that this is a fire route and should be clear of parked vehicles at all times. Please follow the one way signs, road markings and staff directions. When in the loop, please reduce your speed, watch for children and be very careful of the buses. Furthermore, please be mindful not to park in the designated parking spots directly across from Magic Balloon Daycare as these spaces are reserved for daycare use only. Your cooperation is greatly appreciated in ensuring that these spots remain available for their intended purpose.

The safety of our entire school community is our top priority. In addition to our buses, we have vans that transport our students to and from school. At the end of the school day, these vans park in the drop-off zone (see red arrows on the map below) in order to board students. Please refrain from parking there at the end of the day, as it is reserved for our transportation vans. In the Kiss N' Ride area, pylons will be placed to indicate where you can stop to pick up or drop off your child. We kindly ask that you respect these boundaries to ensure everyone's safety. Thank you for your cooperation.



Please review our 2025-26 YCDSB School Calendar for additional important dates, holidays and Professional Activity Days [LINK](#)

***“For I know the plans I have for you,’ declares the LORD, ‘plans to prosper you and not to harm you, plans to give you hope and a future’.”***

***~Jeremiah 29:11***