

2025–2026 Information for Parents

Mission: To provide our students with a safe and inclusive environment that will empower them to grow academically, socially, and emotionally.

School Values: Respect, Responsibility, Engagement and Safety

New Liverpool Elementary School
1575, chemin du Sault
Saint-Romuald, Québec
G6W 2M2
418 652-2106

Student's name: _____

Homeroom: _____

Student's Edumail: _____

Password: _____

Contact Information

Principal

Catherine O’Gallagher
418 652-2106
catherine.ogallagher@cqsbc.qc.ca

Secretary

Genevieve Drouin
418 652-2106
nles@cqsbc.qc.ca

Daycare

418 652-2106 Ext. 1340
nlesdaycare@cqsbc.qc.ca

Central Quebec School Board

www.cqsbc.qc.ca

Governing Board

gbnles@cqsbc.qc.ca

Transportation – CQSB

418 688-8730 Etx. 6667
transport@cqsbc.qc.ca

Website

[NLES School Website](#)

Mozaik

[Mozaik](#)

Facebook

New Liverpool Elementary School

HOP HOP

[Hop Hop](#)

School Hours

- 8:20 – 11:35
- 12:45 – 15:25

Lunch

- 11:35 – 12:45

Recess

- Grades 1, 2, 3 9:50 – 10:10
- Grades 4, 5, 6 10:10 – 10:30
- Grades 1, 2, 3, 4, 5, 6 13:50 – 14:10

School Expectations

- English is spoken on school premises.
- All assignments should be written in the student's own words and sources should be cited.
- Money is left at home unless it is for special school projects.
- Valuable objects are left at home.
- Personal electronic devices must remain in the backpack at school. Please review the cell phone policy. The school is not responsible for theft, loss, or damage to personal devices.
- All toys should be left at home, unless for a special school project.
- All dangerous and hazardous objects and materials must be left at home.
- Balls and sports equipment brought to school must be in a bag., labelled with name. The school is not responsible for theft, loss, or damage to personal equipment.
- Gum is not permitted.

Safety

- Staff members greet students arriving on school buses each morning.
- All visitors entering the building must report to the front office. For security purposes, parents and visitors must remain in the front office lobby. If an adult needs to circulate in the building, a visitor's pass will be issued.
- If students are expected to walk home for noon hour, permission must be given by the parent via HOP HOP.
- Supervision at recess time is carried out by a group of teachers, SETs and supervisors on a rotating schedule. Lunch hour supervision is carried out by supervisors and SET's.
- Parent volunteers are requested for additional supervision during special activities and on educational outings.
- All exterior doors allowing access to the student areas of the school are locked when students are present, and all classrooms are locked when vacant.

Dropping off students in the morning

Supervision in the school yard begins at 8:00 am.

- Before 8:00 – Parents must drop off their children at the Daycare Service. Parents are asked to accompany their child into the Daycare Service to register them. If you drop your child off before supervision starts in the playground, he or she will be sent to daycare, and you will be charged accordingly.
- From 8:00–8:20 – Parents are asked to drop off their children at the parent parking in front of the main entrance. Students will then walk along the sidewalk to the playground. For the first week of school, we allow parents to accompany their child in the yard and progressively withdraw themselves. After this period, parents are asked to drop off their child at the designated area and let them join their section.
- After 8:20 – If your child is late, please come in with your child to the front office where he/she will be issued a late pass to enter their classroom.

Students leaving during the day

If you need to pick up your child before 3:25 p.m., please inform us before 12:30 p.m. by using [HOP HOP](#). (More info. to be sent in August)

Students being picked up at the end of the day

Parents are asked to park in the spaces in front of the school or on the street. Please wait at the main entrance. A supervisor will then call your children.

- Advise the school via [Hop Hop | App](#) that your child is to be picked up. All same-day changes must be made before 12:30 p.m. The school staff will be automatically notified of any dismissal changes for the day and will communicate them to your child.
- Students being picked up will be supervised in the front area until their parents arrive.
- Starting at 3:25 p.m.: The supervisor will call the student to meet the parents at the pick-up area and will confirm his/her departure, to ensure the safety of the student.
- If parents plan on picking up their child, but do not arrive before 3:40, students will be sent to daycare, and parents will be charged accordingly.
- If someone other than the student's parent is picking him/her up, please indicate the person's full name in [HopHop | App](#).

School Calendar

Post it on your refrigerator door for easy reference. On Holidays (pink), the school is closed and there is no school or daycare services. There are 3 'snow days' scheduled in the calendar (blue); these are PED days and daycare activities are planned unless there is a school closure in which case this ped day is cancelled. The lost school day is retaken on the indicated date (see order at bottom). There is no school or daycare service during the March Break (purple).

Newsletters are sent via email indicating any activity or change to the school calendar. It is therefore very important that you take a few moments to read these documents.

Absences

Students are expected to attend regularly and arrive on time for class.

Parents are requested to notify the school via [Mozaik](#) before 8:25 a.m. if a child is absent, indicating the reason for the absence in the "note" section. Parents who have not reported their child's absence will be contacted.

When a student is repeatedly absent or late without a valid excuse, the principal will contact the parent to remind them that their child must attend school regularly.

Daycare and lunch supervision

New Liverpool Elementary School offers Daycare services in the morning from 7 a.m. to 8:05 a.m. as well as after school from 3:25 p.m. to 5:30 p.m. A team of Daycare Educators and Student Supervisors are responsible for our students during lunch hours.

Fees are based on the usage of Daycare services your child requires. Please see daycare policy.

Regular	<u>Predetermined schedule</u>	
	• Minimum of two (2) periods per day or all periods per day	
	1 day/week – 2 or more periods	1 day allocated
	2 days/week – 2 or more periods	2 days allocated
Sporadic	3-5 days/week – 2 or more periods	3-5 days allocated
	• A student who attends one period/day maximum	
	• Lunch hour user (11:35-12:45) (70 mins)	

School Closures

The decision to close the school is always taken by the Central Québec School Board.

If the decision to close the school comes before the beginning of school in the morning, there will be no bus transportation. Daycare is also closed for the day. It is the responsibility of the parents to have alternative arrangements for this situation. School closings are posted on the Central Quebec School Board website at [CQSB– weather watch](#).

If the decision to close the school is made during the day, students are sent home by bus or picked up by their parents. Parents must fill out the emergency form which indicates where the child must go in an emergency closing.

Lunch and snacks

Parents are asked to provide nutritious snacks and lunches for their children. Students must bring a cold lunch (sandwich, salad, etc.) or a thermos meal. There are no microwaves at New Liverpool Elementary School.

Students are not allowed to bring nuts, peanuts or products containing nuts or peanuts, and are not allowed to share food.

Allergies (Food and other serious allergies)

Students whose allergies require them to have an EpiPen at their disposal are identified by the nurse assigned to the school and a fact sheet outlining their allergies, corrective measures to be taken and a photo of the child is kept in a clearly marked binder in a central area near the office.

- EpiPens are kept in the office.

Teachers, Student Supervisors and Daycare Educators are made aware of those children in their group with food or other serious allergies.

- All students are sensitized to the serious nature of certain food allergies.

Medication

The school personnel are not authorized to administer non-prescription medication. If a child is taking prescription medication and it must be administered during school time, the parent must complete an Authorization Form, and all medication must be in its original container with a pharmacy label. Medication must be kept at the front office.

Illness and Accidents

- 1) Students who are ill must be kept at home. They cannot perform adequately and may be spreading their illness to others. Parents will be notified to come and get their child should they become ill during the school day. If a student has a fever or vomits, parents are expected to come and get them as soon as possible.
- 2) The school does not carry and is not authorized to administer non-prescription medication. If a child is taking prescription medication and it must be administered during school time, the parent must complete an Authorization Form, and all medication must be in its original container with a pharmacy label.
- 3) If the student is well enough to be at school, the student will be expected to go outside during recess and noon-hour periods.
- 4) In the case of a contagious illness, the nurse is notified, and Public Health procedures are followed.
- 5) When a student is injured and the injury is deemed minor, first aid will be administered by a trained staff member.
- 6) When a student is seriously injured, parents are notified, and accident reports are completed and sent to parents.
- 7) If immediate medical attention is needed and parents cannot be reached, the school may request an ambulance (or a taxi if appropriate) and the parents will assume the costs. An adult will accompany the injured student to the hospital.

Transportation and bussing

Information about your child's bus is made available on the School Board's website (www.cqsb.qc.ca). Information is found in [Mozaik](#). An email will be sent to you in August with this information.

Students will be given a laminated bus card attached to their school bag for easy verification. Students are not allowed to take a different bus (ex: going to a friend's house) – School Board Policy.

School Supplies and School Outings

The supplies list are items to be purchased by parents. Some supplies are purchased by the school (Resale Material). In the Fall, the invoices for resale material and school activities will be available on [Mozaik](#) and online payment is encouraged. Students who have unpaid school fees will not be allowed to participate in extracurricular activities.

Clothes and Shoes

Label all your child's clothing and belongings. Identified items are returned to owners, but unlabeled items are sent to charity every month.

Your child will need outdoor shoes or boots for traveling to school and playing outdoors, and indoor shoes for use in the building and to be always left at school. If your child is not able to tie their own laces, please send shoes with Velcro straps.

During the warmer months, make sure your child wears sunscreen, and that it is applied at home before coming to school.

Students are not allowed to bring an umbrella. We recommend a raincoat with a hood and rain boots for rainy days. Students are sent outside to play even if the weather calls for a light drizzle. In winter, students are sent outside to enjoy the fresh air down to -28° (wind factor), although it might be for shorter periods of time.

Toys from Home

Toys from home should not be brought to school unless your child's teacher sends a note home. They are allowed on the bus.

Sports equipment is allowed. If you bring a ball to school, please carry it in a bag labelled with your child's name.

Contacting your child's teacher

The best way to communicate with your child's teacher is by email. Please allow 48 hours for a teacher to respond for non-urgent matters. Teachers will regularly give information concerning school life and what your child is learning in the classroom. Student progress is regularly sent home. Please note that teachers do not have access to voicemail at school. Your child's teacher will reach out to you if there are questions or concerns.

Communication

Make sure your email is valid and that you inform the school if you change it. Important information is sent to parents by email regularly. A valid email also enables you to connect to [Mosaik](#).

Please visit our school website for more information, [NLES School Website](#). Follow us on Facebook: New Liverpool Elementary School.

Newsletters are sent home by email with school events and important dates.

Homework Policy				
The focus is on reading				
K		Reading books with Mom, Dad, and other family members		
Cycle One	15-25 minutes	<ul style="list-style-type: none"> English Reading 4x minimum French 2x/week minimum Monitored reading: books and reading exercises. French: monthly plan 	Occasional	<ul style="list-style-type: none"> Suggested Math activities.
Cycle Two	20-30 minutes	<ul style="list-style-type: none"> English Reading 4x minimum French 2x/week minimum Grade 3: Monthly plan Grade 4: Plan de travail (1 plan par 2 mois) 	Occasional	<ul style="list-style-type: none"> Work for classroom projects. Review for tests
Cycle Three	25-45 minutes	<ul style="list-style-type: none"> English Reading 4x/week French Reading 2x/week French: Plan de travail (1 plan par 2 mois) 	Occasional	<ul style="list-style-type: none"> Information based activities (research is involved) Review for tests

* Monitored reading

In Cycle One, this involves sitting with your child to read a book. Ask questions about the book before you start, the picture on the cover, and the title. What will this book be about? Read along with your child helping with new words. Ask questions about the story and the characters. Does this story remind your child of another book or movie or something they have experienced?

In Cycle Two, this involves supervising your child when he/she reads a book. Ask questions about the book they are reading. What do they expect will happen? How do they feel about the story and the characters? What message does the author want to share? Have him/her elaborate on linking what is read with past experiences.

In Cycle Three, students are reading on their own and are encouraged to explore different types of literary styles (fiction, biography, etc.). On a regular basis, ask what they are reading, how they feel about a certain author, if they have a personal connection.

Vacation: When students leave on extended vacation, extra work will not be sent home.

New Liverpool Elementary School's Anti-Bullying and Anti-Violence Plan:

Our School Anti-bullying and Anti-Violence can be found on our school website.

This information on the Anti-Bullying and Anti-Violence Plan can be found on our school website.

To report any form of bullying or violence, please use this QR Code to complete a form or contact the administration.



Complaints Policy from the National Students Ombudsman

The complaints concerning student services from the National Ombudsman can be found on the:

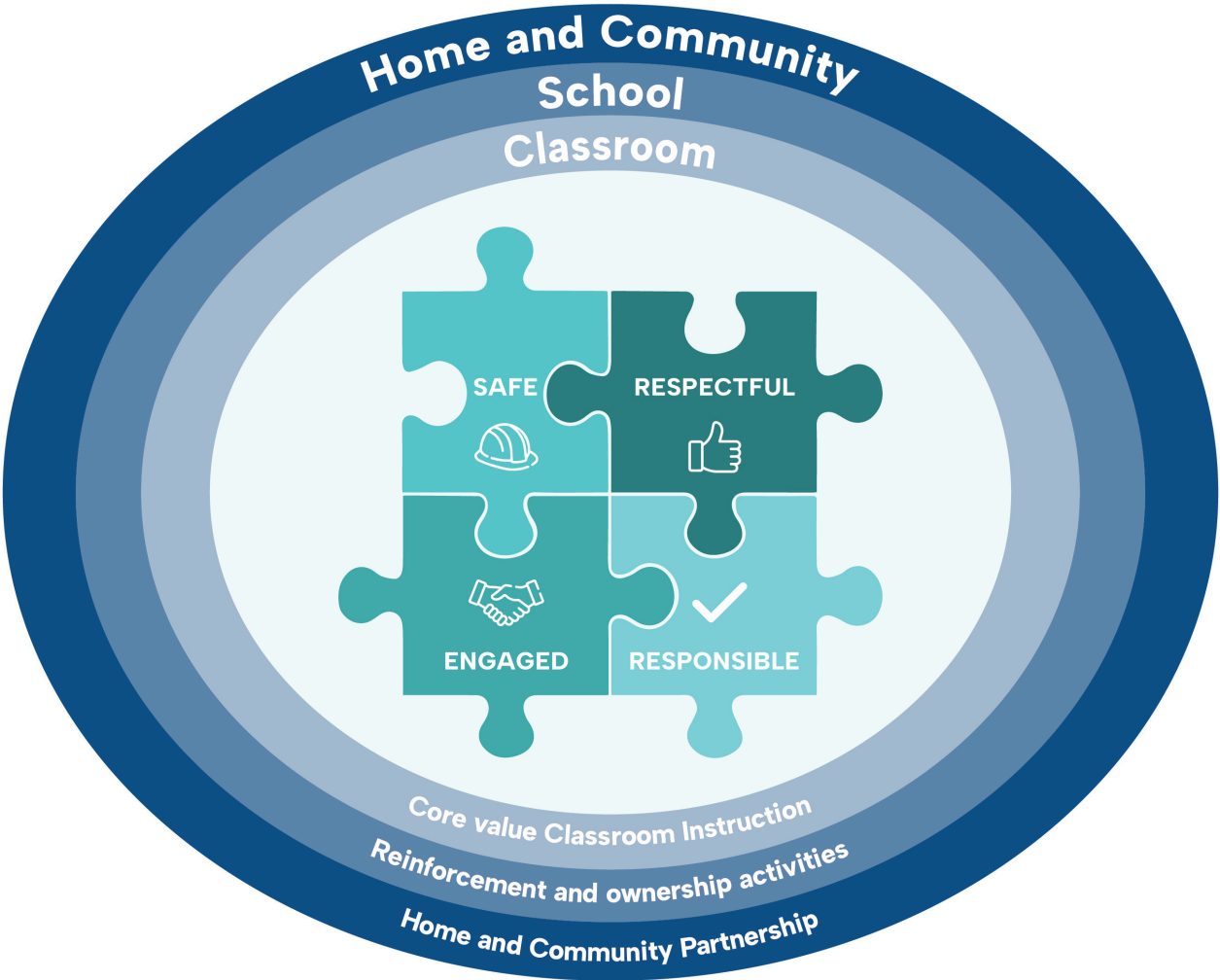
CQSB website: <https://www.cqsb.qc.ca/en/web/cscq/complaint>

NLES website: <https://forms.office.com/r/QC13GiRUfm>

The first step is to contact the administration: catherine.ogallagher@cqsb.qc.ca or 418-652-2106.

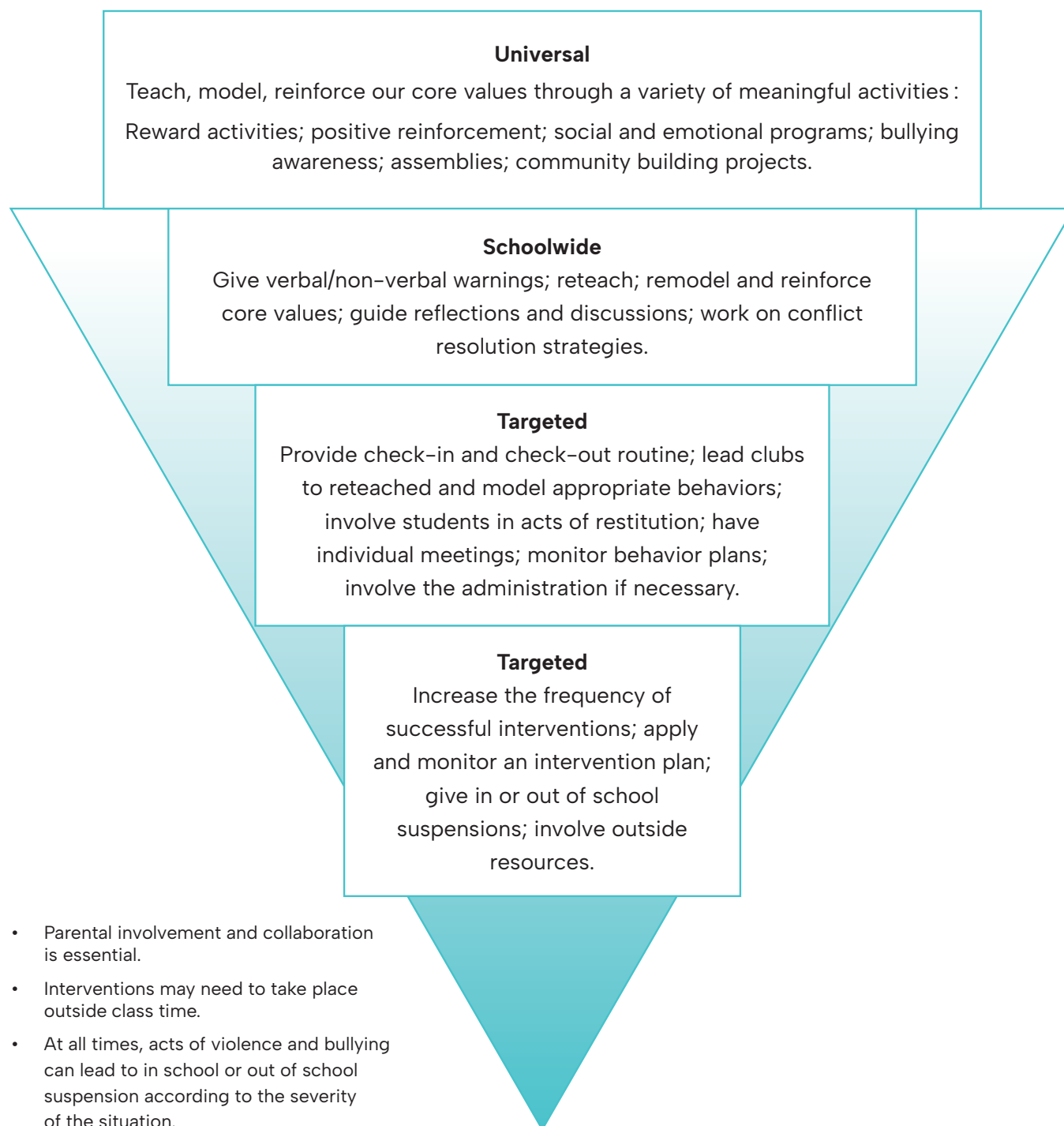
If you have questions, please contact the school's administration.

School Values



Intervention and Consequence Guidelines

School staff will :



I have read and understood the interventions and consequences outlined above.

Student's Signature

Parent's Signature

Date