



May 23, 2018

WELCOME TO HEMMINGFORD ELEMENTARY SCHOOL

Dear families,

First, I would like to welcome you and your family to Hemmingford Elementary School (HES). At HES, we have a wonderful program for your children. We have a small school environment where we get to know each of our students and support them through their journey.

Our school offers a bilingual program, alternating days in French and English. In English, students will learn English Language Arts (ELA) and math, while in French, students learn ethics, science, and French. Art and physical education are taught by specialists.

Daily Schedule/Schedule

Our school day runs from 7:50-2:20. Lunch is from 11:35-12:35. Our pre-k attend school on Mondays and Thursdays.

Communication

Teachers communicate their daily updates in the agenda. We also send permission forms and letters in the back pocket. Please make a habit of checking and signing the agenda on a daily basis. As we move forward, we are going to increasingly use digital mediums of communication. This is not only more environmentally friendly but also speeds up communication. Please make sure that you provide the office with an active e-mail address and check it on a regular basis. This year, we duplicated communications, sending paper and electronic copies. However, we would like to move to digital in the future. Feel free to write a note to your child's teacher in the agenda or send them an e-mail, which are listed on the website.

There are two other sources of information, the website and Facebook. Our website, hemmingford.nfsb.qc.ca, houses general information about the school and we try and update the calendar regularly. Our Facebook page is used to communicate photos and the daily happenings at the school.

For communicating with the office, you can send an e-mail to hemmingford@nfsb.qc.ca to reach the secretary or jwalker@nfsb.qc.ca to reach myself. We invite parents to call as well.

Uniforms

Hemmingford Elementary School has a uniform, which is optional to all our students starting in 2018-2019. We have both used and new uniforms available for sale. The new uniforms are ordered through a supplier while used uniforms are available for purchase at the school. We make a 3-4 orders from the supplier every year. Please return old uniforms that are in good condition as we use them to help provide uniforms to families in need.



Volunteering

At HES, we treasure our volunteers. Thanks to their support, we have been able to offer unique programs like our community connections. We encourage parents to volunteer at our school. In your welcome package, we have included a volunteer form and criminal reference check. We ask that you fill it out every two years as this will allow you to volunteer on short notice. We often have parents accompany teachers on school trips.

Fundraising

Our school relies on the efforts of the governing board and parent participation organization (PPO) to support school initiatives. This year, around \$15000 was raised to support the school. This money subsidizes the cost of field trips, is used to purchase materials for the school, and to support activities. In the fall, we will have a sign-up for activities from which to choose. We ask that you support us by helping out with a few.

Daycare

Hemmingford Elementary School offers Daycare services at lunch and afterschool. The Daycare closes at 5:30. We are open for a number of professional days during the year, with a fee of \$15 + activity fee per session. There are limited spaces, as we have a maximum capacity of 20. Please contact our daycare technician, Bonnie Gilmour, at bgilmour@nfsb.qc.ca if you would like more information or registration papers.

Start-up

As approved by our governing board, the first day of school will be August 29 and will run from 1-6 PM. There will be information and stations available to you and the other parents and this will provide an opportunity for you to meet the teachers and get your children settled in class.

Progressive Entry – Pre-K

August 29, 2018	Welcome Day	1-6 PM
August 30, 2018	Progressive Entry	7:50-11:00AM
August 31, 2018	Professional Day (Ped Day)	
Monday, September 3, 2018	Holiday	
Thursday, September 6	Regular Day	7:50-2:20



Progressive Entry – Kindergarten

August 29, 2018	Welcome Day	1-6 PM
August 30, 2018	Progressive Entry	7:50-11:00AM
August 31, 2018	Progressive Entry	7:50-11:00AM
Monday, September 3, 2018	Holiday	
Tuesday, September 4, 2018	Regular Day	7:50-2:20

Allergies and Illnesses

We send out medical forms at the beginning of school. Please communicate with the office if your child has an illness or allergy that we must know about as of the first day of school.

School Fees

Beginning in 2017-2018, the only school fees charged are for workbooks, the agenda, and student supervision fees. The student supervision fee is around \$150 and the agenda is around \$10. Please budget accordingly as you will be asked to pay this fee in August. If your child is in pre-k, please budget 40% of the cost of student supervision which is around \$60.

Additional expenses for other activities and services including: daycare, hot lunch, and school trips are not included in the school fees and will be asked for should you choose to use the service. We will be providing you with a supplies list in the near future. For your convenience, we will provide a copy of the list to Varietes Hemmingford, however you are free to purchase supplies wherever is most convenient.

We look forward to working with you to enrich your child's educational experience.

Sincerely,

James Walker, MA
Principal