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**PARENT NEWSLETTER**  
**SEPTEMBER 2011**

Dear Parents/Guardians,

As the 2011-2012 school year begins, we would like to extend a warm "WELCOME" to all who are new parents to Carlyle and a warm "WELCOME BACK" to those who are continuing with us. We do hope that the summer vacation was pleasant and restful for you and your family. The staff and administration look forward to working with you, to provide the best educational experience for your children. We assure you that this school year will be an enriching and rewarding one for all!

**Welcome Back Celebration! Rain or Shine! Thursday, September 8<sup>th</sup>**

The Carlyle staff is happy to announce a fun evening filled with a variety of activities organized by the reputable *Enfant et Compagnie!* They will set up over ten stations that include an inflatable bounce house, plasma car racing, basketball arcade, giant jenga, giant twister, a cotton candy station and many more. We will also offer corn, hot dogs, drinks and ice cream for our Carlyle community to enjoy **between 5:30pm and 7:30pm on Thursday, September 8<sup>th</sup>**. The administration and Carlyle team is enthusiastic to meet and socialize with our Carlyle families this Thursday!

**Room Changes**

The Pre-Kindergarten and Kindergarten classes have been re-located to the main floor. Mr. David Kennedy, our Special Education Technician's office has also been moved to the main floor.

**Meet the Staff/ General Assembly/Meet the Teacher Night: (6:30-8:15pm)**

An evening is being planned for parents to come and meet with their child's teacher in order to discuss curriculum and procedures. Parents are requested to leave their children at home as this is an evening for parents only. There will not be any supervision for the children. Please mark Thursday, September 15<sup>th</sup> on your calendar. Two sessions will be offered to all parents. The first will be scheduled at 7:30 -7:50pm and the second session will be at 7:55 to 8:15pm.

**September 30<sup>th</sup> - Student Attestation Day**

Every year on the last school day in September, we are asked by the Ministry to provide proof of the attendance and presence of each student at Carlyle School by means of a group attestation signed by the teacher and the principal. It is based on the enrolment of this day that the school board and the schools are allocated government funds for the entire year. Please make every effort to have your child present in school on Friday, September 30<sup>th</sup>.

**Student Documentation/Parent Information Package**

A booklet entitled "Student Documentation" was sent home last week, with important coloured documents to be completed and returned by September 8<sup>th</sup>. If you have any questions relating to these documents, please call us.

**Carlyle's Website**

We encourage parents and students to visit our website to get the latest news. On our website you will also find links to classrooms, activities and resources!

**Agenda**

Our students have received the Carlyle Agenda. Please take the time to read the information inside which you and your child will require as the new school year begins. Lost agendas will be replaced at a cost of \$10.00.

**Milk & Light Breakfast Program**

The programs will start early October. More details to follow soon.

**Arriving Early in the Morning or Staying Late**

Please understand that teachers begin supervision on the playground at 8:45am. Unless your child is supervised (by you or by another adult) he/she must not arrive before 8:45am or stay after dismissal time, which is 3:20pm. Outside these hours, it is the parent's responsibility for their child's safety.

**Safety and Security**

Again this year, all doors will be locked. We ask for all parents, visitors and volunteers to follow the school rules consistently throughout the year and use the main entrance when entering the building. We kindly ask you to identify yourself upon buzzing in, to report to the office upon your arrival, so that you may sign in and be given a visitor's badge that you are required to wear during your stay and return it to the office upon your departure and sign out. Please refrain from walking around the building. We will be glad to help you when you stop at the office first.

### **Homeroom Period**

Parents are reminded to have their children arrive at school by 8:45am. Too many children are still arriving after 8:55, 9:00, 9:05, 9:10. A few minutes may not seem important but they truly are important to your child's ability to be organized for the day. The homeroom period, from 8:55-9:05, is used for organizing their books for the day, submitting to their teachers anything that is due and preparing for their day. Children arriving in class after their classmates feel uncomfortable – this is especially true of quiet and timid children. When arriving late, students must use instruction time for all the organizational tasks. Consider the significance of a loss of 10 minutes of instruction each day - 50 minutes a week, over 3 hours each month, over 33 hours per year or almost 7 lost days at the end of a year. We ask for your cooperation in helping us ensure your child is properly organized and ready for her/his day in school.

### **NEW Procedures for Students Arriving Late/Going for Lunch & Returning from Lunch**

Any student arriving after the 8:55 morning bell, must be escorted to the main office by their parent/legal guardian in order to sign in. If your child is leaving the school premises for lunch, the parent/legal guardian must come into the main office and sign their child(ren) out. Upon arrival, the parent/legal guardian must accompany the child back to the main office and sign their child in.

### **Early Dismissals**

For your child's safety, **we ask that you do your utmost not to modify his/her daily dismissal procedure** (bus, daycare, pick up, etc). However, should you need to make changes on a particular day, we ask that you send a signed note in your child's agenda informing the homeroom teacher and office. This will allow all concerned the time to ensure that the change will be made and that all persons are duly informed.

No child will be permitted to leave the school grounds without their parent/legal guardian signing them out. **Changes made by telephone after 2:20 will not be accepted.**

### **School Uniform**

As indicated in the Agenda, school uniform is required from all students. All students are expected to come to school wearing dress code. *Boys/Girls:* plain solid navy blue pants and plain solid white shirt with a collar or turtleneck. *Girls:* plain solid navy tunic or skirt with a solid white blouse or turtleneck. During physical education class, boys and girls are expected to wear navy blue shorts, white t-shirts and running shoes.

### **Allergies**

We have a few students who suffer from life-threatening allergies to nuts, peanuts or any products derived from sunflowers. Even the smell of peanuts, or the touch of a table or bench where a hand that has been in contact with nuts is likely to produce a severe allergic reaction. We have some students who suffer from life threatening allergies to sesame seeds and kiwis. In the interest of these children's safety, we ask you not to include peanuts or nut products, sesame seeds or kiwis with your children's lunches and snacks. Please read the Nutrition Information on every product that you send to school.

### **Daycare Services**

If you have not registered your child for Daycare and need the service, we encourage you to call Mrs. Carol Latimer at 514-898-9001 as soon as possible.

### **Letters of Recommendations to Private Schools**

Please note that it is not a practice of the EMSB for their schools to supply letters of recommendations for students going into the private school system. As a result, we cannot fill out any kinds of forms, complete applications or supply recommendation letters.

### **School/Lunch Supervision Fees**

Information about School and Lunch Supervision fees was sent home last week, in the Student Documentation package. We ask for you to please refer to the payments and meet the deadlines. Please be reminded that school/lunch fees take priority over field trips.

### **Hot Lunch Program**

Le Doral "Hot Lunch Program" will begin on Monday, September 12<sup>th</sup>. The menu will be sent home as soon as it becomes available.

### **Bus Transportation**

The Transportation office at the EMSB can be reached at 514-483-7200 ext. 7255,7257,7259 from 8h30am to 4h15pm (Monday to Friday). For emergencies outside our working hours, please contact your child's transportation carrier as indicated below:

Buses starting with #100	Transco LaSalle	514-363-4315
Buses starting with #200	Transco Montreal North	514-648-8625
Buses starting with #500	Seguibus	450-622-8242
Buses starting with #700	Nazarene	450-699-9757
Buses starting with #800	Ecole Bec	514-595-5609

## **STAFF LIST 2011-2012**

<b><u>Administration</u></b>		
<b>Principal</b>	Anna-Maria Borsellino	
<b>Administrative Assistant</b>	Dolores De Michele	
<b><u>Room</u></b>	<b><u>Cycle/Year</u></b>	<b><u>Name</u></b>
104	Pre-K	Mme Denis, Roxanne
101	K	Mrs. Papadopoulos, Georgia (80%) / Mrs. Scott, Tracey (20%)
102	K	Ms. Gallagher, Kelley
105	1-1 (Gr.1)	Mrs. Danassis, Tatiana / Ms. Segreti, Melissa (40%)
107	(Gr.1/2)	Ms. Kavafian, Tatiana
108	1-2 (Gr. 2)	Ms. Mallozzi, Christina
203	2-1 (Gr. 3)	Mrs. Chronis, Angela
201	2-2 (Gr. 4)	Ms. O'Meara, Jessica
206	3-1 (Gr. 5)	Mrs. Tevel, Adele (80%) / Mrs. Scott, Tracey (20%)
204	3-2 (Gr. 6)	Mrs. Santella, Carol-Ann
<b><u>Specialists</u></b>		
IB Co-ordinator (50%) Resource (50%)	Mrs. Esar, Phyllis	
Phys.Ed.	M Ait Mohammed, Mohand	
French Specialist (gr. 4, 5 & 6)	Mme Delachanal, Laurence	
Literacy Facilitator /Resource/K/gr.5	Mrs. Scott, Tracey	
Resource (80%)	Mrs. D'Angelo, Adriana	
Child Care Workers (CCW)	Mrs. Fondaco, Rosemary, Mrs. Newman, Lorrie Mrs. T. Napoli, Franca, Mr. Mackenzie, Ian, Mrs. Cosentino, Giulia, Mrs. Mason, Heather, Mrs. Noble, Chantelle, and Mrs. Markakis, Stella	
Special Education Technician	Mr. Kennedy, David	
Librarian	Ms. Stoger, Anne (Thursdays)	
Nurse	Mrs. Mutz, Ann (alt. Wednesday-all day)	
Social Worker	Mrs. Toussaint, Dominique (alt. Wednesday-all day)	
Dental Hygienist	Mrs. Nancy (Fridays)	
Spiritual Community Animator	T.B.A.	
Speech-Language Therapist	Ms. Marianna (Tuesdays)	
Psychologist	Mrs. Vitoratos, Jenny (Fridays)	
Computer Technician	Mr. Bennett, Khris	
Special Ed. Consultant	Mrs. Aubin, Michelle	
Daycare Technician:	Mrs. Latimer, Carol	
Educators:	Mrs. Roula, Mrs. Ingrid and Mrs. Goula	
Lunch Monitors:	Mrs. Dina, Mrs. Christine and Mrs. Ruksanna	
<b><u>Support Staff</u></b>		
Day Caretaker	Mr. Jobin, Michele	
Evening Caretaker	Mr. Anagnostou, Emmanouel	

### **IMPORTANT DATES TO REMEMBER**

Thursday, September 8 <sup>th</sup>	Welcome Back Celebration! Starts at: 5:30pm Ends at 7:30pm
Monday, September 12 <sup>th</sup>	Hot Lunch program begins with Le Doral
Thursday, September 15 <sup>th</sup>	Meet the staff, General Assembly and Meet the teachers (6:30pm-8:15pm)
Tuesday, September 20 <sup>th</sup>	Board-wide Professional Day (No school), Daycare is open
Monday, September 26 <sup>th</sup>	Professional Day at Carlyle (No school), Daycare is open
Friday, September 30 <sup>th</sup>	Official Count of Students/Student Attestation Day
Friday, October 7 <sup>th</sup>	Professional Day at Carlyle (No school), Daycare is open
Friday, October 10 <sup>th</sup>	Thanksgiving Day –Holiday (School is closed)
Thursday, October 13 <sup>th</sup>	Interim Report Cards
Friday, October 14 <sup>th</sup>	School Photo/Picture Day (Pre-K to grade 6)

Sincerely,

A.M Borsellino & Carlyle's Team  
Principal

