

Dear Parent(s),

The first day of school is fast approaching and we are excited to start another wonderful year at La Coccinelle. This email is intended to provide you with some information on what to expect over the coming weeks and, in particular, on those first few days of school.

We will hold a Parent Orientation Night in the classroom on Thursday, September 1<sup>st</sup> at 7 pm. Both new and returning parents are welcome to attend. The purpose of the meeting is to review some key sections of the Parent Handbook, discuss what to expect in the first few days, answer your questions as well as hear from our lead teacher Madame Claudette.

At this meeting, we will be asking parents to sign a security form before being given the access code to enter the door at the bottom of the ramp. For those who are unable to attend, these forms will need to be signed on the first day of class.

The first few days of school can be full of emotion. To help ease your child into the classroom, we do a split entry on the first day of class (half of the students will come for the first hour and the other half will come for the second hour). You will be receiving an email in early September with specifics for your child. If you would like to be close by, there are couches and chairs in the hallway just outside the classroom. If you have any concerns about how your child will integrate into the classroom, we encourage you to speak directly with our head teacher.

Split class entry will be on Tuesday September 6<sup>th</sup> for the 3yrs old and on Wednesday September 7<sup>th</sup> for the 4yrs old. Regular classes will begin on September 8<sup>th</sup> and 9<sup>th</sup>.

An important reminder that the Registrar will need a signed form listing ALL adults authorized to pick up your child from school. Your child will NOT be allowed to leave with anyone not on that list. New adults must be added the day prior to a scheduled pick-up. You can contact the Registrar at [registrar@la-coccinelle.ca](mailto:registrar@la-coccinelle.ca) or/and speak directly to Madame Claudette for any changes.

For the first day of school (the split class day), your child will need:

- A pair of indoor shoes. Please provide closed toe shoes (in case of fire drill, your child will go outside in these shoes summer and winter)

For the second day of school onwards, your child will need:

- Indoor shoes (closed toe)
- A snack (peanut free and we prefer NO juice boxes) stored in lunch box
- A small water bottle labeled with your child's name
- A change of underwear, pants, shirt, and socks all stored in a ziplock bag with your child's name on it and left in the bottom of his/her backpack.

When you come to school:

- Hang up his/her coat/backpack/lunch box on your child's designated hook
- Change into indoor shoes
- Have your child visit the bathroom (note: La Coccinelle does have a potty trained policy).  
Bathrooms are located down the hallway from the classroom
- Wait for the teacher to open the door

#### Parent Volunteer Sign Up

- You will receive an email in early September regarding the process to sign-up for your Rags and Toy Wash.

The Parent Handbook and School Calendar have been attached for your ease of reference. We encourage all parents to familiarise themselves with the policies in the Handbook and review the holiday and Professional Development days for the year.

Madame Claudette sends email outlining what the children have done, providing some French vocabulary so you can practise at home and advising of upcoming themes and activities. If you do not receive an email by Sunday September 18<sup>th</sup> please let Mme. Claudette know or send her an email at [teacher@la-coccinelle.ca](mailto:teacher@la-coccinelle.ca)

Lastly, a quick note on parking. For pick-ups and drop-offs, there is a 20 minute loading zone area in the front of the school. If that area is full, there is a lot which overlooks Crowchild Trail which you can use temporarily. You DO NOT need to pay the parking fee. On the days that you are in class as a parent volunteer, there is a parking space available behind the church (this is a separate area from the Church parking lot mentioned above). There are 3 clearly marked "La Coccinelle" spots, and 6 more spots against the bushes. To access this area, take the alley entrance from Morley Trail right before the Church.

We look forward to communicating with you further in the coming weeks and wish you a very enjoyable end to the summer.

La Coccinelle Board Members and Teachers.