



ÉCOLE WESTMOUNT PARK SCHOOL

September 4, 2019

Dear Parents/Guardians:

It is my pleasure to join the Westmount Park School community as your new principal. I hope that you all had a wonderful and restful summer vacation. On behalf of the faculty and staff of Westmount Park, I extend a warm welcome (and welcome back) to all our new and returning students coming to study with us from all over the world.

At Westmount Park, we greatly value each child's unique potential for success and our goal is to provide an optimal learning environment that is caring, supportive and inclusive. We strive to ensure that your child receives a stimulating school environment in which to grow and learn. Our students are fortunate to be able to count on a passionate and dedicated faculty and staff that focus on your child's well-being, safety and success.

Many forms are given out at the beginning of the school year. Please make sure they are promptly completed and returned to the school no later than **Tuesday September 10**. We sincerely thank you for your continued collaboration and cooperation in this matter.

Should you have any questions or concerns, please do not hesitate to reach out to your child's teachers or the school's administration.

Sincerely,

David Lee
Principal

Holly Kusiewicz
Vice-Principal (North campus)

Giovanni Iammarrone
Vice-Principal (South campus)



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SEPTEMBER 2019

School Dress Code

Students are reminded to respect the school uniform policy and to wear the proper colors when coming to school (white tops and navy blue bottoms). Jeans are not permitted.

Absences and Tardiness to School

All students deserve to get a good start to their day by being on time and entering school with their classmates. School starts at 7:55 AM, so please ensure your child is dropped off between 7:50 and 7:55. Students late to school MUST sign in with the secretary at the office for a late slip. The school day ends at 2:35 PM. If your child is not using daycare services and does not take a school bus, please ensure that you pick up your child on time. Otherwise, they will be placed in daycare at your expense.

If your child will be absent from school, please call (514-935-4388) to leave a message to let us know, preferably before 7:30 AM.

Changes at the End of the School Day

If your child's end-of-day routine changes (for example, if your child is normally in daycare but you decide to pick them up instead on a certain day) please call to inform us as soon as possible before 1:30 PM.

Information Package

Please complete and return all required forms from the information package to the homeroom teachers no later than Tuesday September 10.

School Fees

School fees are mandatory. School fees are as follows:

Pre-K	K	Gr. 1	Gr. 2	Gr. 3	Gr. 4	Gr. 5	Gr. 6
\$10	\$70	\$60	\$45	\$30	\$25	\$65	\$70

Lunch supervision fees are \$200 per year per child. A family of three (3) or more siblings living at the same address is \$600. Non-payment of lunch supervision fees and/or school fees will result in your child being unable to participate in lunch activities or programs until payments are fully paid.

Payments for school fees are made IN CASH only. Please have your fees paid by Friday September 20.



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Meet the Teachers / Curriculum Night

This evening for parents is on Thursday September 12 at 6:30 PM at your respective campuses. You will receive important information about curriculum, assessments, and classroom expectations and routines. You are all encouraged to attend and meet your child's teachers.

General Assembly / Governing Board Elections

Despite two separate campuses, Westmount Park will maintain a single governing board. As such, the general assembly and governing election will take place on an evening separate from the Meet-the-Teacher night. The general assembly and governing board elections will be on Tuesday September 17 at 6:15 PM at the North Campus located at 5100 Cote-St. Luc Road. Parents wishing to sit on the governing board must be present for this assembly.

Bus Passes

If your child takes a school bus, please ensure that they have their bus pass attached to their school bag at all times. This will be needed to board the bus daily.

Communication

Parents and school share the responsibility of teaching children. As a key partner in your child's education, I encourage you take the time to talk to your kids and find out how their day in school went. Also, you should maintain regular communication with their teachers to keep up-to-date on their academic progress.

Nutrition and Allergies

We have students in our school who are severely allergic to certain food products, such as peanuts, sesame, etc. We ask that snacks and lunches brought from home be NUT/PEANUT/SESAME FREE. For this reason, students are not allowed to share their food and snacks with other children.

We also ask that the snacks and lunches provided from home be healthy. For healthy eating guidelines, please visit <https://food-guide.canada.ca/en/>.

Visiting the School

You may visit the school if you have an appointment with a staff member. At no time should parents enter the school and wander around or go to classes without the school administration's knowledge and consent. All visitors must sign in at the office prior to going to their appointment.

Cell Phones

Students are not permitted to bring cell phones to school. They will be confiscated and returned only at the end of the school day.