

Dear Parent / Guardian,

A special welcome to all those families who will be returning to Good Shepherd School and to all the families who will be joining us for the first time. We hope your child's experiences will be both rewarding and enjoyable. We are looking forward to meeting you and it is our hope that we will be able to build a wonderful cooperative partnership to enhance your child's education. The following are useful information regarding your child's classroom and routines.

1. **School Hours:** The school day begins at 8:45 a.m. and finishes at 3:15 p.m. The lunch hour will be from 11:30 to 12:30. Please ensure your child is safely inside the kindergarten gate. This area is for Good Shepherd students ONLY and we ask that all siblings and adults remain outside the fence. A teacher will supervise the kindergarten area from 8:30 until 8:45. Please do not leave your child unattended in this area until the teacher arrives on duty. Please wait outside the kindergarten fence at end of the day for pick up. If there is any change to who is picking up your child please notify the teacher or office in writing.
2. **Absences:** If your child is sick and will be absent from school please call the office and leave a message with the secretary with your child's name and teacher's name. The school telephone number is: 905-791-1039.
3. **Indoor Shoes:** your child will need a pair of running shoes to be left at school. These shoes will be used in the gym and eventually worn in the classroom when boots are taken off in wet and snowy weather. Slip-on or Velcro shoes are preferred. Please label both shoes with your child's name in permanent marker.
4. **Clothing:** the kindergarten program provides many varied and sometimes messy activities. In case of spills please make sure your child is dressed comfortably and in clothes that are easily washed. Also please keep an extra set of clothes in your child's backpack. PLEASE LABEL ALL OF YOUR CHILD'S CLOTHES. When purchasing clothing, boots, shoes etc. for your child please consider purchasing ones that your child is able to put on independently.
5. **Lunch and snacks:** your child will need two snacks (one for the morning and one for the afternoon) and one healthy lunch and drink. Please do not send any food that may contain nuts or nut products as we have some children who are severely allergic to nuts.
6. **Birthday:** Birthdays are very special days. Due to severe food allergies, we discourage parents from sending in edible treats. We will celebrate each birthday in our own special way at school. We wish to thank you in advance for your understanding and cooperation.