

Welcome to De l'Escale et du Plateau



Bâtiment de l'Escale

8805, avenue de Laval
Québec (Québec) G1G 4X6

Bâtiment du Plateau

8595, boulevard Cloutier
Québec (Québec) G1G 4Z5

Welcome Guide for Newly Arrived Immigrant Families



Document Prepared by the Centre de services scolaire des Premières-Seigneuries

Ce dépliant a d'abord été conçu en français et est disponible en français. Il est traduit ici pour soutenir la compréhension des familles anglophones.

IMPORTANT CONTACT INFORMATION

School telephone:

- Secrétaire Escale : **418 622-7891**
- Secrétaire Plateau : **418 622-7348**

Email:

- lescale@cssps.gouv.qc.ca
- duplateau@cssps.gouv.qc.ca

School website: <https://escale-plateau.cssps.gouv.qc.ca/nous-joindre>

School absence: [https://escale-plateau.cssps.gouv.qc.ca/fileadmin/user_upload/Sites_ecoles/FICHIERS_COMMUNS_AUX_%C3%89COLES/Mozaik/Signaler une absence depuis le portail parents.pdf](https://escale-plateau.cssps.gouv.qc.ca/fileadmin/user_upload/Sites_ecoles/FICHIERS_COMMUNS_AUX_%C3%89COLES/Mozaik/Signaler_une_absence_depuis_le_portail_parents.pdf)

When your child has to miss school, you are responsible for notifying the school by telephone.

Day care service:

Linda Lamontagne, technicienne, de l'Escalé et du Plateau (418-623-0351-poste 3)

Diane Ferland, éducatrice, classe principale (418-623-0351-poste 4)

Courriel : pabeille@cssps.gouv.qc.ca

School door number : porte 1

School transport: <https://www.cssps.gouv.qc.ca/parents-et-eleves/transport-scolairen>

Commission scolaire des Premières-Seigneuries immigration support:
418 666-4666, extension 8416

Intercultural officer (RAMI)
Centre Multiethnique de Québec: 418 687-9771
200 Dorchester Street, Québec, G1K 5Z1

Alloprof parents: 1 855 527-1277

Note: this document is based on:

Guide pour l'accueil des familles immigrantes nouvellement arrivées from École de la Fourmilière, Centre de services scolaire des Premières-Seigneuries.

Guide d'accueil des familles immigrantes nouvellement arrivées from École St-Malo, Centre de services scolaire de la Capitale, 2014.

SCHOOL STAFF

Administration team: person/people responsible for the school. For specific needs, parents are directed to the school administration after meeting with the teacher.

Classroom teacher: person who teaches in the class and can answer your questions about your child.

Teacher providing Francization service: person who regularly meets with students who do not speak French or who are learning the French language.

Specialist teachers: people who teach English, physical education, dance, music and drama, a few periods per cycle.

Secretary: person who welcomes people who enter the school and answers calls. She can provide you with information about how the school works, school staff and the various services provided.

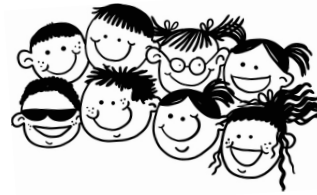
Day care supervisor: person responsible for the day care service.

Day care teacher: person who takes care of the group of children before classes, during lunchtime and after classes.

Supplementary services: people who work in the school to support your child's academic success in case of specific needs.

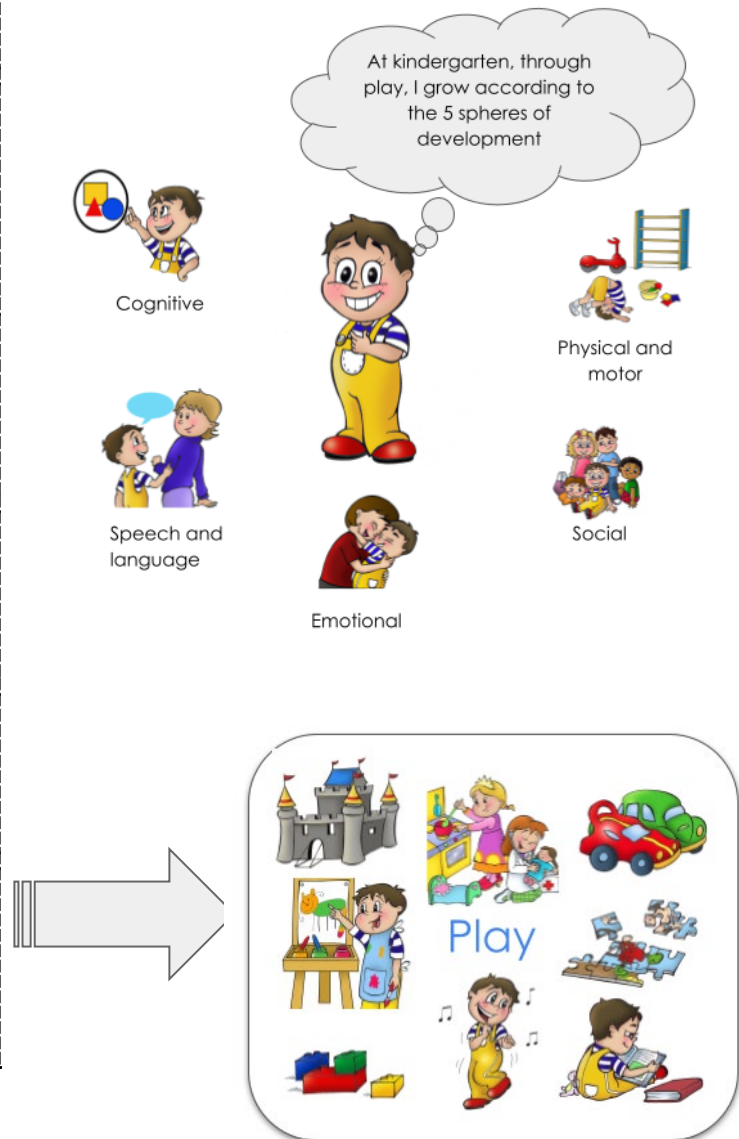
Immigration support officer: resource person at the school board who provides integration support to immigrant families.

PRESCHOOL



Preschool includes 4-year and 5-year-old Kindergarten, which are two complementary years that allow children to develop at their own pace. The aim of Kindergarten is to foster the overall development of all children by providing an educational environment where the pleasure of exploring, discovering and learning sets the foundation for school.

Timetable	
<u>Morning</u>	<u>Afternoon</u>
Arrival and morning routine 	Lunch
Meeting 	Rest
Discover 	Story time
Snack 	Free play
Play outside/free play 	Prepare to depart (daily routine)



SCHEDULE

CLASS SCHEDULE



Grade level	Preschool	Primary	Specialized classes
AM	8 h 25 à 11 h 34	8 h 00 à 11 h 31	8 h 00 à 11 h 31
PM	12 h 56 à 14 h 50	12 h 56 à 15 h 26	12 h 48 à 15 h 26

HOURS OF OPERATION

Secretary's office:

Secrétariat du Bâtiment de l'Escale :

- 7 h 30 à 12 h 00
- 13 h 00 à 15 h 30

Secrétariat du Bâtiment du Plateau :

- 7 h 45 à 11 h 50
- 12 h 50 à 15 h 45

Time of arrival on school grounds:

- Morning: 07 h 50
- Noon: 12 h 46

Only students who are registered in the day care service may arrive before

An **adult** must be present on school grounds to ensure students' safety.

Only students are allowed in the schoolyard in order to facilitate monitoring. Parents must stay outside this perimeter. **Students who arrive late must notify the secretary of their arrival before going to class.**



SCHOOL CALENDAR

School Closure *

The school is closed for various reasons (e.g. snowstorm, power outage, water main break). To find out if your school is closed, visit the Commission scolaire des Premières-Seigneurie website.

*

Open House Day ^A

Open house day is the first day of school.

A

Pedagogical Days ^Δ



On pedagogical days, there are no classes at the school, but the day care service is open (\$).

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Holidays ⁰

Holidays are vacation days for national or provincial festivities (e.g. Labour Day, Thanksgiving, Easter). The school and the day care service are closed.

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Spring Break ⁰



Spring break generally takes place in March. It is a week where students do not have classes. The day care service may be open (\$).

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End of Semester ¹



There are three semesters in the year. The end of the semester means that you will receive your child's grades in a report card. Parents have access to report cards on the Mozaik website: portailparents.ca.

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Holiday Break ⁰



The school and the day care service are closed during the holiday season, starting a few days before Christmas until a few days after the New Year. The day care service is closed.

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Summer Break



The school and the day care service are closed for the months of July and August. You have two options for this period: keep your child at home or register them in a day camp (\$). Contact your school to find out the schedule for the summer break.

Note: The symbols can be found in the school calendar.

Note: The numbers on the calendar refer to a schedule spread over a 9-day cycle.



RULES

At school, there are rules to follow to ensure a clean, safe and dynamic environment.

Your child must follow certain rules, including:



(Taken from École de St-Édouard rules)

School staff will intervene immediately and consistently on behaviours such as:

- Physical and verbal violence;
- Bullying;
- Theft and vandalism;
- Unauthorized departure or running away.

Refer to the school agenda. The school rules are shown there.

DRESS CODE

While children can choose the clothes they wear to school, they must respect a dress code. Here are some conditions:

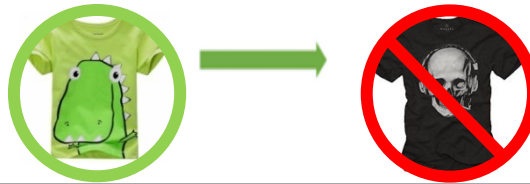
- Shirts must cover the stomach and shoulders



- Pants, skirts or shorts must cover the thigh.



- Violent or sexual graphics or logos are prohibited.



- Hats may be worn outside, but when children enter the school, they must remove them.



- In winter, warm clothes are recommended for going outside. Your child must wear the following clothes:



Winter boots

Mittens

Toque

Neck warmer

Jacket and pants



DAY CARE SERVICE

The day care service provides your child with fun activities and an opportunity to socialize with other children, while ensuring an educative and safe environment outside of class hours. Your child can be registered for the morning, lunchtime or afternoon. This is a paid service (\$).

Phone number to contact the day care teacher:

418-623-0351-poste 3



DAY CARE SERVICE SCHEDULE (\$)

	Day Care Service
Morning	07 h 00 à 07 h 50
Lunchtime	11 h 31 à 12 h 46
Afternoon	15 h 36 à 18 h 00



HEALTHY LIFESTYLE

SNACKS

Children have a snack twice per day. It is recognized that healthy eating helps children focus on learning, which promotes academic success. Permitted snacks are fruits, vegetables and cheese.



*** All foods containing peanuts and nuts are prohibited at school, because some children are allergic to them. Gum, chocolate, chips and candy are not allowed at school, on school transport or field trips.

LUNCH AT THE DAY CARE SERVICE



If your child is registered in the lunchtime day care service, they must bring a lunch. An icepack is essential for keeping food cold.



HYGIENE

School is a public space where children interact closely. We encourage frequent handwashing to prevent the spread of bacteria and to keep your child from getting a virus or gastroenteritis.

SCHOOL FEES

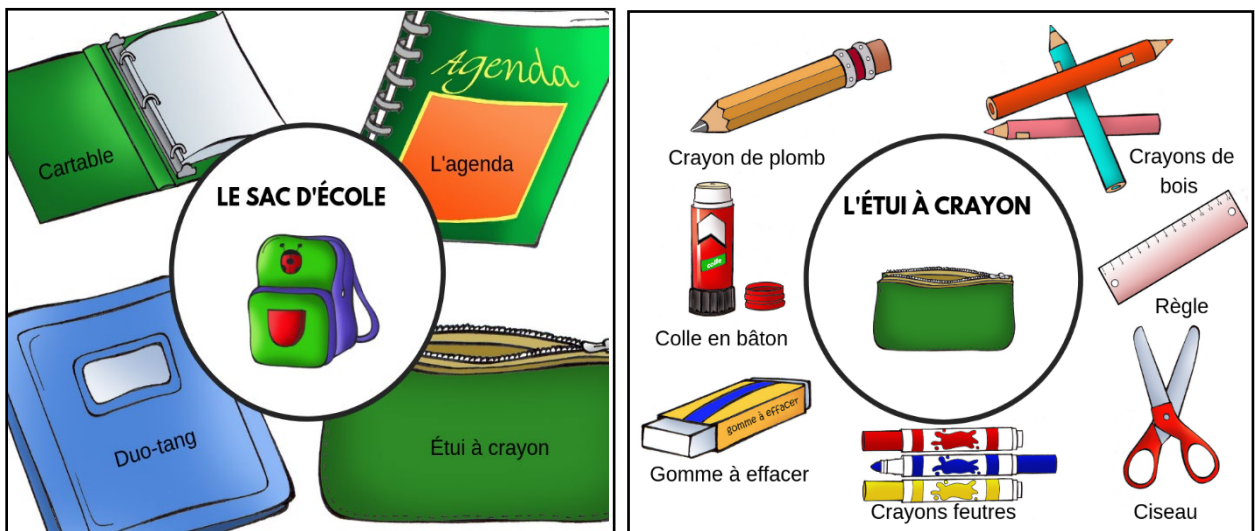


SCHOOL SUPPLIES (\$)

You are responsible for purchasing the school supplies your child will need. **The teacher will provide you with a list at the start of the year.** You can find this list on the school's website or get a paper copy from the secretary's office.

Please note that the agenda is provided by the school.

Here are some items that will be required:



SCHOOL INVOICE (\$)

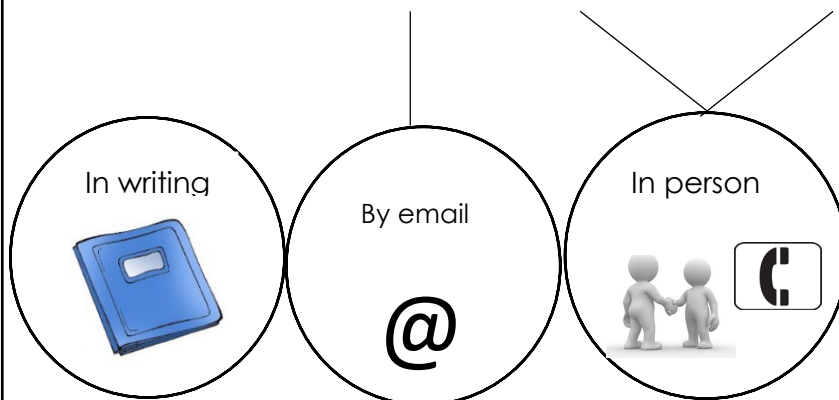
Please note that the school invoice will be sent to you in the fall.

If you have financial difficulties, we encourage you to discuss this with the school.

COMMUNICATION BETWEEN HOME AND SCHOOL

Parents play a key role in children's academic success. Communication between home and school is very important. Establishing regular communication between home and school makes it possible to meet your child's needs.

Effective Communication



The teacher may ask your child to do work at home. These exercises will help consolidate what was learned in class.

If you are learning French, we invite you to ask for help to translate the key parts of messages. You can use Google Translate online to write a message or to translate something you have received from the school.



SCHOOL TRANSPORT

CONDITIONS FOR ADMISSION TO FREE TRANSPORT

School transport is provided in the morning and afternoon at the main address or near the home, at no cost to students who meet the following two conditions:



1. Registered at their basin school

- Preschool, primary or secondary

2. Live outside the walking distance

- Preschool: more than 800
- Primary: more than 1,600 metres
- Secondary: 2,000 metres



Please call the following number: 418 821-4358

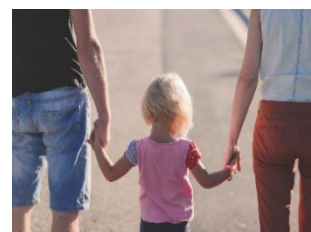
MY SCHOOL TRANSPORT

Pick-up time	
Pick-up location	
Bus number	

Tips and Tricks

- ✓ Be ready at the bus stop 10 minutes before the scheduled arrival
- ✓ Dress for the weather
- ✓ Be accompanied by a parent (preschool)
- ✓ Be visible to the bus driver when they arrive and always wait in the same place

To ensure students' safety while they are walking in the neighbourhood, there are school crossing guards to provide road safety. It is best to walk to school with your child the first days of class.



WEEKLY ACTIVITIES

PHYSICAL EDUCATION

Here is what your child will need to take this class:



LIBRARY

The school lends books to children, who can then take them home at night. However, these books belong to the school.

Also remember that your child must return the borrowed book to the librarian before exchanging it for a new one.



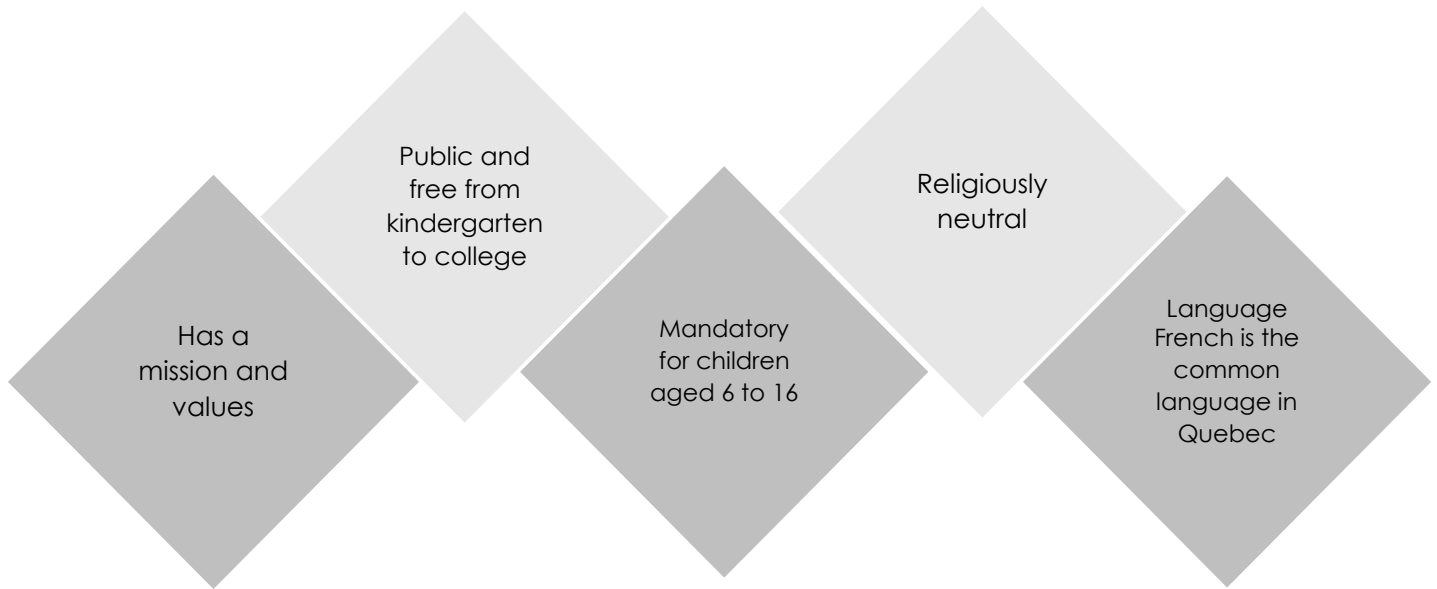
MUSIC AND ART



Schools offer music, plastic arts and drama classes. Contact your school for information on the conditions for taking these classes and for borrowing music equipment.

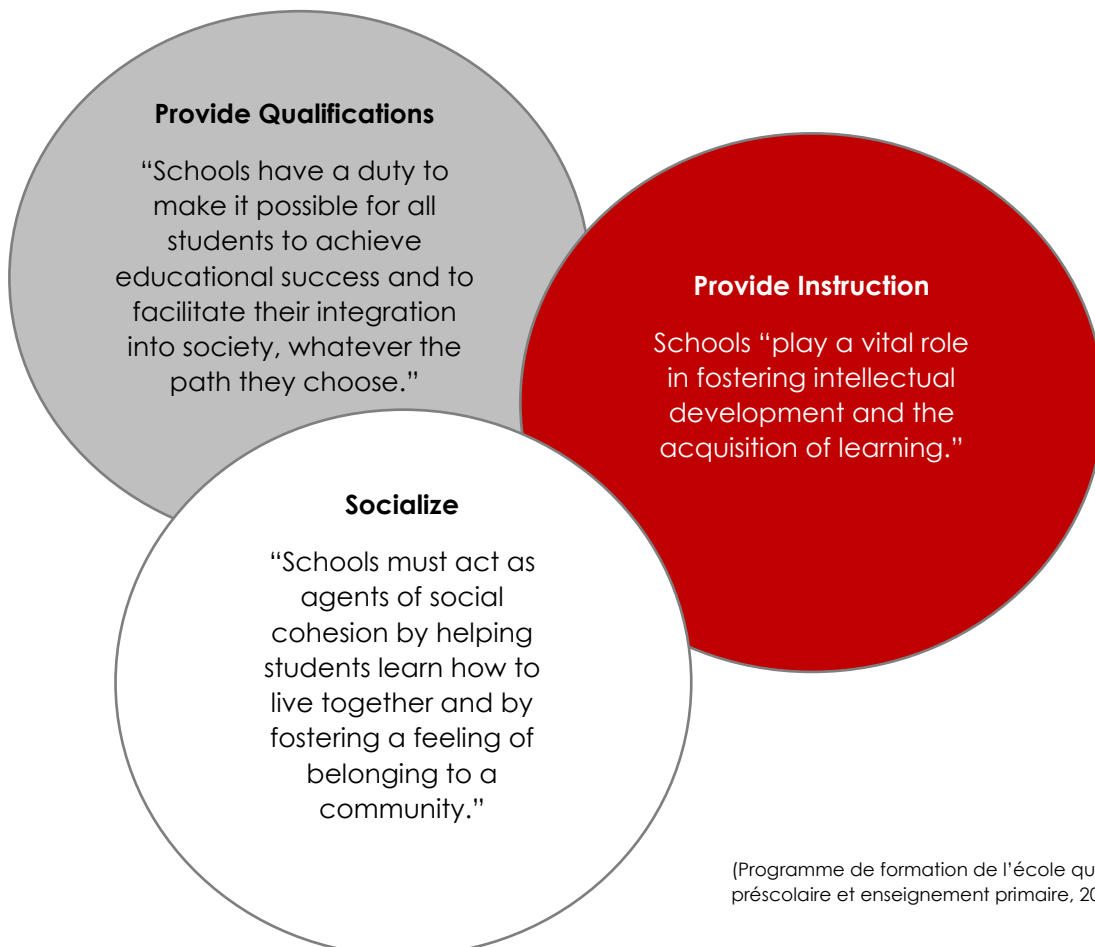
QUEBEC SCHOOLS

5 ESSENTIAL ELEMENTS OF QUEBEC SCHOOLS



(Adapted from the Education Act, Page 1-4 ,11)

THE MISSION OF QUEBEC SCHOOLS



(Programme de formation de l'école québécoise, éducation préscolaire et enseignement primaire, 2006, p.3)

INTRODUCTION TO THE QUEBEC SCHOOL SYSTEM

PRIMARY



SECONDARY – GENERAL PATH

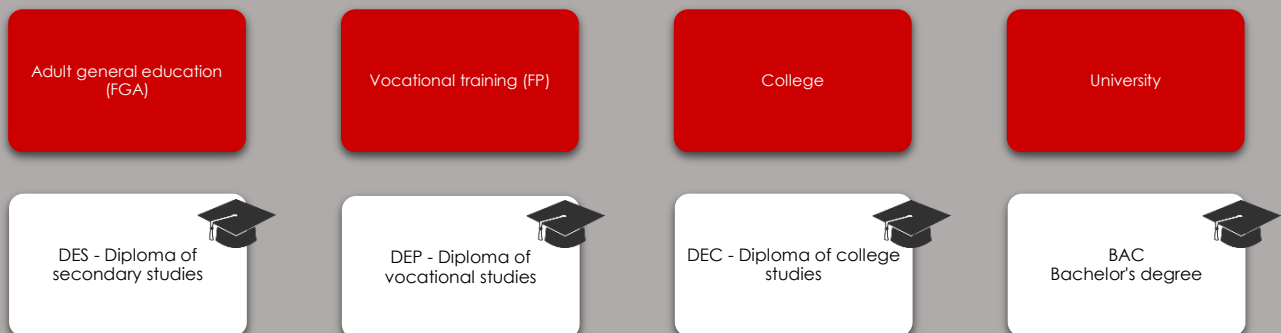


SECONDARY – WORK-ORIENTED TRAINING PATH

There are a number of streams and programs.
For more details, speak with the school's guidance counsellor.



ADULT SECONDARY AND POST-SECONDARY EDUCATION



(Document adapted from the Commission scolaire de Jonquière [s.d.]. *Système scolaire au Québec*. Accessed at <https://www.csjonquiere.qc.ca/donnees/media/20/fichiers/Systeme%20scolaire%20quebecois.pdf>)

For any questions, please contact the school administration.

REGISTERING YOUR CHILD FOR SCHOOL EACH YEAR

REGISTRATION

Every spring, you must register your child for school. You



Online through the Mozaïk application

- <https://portailparents.ca/accueil/en>

In the secretary's office of your school

- Paper format



School registration:

<https://www.csdps.qc.ca/information-aux-parents/admission-et-inscription/>

Get to know your school:

<https://www.csdps.qc.ca/ecoles-et-programmes/trouver-une-ecole-ou-un-programme/>

have two options for doing this:

GRADING

Grading determines the school level that you will be registered in. It is partly based on your child's **age** at the time of registration.

A Priority for Action

- Assess your child's French-language **skills**, if necessary
- Target their **needs** regarding the French language
- Provide reception and French-language learning **services**