



## **St. Giovanni Battista Scalabrini Catholic School**

290 York Hill Blvd., Thornhill, ON L4J 3B6

(905) 886-3272 | <https://sgbs.ycdsb.ca/>

Dear St. Giovanni Battista Scalabrini CES Families,

It is with deep gratitude and great excitement that I introduce myself as the incoming Principal of St. Giovanni Battista Scalabrini Catholic Elementary School, effective August 1, 2025. I am truly honored to join this vibrant school community, rich in faith, learning, and tradition.

As we look ahead to a new academic year, I am eager to connect with our students and their families, and to support their growth in mind, body, and spirit. I am especially looking forward to working closely with our dedicated Catholic School Council, Father Ezio, Pastor of St. Paschal Baylon Church, and with Trustees, J. Wigston and A. Grella, as we continue to nurture the strong partnership between home, school, and parish.

I would also like to acknowledge the outstanding leadership of Principal L. Rodrigues, whose dedication to students and staff has left a lasting legacy. It is my intention to build on this strong foundation and to continue to foster an inclusive, joyful, and faith-filled environment where every child is supported and inspired to thrive.

Thank you for the warm welcome. I am excited for what lies ahead, and I look forward to journeying together through a truly impactful and rewarding school year.

Yours in partnership,

William H. Kwon

Principal

SGBS

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I welcome all of our Skyhawk families, current and new to the 2025-2026 school year at St. Giovanni Battista Scalabrini CES. I hope that all of you are enjoying plenty of relaxation and time spent with family and friends during this summer break!

The return to school is a joyful, exciting and busy time for staff, students and their families, as we prepare ourselves for a new school year. The sustenance of a welcoming, safe and inclusive learning environment and the strengthening of school, home and parish remain our top priorities at SGBS.

Please review the following information to assist you with the first day of school, which will take place on Tuesday, September 2nd, 2025.

The start of our school day is 9:00 a.m. and supervision will commence at 8:45 a.m.

**IMPORTANT:** On the first day of school, please have your children enter the back pavement area (Primary /Junior/Intermediate) where they will be able to locate their assigned teachers. Teachers will identify themselves to you and have a copy of a class list on hand. In the interest of a safe and streamlined entry procedure, parents are not permitted to enter the school building.

For your information, St. Giovanni Battista Scalabrini CES bell times are as follows:

**Entry Bell** – 9:00 a.m.

**First Recess** – 10:20 – 10:35 a.m.

**Lunch** – 11:55 a.m. – 12:55 p.m.

**Recess** 2:15 – 2:30 p.m.

**Dismissal** 3:30 p.m.

Our Bus loop will be operational. **In the interest of student, staff and parent safety, there is absolutely no parking permitted in the Bus loop.** The side parking lot is available for families. We thank you in advance for your vigilance and care with ensuring the safety of all our students, staff and families. Drive and arrive safely.

We ask that all SGBS parents and guardians be mindful of privacy and confidentiality when taking photographs/videos of your child(ren). Capturing that first day of school picture keepsake is a precious moment; however, taking photos/videos of other students/staff & families without consent is prohibited.

Our school staff is dedicated to the safe and happy return of all students. We thank you in advance for supporting this process by allowing our staff to focus on the procedures and safe arrival of students. If you have any questions/concerns, please feel free to contact our school office directly at 905-886-3272

I would like to thank our dedicated St. Giovanni Battista Scalabrini staff, for their preparations for this upcoming year. We look forward to welcoming you!

In an effort to ensure that no families have been missed, this School Messenger broadcast is for existing families of students at St. Giovanni Battista Scalabrini CES and for any families who may have recently registered at the school.

Please review this September 2025 update which highlights important information about the first day of school on Tuesday, September 2, 2025 and beyond, as well as, communicating important dates.

## 2) **BUS TRANSPORTATION REMINDERS**

In terms of St. Giovanni Battista Scalabrini CES students who are eligible to use bus transportation, parents/guardians are encouraged to visit <https://bp.schoolbuscity.com/TransportationEligibility> to verify and confirm their child's bus stop location, bus route # in the morning and in the afternoon and the pickup and drop off time at the designated bus stop.

**Stop location and times may have changed, so parents are encouraged to check their stop information using the School Bus City website a couple days before school.**

Please note that any service disruptions, including bus route delays, will be posted daily to the <https://bp.schoolbuscity.com/Alerts>. Parents/guardians and students are encouraged to review the late bus report prior to leaving for the bus stop in the morning and in the afternoon.

### **Parents and Guardians responsibilities:**

- Parents should review the STS Late Bus Report each morning and understand the need to make alternative arrangements for their child/children if the school bus is late or cancelled;
- Parents and/or students should arrive at the bus stop 5 minutes prior to the regularly scheduled pick-up and drop-off times. During the first week of school, it is recommended parents and/or students arrive at the bus stop 10 minutes prior to the regularly scheduled pick-up and drop-off times;
- Parents should ensure their child/children's safety and conduct while walking to, from and waiting at a designated bus stop;
- Parents should make alternate arrangements for their children if they are unable to meet them at a bus stop. To help ensure student safety, Student Transportation Services recommends students in grades JK - 1 are met at their bus stop by a parent/guardian, and age-appropriate arrangements made for all other grades;
- Parents should know their child/children's route number;

- Parents should know their child/children's bus stop location;
- Parents should know the school and bus company phone number in the event of an emergency;
- Parents are reminded to refer to the Late Bus Report on the Student Transportation Services website at [www.schoolbuscity.com](http://www.schoolbuscity.com) prior to leaving for the bus stop in the mornings and afternoons.

Please see the attached information regarding:

School Bus Service Reminder for Transportation-Eligible Students

**4) Information regarding your child's homeroom, grade assignment, teacher name and room # at St. Giovanni Battista Scalabrini CES for 2025-2026.**

Please note to capture all new students who have registered recently and avoid any confusion, a School Messenger Broadcast will be sent to ALL St. Giovanni Battista Scalabrini CES parents and guardians **after August 31, 2025 and prior to September 2, 2025.**

Please continue to monitor and check your emails during that time frame and thank you for your patience and understanding.

**5) Important information regarding PPM 128 (Cellphones and Vaping):**

I would like to direct your attention to how Ontario's Policy Program Memorandum 128: regarding cellphones and vaping will be operationalized at Our Lady of the Rosary CES this year and beyond as per the guidance and policy decided on by the YCDSB.

**6) Safe Arrival**

Please find attached important information regarding Safe Arrival.



## SAFE ARRIVAL

### STUDENT ABSENCE REPORTING

Partial or full day absences may be reported in advance, **before** bell time for the current day.

Phone: 1-855-856-7862

Website: [go.schoolmessenger.ca](https://go.schoolmessenger.ca)

Mobile App: SchoolMessenger App



### Information to support the safe arrival/dismissal of our students.

#### End of School Day Procedures

- **Dismissal is promptly at 3:30pm**
- Your classroom teacher(s) should be aware of your child's after-school plan (bus student, parent pick-up, walk home, etc.)
- If you are picking up your child, please proceed directly to the back of the school, and wait for your child **at their exit entrance on the pavement area. Younger children (JK – Grade 3) must be met by a parent.** Temporary parking is also available on the neighbouring side streets.

### Communications Between School & Home

- To ensure a safe environment for all students, we ask that parents/guardians **review their emergency contact information. Please ensure that the school office has the most up to date and current methods of contact (cell phone, work phone, emergency contact information) as it is imperative that the school be able to reach someone when necessary.**
- Also, each student will be receiving a student agenda, which can serve as an important communication tool between the parent and school and vice-versa, in terms of communicating important information, requests, etc... At the same time, the student agenda contains important information regarding the school's

code of conduct and can assist students in organizing and prioritizing upcoming assignments, evaluations, and so forth.

### **Dress Code**

At St. Giovanni Battista Scalabrini CES, there is a Standardized Dress Code where items can be purchased at any local retailer. Spirit wear with the Skyhawk logo is also part of our standardized dress code. Previously purchased, Spirit wear can be worn at any time. The school hopes to continue sales of Spirit Wear from Varsity Canada for 2025-2026 starting from September 15 to 26, 2025. More information will be communicated in the days to come.

**E-store:** <https://varsitycanada.com/schools/bscs/>

### **SGBS Dress Code**

#### **Shirts:**

- Solid color: White, Navy Blue or Red
- Style: short or long sleeves, collar, polo-style, turtleneck, crew neck
- Brand: Logo smaller than a loonie

#### **Sweaters:**

- Solid color: White, Navy Blue or Red
- Style: sweaters, cardigans, sweatshirts
- Brand: Logo smaller than a loonie

#### **Pants, Skirts or Shorts:**

- Solid color: Navy blue only (no stripes on the side)
- Style: trousers, skirts (above knee length), cargo shorts (above knee length), athletic pants
- ***NOTE: Jeans are NOT permitted***

#### **Dresses:**

- Solid color: White, Navy Blue or Red
- Brand: Logo smaller than a loonie

## **SGBS SEPTEMBER 2025 CALENDAR**

The updated September 2025 school calendar is available. Please visit <https://sgbs.ycdsb.ca/>. Please click on “View Full Calendar” under the side banner, located to the right, which is entitled “Upcoming Events.” For the latest updates and school news, please consider following SGBS on Instagram.



### **LUNCH HOUR (11:55 AM-12:55 PM)**

All students will eat lunch in their own classrooms. All students are asked to bring a nut-free lunch and a refillable water bottle, which can be refilled at the school's designated water bottle filling stations. Parents/guardians are permitted to drop off lunches/snacks during the school day on the table in front of the main office; however, students are encouraged to have their lunch ready at the start of the day. All students and their families must adhere to our Nut Safe Plan (This will be reviewed with all classes). If a student is going out for lunch, they will need to be signed in and out by a parent or guardian inside the main office. This process will be monitored and facilitated by office staff. Please note that Tim Horton's, McDonald's, Wendy's, etc...other fast-food restaurants where cross contamination with nut products can occur, are NOT permitted at the school due to students who have severe, life-threatening allergies to nuts, tree nuts, etc... Should a parent need to drop off a lunch, please check in with the main office and we will assist in calling the student down to pick up their lunch.

### **HOT LUNCH PROGRAMS:**

Food programs, nutrition/third party food programs and non-instructional events (such as pizza and hot dog days) will continue to operate. Please note that the tentative start date for SGBS's Pizza Pizza Hot Lunch Program will be early October 2025. Please look out for school communication via School Messenger regarding more information in the weeks to come.

## **SCHOOL DAY ONLINE PAYMENT SYSTEM**



SGBS will continue using School-Day, an online cashless system for use by parents, teachers and office administrative staff.

School-Day can be accessed from any web-enabled device at [school-day.com](http://school-day.com), and mobile users can find an enhanced version at [school-day.app](http://school-day.app). This system gives parents real-time, secure access to up-to date information, and the ability to:

- Complete on-line payments for trips, other activities, products or services
- Approve permission forms instantly on-line
- Minimize the risks associated with sending money to school with your child (“backpack delivery”)
- Reduce the environmental impact of photocopying permission forms and announcements

We are sure that you will find School-Day easy to use, and we appreciate your help in improving our communications and significantly reducing the amount of paper our school consumes.

To participate in this exciting initiative, please take a moment to register by following the steps outlined below.

1. Please go to the school website home page and click on the School-Day button. Or, go to [www.school-day.com](http://www.school-day.com) (or [school-day.app](http://school-day.app) for mobile users). Click **Log In**, then **Register**. Complete your information, making sure to include a valid email address (a personal email address if you are also an employee of YCDSB), as important information and reminders are forwarded from the school to the email you provide.
2. Once you make a School-Day account, you need to add a child:
  - a. Click **Add Student**
  - b. In the Secure-Match™ field, enter your Secure-Match™ Key which is: **<<secure match key>>** and then click **Register**.
  - c. Confirm you are the legal parent or guardian of the child.

Please protect your Secure-Match™ Key as it ensures the security of your School-Day profile. Contact your school if this key is misplaced and a replacement key will be provided. Up to two parents/guardians



can use the same Secure-Match Key to add a child to their account. If you require an additional key so that another parent/guardian can add a child to their account, please contact your school administrator to have another Secure-Match™ key issued.

1. If you have multiple children, click **Add Student** again, and follow the steps outlined above using the second Secure- Match™ key. You will be able to view all of your children from a single account.

If you require assistance, please contact the School-Day Support Team. You can submit a ticket from within the School-Day system or email [support.ticket@school-day.com](mailto:support.ticket@school-day.com). You may also call 1.855.253.1731 to leave a voicemail and request a support ticket be opened on your behalf. If you have questions about how to use School-Day, please search the articles found in the School-Day Support Centre and Knowledgebase at <http://support.school-day.com/en/home>

### **IMPORTANT SCHOOL FORMS/FIRST DAY OF SCHOOL PACKAGES:**

Please note that your child will be receiving a start-up package of important information on the first day of school which contains letters regarding lunch time arrangement, local walking excursions, etc... All families are asked to review any school correspondence thoroughly and complete and return requested forms to your child's homeroom teacher by sending them with your child as soon as possible. **In terms of the YCDSB online payment system (School Day), Secure Match Key information for each student will be sent home by the homeroom teacher in the first week of school.**

### **ANAPHYLAXIS**

The York Catholic District School Board has a comprehensive policy to help protect students with life threatening allergies. Protecting anaphylactic students from exposure to life threatening substances poses a major challenge for all elementary schools. As outlined in the policy, parents are asked to inform the school of such allergies immediately and are required to complete S15 and S15A forms which are available in the office. Each form must have two passport size pictures attached so that the student is easily identifiable to staff. Parents are also asked to ensure that students for whom Epi-Pens are prescribed, have two Epi-Pens at school. One Epi-Pen should be worn by the student in a waist pack at all times, which includes on the bus and on all other school related activities. The other Epi-Pen must be stored in the school office for emergency use only.



### **PEDICULOSIS (HEAD LICE)**

The following is the annual reminder to parents about Pediculosis. Please, routinely check your child's head for live lice and/ or their nits (eggs). If you find head lice, please ask a family physician, pharmacy personnel and use a recommended treatment to destroy the lice and remove all the nits from your child's hair before they return to school. For further information,

you may contact the school or call the Public Health Nurses at Health Connection, 1-800-361-5653.

## MEDICATION AT SCHOOL

Our schools do not have a school nurse. Therefore, whenever possible, have your doctor schedule medication to be administered outside of school hours. If, in extremely unusual circumstances, your child must take medication during the school day, please contact the school office to obtain and complete the required form S16 and S16a. These forms must also be signed by your physician. Students cannot have medication in their bags or desks at school. All medication must be kept in its original container with your child's name clearly visible and will be safely secured by school personnel in a designated area within the office.

## SUPERVISION:

Supervision begins from 8:45 a.m. until 9:00 a.m. every day. In the interest of students' safety, **NO students should be arriving before 8:45 am**

## BEFORE AND AFTER SCHOOL PROGRAM:

For more information about the Upper Canada Childcare Before and After School Program and Contact information, please visit: <https://uppercanadachildcare.com/location/st-giovanni-battista-scalabrini-ces/>

### **Location Information**

Central Address  
290 York Hill Blvd, Vaughan, Ontario L4J 3B6

### **Central Phone**

905-889-5270

**Main Contact:** Hannah Houston

### **Central Email:**

[stscalabrini@ucccc.ca](mailto:stscalabrini@ucccc.ca)

**Hours of Operation:**

Monday to Friday 7:00 AM to 6:00 PM

Thank you for your attention. We look forward to seeing all students back at SGBS this upcoming Tuesday, September 2, 2025.