

St. Paul School



School Handbook

2009-2010

Class Times Monday - Thursday

8:45 a.m. - entrance bell
8:48 a.m. - period 1
9:21 a.m. - period 2
9:54 a.m. - period 3
10:26 a.m. - recess
10:40 a.m. - period 4
11:12 a.m. - period 5
11:44 a.m. - period 6
12:16 p.m. - lunch break
12:51 p.m. - D.E.A.R.
1:08 p.m. - period 7
1:40 p.m. - period 8
2:12 p.m. - recess
2:26 p.m. - period 9
2:58 p.m. - period 10
3:30 p.m. - dismissal

Class Times Friday

8:45 a.m. - entrance bell
8:48 a.m. - period 1
9:21 a.m. - period 2
9:54 a.m. - period 3
10:26 a.m. - recess
10:40 a.m. - period 4
11:10 a.m. - period 5
11:40 a.m. - lunch break
12:17 p.m. - period 6
12:47 p.m. - period 7
1:15 p.m. - dismissal

Morning Kindergarten

8:45 - 11:48 a.m.

Afternoon Kindergarten

12:23 - 3:30 p.m.

Entering St. Paul School

For the safety of all our children, **anyone entering the school is required to enter through the main doors and check into the office before proceeding through the school.** As is our practice, during school hours, the east, west and community entrances will be locked, however the main entrance by the office will remain unlocked and everyone is required to check in at the office. I would like to thank everyone for their support and cooperation in helping keep all our children and staff safe and secure.

Pre-Kindergarten Program

Pre-Kindergarten is offered at St. Paul School. Our philosophy of learning through play encourages children to explore and discover at their own pace and in their own way. It is a place where relationships begin and confidence grows. Children must be 4 years of age by December 31st of the current year.

Kindergarten Program

Kindergarten consists of a morning and an afternoon program from Monday to Thursday. The morning and afternoon groups will begin on Monday, August 31 with staggered starts of small groups of children until Thursday, September 3. Then both classes will begin their regular schedule on Tuesday, September 8. The morning class runs from 8:45 to 11:48 a.m. and the afternoon class times are 12:23 to 3:30 p.m. Morning and afternoon Kindergarten students will attend school on a few Friday mornings throughout the year for activities scheduled by Miss Dante.

Staff Meetings

Staff Meetings are scheduled for the first Monday of each month. At this time students are dismissed at 2:30 p.m. The dates for this school year are: September 14, October 5, November 2, December 7, January 4, February 1, March 1, April 12, May 3 and June 7.

Absences

When a child is absent from school, parents are asked to call the school on the day of the absence. Also, if a child will be leaving the school for an appointment or some other reason, please send a note to their teacher or write in your child's agenda explaining the reason for having to leave.

Cell Phones, MP3 players, Cameras and/or Electronic Games: A reminder that cell phones, MP3 players, cameras and/or electronic games **are not allowed at school.** If these items are brought to school by students they will be confiscated and parents will be contacted to come and pick up the item from the school office. For the safety of our children we thank you for allowing our office staff to communicate any messages or calls as required.

School Council

Meetings of St. Paul School Council are held one Tuesday of each month. Each month, there is a Topic of Discussion beginning at 6:30 pm followed by the regular Council meeting at 7:00 p.m. The first meeting will take place on September 8, 2009. Please refer to the school year calendar for monthly meeting dates. Everyone is welcome!

The School Council executive members for the 2009/10 school year are:

Chairperson	Michelle DeGroot
Vice Chairperson	
Secretary	Stacey Nunes
Treasurer	Cathy Trepner
Past Chairperson	Ruth Reiter

Proposed fundraisers for this school year are as follows:

September 2009	QSP
November & December 2009	Sell Raffle Tickets
December 2009	Food Bank Items
February 2010	Family Bingo
February & March 2010	Canabears

The collection of Campbell soup labels continues for this school year.

Lunch in the Classroom and Microwaves

St. Paul School continues to provide a supervised lunch program and a microwave in every homeroom. Students have a minimum of 20 minutes to eat and more if they require it. It is important to know that the use of microwaves is for heating up of food for students that only requires 30 - 45 seconds. Microwaves are not for heating up frozen foods that require 2 - 5 minutes of heating per item as there would not be enough time to heat all the lunches during the time allotted. I would like to thank parents for their support and cooperation with this issue. Those students in walking distance or that can be picked up for lunch are encouraged to go home as it provides a welcome break from the school routine.

Drop off, Pick up and Parking Reminders

The East and West entrance doors will be locked during the day and unlocked only from 8:30 a.m. to 8:45 a.m. and for recesses. This means that anyone coming to the school must use the main entrance and check in at the office. This allows us to provide the maximum safety possible for our school community.

To ensure the safety of our students outside the school, it is imperative that we all make the effort to form the proper parking and drop off habits. The bus loading and unloading zone located on 12 Avenue North near the playground is reserved for buses during school hours. Your cooperation is necessary in understanding that only bus students will exit from the East entrance at 3:30 p.m. as we have approximately 150 students taking the bus. That means any parents picking up their children, or children walking home can exit from the main entrance or the west entrance where the drop off and pick up loop is located. The parent drop off and pick up loop is a one way. Because of the one way, we have five-minute parking on the left hand side of the lane. The right hand side of the lane is for drop off only and no parking is allowed. This ensures the safety of our children as they can be dropped off at the sidewalk and not have to walk around or between parked cars. There is also parking available to parents on both sides of 12 Street North. Please note that the staff parking lot is for staff only.

Bus Service

The Holy Spirit Roman Catholic Separate Regional School Division #4 provides bus service to students who live more than 1.2 km from school. There is no charge to students for this privilege. All students who ride the buses are expected to co-operate for the safety of all passengers. Disorderly conduct, rowdiness, or lack of co-operation may result in bus privileges being suspended or cancelled. For information on bus routes and times, please contact the school or call City Transit at 320-3885. Please remember that because of a liability concern and the busses are full, **only regular bus students can ride the bus to and from school.**

Bookmobile Schedule

The Lethbridge Public Library Bookmobile will once again provide their services to St. Paul School on Mondays from 1:15 - 2:00 p.m.

School Fees

The schedule for school fees is as follows:

Gr. 1-6	\$ 41.00 Textbook Rental Fee
	\$ 7.00 Agenda Book
	<u>\$ 7.00 Activity Fee</u>
	\$ 55.00 Total
Kindergarten	\$10.00 Activity fee

A reminder that school fees are due and payable by **September 30, 2010**. If you have any problems regarding the payment of these fees, please contact the school office as soon as possible in the new school year.

