

ÉCOLE ST. MARY SCHOOL – 2019 - 2020

CHECKLIST FOR A SUCCESSFUL SCHOOL YEAR

- Have all forms required for registration been given to the school office?
 - Birth and Baptismal certificates and emergency contacts.
- When is the first day of school for Grade 1 to Grade 6 students?
 - **Tuesday, September 3, 2019**
- When is the first day of school for Kindergarten and Pre-Kindergarten Programs?
 - **Monday, September 9, 2018 Kindergarten and Kinderplay**
 - **Monday, September 9, 2018 for Early Learning**
- What time does school start for Kindergarten to Grade 6 students?
 - The first bell rings at **7:55 a.m.** The students should be in their classrooms at **8:00 a.m.**
- What time do Kindergarten and Early Learning Programs start and finish in the morning? Kinderplay in the afternoon?
 - **The morning** Kindergarten (French Immersion program) starts at 7:55 a.m. and Early Learning Program starts at 8:15 a.m. **Kindergarten finishes at 11:10 a.m. and Early Learning Program students are finished at 11:00 a.m. There is NO Kindergarten or Kinderplay on Fridays.**
 - **The afternoon** Kindergarten (English program) starts at 11:40 a.m. and finishes at 2:50 p.m.
 - **The afternoon** Kinderplay program operates Monday to Thursday, 11:10 a.m. to 2:55 p.m.
 - Students must be picked up from their classrooms unless other arrangements have been made with the teachers.
- Will your student be **late**?
 - Prior to 8:00 a.m., please leave a message on our answering machine if your child will be late for any reason. The answering machine is available from 3:30 p.m. until 8:15 a.m. every day. After 8:16 a.m. you may leave a message with the office staff.
 - Your student **MUST STOP** at the office to pick up an Admit to Class slip if they are later than 8:05 a.m.
- Will your student be **absent** from school due to illness, appointments or holidays?
 - To excuse your student's absence, prior to 8:15 a.m. please leave a message on our answering machine. After 8:16 a.m., leave a message with the office staff.
 - If the school has not been contacted by the parent, the school is required by Alberta Education to contact parents and emergency contacts to confirm the student's absence.
 - This task is done after the morning attendance and again after the afternoon attendance.
- What are your students doing for **lunch**? Lunch and recess are from 11:45 a.m. to 12:30 p.m.
 - Most students bring a bag lunch. However, the school also has lunches available courtesy of their partnership with Mindful Munchies.
 - Students are not allowed to leave the school grounds over the lunch hour. If you wish to take your child out for lunch, you must come to the office and sign them out.
- What are your students going to wear?
 - Review the dress code in your handbook or on the school website www.holyspirit.ab.ca/st.mary

- Does your student have any new **health** or other problems that may have developed over the summer that will affect the school day?
 - Does the office know about any health-related conditions, or is an appointment necessary to discuss them?
 - Does your child require medication be taken at school? If so, have all required medical forms been completed for the current year and given to the office.
 - Medication **may not** be administered to students until all forms are completed by the parent and physician.

- Does your student know where he or she is going **after school**? Do they know how they will get there?
 - The school will receive current bus routes in early September and whenever changes are made. You may check www.holyspirit.ab.ca under schools, transportation for updated information.
 - Bus maps will be available in the school office in early September.

- Do they know what **bus** they will be taking?
 - If your student is in the younger grades, will someone be there to meet them at the bus stop? The school bus drivers will not let Kindergarten to Grade 2 students off the bus unless there is someone to meet them.

- Are you picking them up?
 - Your student will be waiting in the gym foyer. The gym foyer doors will be open at 2:30 p.m. and supervision is available only until 3:10 p.m.
 - There is no supervision after 3:15 p.m. Students cannot stay at school waiting for their ride.
 - If your plans change, contact the school office **before 2:00 p.m.** so we may contact the teacher and your student in their classroom.
 - **Due to safety concerns, students are requested to wait in the gym foyer until they are picked up. There is no adult supervision in the playground once the buses leave the school.**

- If you are not there when your student arrives at home, do they know who will be responsible for them, what the rules are and how to get Emergency help?

- Does the school have your **updated** address and home, work and cell phone numbers that may have changed since last school year?
 - If your information changes throughout the year please contact the school **AS SOON AS POSSIBLE. It is vital that your information be current in case of an emergency.**

- Does your child have their home phone number and your emergency numbers **written** in their school agenda?
 - They will receive the agenda on the first day of school.
 - The agenda is an excellent aid to parent/teacher communication. The teacher will use it to send information home and the parents may use it to correspond with the teacher throughout the year. **Please check your child's agenda every day.**

- Did you order school supplies from Staples?
 - You can pick the orders up starting August.
- Have you **paid** your student's school fees?
 - Kindergarten: \$50.00 Activity Fee
 - Grades 1 to 6: \$40.00

Fees are due by September 30, 2019. All fees are to be paid via Cash Online.