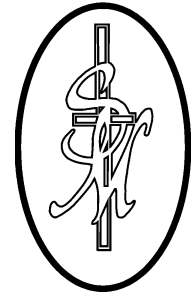


St. Mary's Catholic School  
1088 Gillett Street  
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August 23<sup>rd</sup>, 2023

Dear Parents,

I hope everyone enjoyed a safe and healthy summer and is well rested and ready for another great school year. I would like to extend a sincere welcome to all new and returning families. Our theme for the next 3 years in Catholic Schools is, "Living, Celebrating, and Proclaiming our Faith." Our focus this year will be on living our faith. Please join us for our first school mass at 9am on Friday, September 22<sup>nd</sup>!

Please read the following important information for parents.

#### **OUR STAFF FOR 2023-2024**

I would like to welcome each of our wonderful staff back for another exciting year of education at St. Mary's. I am really thrilled to have such a varied and talented team of educators to work with this year. We welcome back Mrs. Maclean who will be teaching kindergarten once again! Mrs. Greenwood will be our music/band and French teacher. Mr. Antrim will be teaching grade 4 until Christmas and will be joined by Mrs. Stang in October who is a student teacher completing her final practicum! We are currently still looking to fill our PE position until Christmas when Mr. McAvoy will be joining us as our full time PE teacher! Together, we can make this year an outstanding one for all the children. You can check out our staff list on our website: [www.stmaryspg.org](http://www.stmaryspg.org).

#### **FIRST DAY OF SCHOOL**

School begins for all classes (K-7) on Tuesday, September 5<sup>th</sup> starting at **8:20 am** and ending at **2:20 pm** for all students. Upon arrival, students will be welcomed to play outside. **Kindergarten to grade 3** will be on the Freeman street playground side, and **grades 4-7** will be on the Gillett St. side.

### **PARKING LOT SAFETY**

We ask that you drop off and pick up your children from outside the school parking lot. **Please remember that vehicles are NOT PERMITTED to be on the school grounds at any time.** It is for the **safety** of our children. Please be respectful of our neighbours, keeping their driveways clear!

### **DISCIPLINE AND TECHNOLOGY USAGE**

A form will go out during the first week regarding our discipline and computer usage policy. This is to be signed by the parents and each child and sent back during the second week of classes. A reminder that cell phones, iPod's etc. are not to be used during school hours. They must remain in your child's back pack. All communication with home should be done through the school office. Thank you.

### **VOLUNTEERS AND CRIMINAL RECORD CHECKS**

To ensure student safety and to continue to have great volunteers, ALL volunteers need to have on file:

- A completed volunteer application form
- A criminal record check

Criminal Record Checks are available to be done online. More information is available on our website under the parent tab. All visitors must sign-in at the school office.

### **UNIFORM INFORMATION**

The school uniform is compulsory for all grade 1-7 students at our school. It is required that students wear only what is listed in the dress code. Contact the school for more info. Uniforms can be ordered from Cambridge Uniforms using the link found on the school website.

**NOT PERMITTED AS PART OF THE SCHOOL UNIFORM:** jogging pants, cargo pants, jeans, large noticeable jewelry, & make-up. Leggings may only be worn under skirts or tunics.

### **CALENDAR**

A current calendar for the 2023-2024 year is attached. The calendar is also available on our website. If there are any changes it will be changed on the newsletters that get sent home or online. Information will be sent home as soon as it is available.

### DAILY HEALTH CHECKS

Parents are responsible for assessing their children daily for illness before sending them to school. You can use the [K-12 Health Check app](#) for daily assessment of symptoms. The BCCDC guidelines state a student should not come to school if they are sick and unable to participate fully in routine activities. If a student is sick, they must not enter the school. Thank you for your diligence in keeping our community healthy!

### LATES OR ABSENTS

All students are expected to be here by the first bell at 8:20am. Thank you for ensuring our school day starts off on time and with no disruption to classes. If your son or daughter is absent, please call the school and then send a note to the office when they return. There are blank notes available on our website as well as in your student's planner.

### SUPPLY FEES AND TUITION

A tuition commitment form is attached. Please complete and send to school with your child by **Sept. 8<sup>th</sup>**. Pre-authorized payment forms will be sent home if indicated and must be returned as soon as possible. Each student will be charged a \$100 supply fee to help cover the cost of paper, agenda's, and consumables. **This fee must be paid by Sept. 30<sup>th</sup>, 2023**. E-transfers are accepted! Send transfers to [smsaccounting@cispg.ca](mailto:smsaccounting@cispg.ca)  
Supply Fees and Tuition can be paid online on our website or at the office with debit, credit, cash, cheque, or e-transfer. Thank you.

### FINAL NOTICES

Enclosed is a family statement of commitment, one to sign and return to the office and one to keep for your records. Please read carefully and return to the school the first week we are back. Newsletters and other school updates will be sent via e-mail and your child's classroom portfolio. **Please subscribe to our email list at [stmnewsletters@cispg.ca](mailto:stmnewsletters@cispg.ca) or fill in the form on the right hand side of our school website.** We put information on our website

as well so we as a school can save paper. Please check for updates regularly. **If you would like a paper copy of newsletters sent home, please e-mail me at [jschroeder@cispq.ca](mailto:jschroeder@cispq.ca) and I will ensure a copy is sent home with your child.**

I look forward to seeing you all on September 5<sup>th</sup>!

Sincerely,

Mrs. J. Schroeder  
Principal