

ÉCOLE ST. MARY SCHOOL – 2026/2027

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. (Canadian Citizenship Documents)
 - Transportation Registration – needs to be completed online through your parent Powerschool Portal before June 30th, 2026
- When is the first day of school for Grade 1 to Grade 6 students?
 - **September 1st, 2026**
- When is the first day of school for Kindergarten and Pre-Kindergarten Programs?
 - **Kindergarten – September 8th, 2026**
 - **Pre-Kindergarten – September 8th, 2026**
- What time does school start for Kindergarten to Grade 6 students?
 - The first bell rings at **8:00 a.m.** The students should be in their classrooms at this time.
- What time do Kindergarten and Early Learning Programs start and finish in the morning? Kinderplay in the afternoon?
 - Kindergarten starts at 8:00 a.m. **Kindergarten finishes at 11:10a.m** Monday to Thursday. There is NO Kindergarten on Fridays.
 - Students must be picked up from their teachers pick up location at 11:10am unless other arrangements have been made.
 - **Kindercare** operates Monday to Thursday 11:10am to 6:00pm and is ran by the **Boys & Girls Club of Lethbridge**. On Fridays it will run from 6:45am to 6:00pm. Contact them directly for inquiries and details. 403-327-6423.
 - **Early Learning** starts at 8:15 and ends at 11:15am Monday to Thursday. There is no ELP on Fridays.
- Will your student be **late**?
 - Prior to 7:45 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 3:45 p.m. until 7:45 a.m. every day. After 7:45 a.m. you may leave a message with the office staff. You can also leave messages during the day if office staff are busy and miss your call.
 - Your student **MUST STOP** at the office to pick up an Admit to Class slip upon their arrival.
- Will your student be **absent** from school due to illness, appointments or holidays?
 - To excuse your student's absence, prior to 7:45 a.m. please leave a message on our answering machine. After 7:45 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 will be rotated in 2 groups. Lunch time is 12-1pm.
 - Most students bring a bag lunch. There are NO microwaves.
 - Send utensils for food that needs it-there are no forks or spoons available for students
 - 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.
 - There is no Canteen at school. Students are required to bring their own lunches.
- What are your students going to wear?
 - Review the dress code in your handbook or on the school website esm.holyspirit.ab.ca

- 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. These can be found on the website.
 - 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 office and online at www.southland.ca/lethbridge
- Are you picking them up?
 - Your student will be waiting outside at their designated zone door.
 - There is no supervision after 3:10 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.
- 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.
 - Please inform your child's teacher their bus number and stop number. This will be assigned to you **AFTER** you complete the Transportation Registration form.
 - For those who need the bus on the first day of school, it is the Parent's responsibility to find their bus stop at Southland.ca
 - Bus passes are handed out at the end of September as riders are confirmed.
- 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? Backpack? Lunch kit?
 - If your child's class is using agenda's 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 if they have one.**
- Did you order school supplies from School Start?
 - School Start delivers to the school, and the package will be ready for pick up on the first day

Fees are due by September 30, 2026. All fees are to be paid via School Cash Online.

2026-2027 École St Mary Bell Schedule

MONDAY –THURSDAY

7:45 AM DOORS OPEN
7:55 AM WARNING BELL
8:00 AM ENTRY BELL
3:00 DISMISSAL BELL

FRIDAY

7:45 AM DOORS OPEN
7:55 AM WARNING BELL
8:00 ENTRY BELL
12:30 PM DISMISSAL BELL

Kindergarten: 8:00am – 11:10am Mon-Thurs
ELP 8:15am – 11:15am Mon-Thurs

**There will be no supervision after school so please
inform the office if you are going to be late.**

École St. Mary School Website & Newsletter

Our **monthly newsletter** is published on our website: esm.holyspirit.ab.ca under Resources & Publications – Newsletter. You may read the **monthly newsletter** online, via email - through School Messenger.

We encourage parents to view and get to know our website as there are many features to better serve our ESM families. For the most up to date events and any changes please refer to the website Calendar.





bgc Lethbridge



Opportunity Changes
Everything



WHAT BGC LETHBRIDGE CAN OFFER IN YOUR SCHOOL

BGC Lethbridge has been proudly
serving our community for **35** years!

- ✔ **Licensed Childcare**
- ✔ **Affordability Grant** will be available for ALL kindergarten children.
- ✔ Kindercare will run from after kindergarten program until 6pm, PD Days & School Holidays
- ✔ **First Priority Summer Camp Registration**
- ✔ **Certified Staff**
- ✔ **Healthy Snacks**
- ✔ **Educational, Sport & Art Programming**
- ✔ **Subsidy Available**
- ✔ **And So Much More!**



**ÉCOLE
ST. MARY**

**FOR MORE
INFORMATION
CONTACT US**   
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