



## WELCOME BACK!

September 2021

Dear Parents and Guardians,

I'd like to extend a warm welcome to all Annunciation Catholic School families as we begin the 2021-2022 school year together. I am eager to begin a new year with you and get to know you and your children. I feel blessed to have the opportunity to return to the Annunciation school community, this time as Principal. I have many fond memories from when I was here as Assistant Principal from 2004-2009!

We have experienced some very challenging times over the past 18 months, and we have deeply missed connecting with our students in the ways that we would like. We also recognize that you, as parents, have taken on a great deal of responsibility in maintaining learning routines with your children throughout this pandemic. Please know that we appreciate all you have done. Our goal this year, and most especially over the first few months, is to work hard with your child to help build routines, assess their whereabouts, and build confidence in them to persevere throughout this new school year, however it might look.

We are hoping to return with more normality and regular routines; however, we will always put the safety and health of our students and staff first, and therefore, we will maintain many of the protocols we followed last year and of course, all protocols are subject to change as we follow the advice of our School Division and Alberta Health. Within this letter, you will find information about our COVID protocols as well as some general school information.

As we start anew, the journey ahead contains remarkable promise and potential for your child. It is truly an honour and a privilege for our staff to accompany your child on this learning journey.

### Annunciation Staff

Admin Support	Vicky Jingling
Clerk/Media Resource	Binitha Biju
Kindergarten	Christie Trautman
Early Childhood Educator	Avelina Lacanlale
Grade 1A	Karen Szelewicki
Grade 1B	Christine Szaszkiwicz
Grade 2A	Erin Barkwell
Grade 2B	Kathleen Hamanishi-Lohner
Grade 3A	Sarah Maione
Grade 3B	Aleisha Howarth
Grade 4A	Lalaine Baclig
Grade 4B	Renee Shevalier-Lavin
Grade 5A/Music	Vesna Vorih
Grade 6A	Chiara Cimino
Grade 6B	Karla Silva-Ludtke
Learning Coach/IB	Ashley Jennings
ESL/FNMI Designate	Deborah Peterson
Educational Assistant	Christianah Oluwajana
Educational Assistant	Jackelyn Madulid
Educational Assistant	Linda Girard
Educational Assistant	Nijjila Rakesh Jose
Educational Assistant	Tianna Yates
Emotional Behaviour Specialist	Amy Machnik
Teacher Assistant-Behaviour Specialist	Chelsea Philipiew
Teacher Assistant-Behaviour Specialist	Leah Lyons
Teacher Assistant-Occupational Therapist	Tracy Hair
Head Custodian	Marnie Babiy
Light Duty Custodian	Richard Kosinski
Assistant Principal/Grade 5A	Raymonde Dodard
Principal	Russell Bennett
	Lynn McLagan

**Annunciation**  
Catholic School



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**Below are guidelines to help us maintain a safe school environment. Please note that these guidelines may change throughout the year.**

**❖ IMPORTANCE OF COMMUNICATION**

We strongly believe that communication is key to your child receiving a solid education. Therefore, we rely greatly on email as a means of communicating important information with you. Each week, on Sunday afternoon, you will receive our Annunciation Weekly Update through email which will include reminders of the week’s events. It will also include important information about the main school events and activities going on. You will also receive, through email, our monthly calendar, as well as School Division, Parish and Community information. Please note that there will not be a monthly newsletter since all the necessary information will be sent to you through our Parent Weekly Update emails or you can visit our website at [www.annunciation.ecsd.net](http://www.annunciation.ecsd.net). You are encouraged to read the weekly emails thoroughly as they contain a lot of valuable information that will keep you informed of the goings-on at the school, Church and the School Division level.

**In order to ensure you are able to receive these important emails, as well as some others that will be sent throughout the year, please be sure to contact the office if your email has changed since June 2021. Also, be sure to double-check the student verification forms online when they are ready for your review in the coming weeks. We want to be sure that we have your most recent email address on file. This will also enable us to send you emergency notices, should an unforeseen event occur.**

**❖ POWERSCHOOL**

Your PowerSchool passcode and PowerSchool set-up instructions will be sent home on the first day of school. The PowerSchool passcode (for each child) gives parents/guardians access to view their child’s progress online on the PowerSchool parent portal (outcomes and assessments for Grades K – 12). PowerSchool also gives parents/guardians access to transportation information, bus schedules, fees, field trips, Individual Program Plan (IPP) information and other school and classroom information as well.

**Please note that all payments (school fees, field trips, school resources, etc.) will need to be made online through your PowerSchool account using your credit or debit card. The school does not accept any cash payments.** If you are having trouble accessing your account, please call the school to make an appointment for some support. If you do not have a credit or debit card, please contact the school office.

**❖ HOURS OF OPERATION – Kindergarten – Grade 6**

<i>Monday, Tuesday, Wednesday, Friday</i>		<i>Thursdays</i>	
<i>First Bell</i>	<i>8:24</i>	<i>First Bell</i>	<i>8:24</i>
<i>Instruction</i>	<i>8:30 - 10:15</i>	<i>Instruction</i>	<i>8:30 - 10:15</i>
<i>Recess</i>	<i>10:15 - 10:30</i>	<i>Recess</i>	<i>10:15 - 10:30</i>
<i>Instruction</i>	<i>10:30 - 12:00</i>	<i>Instruction</i>	<i>10:15 - 12:02</i>
<i>Lunch</i>	<i>12:00 - 12:44</i>	<i>Note: Every Thursday, students are dismissed at 12:02 p.m.</i>	
<i>Lunch Recess</i>	<i>12:20 - 12:45</i>		
<i>Instruction</i>	<i>12:45 - 2:00</i>		
<i>Break</i>	<i>2:00 - 2:05</i>		
<i>Instruction</i>	<i>2:05 - 3:05</i>		
<i>Dismissal</i>	<i>3:05</i>		

**Thursdays** - This is our early dismissal day, so please ensure you are **on time** picking your child up as the staff have assigned duties on these afternoons.

**Please do not drop your child off before 8:15 AM** as there is no supervision before this time and safety of all students is very important at Annunciation School.

## ❖ DOOR ENTRY/EXITS & HAND SANITIZING STATIONS

All classes will use their own designated entrance/exit. We will be trying a staggered entry approach for the first week or so, in the mornings, to help alleviate congestion in the boot-rooms. Students may enter their designated doors between 8:15 and 8:25. We will continue to have a handwashing station at each entrance. All students, staff, and visitors will be required to sanitize their hands upon entering and exiting the school. Students will also wash hands often throughout the day including before/after eating and using the washroom.

**First Day of School ONLY** - When students arrive on their first day, we ask them to go to the back field behind the school (where we line up during fire drills). Teachers will be there to greet them and help keep them physically distanced. The teachers will then lead their students to the door entrance that they will use for the year. Parents are welcome to stay with their child until the class enters the school. This will give parents an opportunity to connect with the teacher and see where to pick up their child at the end of the day.

## ❖ FACE MASKS

**Masks are mandatory for all students from Kindergarten – Grade 12 in all schools, on all school buses and public transportation.**

All staff will be wearing face masks where physical distancing is not possible. Although some masking guidelines have been lifted by our government, the government has allowed for School Divisions to make their own recommendations. With increasing COVID cases, our School Division has mandated that all students from Kindergarten through Grade 12 wear a mask AT ALL TIMES, except when eating, during music class, physical education classes and while outdoors. As well, some students may be exempted due to medical reasons and a medical note is provided by a doctor explaining a medical condition preventing the child from wearing a mask, or the child is physically or medically unable to wear one. This worked very well last year, and we were so proud of all the students who followed this guideline.

**Therefore, we ask that all students arrive at school on their first day with a mask.**

## ❖ BUSSING/TRANSPORTATION

Bus passes – Please ensure that those taking the bus pay their bus pass fees the first week of each month. For September ONLY, fees will be due on September 15<sup>th</sup>. Once again, masks are mandatory on buses, until further notice.

## ❖ STUDENT PICK-UP/DROP OFF

Parents/Guardians are NOT allowed to enter the school unless they have booked an appointment. If picking-up or dropping of your child after school has started or prior to the end of the day, please call the school to inform us of the time you will be arriving. Please ring the bell at the front of the school and you will be permitted to enter to sign your child in or out.

## ❖ STUDENTS WHO BECOME SICK DURING THE DAY

In order to protect others from illness, it is imperative that all parents/guardians perform a health check for symptoms of COVID-19 with their child prior to coming to school each day. Students must complete the Government of Alberta's COVID-19 screening questionnaire daily. It can be found online in many languages. Students who have COVID-19 symptoms are required to stay home and self-isolate.

Should a child become ill during the school day, he/she will wait in a separate room with adult supervision until a parent/guardian picks him/her up. If you receive a call to pick up your child, please do so in a timely manner so we can continue to keep other members of our school community safe.

## ❖ **STUDENT LUNCHES & WATER BOTTLES**

We encourage students to bring their own lunch to school. Preparing and bringing a lunch, in the morning, will be an important routine to establish. If parents must bring a lunch for their child, they must contact the school so we are aware of the time. As well, we cannot allow any outside food companies to deliver food and therefore, we will not be offering our Hot Lunch Program until further notice.

Each student must bring his/her own water bottle. The School Division has installed water filling stations to allow for minimal contact. No glass water bottles, please.

## ❖ **RECESS & LUNCH**

We will be staggering our recess and lunch times for class cohorts. This will allow the students to play more freely outside, in designated cohort spaces. As classes will remain within their own cohort, we will not be able to have our Grade 6 lunch monitors supporting the younger classes at lunch. Therefore, lunch times will also be staggered so teachers will have an opportunity to eat their lunch while students continue to be supervised by an adult.

## ❖ **FIELD TRIPS & EXTRA-CURRICULAR ACTIVITIES**

We are very happy to announce that field trips and extra-curricular activities are able to resume, this year. We will do our best to maintain cohorts and when using transportation, masks are mandatory, at this time.

## ❖ **LIBRARY**

We hope to offer access to our school library. More information about this will come later in September.

## ❖ **MEET THE STAFF – CURRICULUM EVENING**

Unfortunately, we will not be able to host our Meet the Staff/Curriculum evening in-person. More information will follow about our virtual plans for this evening, which will take place on Wednesday, September 15<sup>th</sup>.

If you have any questions regarding any matters pertaining to the school or the education of your child, please feel free to contact your child's teacher, our school secretary, Mrs. Jingling, our assistant principal, Mr. Bennett or myself. We would all be happy to assist you. In closing, I want to once again welcome you to a new school year and pray that the Lord's blessing will be upon your family in the year ahead.

Sincerely,

Lynn McLagan  
Principal

## **Year Dates At A Glance - 2021-2022**

Wednesday, September 1	School Begins
Wednesday/Thursday, September 1 & 2	Kindergarten Orientation Days
Friday, September 3	Kindergarten First Day of School
Monday, September 6	Labour Day – No School
Wednesday, September 15	Meet the Staff - VIRTUAL
Monday, October 4	School Photos
Monday, October 11	Thanksgiving – No School
Monday, October 18	School Division Faith Dev. PD Day - No School
Thursday, November 4	School Photo Retakes
Thursday, November 11	Remembrance Day – No School
Friday, November 12 - 15	Remembrance Day Weekend – No School
Wednesday, December 1	Demo of Learning (4:00 – 8:00 PM)
Monday/Wednesday, December 6 & 8	Christmas Concert
Thursday, December 16	Full Day of School
Friday, December 17	Noon Dismissal/Christmas Break Begins
Tuesday, January 4	Classes Resume
Friday, January 28	PowerSchool Online Progress Summary Available
Wednesday, February 16	Open House – 6:30 PM – 8:00 PM
Monday, February 21	Family Day – No School
Thursday, March 3	Teachers' Convention – No School
Friday, March 4	Teachers' Convention – No School
Wednesday, March 6	Grade 6 IB Exhibition
Wednesday, March 16	Demo of Learning – 4:00 PM – 8:00 PM
Thursday, March 24	Full Day of School
Friday, March 25	Noon Dismissal / Spring Break Begins
Monday, April 4	Classes Resume
Friday, April 15	Good Friday – No School
Monday, April 18	Easter Monday – No School
Monday, May 23	Victoria Day – No School
Wednesday, June 29	NOON Dismissal / Last Day of School PowerSchool Online Yearend Summary Available Summer Break Begins