

August 20, 2021

Dear Parents and Guardians:

We would like to welcome you to Albert Lacombe Catholic Elementary School and the 2020-2021 school year on behalf of the faculty and administration. As a follow-up to the emails I sent out to families on August 4 and August 14, I am including further information regarding our return to school in the fall. As we transition from last year to this school year, we will continue to engage in preventative measures to minimize risks to COVID-19 exposure within the provincial return to school plan announced by the Minister of Education and the Chief Medical Officer on August 13.

As the principal of Albert Lacombe, I am very proud to share that we have an excellent faculty committed to working with parents and guardians to support you and your child/children through the transition of a new school year and beyond. In addition to implementing health and safety protocols outlined by the Province's and our School Division's Return to School Plans, we will also focus on building connections, relationships, and learning excellence.

As we begin the new school year, as a Catholic School Community of parents/guardians, students, and faculty, we will continue to learn and adjust as required as the pandemic situation continues to evolve.

**Division Return to School Plan:**

On August 19, all Division families received an email informing them of the Division's Return to School Plan. As posted on our Division's website:

*Greater St. Albert Catholic Schools has endeavoured to develop a plan for returning to school that advocates for the health and safety of students and staff while ensuring that individuals can make choices in accordance with their best interests.*

Please note that this plan will be reviewed regularly and updated in response to the changing status of COVID-19 within the province. You can access a copy of the Division Return to School Plan here: [Return to School Plan](#).

**Important Dates:**

A summary of important start updates are listed below:

**Monday, August 23** - Office Opens to the General Public

**Friday, August 27** - Parents/Guardians will be informed of Child's homeroom class placement by the homeroom teacher

**Monday, August 30** - School Closed during office hours (Division Wide Professional Development Day)

**Monday, August 30** - Meet the faculty (School Supply Drop Off as well) 5:00-6:00 PM

**Tuesday, August 31** - Staggered Entry Day for students with Last names beginning with A-K.

**Wednesday, September 1** - Staggered Entry Day for students with Last names beginning with L-Z.

**Thursday, September 2** - First full day of classes for all students and Sports Academy programming starts.



**WHAT STARTS HERE CHANGES THE WORLD**

### **Office Opening:**

Beginning on August 23, our school office will be open between 8:30-12:00 and 1:00-3:30 PM until the beginning of the school year. Parents and guardians are encouraged to contact school administration via telephone (780-459-4478) or email ([amenduk@gsacrd.ab.ca](mailto:amenduk@gsacrd.ab.ca) and [lpratt@gsacrd.ab.ca](mailto:lpratt@gsacrd.ab.ca))

### **Homeroom Class Assignments:**

On Friday, August 27, parents and guardians will find out what homeroom class their child will be placed in. Teachers will be sharing an invitation to all families in their homeroom class between 3:00 and 5:00 PM on this day.

### **"Doughnut" Miss Out – Meet the Faculty – August 30:**

On behalf of the Albert Lacombe faculty, I invite you to join our meet the faculty event on Monday, August 30, between 5:00-6:00 PM at the school for our "Doughnut Miss Out meet the faculty event. Come by to say hello to your child's homeroom teacher and drop off your child's school supplies. There are complimentary doughnuts for all family members to celebrate the return to a new school year. There is no cost for the event.

We will ask all family members to enter through the school's front doors, and a map will be available for families to find their child/ren's homeroom class(es). The doughnut tables will be set up by the rear entrances of the school for families to grab a doughnut and exit the building.

As members of our school community may be at varying comfort levels regarding coming together, this will allow families the flexibility to go into the school for a quick meet and drop off supplies to those who wish to stay for the duration of the event.

As per the GSACRD Return to School Protocol, **masks are strongly encouraged** while inside the building.

### **Staggered Entry Days – August 31 and September 1:**

All students from kindergarten to grade 6 will attend as follows:

- Last names beginning with A-K - attend August 31, 2021
- Last names beginning with L-Z - attend September 1, 2021

The purpose of the staggered entry is:

- Facilitate the review and discussion of classroom and school-wide expectations in a small group setting. If families did not drop off supplies at our meet the teacher event, there is less vehicle congestion at the beginning of the school year in the vicinity of the school.



### **Kindergarten Orientation:**

During the "Doughnut" Miss Out event on Monday, August 30, parents and guardians of students in our kindergarten class will have the opportunity to meet the teacher, drop off supplies, and have a chance to look at the classroom.

All students for kindergarten will attend as follows:

- Last names beginning with A-K - attend August 31, 2021
- Last names beginning with L-Z - attend September 1, 2021

On the Staggered Entry Days, Kindergarten students will receive a gift certificate for Nitza's Pizza for a slice of pizza and a slushy as a celebration for their first day at Albert Lacombe

### **Sports Academy:**

Sports academy programming starts up on Thursday, September 2. For grade 4-6 students participating in Sports Academy Programming, Mr. Giacobbo sent out further information about the Academy start-up, including schedules, consent forms, and contracts, on Wednesday, August 18. If you did not receive it or cannot locate it in your email, please contact Mr. Giacobbo at [ggiacobb@gsacrd.ab.ca](mailto:ggiacobb@gsacrd.ab.ca).

### **School Supply Lists:**

You can access the school supply lists for the upcoming school year here:

[Kindergarten Supply list 2021-22](#)

[Grade 1 Supply List 2021-22](#)

[Grade 2 Supply List 2021-22](#)

[Grade 3 Supply List 2021-22](#)

[Grade 4 Supply List 2021-22](#)

[Grade 5 Supply List 2021-22](#)

[Grade 6 Supply List 2021-22](#)

In addition to the supply lists, please ensure that your child has a fillable water bottle and a bottle of hand sanitizer of your choice for your child's desk.

### **Preparing School Supplies for School:**

We request that parents and guardians write their child's name on every school supply item they bring home. If a child's name is on each item, should something be found on the floor or left around the classroom, your child's teacher can reunite them with their belongings. Like last year, school supplies will remain with students either in their desk or designated storage bin in the classroom for their exclusive use (not shared).

### **What Not to Bring:**

To minimize the opportunity for personal belongings to go missing and/or personal belongings being handled by other children, we are asking that all toys and technology not used for learning purposes (e.g. portable electronic games), trading/collector cards, and other non-essential items to be kept at home.



***WHAT STARTS HERE CHANGES THE WORLD***

### **Lunches and Snacks:**

As in previous years, students will eat their lunches with their homeroom class. Having an assembled lunch between homeroom classes has not been a practice as we do not have a designated lunchroom or cafeteria. Students are not permitted to share food with their peers, not just for reducing COVID transmission but also for student allergy considerations. Students will not be allowed to bring their food outside during recess as part of our past practice.

### **Parent Visitors:**

It is crucial for ongoing communication between teachers and classroom teachers. Parents and guardians are encouraged to reach out to their child's teacher via email or telephone if they have any questions or concerns.

**If a face-to-face meeting is required, appointments must be made in advance to visit the school. Appointments can be made by calling the school or emailing the faculty member to determine the availability of the individual with whom they wish to meet.**

Just as we ask of all of our students and faculty, please review [Alberta's Daily Checklist](#), before entering the school. We ask that families and faculty exercise an abundance of caution and stay home if they are exhibiting signs of illness, particularly any symptoms associated

### **Mask Use:**

If you wish that your child wear a mask in class, please let your child's homeroom teacher know that these are your wishes. If this is your wish, please ensure you have communicated with your child/ren that wearing a mask is your expectation while at school. As per previous Alberta Health Services recommendations, if you want your child to be wearing a mask, please send two masks if one of the masks becomes damp or soiled. Our school will still have disposable masks available if a student requests a mask or their mask is lost or damaged.

As per our Division's Return to School Plan, **masks must be worn while riding the bus**. The masking requirement on busses includes daily transportation and for all school field trips that require bus transportation.

As per our Division's Return to School protocols, Volunteers are strongly encouraged to wear masks when social distancing is not possible

### **Washrooms and Water Fountains:**

Washrooms will be cleaned and disinfected throughout the day. There will be a maximum number of students permitted in the bathroom at one time. Albert Lacombe will assign certain homerooms to specific washrooms.

For proper hydrations, we encourage all students to bring their full water bottles each day. The bottle filling station will be available, but the drinking fountains will not.



### **Hand Hygiene:**

Students will continue to have access to hand-sanitizer readily available at entry points, classrooms, and common areas. All students and faculty will be required to sanitize as they enter and exit the classrooms. Signage to educate and remind staff and students of proper hand hygiene will be visible in key areas throughout the school. **Good hand hygiene will be an expectation of all staff and students at all times.**

We ask parents and guardians to send their child/ren to school with a bottle of hand sanitizer for their use.

### **Updating Contact information:**

As part of the registration process, parents and guardians include important personal and emergency contact information and critical information about any medical conditions that their child has. If any changes have occurred since the submission of your child's registration or that may occur over the school year, please contact the school to update the information that we have on file.

### **Lockers and Coat Hooks:**

Lockers (Grade 4-6) and coat hooks (K- grade 3) will be assigned to students to begin the school year. Homeroom classes will be kept separate to keep different cohorts apart while indoors.

### **Child illness:**

In the 2021-22 school year, all students and faculty will continue to use [Alberta's Daily Checklist](#). We ask that families and faculty exercise an abundance of caution and stay home if they exhibit signs of illness, particularly **any** symptoms associated with COVID-19. This will help reduce the risk of spreading the virus and contribute to a safe environment where all can feel protected.

**Please note that if individuals (faculty, students, or guests) begin to exhibit any symptoms of illness (especially those related to respiratory issues) during the day, they will be asked to go home immediately.** Please have a plan to pick up your child if they become symptomatic over the course of the day.

### **Student Entry and Exiting of the School:**

All homeroom classes will be assigned an entrance to the school. These entrances will be marked on the first few days of the school year. Students will line up by homeroom classes. If multiple homeroom classes are entering/exiting the school at one entrance, only one class will be permitted to do at a time as we did last year.

### **Lunch Hour Supervisors - Searching for Interested Parents/Guardians:**

In preparation for the upcoming school year, we will be looking for additional lunch hour supervisors to assist our faculty with supervision duties during the eating time and outdoor activities. We are looking for parents/guardians to serve on a daily or casual basis. These are paid positions within the school and require a time commitment of approximately one hour per day. If you are interested, please contact Mr. Menduk via email at [amenduk@gsacrd.ab.ca](mailto:amenduk@gsacrd.ab.ca).



Before starting, a current Criminal Records Check (vulnerability sector) and child intervention check (from Alberta Services) that are no older than six months.

**Criminal Records Check:**

96 Bellerose Dr., St. Albert  
780-458-4300

**Child Intervention Check:**

30 Sir Winston Churchill Avenue, St. Albert  
Telephone: 780-460-4970

**Volunteering in the School:**

Volunteers provide an invaluable service to our school and allow for a greater parental connection to our school community. If you consider volunteering, a current Criminal Records Check (vulnerability sector) and child intervention check (from Alberta Services) that are no older than six months is required.

**Criminal Records Check:**

96 Bellerose Dr., St. Albert  
780-458-4300

**Child Intervention Check:**

30 Sir Winston Churchill Avenue, St. Albert  
Telephone: 780-460-4970

When volunteering, we require that you enter and exit the front door and sign in and out at the office. Just as we ask of all of our students and faculty, please review [Alberta's Daily Checklist](#), before entering the school. We ask that families and faculty exercise an abundance of caution and stay home if they exhibit signs of illness, particularly any symptoms associated with COVID-19. This will help reduce the risk of spreading the virus and contribute to a safe environment where all can feel protected.

Next week, I will follow up with you with further information pertaining to classroom and school operations and safety guidelines by no later than Wednesday, August 25.

If you have any questions, please do not hesitate to contact me at 780-459-4478.

Yours in education,



Mr. Allan Menduk, M.Ed.  
Principal  
Albert Lacombe Catholic Elementary School

