

ASCENSION OF OUR LORD SCHOOL SCHOOL OPENING INFORMATION PACKAGE 2010 / 2011

Ascension of Our Lord School staff wishes to welcome back our students and parents for the 2010/2011 school year. A special welcome goes out to our new families. It is our sincere hope that everyone involved with our school has a successful year. We believe in providing our students with a strong Catholic academic education. Each child deserves excellent educational opportunities in an atmosphere that respects the dignity and worth of the individual. We look forward to working collaboratively to have a truly successful school year!

This School Opening Information Package contains important **documents** and school **information** on a variety of topics. The information below will assist you in completing this package. We wish to thank you in advance for taking the time to read, complete and return the documents with your child. (if you are reading this online, all documents will be sent home with your child the first few days of school).

Documents and fees will be collected in the following manner.

1. **Grades 7, 8 & 9**
Tuesday, September 7th, 2010 - Students will hand in monies and forms to the homeroom teachers who will send it to the office each morning.
2. **Grades 4, 5 & 6**
Monday, September 13th, 2010 - Students will hand in monies and forms to the homeroom teachers who will send it to the office each morning.
3. **Grades 1, 2 & 3**
Monday, September 20th, 2010 - Students will hand in monies and forms to the homeroom teachers who will send it to the office each morning.
4. **Kindergarten**
Parents will receive forms from their child's teacher when they attend their individual visit. Fees and forms are to be completed and handed in to the homeroom teachers who will send it to the office each morning.

Thank you for ensuring that you return your child/children's forms and fees on the dates specified. We would appreciate receiving separate payments for each family member to assist us with our accounting procedures.

In addition, please be advised that the forms your child received are dependent on his/her grade level.

DOCUMENTS

1. Grades 1 – 9: **Student Fee Sheet** – Parents are asked to fill in the enclosed Student Fee Sheet (Elementary or Jr. High version) and return it with their child on dates specified. If you have a concern regarding the fees, please contact the school principal. The fees specified do not include inline skating for grades 3 & 4 or recorders for grades 4, 5 and 6; there will be separate forms coming home at a later date. The fees have been established and approved with the School Council but do not include School Council separate fundraisers throughout the school year.
2. Grades K – 9: **Student Demographic Confirmation Form** – Information needs to be reviewed and corrected. Please provide your present address. It is imperative that we have an emergency contact and phone number should your child become ill or an emergency occurs at the school. Also, if the information changes during the school year, please contact the office. We realize that this form may repeat what your child has in his/her file, however it is very important that all changes are noted. Finally, if your child has a **special illness or condition**, please note this on the Student Demographic Confirmation Form or inform the office directly.
3. Grades 1 – 9: **Lunch Program** – Attached is an information sheet on our lunch program. The fees this year are \$60.00 (individual) and \$110.00 (family). Our school store will open on Monday, September 13th, 2010. Please note that the store provides food which is supplementary to your child's lunch.
4. Grades K – 9: **Annual Authorization Form for Field Trips** – Parents are asked to complete the form at the beginning of the school year. Specific field trip forms will still be sent home prior to each excursion.
5. Grades K – 9: **Industrial Alliance Pacific Insurance Form** – The District has purchased blanket accident coverage for all students. Coverage for students is automatic; however the blanket coverage is minimal and is not intended to be all encompassing. Parents wishing to purchase additional Industrial Alliance Pacific insurance are asked to fill in the enclosed pamphlet and send it directly to the Industrial Alliance Pacific Insurance Company.
6. Grades 4 – 9: **Parent Authorization to Participate** – This form has 2 sections:
 - a. The first section deals with **Student Accident Insurance Information**. Parents indicate on this form if their child has insurance. Industrial Alliance Pacific is an option for parents; however you may have your own policy.
 - b. The second section is titled "**Authorization to Participate**". All students in Grades 4 – 9 who participate in any kind of athletic activities must have parental consent prior to their participation. This includes everything from intramural sports to team sports.
7. Grades K – 9: **Acceptable Use Policy for Internet Use** – All students and parents need to sign this form in order for students to access the internet at school. Please read the policy carefully.
8. Jr. High Students: All Jr. High students have received a **Junior High Lunchtime Permission Sheet**. This letter details lunchtime procedures for Jr. High students. This form needs to be returned to the school as soon as possible.

SCHOOL INFORMATION

- **Please be advised that staff is spending considerable time creating the class lists for the upcoming year and it is our intention not to move students. Many variables must be balanced in order to create a successful classroom. Thank you in advance for your co-operation regarding this procedure.**
- **Student Agendas** - The Elementary and Junior High agendas are an important source of information on how our school operates. Please take time to read the agenda and sign it on completion. Also included in the agenda is a District calendar for the 2010-11 school year. Agendas are distributed on the first day of classes. This information can also be found online at www.cssd.ab.ca/schools/ascension/
- **Bus Transportation** - Elementary charter bus service for eligible Elementary students is available to Country Hills and a small part of Harvest Hills at a cost of \$195.00 per child to a maximum of \$390.00 per family. Parents who wish their children to use the charter bus are asked to complete the registration form. These forms were handed out in June and additional forms are available at the office. We ask that these be completed and returned with the fee as soon as possible. Junior High students who live beyond 2.4 km from the school (north Coventry Hills) will be issued City of Calgary bus passes. The cost per month is \$39.25 which can be purchased with their fees or on a monthly basis for the remainder of the school year.
- **Elementary & Junior High Bell Times.** Students and parents are reminded of the bell schedules for the 2010-11 school year.
 - 9:00 a.m. – First bell (line up)
 - 12:03 p.m. – Lunch bell
 - 12:45 p.m. – Return to class
 - 3:22 p.m. – Dismissal
- **Student Supplies** (i.e. scribblers, pens, pencils, etc) are provided by the parents. A recommended list for elementary grades was sent home last May with the option to purchase packages through Schoolkitz. Extra copies of lists are available at the office if needed. If parents are unable to provide these supplies, they are asked to contact Mr. McClernon and arrangements will be made. Junior High supply lists are provided on the first day of school.
- **Grades 7, 8, & 9 Options.** Students and parents were given the opportunity to select options in June. Students will be informed of their options on Thursday morning. The staff has worked diligently to accommodate students' wishes in compiling option classes, but could not grant everyone their first choice.
- The **School Opening Mass** is scheduled for September 15 at 9:45am at the school.
- **Teacher supervision** on the playground begins at 8:45 a.m. Please do not send your elementary children to school before this time. They will not be supervised and this is a safety concern. Also, there is no outside supervision after the 3:22 p.m. dismissal bell. Please ensure that your children are picked up at this time. Jr. High students are expected to leave school grounds unless they are staying for a specific school sanctioned activity.
- A **monthly newsletter** will be available on the website www.cssd.ab.ca/schools/ascension/.
- **Physical Education Dress** – Junior High students are required to purchase an Ascension of Our Lord School Physical Education shirt and shorts and also need to have running shoes at school for Phys. Ed classes. Students in Grades 4 – 6 may also purchase shirts and shorts if they wish. They must have a change of clothing for Phys. Ed. class (shirts, shorts, runners). Grades 1 to 3 students will only need their indoor running shoes for

Physical Education classes. Please avoid shoes with black marking soles in the gym and throughout the school.

- The first **Parent-Teacher Interviews** for Grades 1 – 9 are scheduled for Thursday, Sept. 16th from 4:30pm to 7:30pm and Friday, September 17th from 9:00am to 3:30pm (no school this day). This oral reporting period provides parents and teachers an opportunity to exchange information at an early point in the school year. Parents can book interviews online at <http://ascension.schoolsoft.ca>
- Parents of students who have **medical concerns** such as allergies, asthma, or other conditions, are asked to book an interview time with the principal during oral interviews. The purpose of the meeting will be for parents to provide administration with accurate and current information regarding children's conditions and to discuss precautionary actions.
- We encourage parents to volunteer in the school. Please contact the school to attend our **Volunteer Orientation Session**.
Note: As per District practice, any parent who wishes to volunteer at Ascension of Our Lord School must attend a brief half-hour orientation prior to volunteering. These sessions are facilitated by administration and/or parents on the Volunteer Committee. Parents are reminded that they attend the orientation only once. It is not repeated each year. **However, parents must sign a volunteer form each year.**
- **Student and class pictures** will be taken on Monday, Sept. 27th, 2010. Retakes will be on Tuesday, November 2, 2010.

If you have any questions or concerns please call the school office at 403-500-2075.