



**St. Paul Catholic Elementary School**  
**14410 - 96 Avenue Edmonton, AB T5N 0C7**  
**Phone: 780 452 1510 Fax: 780 452 1681**  
**Website: [www.st.paul.ecsd.net](http://www.st.paul.ecsd.net)**

## Administrators' Message

September 2018

We welcome all our returning students and a warm welcome to our new students and families! We are looking forward to a happy, productive school year filled with wonderful learning and happy memories. We look forward to working with you as we set the direction for the upcoming school year. Our school has recently had several renovations both inside the building and outside in the playground. Thank you to all who worked and provided input and feedback to guide the projects. What a beautiful setting for learning and growing!

Our district theme, "Walking Together in God's Love", is an expression of the journey we are on together as a community committed to our faith and to one another.

We invite parents to refer to the school web site for current information as our school calendar will be updated regularly.

We look forward to an excellent school year!

Mrs. Gina Almquist  
Principal

Mrs. Kerry Carr-Jeschke  
Assistant Principal

## Hours of Operation

### Grade 1-6

#### Mon., Tues., Wed., Fri.

AM Bell	8:22
Classes	8:25 - 10:15
Recess	10:15 - 10:30
Classes	10:30 - 12:00
Lunch	12:00 - 12:20
Recess	12:20 - 12:40
Classes	12:40 - 1:40
Recess	1:40 - 1:55
Classes	1:55 - 3:00

#### Thursday

Early Dismissal at 12:00 pm

### EARLY CHILDHOOD

#### Mon., Tues., Wed., Fri.

AM Bell	8:22
Classes	8:22 - 11:24

#### Thursday

No Classes

Note: Thursday, December 20 and Thursday, March 21 will be a full day of instruction, with early dismissal on Friday, December 21 and Friday, March 22 (prior to Christmas Holidays and Spring Break).

\*\* As per district Policy, our school doors will be locked at all time.

## Meet our Staff

Principal	Mrs. Gina Almquist
Assistant Principal	Mrs. Kerry Carr- Jeschke
Admin. Support	Mrs. Veronica Lee
Learning Coach	Mrs. Dalyace McNamee
Kindergarten A	Mrs. Bev Andrews
Kindergarten B	Mrs. Andrea Nixon
Grade 1A	Mrs. Anne Nicholson
Grade 2A	Ms. Julie Bince & Mrs. Kerry Carr- Jeschke
Grade2/3A	Mrs. Barb Wieczorek
Grade 3A	Mr. Andrew Patan
Grade 4A	Mr. Mario Cabral
Grade 5A	Mrs. Jennifer Hudon
Grade 6A	Mrs. Loretta Tomko
Grade 6B	Mr. Pablo Rojas
Music Teacher	Ms. Julie Bince
Head Custodian	Mr. Keever David
EA	Mrs. Debbie Denesik
TABT	Ms. Emily Chase
TABT	Mrs. Shauna Bohun

## School Fees

Please refer to our School Website for detailed information.

<https://www.ecsd.net/schools/8225/Pages/default.aspx/>

## Property Taxes

All property owners are encouraged to examine their Tax Notice to ensure that their support is assigned to Edmonton Catholic Schools. If you own a business or are in a business partnership, please check to see that your taxes are being allocated to our district (partial allocations can also be designated). If there is an error, please contact the City of Edmonton using their 311 number or through email: [taxinquiry@edmonton.ca](mailto:taxinquiry@edmonton.ca)

## Slow Down for Playground Zones

At Edmonton Catholic Schools the health and safety of students is always our first priority! Playground zones are in effect around elementary and junior high schools throughout Edmonton. Motorists are required by law to slow down to 30 km/h between 7:30am and 9:00pm on school days where school zone signs are posted. Please slow down and ensure the safety of students near elementary schools.

## Meet The Staff

Parents please mark your calendars and plan to join us for our annual Meet the Staff Evening on Wednesday, September 12 at 6:30 PM.

## School Web Site

A great deal of information is posted to our school website. Please check the website frequently for updates with regard to school events and for information about our events and activities at our school.

## School Council

The Executive for the SCHOOL COUNCIL and PARENT ADVISORY ASSOCIATION are:

Chair – Christin Bryant

Co – chair – Belinda Smith

Secretary – Amanda Tindill

Treasurer – Christine DeRose

The class representatives will be chosen at the **first** School Council Meeting of the new school year – **Tuesday, September 18 at 6:30 p.m.** Attending school council meetings is a great way to become involved in your child's school and is also a great way to be informed of what is happening in the school!

## Milk Sales

At St. Paul School provides for the sale of white or chocolate milk to students in Grades 1 to 6 at lunch time. Parents can purchase milk cards on line through PowerSchool. **(10 milks per card for \$8.00)**. Milk will be available beginning **Monday, September 17th**. The Grade 4 students are anxious to begin sharing their leadership skills by providing milk sales at lunch. Milk—it's a good thing!

## School Picture Day

*LifeTouch* will be at St. Paul School on **Wednesday, September 19th** to take individual student and class pictures. More information to follow.

## Medical Information

If your child has a medical condition (asthma, allergies, etc.) you are asked to provide the school with current information. Please complete a Medical Alert form which provides invaluable information to school staff in the event of a medical emergency. A recent photo is required with the forms so all staff can easily identify the children.

Upon occasion, parents request that staff members administer medication to students who are not sufficiently mature or reliable enough to care for their own needs. In order to administer medication to a student, we require a "Request for Administration of Medication/Medical Treatment Form" be completed and on file in the office. A copy of these forms may be obtained from the school office. **It is the parents' responsibility to keep us informed of medical conditions and to provide correct information regarding treatment and emergency contact information.**

## Garden Club

Last year's Garden Club met at the school on Saturday, August 25<sup>th</sup> to harvest the vegetables that were grown. The vegetables were donated to the Salvation Army Addictions and Residential Centre. A special than you to Crystal Wilson who led this project for the students.

## Visitors and Volunteers

St. Paul School loves volunteers and welcomes you into the school community! For the safety of all of our students, the doors to the school remain locked during the school day. In keeping with our district Occupational Health and Safety requirements, all visitors and volunteers must report to the office, review the safety guidelines for the school, sign in, and receive a visitor's badge. Everyone must sign out in the office as well. St. Paul School, like all schools in ECSD, complies with our district-wide volunteer administrative procedures. Some of the key points in the procedures include: 1. All volunteers shall be required to complete a "Volunteer Registration Form" annually and prior to commencing any volunteer activities in the school. 2. All volunteers who are to be assisting with school activities on any given day shall register at the school office at the beginning of each day. School staff shall be instructed that a volunteer register or log shall be kept and made available to the school principal at all times. The volunteer register shall contain legible names of the volunteers and their expected location or classroom assignment during the course of their duties during the day. 3. While engaged in volunteer activities, all volunteers shall wear appropriate identification. In keeping with district policy, we will be asking all parents who have not yet done so to complete the volunteer registration form. Please ask your classroom teacher or the school office for the forms. Thank you for your cooperation and support! Note: any parents or community members who are supervising children in situations where a staff member is not

present, such as coaching a sports team, must have a criminal record check and a child welfare check on file with the school.

## Protocol for Parent Concerns

Edmonton Catholic Schools recognizes the freedom of all members of the school community (students, staff, parents and neighbours) to voice their concerns in an appropriate manner to the appropriate school personnel. The principle of “first contact” needs to be followed. This means that the person(s) who have the concern, have the responsibility to begin addressing the concern directly with those persons with whom they have the concern before taking their concern elsewhere. Parents who contact school administration prior to speaking with the persons with whom they have a concern will be directed to that person first.

## School Protocol for Managing Life Threatening Allergies

### **A) Identification of Children at Risk**

- It is the **responsibility of the anaphylactic/potentially anaphylactic child’s parents to inform the school principal and the child’s teacher** of their child’s allergy.
- **All staff members need to be made aware of these children.**
- A photograph and a description of each child’s allergy should be kept discretely in the child’s classroom, the office, and the teacher’s Day Book. Parental permission is required for this. For younger children, it may be appropriate to have the Anaphylaxis Alert Poster in a visible area.

### **B) Availability and Location of EpiPens**

- Anaphylactic or potentially anaphylactic children who are old enough should **carry at least one EpiPen with them at all times** and have back ups available in the school. Most children are able to carry their own auto-injector by the age of 6 to 8. For children with insect sting allergy, this would not have to be for the full year but from April through October. As a precaution, the school will keep 2 extra EpiPens in the office, in case of an emergency.
- **It cannot be presumed that children/adults will self-administer their autoinjector.** (The individual might not be able to self-administer while having a reaction.)
- Posters describing the signs and symptoms of anaphylaxis and the use of the EpiPen should be posted in relevant classrooms, the office, and in the staff room.
- Children who are no longer allergic or no longer require an EpiPen must present a letter of explanation from their doctor.
- Additional EpiPens should be brought on field trips. If the location is remote, it is recommended that the organizer of the field trip carry a cell phone at all times.

### **C) Treatment Protocol**

- **An individual treatment protocol needs to be established by the child’s doctor.** The school cannot assume responsibility for treatment in the absence of such a protocol. A copy of this should be present in the classroom and office along with a photo of the child.
- To manage an emergency, a routine must be established and practiced. In our training session, we have worked on the following:
  - a. One person stays with the injured individual at all times.
  - b. One person goes for help.

- c. Administer epinephrine at the **first sign** of reaction, however slight (e.g. itching or swelling of the lips/mouth in food allergic children). **There are no contraindications to the use of epinephrine for a potentially life-threatening allergic reaction.** Note time of administration.
  - d. Call 911 and, regardless of the degree of reaction or response to epinephrine, transfer the child to an emergency room. Symptoms may recur up to eight hours after exposure to the allergen. One calm and familiar person must stay with the child until a parent or guardian arrives. If the child is being driven to hospital, it is recommended that another individual accompany the driver to provide assistance.
  - e. Contact the child's parents.
- Adults must be encouraged to listen to the concerns of the anaphylactic child. The child usually knows when s/he is having a reaction, even before signs are manifest.

#### **D) Training**

- Each year there should be awareness sessions for students and training for all staff and student lunch monitors, which includes a demonstration on the use of the EpiPen.
- As a quick refresher on a periodic basis, teachers could practice use of the EpiPen during scheduled staff meetings.
- Substitute teachers will be advised to review the Anaphylaxis Alert posters for children in their class and to review emergency protocol with the designated staff member for their grade level.

#### **E) Allergen Awareness / Allergen Avoidance**

The question of banning anything in schools is controversial. We live in a world that is often contaminated with potential allergens. Anaphylactic children must therefore learn to avoid specific triggers.

While the key responsibility lies with the anaphylactic individual and his/her family, in the case of a young anaphylactic child, the school community must also be aware.

In our school, the most common significant allergies are to peanuts and tree nuts. **We have appealed to the school community to keep peanut butter (in particular) and other peanut/tree nut products out of the school and away from any school sanctioned events including field trips.** There are severe allergies to other foods as well. The School Council representatives for those classrooms will communicate any class-specific protocols determined by the teacher to the affected parents.

In the classrooms of anaphylactic children, special care is taken to avoid allergens. Parents must consult with the teacher before supplying food for classroom parties. We have prepared a list of packaged "safe foods", which is being distributed to the teachers and parents.

Given that anaphylaxis can be triggered by minute amounts of allergen, food anaphylactic children must be encouraged to follow certain guidelines:

- To eat only food which they have brought from home unless it is packaged, clearly labeled and approved by their parents.
- Wash hands before eating.
- Not share food, utensils or containers.
- Place food on a napkin or wax paper rather than in direct contact with a desk or table



**INCLUSIVE EDUCATION  
PROGRAM SUPPORT  
Notification Letter**

2018 – 2019

Dear Parents/Guardians:

This year, members of the Inclusive Education Multi-Disciplinary Team (Edmonton Catholic School District and/or Alberta Health Services staff) will be visiting your child's school regularly. This team may include:

- Speech-Language Pathologist
- Occupational Therapist
- Mental Health Therapist
- Family School Liaison Worker
- Psychologist
- Emotional Behavioural Specialist
- Therapeutic Assistant in Speech-Language, Occupational Therapy, or Behavioural Therapy

Inclusive Education MDT staff will visit classrooms and work alongside teaching staff to plan and support all learners. The school will contact you, followed by a call from a member of this Team, if any follow-up is required for your child/youth. Informed consent must be provided if specific assessments and/or services are required for your child.

If you have any questions, please do not hesitate to contact your child's school.

Sincerely,

Inclusive Education  
Learning Services – Innovation  
Multi-Disciplinary Team