

# LOCHEARN SCHOOL NEWS

SEPTEMBER 2023

## Message from our Administration Team!

On behalf of the entire staff, we extend a warm welcome to our Lochearn families. We hope you all had a restful and relaxing summer! We have had a wonderful start to the school year and have enjoyed seeing our students settle in and get familiar with new routines.



For those of you who are new to Lochearn School, we wish you a special welcome. We invite you to take an active role in the school and wish both you and your child(ren) a very productive and enriching school year!

As many of you know, we have a new Vice-Principal at our school this year. We would like to give a warm welcome to Mr. Lucas Brown. Mr. Brown has transferred to us from Pioneer School, and will be teaching grade 4, as well as working in his administration role.

As in previous years, we would like to notify our parents that we will continue to use the designated doors at our school for each grade level. These doors are grade specific and students are expected to enter at the beginning of the day and exit at the end of the day. During our first few days, teachers have talked to their students about which door to use, so they are very familiar with this. Please meet your child outside at the end of the day if you are picking them up,

Our first School Council meeting of the year is **Tuesday, September 12 at 7:00 pm!** We are always looking for new parents to get involved in our school, and would encourage you to come check it out!

Lochearn School will acknowledge **Orange Shirt Day on Friday, September 29** as the National Day for Truth and Reconciliation is on Saturday the 30th. Watch for details to follow.

If you have any questions or concerns, please feel free to contact us by phone, 403.845.3721 or email [kathy.mcnutt@wrsd.ca](mailto:kathy.mcnutt@wrsd.ca) or [lucas.brown@wrsd.ca](mailto:lucas.brown@wrsd.ca)

5416 54 Street / Rocky Mountain House, AB / T4T 1S6

Phone: 403.845.3721

Safe Arrival: 1.855.756.2797

**School Re-Enrolment Registration Form and Local Field Trip Permission Form****(formerly Student Demographic Form) for 2023.2024 is now available in your PowerSchool Parent Login****(look for SchoolEngage)****Please complete this form ASAP!**

# PICTURE DAY!!

**Lochearn Elementary School****Wednesday, September 20**

All students are photographed against Green screen.

## IT'S ALL ONLINE NOW!

View images and order pictures online at [SmartOrders.ca](https://SmartOrders.ca)

Ordering information will be sent home with students on picture day.



www.smartphotography.ca

**K2 Photos - Thursday, September 21 - 9:00 a.m.**

---

**Balanced School Day Schedule**  
**Monday to Friday**  
**Kindergarten to Grade 5**

---

Lochearn School provides supervision at 8:30 a.m. For students walking to school or being dropped off, please **DO NOT** arrive earlier as there is no supervision.

---

Enter School	8:45 a.m.
Learning Time	8:49 a.m.
First Recess	10:37 - 11:17 a.m.
Second Recess	1:05 - 1:41 p.m.
Dismissal	3:30 p.m.

---

There is **NO** outdoor supervision at the end of the day, except for bus lane and crosswalk supervision. Students are to go directly home or to their bus; no playing on the playground.

---

**Pre-Kindergarten**  
**Monday to Thursday**

Enter School	8:45 a.m.
Dismissal	12:00 noon

---

---

## STUDENT DROP OFF / PICK UP AT THE END OF THE DAY

Please note there are designated doors for each grade level at our school for students to enter at the beginning of the day and to exit at 3:30 pm. This has been discussed with all students by their homeroom teacher, so they are aware which door.

Parents are requested to wait outside the designated door for their child at the end of the day, or to arrange an outside meeting spot if you are picking up more than one child. Our Gathering Area at the main entrance is not available for a meeting spot as this is a high traffic area for our students and staff.

Thank you for your continued support with this matter.

---

## STUDENT ABSENCE/LATES: SAFE ARRIVAL - 1.855.756.2797

Lochearn School implements an automated service called the Safe Arrival Program for reporting student attendance. The Safe Arrival program allows parents/guardians to report their child's absence in advance, or before a cut-off time of 9:00 a.m. for the current day in one of two ways:

- calling the Safe Arrival toll free phone number: 1.855.756.2797
- logging onto the Safe Arrival Parent Portal website: [SchoolMessenger](#)

The Safe Arrival program uses an automated notification system to contact parents/guardians who have not reported their child absent. The automated notification system will contact parents/guardians at multiple contact numbers until one of the designated contacts is reached. *By reporting your child(ren)'s absence in advance, you will not receive a call.*

Should you have any questions or concerns, please contact Ms. Bensmiller in the school office.

---

## LATE ARRIVALS

If your child is late coming to school, they will have to come in the main entrance, as the designated doors for each grade level are locked by 9:00 a.m. They must come directly into the main office before going to class.

---

## STUDENT PICK UP DURING SCHOOL HOURS

To ensure student safety, if you are taking your child from school during the school day for appointments, etc., you must come to the office and sign your child(ren) out. Please note students may not sign themselves out of school.

Reminder to make sure you let the bus driver know your child(ren) will not be on the bus at the end of the day.

---

## SCHOOL CASH ONLINE

Wild Rose School Division offers School Cash Online as its preferred method of payment. If you are new to the school and have not registered, please click [here](#).

 Pre-Kindergarten Fees  Field Trips  Activity Fees

---

## AFTER SCHOOL MESSAGES FOR STUDENTS

We would like to encourage our parents/guardians to make arrangements ahead of time with their child(ren) regarding after school. The best policy is to be in contact with your child's teacher. In case of an emergency, contact the school office. Please keep in mind that it is difficult for the office staff to get a message to your child(ren), especially if the call comes in at the end of the school day as students are not always in their classrooms.

---

## LUNCH UTENSILS

Please send your child with the appropriate utensils needed for their lunch breaks, as we are not able to supply them.

---



**FOLLOW US ON FACEBOOK:**  
<https://www.facebook.com/Lochearn>



---

### TERRY FOX RUN

Our Terry Fox Run will be held on **Friday, September 22**. We would like to encourage our students to bring a “Toonie For Terry” during the week of September 18 - 22. We will forward our donations to the Terry Fox Foundation.

---

### SCHOOL SPIRIT DAY

Every month, we have a school spirit day where the students can dress according to a theme. The school spirit days will be listed on the school calendar and in classroom home notes, so watch for details! Our first school spirit day is **Friday, September 22 - Dress in Athletic Wear!**

---

**If you have any questions regarding busing,  
please call Prairie Bus lines at 403.845.4255**



## VOLUNTEER REQUIREMENTS

Requirements for Criminal Record Checks have changed. Please read the following information.

### ★ CRIMINAL RECORD CHECK NOT REQUIRED:

- Volunteer is only assisting with a single event
- Volunteer will not be working with students out of direct supervision of school staff
- Examples: helping with food preparation during a special event, assisting with prepping materials in the staffroom, attending a field trip for skating (tying skates) – always with the large group

### ★ CRIMINAL RECORD CHECK REQUIRED:

- Volunteer is assisting with multiple events, requiring multiple visits in the school
- Examples: assisting with hot lunch program every week/month, doing one on one site words in the hallway every Friday

### ★ CRIMINAL RECORD CHECK (Including Vulnerable Sector Query)

- Volunteer is working with individual or small groups of students on a regular basis without direct supervision
- Examples: coaching a team, attending an overnight trip or trip that is outside of school hours and they are responsible for students

How to apply: You must take two pieces of government issued identification, at least one must be a photo ID, showing you reside in the same community as the RCMP Detachment.

Cover letters are available so there is no cost incurred. *Please be advised there is a waiting period for the completion of this check. If you require further clarification, please contact the office.*

---

## STUDENT MEDICATION

If your child requires medication of any kind be administered at school, prescription medication or non-prescription), a [Medication/Personal Care Request Permission Form](#), Form 316-1 as per WRSD Administrative Procedure, AP 317, must be completed and returned to the school office. The form is also available on the school website. Please note ALL medications sent to the school MUST be in the original container dispensed by the pharmacist.

---

## INFORMATION FROM ALBERTA HEALTH SERVICES

### \* LICE

Head lice are a common problem in school-age children. Anyone can get head lice. They are not a sign of being dirty and should not be considered a sign of an unclean house. Although head lice do not jump, they can spread from one person to another. School-age children and their families are likely candidates for head lice because it spreads through close contact. Tell your child that he/she should not share personal items such as hats, combs, brushes, pillows or bike helmets,

Click [here](#) for information on “How to Treat Head Lice” from Alberta Health Services.

### \* HAND-FOOT-AND-MOUTH DISEASE

Hand-Foot-and-Mouth Disease has been confirmed in our community. To access information regarding this condition, click [here](#).

For more information, contact the Public Health Office at 403.845.3030.

---

## NEWSLETTERS

Monthly Newsletters will be posted on our school website under the “Newsletters” tab, as well as the link will be available on FaceBook and through classroom homenotes.

---

## STAFF PARKING LOT

Please do not use the staff parking lot, before or after school, to pick up or drop off your children. Due to limited space, there is also NO PARKING except for the handicap spot. Vehicles parked there must have a valid permit displayed in the window.

---

**To read the entire Lochearn School Handbooks:**

Pre-Kindergarten, click [here](#)!

Kindergarten Handbook, click [here](#)!

Parent Handbook, click [here](#)!



## ORANGE SHIRT DAY

Friday, September 29



in recognition of National Day for Truth and Reconciliation on  
September 30.

---

### NON-INSTRUCTIONAL (PD) DAYS FOR 2023.2024 – NO SCHOOL FOR STUDENTS

September 25

October 20

November 24

February 2

February 22, 23 (Teacher's Convention)

March 8

April 26

May 17

June 7

June 27

---

LOOK WHAT’S COMING UP NEXT MONTH . . .

October 3, 4, 5	Book Fair (during regular library time)
October 06	No School (staff and students)
October 09	No School (Thanksgiving Day)
October 10	School Council Meeting/Elections, 7:00 pm
October 20	No School (Non-Instructional Day)
October 31	School Spirit Day - Halloween Costumes!

*Dates are subject to change.*

To view the entire Parent Calendar for 2023.2024, click [here](#).

