



# St. Michael's School Newsletter

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September 10, 2020

Number 1

## **WELCOME**

Dear Parents,

Welcome to a new school year! Albeit this has been an unusual start... although, I can certainly say the same about the start AND end of the last school year.

Our dedicated and devoted staff has been hard at work planning and preparing for your child(ren). We are indeed a joyous and caring community with the common goals of nurturing responsible, caring students and promoting high-level learning.

I wish to welcome our new parents and students to our community. I wish to welcome back staff, parents and students who have been a part of the journey in education and faith at St. Michael's School.

We encourage parents to visit the school webpage at [www.stmichaelschool.ca](http://www.stmichaelschool.ca) as well as follow us on Twitter @StMichaelsBby.

Let us pray for a smooth start to the 2020-2021 school year and I look forward to working with you.  
~ Mrs. Kennedy

## **CONGRATULATIONS**

Congratulations to the Finch family. Mrs. Finch welcomed a baby boy on September 3<sup>rd</sup>. God bless Benjamin Levi Finch!

## **THIS YEAR'S THEME**

This year's school wide theme is: "Walk with Jesus our Living Hope". Jesus was sent to us to be our hope. In this time of great uncertainty, we need to keep in mind that He is the hope which inspires us to share as members of the Catholic educational community, in the church's mission to announce the Good News to the whole world. May our Catholic community continue to be a place where Christ ignites within us, an abiding confidence, in a future filled with hope.

### **FROM THE OFFICE**

Cheques for Activity Fees, School Supplies and Full Year Tuition will be deposited on Saturday, September 12!

### **MEET THE TEACHER NIGHT**

Our annual Meet the Teacher Night will be on Tuesday, September 15, 2020. This event will take place virtually! The link for the Principal's welcome at 7:00 pm is: <https://youtu.be/aRx1HMsFH-A>. Individual teachers will be sending you a zoom invitation to their session.

### **COMMUNICATION**

As was written in the letter sent to you in August from our pastor, Father Rossi and our PEC chair, Mrs. Manalo, Mrs. Kennedy is returning to work on a gradual basis. Currently, Mrs. Kennedy has been approved to work two days a week. It is for this reason, you will not see her every day. That being said, Mrs. Kennedy thought it would be important to let you know who you can approach should you have a question or a concern.

#### **Mrs. Bird, our school secretary:**

- Questions about registration, daily administration and general school routines and protocols.
- **Your child's teacher:** classroom procedures, rules and routines, questions about curriculum, homework, social and emotional, general academics.
- **Mr. Da Silva, our Vice-Principal:** all health and safety matters that need immediate attention when Mrs. Kennedy is not in the school building. School contact for parent participation questions; working closely with our Parent Participation Coordinator. School contact for fundraising matters; working closely with our Fundraising Coordinator. Manage the school's website and work with our technology team. School contact for the Outdoor Learning Area. Minor discipline issues when Mrs. Kennedy is not at the school. Sacramental programs.
- **Mrs. Roche, our Learning Resource Coordinator:** Oversees all our Education Assistants and manages our designated students.
- **Mrs. Kennedy:** Curriculum matters, ministry matters, central school board matters, teacher matters, student learning and progress.
- **COVID-19 related questions:** [covidquestions@smeschool.ca](mailto:covidquestions@smeschool.ca). Please note that we have a doctor who is a parent volunteer reviewing and answering these questions. Please do not send personal information specific to your child.

### **CHANGES TO RECEIVING SCHOOL COMMUNICATION**

In order to streamline communication between the school and the families, the school will be utilizing a communication tool that will allow the school to reach out to the families by grade and/or collectively. This communication tool will now be accessed directly by the teachers and the school administration. As such, after discussion with

the PEC, the teachers, and from feedback provided at the end of last year, it was determined that the Class Phoning Parent role will no longer be required. Support is now available to streamline this system by utilizing our technology team, Classmates. The hope is to eliminate redundant emails and phone calls to families with more than one student and eliminate any confusion as to whether an email sent was school authorized or not. Snow reports will be posted on the school website and announced by the media outlets.

### **PARTICIPATION CHANGES**

Due to COVID-19, there will be changes to our school's participation program. A subcommittee has been formed and will be communicating shortly as to what are these changes. The Parish Education Committee (PEC) has passed the following two motions:

- 1) To temporarily decrease the required parent participation hours from 60hrs/year per family to 30hrs/year per family for the 2020-2021 school year.
- 2) To temporarily decrease the non-participation fee from \$1300/ year per family to \$900/ year per family for the 2020-2021 school year.

In order to make things easier for the front office, the PEC has approved that any pre-paid non-participation fees will be cashed and any over payment will be reimbursed at the end of the year.

### **PARISH EDUCATION COMMITTEE ELECTIONS**

Due to COVID-19, the Parish Education Committee elections that were supposed to take place last May were postponed. Parish Education Committee elections will take place on Sept. 27th, with 1 position up for election. If you are interested in standing for election or have any questions, please contact a member of the Nomination Committee, Jenny Finnegan: [Finnegan.jenny@gmail.com](mailto:Finnegan.jenny@gmail.com) at 778-954-8473 or Anita Manalo: [anitamanalo1219@gmail.com](mailto:anitamanalo1219@gmail.com) at 604-218-2855 or you can complete a nomination form available from the parish or school office. Candidates must be Catholic, a participating member of the parish, and over 21 years of age. **Deadline for nominations is Sunday Sept. 17th, 2020.**

### **AFTER SCHOOL CARE UPDATE**

The PEC continues to follow-up with After-School care options for families. The SFU Childcare Society is planning to open an afterschool program in the building directly behind St. Michael's School. The program coordinator Jacqueline Ewonus **strongly advises** the families who are interested **to submit a wait list application** and based on need they will adjust their personnel to try and

accommodate everyone. The expected opening date was October 1<sup>st</sup>, however construction work and renovations are still taking place.

Link to the waitlist application: <https://www.sfu.ca/childcare/enrollment.html>

The first priority for spaces will be given to the Burnaby District schools (as part of their agreement for the rights of using the structure), and the second priority is given to the surrounding community (St. Michael's for the instance).

All the info (fees, availability, enrollment process, etc.) and details can be found on their website <https://www.sfu.ca/childcare.html>, by phone 778-782-4569 or by email [ccsinfo@sfu.ca](mailto:ccsinfo@sfu.ca)

### **Enrollment & General Questions:**

Office Assistant: Kathy Hart

Tel: 778.782.4569

Email: [ccsinfo@sfu.ca](mailto:ccsinfo@sfu.ca)

Email: [kathyh@sfu.ca](mailto:kathyh@sfu.ca)

### **3-5 Programs & School-Age Programs:**

Program Director: Jacqueline Ewonus

Direct Tel: 778.782.5966

Email: [jacqueline\\_ewonus@sfu.ca](mailto:jacqueline_ewonus@sfu.ca)

### **STUDENT ABSENCES**

Student absences should be reported to the office **no later than** 9:00 am each weekday morning. If you leave a message on our voicemail, please indicate the reason your child is absent. If we do not receive your call, we will call your home, your workplace or an emergency contact number. Please let us know if any of your contact telephone numbers change. Timely reporting of your child's absence helps us to save valuable time and ensures the safety of each and every student at St. Michael's School. **Any extended absence, i.e. family vacation, requires parents to complete a "Leave of Absence" form. These forms are available from the office and are also on our website under 'downloads'.**

Students are expected to be on time for school and should arrive no later than their designated staggered time each morning. If students arrive after their designated time then they **MUST** report to the office for a **late pass** before going to class.

We are required to keep very accurate records of student attendance as a condition of our funding. As such, it is vital that notes are sent to explain any absenteeism. On your child's return to school, an absentee note stating the nature of the absence, dates of the absence, full name and grade of the student and parent signature is required. It is very time consuming for office staff to have to

send home reminders to submit absentee notes and then follow-up when notes are not received. We thank you for your cooperation in submitting notes promptly!

### **A MESSAGE FROM NEAT UNIFORMS – OUR UNIFORM SUPPLIER**

We are excited to welcome our customers back. However, we want to do our part in keeping our communities safe and are following strict social distancing guidelines set out by BC, Alberta and Ontario governments. This means we can serve less people in our stores that we normally do. Walk-in customers will be served on a first-come, first-served basis and we anticipate longer than normal wait times.

To avoid long wait times you can shop online using our updated website - [www.neatuniforms.ca](http://www.neatuniforms.ca) with delivery to home or visit our store location.

Thank you for your patience.

\*\*Shipping time for in stock items is approximately 7-10 days. Out of stock or custom items approximately 4 weeks.

### **USED UNIFORM STORE**

Used-uniforms are sold on the first Friday of every month from 3:00 pm – 3:30 pm. The used-uniform store will be open **Friday, September 11th from 2:15pm - 3:30pm.**

The sale of used uniforms will look a little different as we are minimizing parents from coming into the school. **The used uniforms will be sold behind the school, using the back door of the music room.**

Alternatively, you may order new items from our uniform supplier, NEAT Uniforms

To ensure everyone's safety, the used uniform store will follow these guidelines:

- 1) Parents running the store will wear masks and gloves at all times.
- 2) **All parents will be required to wear masks when handling uniforms.** Hand sanitizers will also be provided for parents to sanitize their hands before entering the store area (mandatory requirement). One of the workers will give the hand sanitizer to the parents while they are lining up/before they enter the store area. The workers will help parents in finding clothing items in order to avoid people touching multiple clothing items.
- 3) **No trying on of any used uniforms.**
- 4) No exchanges are available when the used uniforms are sold.
- 5) All used uniform donations (if any) will be washed before being placed for sale.
- 6) Running the store outdoor to allow for better ventilation.

7) The number of parents entering into the store will be limited. If only one parent is available to serve customers, only two parents can enter the store etc. [THE UNIFORM STORE WILL BE OUTSIDE]

**8) Cheques only NO CASH will be accepted.**

### **LIFETOUCH PHOTOS**

**Picture Day is Wednesday, September 16<sup>th</sup>.**

**STUDENTS WILL NEED TO COME IN FULL UNIFORM ON PICTURE DAY. For those students who have gym on picture day, they will only need to change into their runners for PE.**

After Picture Day, order pictures on [www.mylifetouch.ca](http://www.mylifetouch.ca) using your Portrait ID and Access Code which can be found on your Picture Day order form.

Lifetouch has provided the school with enhanced safety measures and protocols.

Link to safety video: <https://www.youtube.com/watch?v=LevtvXI9I2Q>

#### In School Protocols:

- When posing the students at no time will the photographers touch the children and appropriate social distancing of 2 meters will be implemented at all times
- Each photography staff member is supplied cleaning tools (sanitizing wipes, hand sanitizer, sanitizing spray, and alcohol wipes) to ensure the school and camera locations are sanitized and safe for students and staff throughout the day.
- We've discontinued the use of camera buddies or camera posing aids / props
- We've discontinued traditional group photography (Class Photos) for Fall 2020 as it cannot be done well while following social distancing guidelines. We will review this in 2021 and at that time look at the conditions and consider groups in the spring or alternative products to offer.
- Due to COVID-19 only one class can now be in the photography area at a time and we have developed specific schedule type plans (am/pm split; every other day; every other week; secondary schools) to ensure safe photography days
- One critical change will be how we handle student data this year – in the past students were distributed data cards upon entry to the photography area that they then had to hand over to the photographer to identify them. We are pleased to go **paperless** this year with all of the student's information in the computer in advance to have a more efficient and safer picture day.
- Each photography staff member is provided with a daily cleaning checklist of items to be sanitized at the beginning, during, and at the end of each day.
- The use of PPE (personal protective equipment) is mandatory for all photography team members. Photographers will wear a facemask at all times while in your school and also practice social distancing while wearing the mask. Photographers are supplied with both cloth masks for daily use as well as a supply of disposable masks with their photography kits.

### Picture Day Traffic Flow:

*The question was asked about how will Lifetouch get students from the classroom for photo day and avoid congregation:*

- We understand that in the past we often relied on parent/volunteer or student helpers to assist with photo day and that this is not going to be possible this year and as a result more of these tasks will fall on Lifetouch staff
- Photography days will likely need to be lengthened for accommodating all the subjects to be photographed
- We will use set-up schematics for cameras to ensure that proper spacing is in line with social distancing during photography. This may, based on each school's individual space that they provide Lifetouch for photography, move photography day over multiple days or into multiple locations.
- Lifetouch will provide signage and stickers for the floors to encourage social distancing
- Lifetouch will work, in advance of photography day, with each school individually to design a plan on how to safely have students come down for their photographs as school buildings vary so much

Space requirements for photography setup:

- 1 camera: 26 x 50 feet space requirement
- 2 cameras: 46 x 50 feet space requirement
- 3 cameras: 66 x 50 feet space requirement
- 4 cameras: 86 x 50 feet space requirement

### Employee Protocols:

Employees are our most important assets. We are serious about safety and health and keeping our employees working at our offices and in school locations. Employee involvement is essential in developing and implementing best practices and improvements to our Preparedness Plan.

- Prior to arriving at work, employees are required to self-screen their health status. The self-screening includes affirmation prior to beginning a workday that the employee is not experiencing any of the following symptoms: fever, cough, shortness of breath, chills, body aches or pains, sore throat, headaches, new loss of taste or smell or other less common symptoms like nausea, vomiting and diarrhea. If an employee is feeling or experiencing any of these symptoms they are to stay home and contact their health care professional. Lifetouch supervisors will contact all employees daily to ensure that they are feeling well.
- Lifetouch is also providing all photographers with thermometers
- All Lifetouch employees must also go through an extensive preparedness training plan following the Public Health Agency of Canada (PHAC) that addresses the following:
  - Hygiene and respiratory etiquette
  - Engineering and administrative controls for social distancing
  - Housekeeping – cleaning, disinfection and decontamination
    - Prompt identification and isolation of sick persons
  - Communications and training that will be provided to all employees

## **LOST AND FOUND**

To help avoid loss and confusion, clothing should be **clearly labelled** with your child's first and last name. Each year, an unbelievable number of items are found and not claimed by their owners. Because the children wear similar items of clothing, confusion can easily be avoided if items are clearly marked with a name.

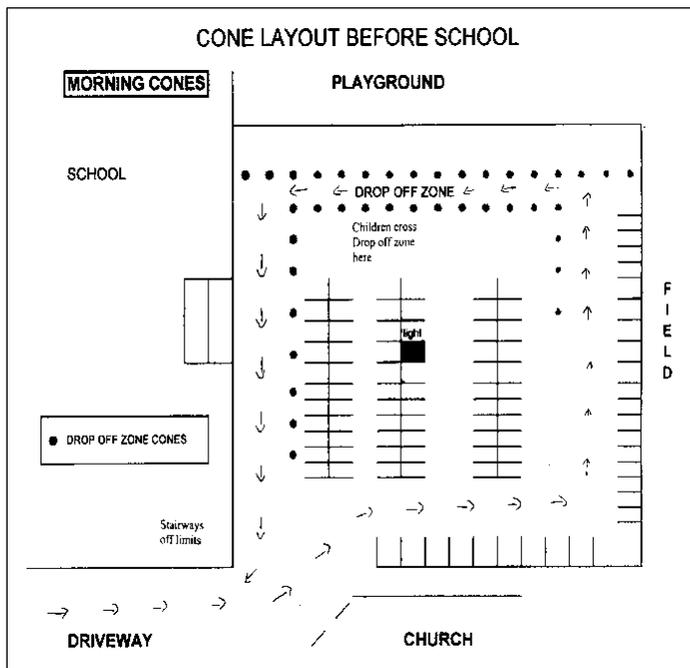
**Due to COVID we will not be able to keep lost items. All lost uniform items will be given to used uniforms, where parents can look for items during the used uniform sales one a month. All other items will be thrown out or donated to charity.**

## **PARKING**

Please be advised that parking in the visibly designated **FIRE LANE** is strictly prohibited for *any* length of time! This rule applies to **EVERYONE**. No exceptions.

## **MORNING DROP-OFF**

Please be advised that supervision begins at 8:20 am each day. Students should not arrive at the school prior to 8:20 am. If you choose to drop-off your child early, he/she will not be admitted into the school until the supervisors begin their shifts. This rule will be strictly enforced even if it is raining, snowing or just plain cold.



***Thought(s) of the week...***

“He was in the world, and the world was made through Him, and the world did not know Him. He came to His own, and His own did not receive Him.

~ John 1:10-11

“Gracious Father, I am caught in the busyness of everyday life, and it is easy to miss what you are doing in my life today slow me down and open my eyes, lord. Make your presence known that I may behold you doing the impossible. In Jesus’ name, amen.”