



September 2026



Notre Dame School

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Notre Dame would like to acknowledge that we are blessed to live, work, and play on Treaty 8 land, the traditional territory of the Cree, Sekani, Dunne-za, Dene-thah, Sauteaux, Chipewyan, and other Indigenous people who were not identified specifically in the treaty.

From the Office

First Day of School

Kindergarten to Grade 7

Our first day for students in Kindergarten to Grade 7 will be **Wednesday, Sept. 9, 2026**. This will be a **half-day** of instruction, with gates opening at **10:30 AM** and dismissal at **1:45 PM**. Staff will meet students on the playground, then students can head into classrooms at 10:30.

Morning and After-School Care

Morning and after-school care will also begin on **Wednesday, Sept. 9th**, for registered students.

Preschool Start-Up

Preschool will begin on Wednesday, Sept. 9th, 2026. Miss Patsy will greet the morning class at 8:30 AM and the afternoon class at 12:30 PM. Preschool students will enter through the school's main front doors.

Principal Message

Dear Notre Dame Families,

Welcome to another wonderful school year at Notre Dame! It is a joy to welcome both new and returning students and families back to our school. The excitement, energy, and smiling faces filling our classrooms remind us of what a special community we share.

This year marks the beginning of our new three-year diocesan faith theme: Rooted, Renewed, Sent. Throughout this school year, we will focus on being Rooted—rooted in Christ, rooted in our Catholic faith, and rooted in a caring community where every child is known, valued, and encouraged to grow.

Our staff is excited to begin another year of inspiring learning and supporting each student's academic, social, emotional, and spiritual growth. We will continue to strengthen literacy and numeracy through evidence-based teaching practices while fostering a school environment where every learner feels safe, included, and challenged to reach their full potential.

Thank you for entrusting us with your children and for the many ways you support our school. Your partnership plays an important role in creating a positive and welcoming community for all.

May God bless each of our students, families, and staff as we begin this new school year. We look forward to a year filled with faith, learning, friendship, and growth.

God Bless,
Your Partner in Education,
C. Richard



BACK
TO
SCHOOL



Rooted In Faith



Meet the Notre Dame Staff, Your Partners in Education

Principal	Mrs. Colleen Richard
School Secretary	Mrs. Gen Cabrera
Pastor	Rev. Venerando Sabacan
Kindergarten	Mrs. Alyssa McLain
Grade 1	Mrs. Nikki Chmelyk & Ms. Hannah Ro
Grade 2	Mrs. Dawn Mountifield
Grade 3	Mrs. Nicole Mackrell
Grade 4	Miss Gabriel Capelle
Grade 5	Mrs. Shannon McKenzie
Grade 6	Ms. Vicki Rose
Grade 7	Mrs. Bradi Willich
French &	
Christian Education	Mrs. Brittany Juell
Physical &	
Health Education	Mr. Joshua Haukenfrers
Learning Resource	Mrs. Jenna Gilbertson
Educational Assistant	Mrs. Shannon Duff
Educational Assistant &	
Morning Care Provider	Mrs. Allison Bijl
Educational Assistant	Mrs. Keri Giesbrecht
Educational Assistant	Mrs. Alina Heselwood
Educational Assistant &	
After School Care Provider	Mrs. Victoria Dyck
After School Care Assistant	Ms. Lorena Wilson
Preschool ECE Teacher	Ms. Patsy Whiting
Custodian	Mrs. Fem Cruz
Bookkeeper	Mr. Nelo Caguitla
Crossing Guard	Mr. Albert Duque
Library Helper	Miss Melissa Allen

Important Event for Kindergarten to Gr. 7 Families



What: Notre Dame's Meet The Teacher Open House

When: Wednesday, Sept. 9th from 2:00 to 3:00 pm

Join us for our Meet the Teacher Open House! There are no appointments required—simply drop in anytime between 2:00 and 3:00 p.m. Enjoy a popsicle treat while your child proudly shows you their new classroom and introduces you to their teacher. We look forward to welcoming your family and celebrating the start of a wonderful school year together!

Key Dates for September



Tuesday, Sept. 8th

Non-Instructional Day, No School for Students

Wednesday, Sept. 9th

Students Back to School, Half Day 10:30 -1:45
Meet the Teacher 2:00 -3:00 pm



Thursday, Sept. 10th

First Full School Day for Students



Friday, Sept. 11th

Emergency Drill Practice - Fire Drill

Sunday, Sept. 13th

Staff Commissioning at Notre Dame Parish
@10:00 am



Monday, Sept. 14th

PSG Meeting at 5:00 pm

Tuesday, Sept 15th

School Council Meeting at 6:30 pm



Friday, September 18

Terry Fox Run @ 1:00 pm
Emergency Drill Practice - Fire Drill

Friday, September 25th

K to Gr. 4 Photo Day



Monday, September 28th

Gr. 5 to Gr. 7 Photo Day

Tuesday, Sept. 29th

Orange Shirt Day - We will recognize Truth and Reconciliation Day (Sept. 30th) by wearing orange.

Gr. 7 Class Prayer @ 9:00am in the gymnasium



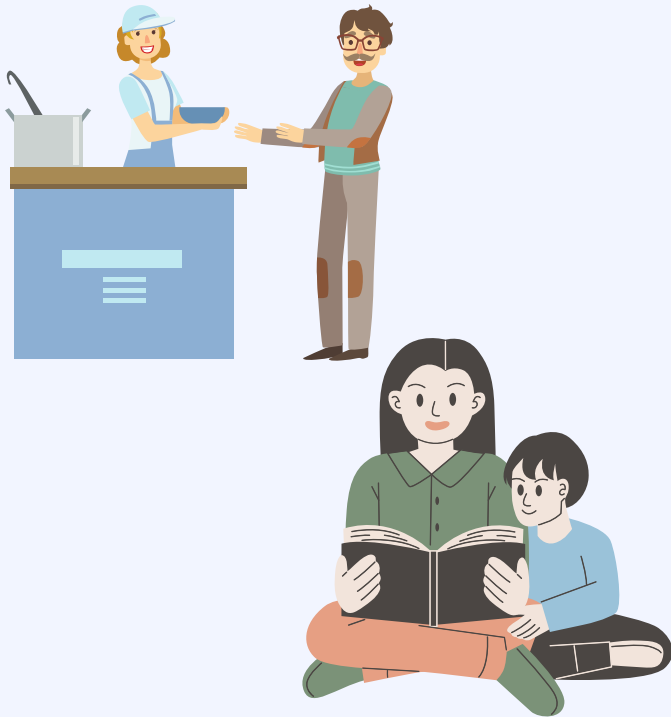
Wednesday, September 30th

National Truth and Reconciliation Day - No School in Session



“Partners in Our School Community”

We ♥ our Volunteers



Parent Volunteers

Volunteers are necessary and welcomed within the school in various ways: as classroom helpers, for hot lunches, for field trips, for fundraising, and as supervisors of small groups of students for field trips.

All volunteers must complete the CISPG volunteer application form (available at the school office and included in the student application form), sign the confidentiality form, and submit a Criminal Record Check.

Criminal record checks are completed through the RCMP (forms can be found in the office). This takes time, so if interested, fill out the forms at the beginning of the school year. It is a good idea to check each year to see if you are required to do the process again, as these must be done every three years.

“When families share their time and God-given talents, they strengthen our school community and show our children what it means to serve others with love.”

Notre Dame Student & Family Handbook

Our Notre Dame Student & Family Handbook is updated annually to provide helpful information for new families and important reminders for our returning families. The Handbook is available on our school website and is an important resource throughout the school year.

We encourage all families to take some time to review the Handbook with their children, particularly our school expectations, general information, and Code of Conduct. When students, families, and staff share a common understanding of our expectations and responsibilities, we can work together to create a safe, respectful, welcoming, and positive learning environment for everyone.



Faith Focus: Rooted in Faith

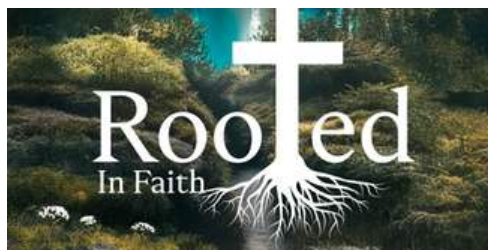
One of the central goals of Catholic education is to help children grow in their relationship with Jesus Christ. At Notre Dame School, we continue this mission through our Virtues in Practice program, helping students develop Christ-like character as they live out the Fruits of the Holy Spirit. From Kindergarten to Grade 7, students are encouraged to imitate Christ by practicing virtues that shape their hearts, guide their choices, and strengthen our faith-filled community.

Each month, our school community will focus on one virtue and one Fruit of the Holy Spirit, learning what these gifts look like in our daily lives and how they help us become compassionate, respectful, and Christ-centred people. Through prayer, classroom learning, service, and everyday interactions, students will have opportunities to intentionally practice these virtues both at school and at home.

Throughout the year, we will recognize students and staff who demonstrate our monthly virtue in meaningful ways. These celebrations remind us that holiness is found in the small, everyday choices we make to love God and serve one another.

This year also marks the beginning of an exciting new three-year diocesan faith theme:

Rooted • Renewed • Sent.



Our 2026–2027 focus is Rooted, inviting us to deepen our relationship with the Triune God and establish strong spiritual foundations rooted in faith, hope, and love. Just as a tree draws strength from deep roots, we are called to root ourselves in Christ through prayer, Scripture, the Sacraments, and lives of virtue. As we grow together in faith this year, may we become firmly rooted in God's love, allowing His grace to shape our words, our actions, and the way we care for one another.

We look forward to sharing this faith journey with our students and families throughout the year as we continue to grow together in Christ.



September

Virtue: Hospitality

Fruit of the Spirit: Joy

Our First Prayer Service:
Gr. 7 Class Prayer, Tuesday,
Sept. 29th @ 9:00 am

Our First Mass with Father
Vener:
Friday, November 13th

Rooted In Faith

Our Notre Dame Community

School Council

Notre Dame School Council is a dedicated group of elected volunteers and our Pastor who work with the principal to support our school's mission and governance. Together, they help guide decisions related to school policies, budgeting, planning, and the continued growth of our Catholic school community.

School Council meets on the third Tuesday of each month, and all parents are welcome to attend. We encourage you to get involved and consider serving on School Council in the future as we work together to support our students and school community.

Our first meeting for this school year will be on **September 15th at 6:30 pm.**



Parent Support Group - A message from the PSG

Welcome to our new school year!



We hope you had an enjoyable summer break. We wanted to introduce the ND Parent Support Group (PSG). The PSG is a group of parents who work together to support the students, families, teachers, EAs, and administration throughout the school year. Last year, through a variety of fundraising programs, we were able to provide various fun days, Catholic Schools Week hot chocolate day, Shrove Tuesday Pancake Lunch, Caught Being Good prizes, Intermediate Ski Trip, classroom field trips, and a school-wide trip to the movie theatre (just to name a few). The various fundraisers held (Basket Raffle, Read-A-Thon, apparel orders & Purdy's) raised funds for playground activities, literacy initiatives, end-of-year activities, and much more. Without our incredible and valued parent volunteers, we cannot run effectively and efficiently. We rely on family support through fundraising and volunteering within the school to support and enhance the educational experience for all students, families and staff at Notre Dame.

Another aspect of the PSG is the Hot Lunch Program. We had a wonderful hot lunch program last year that we hope to continue this year. We will be looking for volunteers to help organize food deliveries/prep the required food. Training will be available for the positions. We will send home information about hot lunch volunteers and program assistance within the first few weeks of school.

This year is a mid-term nomination year for our board members. We will be looking to fill the vacant Vice-President and Fundraiser chair positions (or create a group of fundraising parents). If you are interested in knowing more about how you can help the school community, please email ndspsg@cispg.ca, and we will be happy to share our love of the PSG with you!

We are looking forward to meeting you in the upcoming weeks and wish you a wonderful September!

"Volunteers do not necessarily have the time; they have the heart." Elizabeth Andrew

Our first meeting for this school year will be on **September 14th at 5:00 pm.**



Our Notre Dame Community

Morning & After School Care

Our morning and after-school care program is available to kindergarten through grade 7 students at our school.

There are 24 spaces available, with 1 staff member for every 12 children. Our program will provide beginning and ongoing care for your child before and after their school day. This will include an opportunity for relaxation and dynamic play. Students will have a chance to eat their self-provided after-school snacks and will be allowed to do quiet activities such as reading, crafts, and homework.

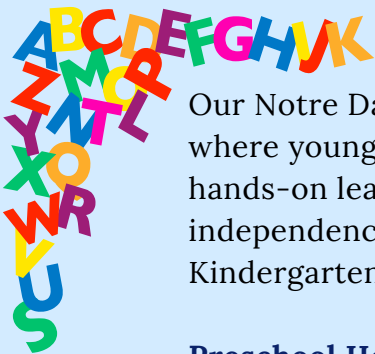
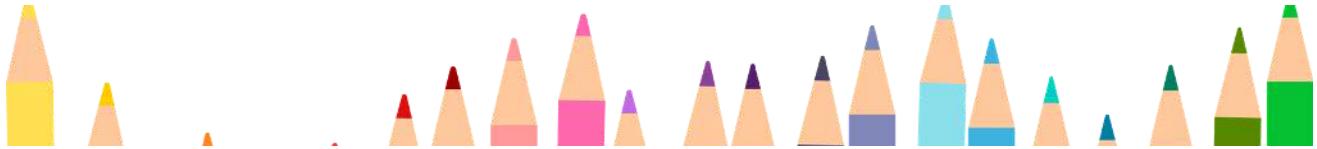
Hours of operation

Morning School Care: 7:30 am – 8:30 am

Afterschool Care: 2:45 pm – 5:45 pm.



Applications for the Morning & After-school Care Program are available on our school website or at the school office. If we have space, drop-in days are available. Please note that drop-in days are for random times when a family will need childcare. Drop-in day fees are for drop-ins only. This means if your child attends on a regular schedule, our monthly fees apply.



Notre Dame Pre-School with Ms. Patsy

Our Notre Dame Preschool provides a welcoming, caring, and faith-filled environment where young children can learn, play, explore, and grow. Through engaging activities, hands-on learning, social interaction, and daily routines, children build confidence, independence, friendships, and important skills that help prepare them for Kindergarten.

Preschool Hours

Monday to Thursday

Morning Class: 8:30–11:30 a.m.

Afternoon Class: 12:30–3:30 p.m.

Friday

Morning Class Only: 8:30–11:30 a.m.



We look forward to welcoming our youngest learners to the Notre Dame School community!

Notre Dame Routines & Information

Our Bell Schedule

Students enter the school through the playground gates and mudroom doors upon arrival at **8:30**. Students will change their shoes and then head to their classroom.

Morning Welcome

First bell, parking lot gate is locked
8:40 am

Second bell, bus gate is locked
8:45 am

Morning announcements & Classes Begin



Recess Breaks:

10:15-10:30



Lunch Breaks:

12:00-12:25

Outside Play

12:25-12:45

Eating in their classrooms



End of the Day Dismissal:

2:45 pm

End-of-day exit from the playground. After school supervision **is over at 3:00 pm, students must be picked up on time.**

School Newsletters & Calendars

Monthly school newsletters and calendars will be available on the [school website](#) at the beginning of each month and emailed out to families.

You can also check us out on Facebook for upcoming events.

Allergy 'Aware' School



Notre Dame School is **"Allergy Aware"**. Please check with your child's classroom teacher for allergy alerts. Consider peanut- and nut-free alternatives for individual student lunches and snacks to accommodate our students and staff with food sensitivities/allergies.

Students are reminded that snacks and lunch are to be eaten in the classroom. We cannot eat recess snacks or lunch on the playground for safety reasons such as allergies.

Student Safety



Crosswalk Safety

Students are encouraged to use the **designated crosswalks** when arriving at and leaving school. A crossing guard is employed by Notre Dame School to help students cross the road safely. We ask all families to support this important safety measure by encouraging children to use the crosswalk each day.

Parking Lot Safety

For the safety of our students, the Notre Dame staff parking lot is **closed to vehicle traffic** during morning drop-off and afternoon dismissal.



Please park in designated legal parking areas along the street and walk your child to the school gates, or arrange to meet them at the sidewalk after school.

Please do not stop or park in the bus zone, staff parking lot entrances, or other restricted areas. Your cooperation helps ensure a safe and orderly arrival and dismissal for all students. Thank you for helping us keep our school community safe.

Reporting Student Absences

If your child will be absent or arriving late, please notify the school office by email, written note, or by calling 250-782-4923. We appreciate receiving absence notifications before 9:00 a.m. whenever possible.



This is an important safety procedure. If a student is absent and the school has not been notified, staff will contact parents or guardians to ensure the child is safe. Prompt communication helps us account for every student as quickly as possible.

Regular attendance is essential for student learning, and accurate attendance records are required for Ministry reporting and school funding. Thank you for helping us maintain accurate attendance records by reporting all absences promptly.

Student Pick-Up Procedures

To help ensure a safe and efficient dismissal, please make pick-up arrangements with your child before the end of the school day whenever possible. If plans change during the day, please contact the school office before 2:30 p.m., so we have time to notify your child and their teacher.



For student safety, parents and guardians picking up students during the school day are asked to sign their child out at the office before leaving the school. Students should not leave school grounds without permission from the office.