



St. Richard Catholic Elementary School

5704 - Mill Woods Road South, T6L 3K9 • Tel: 780 463-5976 • Fax: 780 462-3253

August 22, 2025

Dear St. Richard Families,

Welcome to the 2025 – 2026 school year at St. Richard! As we open our doors once again, we do so with hearts full of hope, joy, and anticipation for the journey ahead. Whether you are returning or joining us for the first time, we are so grateful to have you as part of our vibrant Catholic school community.

This year, our Division theme continues to be **People of Hope**, and we are inspired by the words of **Romans 12:12**:

“Rejoice in hope, be patient in suffering, persevere in prayer.”

These words remind us that even in times of uncertainty or challenge, our faith anchors us. Let us begin this year rejoicing in the hope of new beginnings, supporting one another with patience, and remaining steadfast in prayer.

As we begin this new chapter together, let us walk in faith, work in love, and grow in hope. May this year be filled with learning, laughter, and the grace of God in all we do.

Blessings,

Alannah Muirhead
Principal

Leanne Aura
Assistant Principal

Below is important information regarding school start up

Meet the Staff Event

Mark your calendars for **Friday, August 29** for our Meet the Staff event. We are changing our format this year, and you are invited to drop in between the hours of 3:00 pm – 5:00 pm to come in with your child and meet their teacher, see the classroom and drop off school supplies. We are hoping this format will take away the night before school starts jitters for families by knowing who their teacher is, which door to enter etc.

Office Reopening

The office will reopen on **Monday, August 25, at 9:00am** for the 2025 -2026 school year. We welcome Miss.Marwa Ghazayel (Miss G) who is our new administrative assistant.

First Day of School

A reminder that students return to school on **Tuesday, September 2 at 8:04 am!** Kindergarten will have staggered entry days on September 2 & 3 and the first full day of kindergarten instruction is Friday, September 5. A reminder to our kindergarten families to please check the email that was sent to you in mid-June regarding information for your staggered entry day.

Hours of Operation for the 2025 -2026 School Year

Our school hours for the upcoming school year are as follows:

Kindergarten

M T W F 8:04 am -11: 10 am

No school Thursday

Grades 1-6

M T W F 8:04 am -2:46 pm

Thursday Dismissal 11:45 am

Recess 10:03-10:18

Lunch 11:47-12:27

Class Configuration

We will be having one class of each grade for the 2025 -2026. Please note this configuration may change based on enrolment.

Request Form for Administration of Medication/Medical Treatment

As per division procedures, a new request form for Administration of Medication/Medical Treatment must be completed each school year. If your child requires the administration of medication/medical treatment at school (for example inhalers, epi pens etc.), please complete and return the form to the school as soon as possible. A link to the form is in the email for you. We appreciate your cooperation in this endeavor. Should you have any questions, please contact the school at 780- 463-5976.

Parking and Drop-Off Procedures

To ensure a smooth and safe start to each day, we kindly ask all families to follow our parking and drop-off guidelines. The staff parking lot is for staff vehicles only. All parent vehicles should use street parking; this includes daycare drop-off. Safety is our shared responsibility.

School Supplies

School supply lists are posted on the school's website.

End of Day Pick Up

Please take the time to clearly communicate with your child arrangements for end of day pick up. For our younger students, we would kindly ask that you share this information with a note to the teacher so that we can ensure all students are safe and accounted for.