



“The fruit of the Spirit is love, joy, peace, patience,
kindness, generosity, faithfulness...”
Galatians 5.22

August 24, 2026

Dear St. Richard Families,

Welcome to the 2026 – 2027 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 is **Rooted in Joy**, and we are inspired by the words of **Galatians 5:22 “The fruit of the Spirit is love, joy, peace, patience, kindness, generosity, faithfulness...”**

When we are rooted in the joy that comes from Christ, joy is not simply happiness or ease, but a deep confidence that God is present in our work, our relationships, and our daily acts of service. When we remain rooted in Christ, the fruits of the Spirit begin to grow within us: love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, and self-control.

The fruits of the spirit anchor us in a world that can often feel hurried or rushed.

As we begin our new school year together, let us walk in faith, act with kindness, and find joy in the small everyday moments. May this year be filled with learning, laughter, and the grace of God in all we do.

Blessings,

Alannah Muirhead
Principal

Nicole Lamoureux
Assistant Principal



Below is important information regarding school start up

MEET THE STAFF EVENT

Mark your calendars for **Monday, August 31**, for our Meet the Staff event. Based on the positive feedback from last year, we will host our Meet the Staff event prior to the first day of instruction. Families are invited to drop in between the hours of 3:00 PM – 6:00 PM to meet their teacher, see the classroom and drop off school supplies. We found this format takes away the night before school starts jitters for families by knowing who their teacher is, which door to enter etc.

OFFICE REOPENING

Our office is now open for the 2026 -2027 school year. We welcome Ms. Lilianna (Lili) Alvirde Mora who is our new administrative assistant. Please note that the office will be closed the mornings of Monday, August 31 and Tuesday, September 1 as staff will be attending opening school events. The office will re open at 1:00 PM on these days.

Our regular school office hours for the 2026 -2027 school year are:

- Monday – Wednesday, and Friday 7:45 AM - 3:30 PM
- Thursday – 7:45 AM – 2:30 PM

FIRST DAY OF SCHOOL

A reminder that students return to school on **Wednesday, September 2 at 8:04 am!**

Kindergarten will have staggered entry days on September 2, 4, 7, & 8 and the first full day of kindergarten instruction is Friday, September 11. 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 2026 -2027 SCHOOL YEAR

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

Kindergarten

- Monday - Wednesday & Friday - 8:04 am -11: 10 am
- No school on Thursday

Grades 1-6

- Monday - Wednesday & Friday 8:04 AM -2:46 PM
 - Thursday – 8:04 AM 11:40 AM
 - Morning Recess - 10:03 AM -10:18 AM
 - Lunch Recess - 11:47 M -12:07 PM
 - Lunch – 12:07 PM – 12:27 PM
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CLASS CONFIGURATIONS

We will be having one class of each grade and a 4/5 combined class for the 2026 -2027 school year.

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. Please do not use the staff parking lot for student drop off.** 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.

