

# REGISTRATION PROCESS

What to expect?

## ÉPK PRE-KINDERGARTEN REGISTRATION PROCESS

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### COMPLETE ONLINE REGISTRATION

- Registration open Feb 1st 2025
- Be sure to attach a PDF copy of your child's birth certificate online

### SCHOOL ADMINISTRATIVE PROCESS

- Process & Approve Registration
- School will send a Welcome email

2

3

### DEPOSITS & PROGRAM CONFIRMATION

- Deposit will be required to guarantee your spot, email with next steps will be sent (April 2025)
- Program confirmation will be announced once minimum enrollment has been met

### TEST DRIVE INVITATION & APPOINTMENT

- Email invitation will be sent out to parents inviting them to attend the Pre-Kindergarten Test Drive (End of May 2025)
- Students attend "Test Drive" Pre-Kindergarten in June 2025  
Book your desired appointment

4

5

### ATTEND STAGGERED ENTRY DATE

- Orientation Package will be emailed out -  
Copy will be available online by June 2025

### ATTEND STAGGERED ENTRY DATE

- Students will attend their appointed staggered entry date the morning of September 2025

6

7

### FIRST DAY OF PRE KINDERGARTEN

- September 2025 - TBD

If you would like to make any changes to your registration  
please contact the school at [epk@eics.ab.ca](mailto:epk@eics.ab.ca)



## École Père Kenneth Kearns Catholic School

*With Christ as our ever-present teacher, in an environment rich in French Language and culture, we ensure every child succeeds: personally, spiritually, academically.*

8 Sandpiper Drive  
Sherwood Park, Alberta T8A 0B6  
PH: 780-467-7135  
epk.eics.ab.ca

# Pre-kindergarten Orientation Package

**YOU'VE MADE A GREAT CHOICE!**

Welcome to École Père Kenneth Kearns and Pre-Kindergarten

We are so excited to welcome you and your child to ÉPK and our pre-kindergarten. It is a privilege to be a part of their learning journey and we can't wait to get started. Enclosed you will find information to prepare you for the upcoming school year.

Thank you for choosing ÉPK!

*École Père Kenneth Kearns Pre-kindergarten and School Leadership Team*

**STARTING PRE-KINDERGARTEN WITH EASE**

### Small Group Orientation:

Recognizing that coming to school for the first time may be a little stressful for young children (and parents too) and to help ease the transition from home to school we have planned a staggered entry for our pre-kindergarten students. **Your child will come on September 2nd either from 9am-11am or 1pm-3pm. See the Staggered Entry letter provided.** The

smaller group size helps the teacher to get to know your child a little better and facilitates the introduction of new routines.

If you have any questions, please contact us. ÉPK school office will remain open until Thursday, June 26<sup>th</sup>, 2025. After this day, if you prefer to call, please leave a voicemail as the office will re-open August 13<sup>th</sup>, 2025. We will respond to all emails and voicemail messages received throughout the summer during the week of August 18 – August 30<sup>th</sup>, 2025.

## GETTING STARTED

**First Day of School – After your staggered entry**  
Tuesday, September 2nd, 2025

### Class Times

Pre-kindergarten Class:

- 8:45AM to 3:10PM
- Tuesday and Thursday throughout the year

Attached to the orientation package is the “Year at a glance” Pre-K Calendar. It can also be accessed at

<https://epk.eics.ab.ca/download/516541>



## WHERE TO PARK

- Visitor parking is available in any stall in front of the school
- Back parking lot
- On Flamingo Drive.

We thank you in advance for being courteous to our neighbors by keeping their driveways available for access.

## WHAT TO BRING

We ask that your child brings the following personal items:

- A pair of runners with white soles, preferably with Velcro closure (to be kept at school)
- Backpack & Snack bag
- Water Bottle
- A set of spare clothing for your child (pants, shirt, socks and underwear in a labeled Ziploc bag – Which will be left at the school)

Please label these items with your child's name so they can easily be identified and returned if misplaced.



Your child's school supply list should accompany this orientation package however it is also available at <https://epk.eics.ab.ca/parents/school-supply-lists>.

Please bring all supplies to your Staggered Entry Session.

### **Helping your child become independent is a fantastic gift!**

Please prepare your children to dress themselves by having them practice fastening their coat and shoes.

## SNACKS

Your child's day will include snack time. Please ensure that your child has nut free snacks and lunch daily. We encourage water as the choice for a beverage. We are a "nut - sensitive" school and recommend that you read labels carefully to help ensure that snacks are nut free.

## WHEN YOUR CHILD IS AWAY FROM SCHOOL

**If your child is not attending school, please contact the school and share:**

- the name of your child
- his/her homeroom classroom
- the reason for the absence
- the duration of the absence

**Absences can be reported in several ways:**

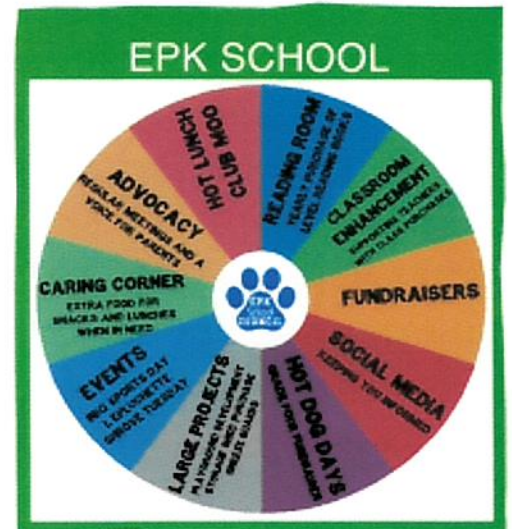
- Report the absence via your PowerSchool Parent Portal Account
- Email us at [epk@eics.ab.ca](mailto:epk@eics.ab.ca)
- Voicemail 780-467-7135

If you have any questions or require assistance, please contact us at the school at 780-467-7135

To ensure student safety, we check student attendance every morning.

## WHAT IS EPK SCHOOL COUNCIL?

École Père Kenneth Kearns Catholic School also has a fantastic School Council. Each month they meet to help guide the direction of the school, assist in decision making that affect all ÉPK students and keep up to date on the amazing opportunities for students. They also plan and coordinate special events, as well as establish fundraising opportunities to support Faith experiences at school, and many Cultural events. It is also an excellent way to get to know other parents in the school and develop lasting relationships. As a parent of a child(ren) attending ÉPK, you are encouraged to attend meetings as well as participate in the planning and volunteering for events. Ensuring we have Pre-kindergarten parent voices is vital. All meeting dates are posted on the school website at [epk.eics.ab.ca](http://epk.eics.ab.ca) under Parents.



## TIPS FOR A SUCCESSFUL START

For some children, starting pre-kindergarten might sound super exciting, but for others, it is quite intimidating. After all, a child has to experience and adjust to a completely new environment which can be pretty scary (even for parents). If your child is having mixed feelings about starting pre-kindergarten, don't worry about it. It is absolutely normal to feel overwhelmed with different emotions. Here are a few back to school tips for parents of pre-kindergarteners!

### **Get a school routine going early**

Summertime schedules are often different from school year schedules, and there's nothing wrong with that. However, kids do well with routines so establishing a school routine early is important.

### **Get appropriate gear for your pre-kindergartener**

There are tons of cute and fun school supplies out there! A tiny backpack is not very useful. The backpack should be able to hold a water bottle, a snack bag and on occasion treasures your child has created.

### **Talk and read about school**

Listen to your pre-kindergartener and answer any questions they might have. Share insights into when you were in school and all the fun you had there. Books about school are a great way to generate conversation.

### **Encourage independence**

While no one expects a 4 year old to do everything on their own, age appropriate independence is important. Some important tasks would include dressing and toileting themselves and cleaning up after themselves. While perfection isn't necessary, working towards independence is the goal.

### **Prepare for back-to-school emotions**

Sometimes young children deal with separation anxiety when school time rolls around. Honestly, some parents have trouble separating from their children too. In both cases, those feelings are totally normal! Many of the above tips will help ease school anxieties. Children adjust to new experiences and in no time they will wave good-bye to you and join their friends to have a morning of fun.

## 2025-2026

Sherwood Park, Fort Saskatchewan, Vegreville

### Pre Kindergarten Calendar

August 2025					September 2025					October 2025					November 2025				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	1	2	3	4	5			1	2	3	3	4	5	6	7
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
25	26	27	28	29	29	30				27	28	29	30	31					

December 2025					January 2026					February 2026					March 2026				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5				1	2	2	3	4	5	6	2	3	4	5	6
8	9	10	11	12	5	6	7	8	9	9	10	11	12	13	9	10	11	12	13
15	16	17	18	19	12	13	14	15	16	16	17	18	19	20	16	17	18	19	20
22	23	24	25	26	19	20	21	22	23	23	24	25	26	27	23	24	25	26	27
29	30	31			26	27	28	29	30						30	31			

April 2026					May 2026					June 2026				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3					1	1	2	3	4	5
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26
27	28	29	30		25	26	27	28	29	29	30			

Legend				
Staggered Entry				
PD Days/Operational – School closed to students				
Early Dismissal/Staff Meeting				
Holiday/Vacation/School Closure				
Day in Lieu Interviews Operation Day -no students/staff				
Kindergarten In Session				

#### SCHOOL CLOSURES

Labour Day	September 1
Truth and Reconciliation Day	September 30
Thanksgiving Day	October 13
Day in Lieu for Interviews	November 10
Remembrance Day	November 11
Fall Break	November 10 - 14
Christmas Vacation	December 22 - January 2
Semester 2 Starts	January 29
Teachers' Convention	February 5 - 6
Family Day	February 16
Day in Lieu for Interviews	March 23
Spring Break	March 23 - 27
Good Friday	April 3
Easter Monday	April 6
Victoria Day	May 18

#### OPENING AND CLOSING DATES

First day for Teachers	August 25
First day for Students	August 28
Last day for Students	June 23
Last day for Teachers	June 24

#### STAFF MEETINGS:

First Staff Meeting: September 3  
All Subsequent staff meetings shall be the first instructional Wednesday of the month.  
Dismissal on early Wednesday's shall be 60 minutes prior to regular dismissal time.

#### OPERATIONAL DAYS

	OPERATIONAL DAYS	STUDENT DAYS
August	3	2
September	0	20
October	1	21
November	1	15
December	0	15
January	1	19
February	2	17
March	2	16
April	0	20
May	1	19
June	1	17
	<b>12</b>	<b>181</b>
Semester 1	6	90
Semester 2	6	91

#### MISSION STATEMENT

"We are a Catholic community committed to developing educational opportunities in the context of Gospel values, where students' gifts and talents are celebrated and nurtured through lifelong spiritual and personal experiences"

### Starter Package

#### Qty. Description

- 1 School Start Report Cover (3 Prong) - Red
- 1 Staedtler Coloured Pencils (pre-sharpened) - 24 pack

#### Qty. Description

- 1 Crayola Original Broad line Washable Markers (Conical Tip) - 10 pack
- 1 Crayola Wax Crayons - 24 pack

Cost of Starter Package

**\$ 15.25**

Items required by teacher and to be ordered if you do not already have them

Description	Qty. Req'd	Price	Qty. Ordered	Subtotal
School Start 5 Index Dividers (write-on tabs)	2	1.67		
School Start 2" D-Ring Binder - Assorted Colours	1	6.45		
School Start Clear Glue Stick - 21 g.	4	1.55		
School Start Washable White School Glue - 125 ml.	1	1.92		
Pampers Sensitive Wipes - 56 Wipes	1	9.51		
Royale Facial Tissue (2 Ply) - 126 Sheets	3	2.33		
Paper Towel Roll	3	3.16		
Large Zipper Bags (10" x 12")	15	0.30		
Sandwich Zipper Bags (6" x 6")	15	0.19		

Cost of Required Items

(prices include tax)

**\$**

Shipping

**\$ 7.50**

Total Cost (Starter Package + Required Items + Shipping)

(prices include tax)

**\$**

### Contact Info / Payment

Student Name (label to appear on supply box)

Phone Number

Email (summer contact info)

By Credit Card Payment: ☐ Visa ☐ Mastercard ☐ Cheque (made payable to: School Start)

Card Number

CVV

Expiry Date

\$

Name as it appears on card

Signature

Amount

**Your Order Will Be Delivered To Your Home. Please provide your house and street address. No P.O. Boxes.**

Address

City

Province

Postcode



## École Père Kenneth Kearns Catholic School

*With Christ as our ever-present teacher, in an environment rich in French Language and culture, we ensure every child succeeds: personally, spiritually, and academically.*

Directeur/Principal – M Alyre Morin

Directeur Adjoint/Assistant Principal – M Daniel Holden

8 Sandpiper Drive

Sherwood Park, Alberta T8A 0B6

PH: 780-467-7135 Website: epk.eics.ab.ca

Dear Pre-Kindergarten Parents,

We are so excited to welcome your child to their first year at École Père Kenneth Kearns. It is a privilege to be part of their learning journey and I can't wait to get started.

Recognizing that coming to school for the first time may be a little stressful on young children (and parents too) I am planning a slight deviation from a typical day. For your child's first day, we are introducing Staggered Entry where we only take half the students at a time. Smaller groups have been organized, allowing for a less busy and a more gentle beginning. For your assigned day your child will **either attend from 9:00 - 11:00am or 1:00 - 3:00pm**. Please verify the date and start time at the bottom of this letter. On your child's next scheduled day, **September 4th, classes will resume to regular hours, drop off can begin @ 8:45am and dismissal is at 3:10pm**. If you have any questions, please do not hesitate to contact the school.

Yours in Christ,

Pre-Kindergarten Leadership Team

École Père Kenneth Kearns Catholic School

<u>Last Name</u>	<u>Date of Staggered Entry</u>	<u>Time</u>
<u>A-L</u>	September 2, 2025	9:00AM to 11:00AM
<u>M-Z</u>	September 2, 2025	1:00PM to 3:00PM