



Wainwright
ELEMENTARY SCHOOL




KINDERGARTEN

Registration Package

Our annual registration meeting took place on April 15, 2025. In case you weren't able to make it, the information in this package was handed out to parents. Our classes are filling up fast, so if you have a preference of programs, Mondays & Wednesdays or Tuesdays & Thursdays, we recommend registering early.

REGISTER NOW

 (780) 842-8161

 wes@btps.ca

 <https://wes.btps.ca>

 905 10 Street
Wainwright, AB T9W 2R6

To register your child:

- 1) Fill out the following registration form and email it to wes@btps.ca. These form can also be found online at <https://www.btps.ca/parents/registration>.
- 2) We also require a copy of your child's birth certificate. Families who do not have a copy of their child's birth certificate should contact the school for further guidance.
- 3) If your child was born outside of Canada, we will need other documents to accompany the registration form. Please see page 3 of the registration form. The documents needed will depend on the code that applies to your situation.
- 4) If your child has any special needs, physical disabilities, or severe medical needs, that will require them to receive additional support, please be sure to fill out the special needs area on the registration form. You can also reach out to our school office at wes@btps.ca or phone 780-842-3361 and we will put you in touch with Ms. Campbell, our Inclusive Learning Teacher.
- 5) Families can register at anytime, however we kindly ask that whenever possible the forms be sent to us no later than June 15th to help us with our planning for the upcoming year.

There is a lot of information in this package. If you have any questions or or need assistance please contact the school office.



Student Registration Form

ASN:

(Completed by School Office Staff)

This registration form is a legal document. Before a student can be admitted by a school, a student registration form must be completed in its entirety. Our staff will be pleased to assist you. The information requested on this form is being collected pursuant to the School Act, Section 23, A.R. 225/2006 and the FOIP Act, Sections 33(c), 39(1)(b) & 40 (1)(c). Information acquired through this form is kept secure and access is restricted.

During the _____ school year, my child will attend _____

New registrants to Buffalo Trail Public Schools must provide the school with a copy of the student's **birth certificate for proof of legal name and date of birth. If for some reason this document cannot be provided, please discuss alternate options with the office staff.*

Has your child previously attended a school in Buffalo Trail Public Schools (BTPS)?

Yes No If yes, which school?

School History:

Last School attended:

School Name

School Address (City, Province)

Date Last Attended (month/day/year)

Grade Level at Previous School

If registering from out of province, has the student ever attended school in Alberta?

Yes No

Is the student currently under an expulsion order from any school jurisdiction that has not been resolved or concluded?

Yes No

*If the expulsion is ongoing, please contact Students Online School at 780-847-3639
Please refer to BTPS Admin Procedure - 202.9AP*

Student Information

Legal Last Name:

Legal First Name:

Legal Middle Name(s):

Does the student wish to be called a name different from the legal name?

Yes

No

If yes: AKA Surname:

AKA First Name:

Gender:

Male

Female

Unspecified

Date of Birth (month/day/year):

Country of Birth:

Primary Language Spoken at Home: English **OR** Other:

Grade Level Entering:

School Enrollment Starting Date (month/day/year):

Siblings attending the same school:

Student **Mailing** Address:

Box/Street

City, Province

Postal Code

Student **Physical** Address:

Is this the same as the mailing address?

Yes

No

If No:

Legal Land Location/911 Address

OR

Residential Address

Preferred Phone Number to contact Parents/Guardians :

(Used for attendance, emergencies, etc.)

This phone is a:

Landline

Cell

Student Cell Phone Number (Optional) :

Student Medical Information:

Are there any medical conditions you wish the school to be aware of? Please provide details:

***Note: If your child has a severe and/or life threatening allergy or medical condition, please contact the principal to develop a medical plan as per BTPS procedures: 203.1AP Administration of Medication/Medical Assistance to Students.**

Student Special Needs Information:

Does your child have any physical, intellectual, behavioral or emotional needs which may require additional educational assistance beyond the regular educational programming?

Yes No

If yes, please give details:

Citizenship Information *(Completed by School Office Staff)*

Code 1-Canadian Citizen (student was born in Canada or has become a Canadian citizen) – request a copy of the student’s birth certificate or Canadian citizenship certificate/card.

Code 2-Permanent Resident (student has a PR Card) – request a copy of the student’s birth certificate and the student’s PR Card; take note of the expiry date on the PR Card (submit this documentation to the SIS Department)

Code 5-Temporary Resident-Student – request a copy of the student’s birth certificate, Citizenship and Immigration Canada document (student visa/study permit/electronic travel authorization); enter the expiry date of the Citizenship and Immigration document in the SIS software

Code 5-Temporary Resident-Child of a Temporary or Permanent Resident – request a copy of the student’s birth certificate, the student’s passport, and the parent/guardian’s PR card or work/study permit; take note of the expiry date on the PR card or work/study permit (submit this documentation to the SIS Department)

Code 5-Temporary Resident-Child of a Canadian Citizen – request a copy of the student’s birth certificate and the parent’s citizenship documentation (birth certificate, passport). Discuss with SIS department to be sure of coding.

Code 9-Other/Unknown (Step Child of a Canadian Citizen) - request a copy of the student’s birth certificate, the student and foreign parent passport, the student’s study permit and proof that permanent residence has been applied for and the associated fee has been paid (submit this documentation to the SIS Department)

Parent/Guardian Information

(A) Parent/Guardian

Name:

Relationship to Student:

Mailing Address: Box/Street
City, Province
Postal Code

Physical Address: Is this the same as the mailing address? Yes No
If No: Legal Land Location/911 Address
OR
Residential Address

Home Phone:

Cell Phone:

Work Phone:

Email Address: *(used to send school and Parent Portal info)*

Does this student live with you? Yes No

(B) Parent/Guardian

Name:

Relationship to Student:

Mailing Address: Box/Street
City, Province
Postal Code

Physical Address: Is this the same as the mailing address? Yes No
If No: Legal Land Location/911 Address
OR
Residential Address

Home Phone:

Cell Phone:

Work Phone:

Email Address: _____ (used to send school and Parent Portal info)

Does this student live with you? Yes No

(C) Parent/Guardian

Name:

Relationship to Student:

Mailing Address: Box/Street
 City, Province
 Postal Code

Physical Address: Is this the same as the mailing address? Yes No
 If No: Legal Land Location/911 Address
 OR
 Residential Address

Home Phone:

Cell Phone:

Work Phone:

Email Address: *(used to send school and Parent Portal info)*

Does this student live with you? Yes No

(D) Parent/Guardian

Name:

Relationship to Student:

Mailing Address: Box/Street
 City, Province
 Postal Code

Physical Address: Is this the same as the mailing address? Yes No
 If No: Legal Land Location/911 Address
 OR
 Residential Address

Home Phone:

Cell Phone:

Work Phone:

Email Address: *(used to send school and Parent Portal info)*

Does this student live with you? Yes No

Alternate Contact Information *(Other than Parent/Guardian)*

Every effort is made to contact the parent/guardian first.

Alternate Contact #1

Name:

Home Phone:

Cell Phone:

Work Phone:

Alternate Contact #2

Name:

Home Phone:

Cell Phone:

Work Phone:

Alberta Education Information (*Must be completed)**Section 23 Francophone Education Eligibility Declaration**

Pursuant to Section 23 of the Canadian Charter of Rights and Freedoms:

- 1) Citizens of Canada whose first language learned and still understood is French, or who have received their primary school instruction in Canada in French, have the right to have their children receive primary and secondary school instruction in French.
- 2) Citizens of Canada of whom any child has received or is receiving primary or secondary school instruction in French in Canada, have the right to have all their children receive primary and secondary school instruction in the same language.

According to the criteria above as set out in the Canadian Charter of Rights and Freedoms, are you eligible to have your child receive a French first language (Francophone) education?

Yes No Do Not Know

If yes, do you wish to exercise your right to have your child receive a French first language (Francophone) education?

Yes No

*Note: To exercise your Section 23 rights, you must enroll your child in a French first language (Francophone) program offered by a Francophone Regional Authority.

Custody Order Information

Is there a Custody Order in place regarding this student that restricts parent access to the student or to the student's personal information?

No Yes (If yes, please provide the school with a copy of the most current order)

Aboriginal Self-identification

If you wish to declare the student is Aboriginal, please select one:

First Nation (status)

First Nation (non-status)

Métis

Inuit

For further information, please refer to: <https://education.alberta.ca/system-supports/results-reporting/> or contact Alberta Education at [780-427-8501](tel:780-427-8501).

If you have questions regarding the collection of student information by the school board, please contact the School Board Superintendent at 780-842-6144.

Child/Youth In Provincial Government Care *(Student has involvement with the Ministry of Human Services)*

Is the student in provincial government care as defined by the Child, Youth and Family Enhancement Act?

Yes No

*Note: If yes, please contact the school administrator immediately. The Success in School for Children and Youth in Care Provincial Protocol Framework will be implemented.

Independent Student Status

The School Act defines an independent student as someone who is:

- 18 years of age or older; or
- 16 years of age or older and who is living independently; or
- 16 years of age or older and party to an agreement under Section 57.2 of the Child, Youth and Family Enhancement Act

Are you claiming status as an independent student under the definition of the School Act?

Yes No

*Note: If yes, please refer to BTPS 201.4AP Independent Students for procedures

Fee Information

Please refer to BTPS Administrative Procedure 201.5AP at www.btps.ca for information on fees. Also, please see the Parents page on your school website for fee information specific to your school.

Declaration by Parent, Legal Guardian or Independent Student

I, _____, hereby certify the above information to be
(Please Print Name)

true, correct and complete. I have also identified all guardians for this student.

I verify I am signing this document as a biological parent of this student, a court appointed legal guardian of this student or an independent student and I am currently residing in Alberta.

Date (mm/dd/yyyy):

Signature:

*** Typed signature is acceptable**

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY PROVISIONS

PARENTAL CONSENT FORM

The information collected on this form as part of the school registration process is personal information as referred to in the *Freedom of Information and Protection of Privacy (FOIPP) Act*, which becomes effective for Alberta School Jurisdictions on September 1, 1998. This personal information is collected pursuant to the provisions of the *School Act* and its regulations, and pursuant to Section 33(c) of the *FOIPP ACT* as the collection is related directly to and is necessary to a school board's obligation to provide students with an education program that meets their needs and to provide a safe and secure school environment. The *FOIPP Act requires that parents/guardians be advised of the collection and use of personal information that is not authorized under the School Act*. This includes many activities that are part of normal school community interaction, such as:

- 1) Individual photos that are taken;
- 2) Photos and/or videos of classroom and school activities that are taken and used in the school calendar, school yearbook, or for other purposes within the school, as well as video monitoring used in schools and busses;
- 3) Class and team photos that are taken and used within the school
- 4) Student name and description of activities that are used in the school newsletter and other school communications;
- 5) Student name, photograph, and write-up that are included in school yearbook (if one is produced);
- 6) Student names that are included in an honor roll listing, birthday recognition listing (including announcement on PA system), student achievement awards, and graduation roll, within the school;
- 7) Media photographs or videos of classrooms and school activities, where individual students cannot be identified, may be taken and used by the media;
- 8) Student names that are used on artwork, written material, or other items to be displayed in the school;
- 9) The use of student names, related contact information and phone numbers for classroom reps;
- 10) The use of student names and academic information necessary for determining eligibility or suitability for provincial, federal or other types of awards or scholarships in the event the board applies on a student's behalf;
- 11) Photographs or videos taken by the media or any other organization where individual students are identified or instances where students are interviewed;
- 12) Photographs or videos taken by the Jurisdiction where the material will be used outside of the school;
- 13) Copyright for artwork or creative writing which will be reproduced for use outside the classroom;
- 14) The circulation of information on a "need-to-know" basis regarding students who have severe or life-threatening medical conditions, and those who require immunization, communicable disease control speech and dental services. (You may be contacted by the Regional Health Authority for these services.)
- 15) Photos and names of students involved in school-based activities may be posted on school websites.
- 16) To support a safe and caring school environment, video monitoring may be used in all areas of the school and school grounds, as well as on buses.

****NOTE** Photos and/or videos of school activities that are open to the general public may be taken and used for purposes within and outside of the school. The school may not restrict such activity at public events.**

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY PROVISIONS**PARENT/GUARDIAN CONSENT:**

I have read and understood the uses that will be made of the personal information as listed and I agree to consent to these uses as they relate to my child.

I understand it is my responsibility to inform the school immediately regarding any change to these permissions. A new form will need to be completed at such time.

Child's Name:

Grade:

Name of School:

Parent/Guardian Name (please print):

Parent/Guardian Signature:

** Typed signature is acceptable*

Date Signed (mm/dd/yyyy):

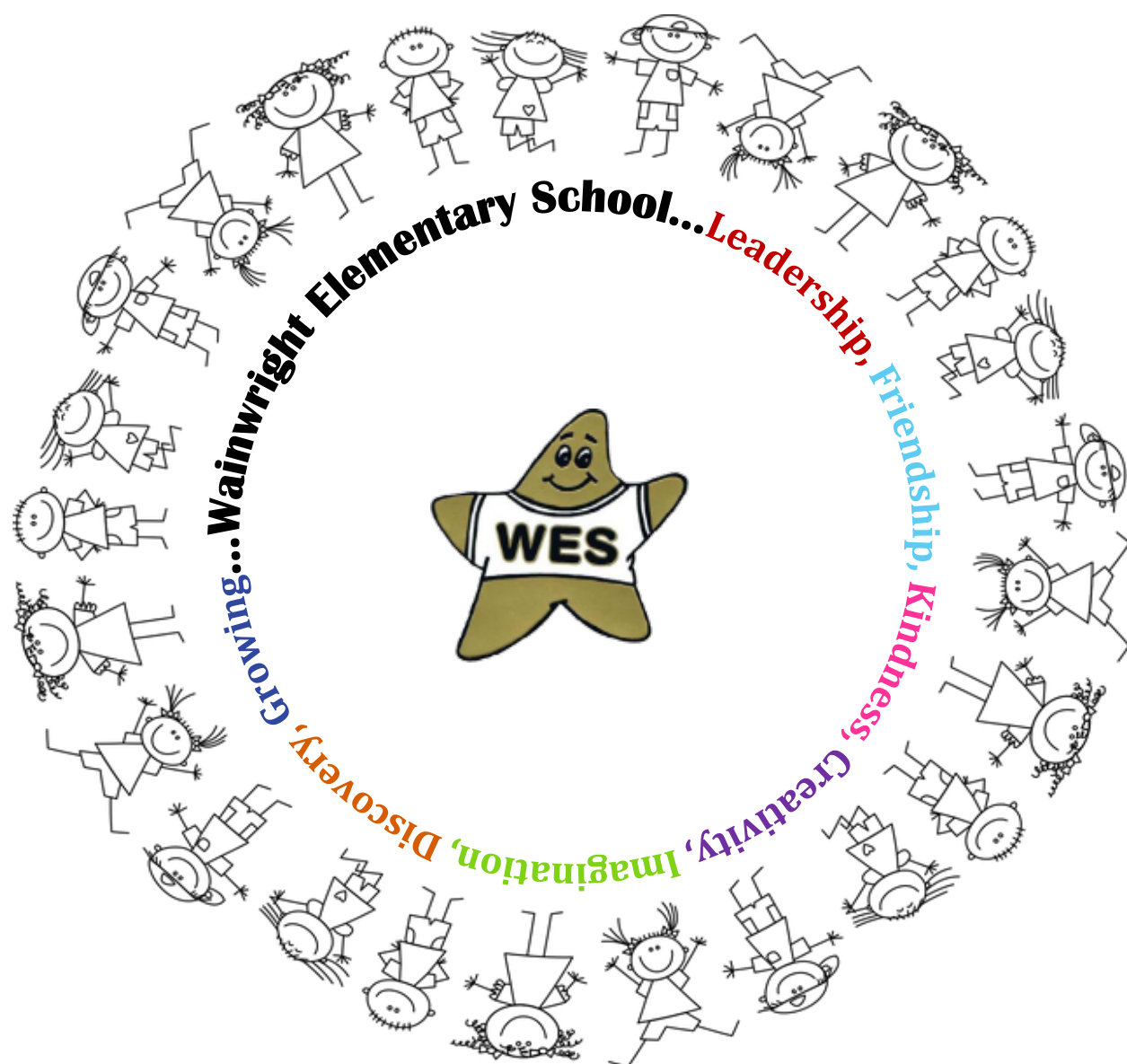
For Office Use Only:

Consent Form Received (Date-mm/dd/yyyy)

Please Print Name

Authorized Signature

** Typed signature is acceptable*



Kindergarten Parent Handbook

Welcome to Kindergarten



Welcome to Wainwright Elementary School. We are very excited to have the opportunity to get to know you and your child as the year goes on. If this is your first child in our school, you may have some questions. This book is designed to answer some of them. Please read it and keep it for future reference. School Policies can be found on the Buffalo Trail Public Schools website at www.btps.ca if needed.

Entrance Age and Registration

Children must turn 5 years old on or before December 31, 2025, to be eligible to attend the 2025/2026 Kindergarten Program as per Alberta Education Guidelines.

Kindergarten Programs

We currently offer two Kindergarten Programs: Monday/Wednesday Full Days and Tuesday/Thursday Full Days. Both programs have some Friday classes scheduled. You will receive a list of these days in your registration package and at the beginning of the school year.

School Hours and Bell Schedule

The school office is open Monday through Friday from 8:00 am to 4:15 pm, on all regular student days. As part of our safe and caring schools’ initiative, the doors beside the office remain unlocked during the day, all others will be locked before 9:30 am. Students arriving late, or parents picking up students early, should use the main doors by the office. Visitors are asked to check in with the office to let us know you’re in our building.

Bell Schedule

- 8:35 AM.....Outdoor Supervision Begins
- 8:43 AM.....Entry Bell Rings
- 8:48 AM.....Classes Begin
- 10:33 - 10:46 AM.....First Recess
- 11:45 AM - 12:15 PMLunch Recess
- 12:15 - 12:39 PMEating Lunch
- 2:12 - 2:25 PMLast Recess
- 3:27 PM.....Dismissal Bell
- 3:35 PM.....First Bus Wave Leaves
- 3:40 PM.....Second Bus Wave Leaves
- 3:45 PM.....Third Bus Wave Leaves
- 3:55 PM.....Fourth Bus Wave Leaves

Students should arrive between 8:35 AM when outdoor supervision begins and 8:43 AM when the bell rings to come inside. Our outdoor play policy states that when the weather is -25° Celsius or colder, we stay indoors. We will call students to come inside early on these days.

Attendance Procedures

Another part of our safe and caring schools’ initiative is our attendance check procedure. If your child will be away for any reason, please phone the school at (780)842-3361 **before 8:30 am**, or email wes@btps.ca. This includes times when your child will be absent due to buses not running. If we don’t hear from you, we will make every attempt possible to phone you to determine the cause of the absence, this may include phoning your alternate contacts.

Bus Students

Busing can be arranged by contacting our division office at (780) 842-6144. If your child rides a bus, let the teacher know the bus number and driver's name. Let the driver know if your child won't be on the bus, or if they are coming to school on a day other than their scheduled kindergarten day for a special activity such as track and field or winter active.

Bus Buddies

Children who travel to/from school on a bus will be assigned a bus buddy. Their bus buddy will meet them at the classroom and take them to their bus at the end of the school day.

Please discuss with your child what they need to do if they miss the bus, for example: come back in the house or go to the school office, etc., depending on where it is missed.

Changes in Afterschool Pick-up

If you plan to pick up a child who normally rides the bus or if your child is to be picked up by someone who wouldn't normally pick him/her up please send a written note or phone the school office before 3:00 pm. **If we do not receive a written note or a phone call to let us know of a change, your child will be sent home by his/her usual method of transportation.**

Clothing and Shoes

Please label all clothing, outerwear, and shoes being brought to the school with first and last names. This will make it easier to return lost items to their owners. Unclaimed lost and found items are sent to Goodwill or a similar charity at the Christmas Break and at Year End.

Change of Clothes

Please send a change of clothes for your child to be kept in their locker just in case a slip or spill occurs. This will keep you from having to make additional trips to the school for non-emergent situations.

Shoes

Students are asked to show empathy for the custodians by having inside running shoes and outside footwear. When the students enter the school, they are asked to take their outside shoes off and place them on the boot rack. Inside shoes are kept in the classroom. Please have your child try on the running shoes or boots at the store to see if they can do this independently.

Communication

Parents are kept informed about things that are happening in the school and within the Kindergarten program through the See Saw Program, monthly newsletters, texts, email notifications, and on Facebook.

Mail Bag

There will be a mail bag that comes home every day, containing parent handouts, student work, etc. **Please empty the mail and return the bag to the school with your child the next school day.** If you have any notes, etc., to send back to the school, place them in the mailbag.

Parent Questions or Concerns

If you have any questions or concerns, you can contact our school office, email or Seesaw the teacher or office at wes@btps.ca, send messages through the See Saw program, or place a note in your child's mail bag and we will do our best to get back to you within the day. If you need to speak with the teacher in person, please phone ahead to arrange a time before or after school that works for both of you. This will help minimize interruptions in the classroom.

Health and Wellness

Your child's health and safety are important to us. Please let us know of any medical or allergy concerns prior to the first day of school. **Our school is a peanut/nut free aware zone. We ask students to bring peanut free/nut free snacks and lunches only, this is in consideration of our students and staff with life-threatening peanut/nut allergies. We also remind our students to not share food items for this reason.**

Medical Concerns or Severe Allergies

There are medical forms in the office that parents need to fill out if their child has a severe allergy or medical condition that may require medication or special attention. For example, a child with Asthma may need an inhaler, a nut allergy may require an Epi-pen, or a student with Epilepsy may require special attention should they have a seizure. These are just a few examples, if you are not sure if your child requires a medical form to be filled out, please check with school admin.

Illness or Injury Procedures

If a student becomes ill or injured while at school, the following procedures will be followed:

- 1) A staff member will attempt to contact the parent/guardian to report the problem and decide on a course of action.
- 2) If a parent or alternate contact cannot be reached, the child will be kept at the school in the sick room in the office.
- 3) In the rare event that an illness or injury appears serious, the student will be taken to the hospital by a staff member or by ambulance if necessary. This may occur while parents are being contacted.

Hot Lunch Program

The School Council has volunteers who organize the hot lunch program for students from October to May as part of their fundraising for school events. A schedule of dates, available meals, and costs are online, instructions will be sent home at the beginning of the year. It is not mandatory to participate in the hot lunch program.

Milk Program

Milk is sold during the lunch hour starting late September to the end of May. Tickets can be purchased at the school office for \$1.00 each or tickets can be purchased for \$1.00 each. Students have the choice to buy white or chocolate milk.

Snacks and Lunches

We have allotted time for two snacks (one in the morning and one in the afternoon) and a lunch. A healthy morning snack is required, such as fruit, vegetables, yogurt, or cheese. In Kindergarten, it is especially important to send snacks that are peanut/nut free. Refrain from sending snacks that "may contain nuts".

Supervision

All supervisors on the playground will be wearing bright coloured vests so they are easy to identify. Children are encouraged to find the teacher on supervision if they have any problems on the playground. Supervision starts first thing in the morning at 8:35 AM, during all recesses. There are also bus supervisors at the beginning and end of the day.

Parent Involvement – Volunteer Opportunities

Volunteer help is optional, but essential in running the Kindergarten program. There are many opportunities for parents or family members to help out. Volunteers are needed for field trips, in class work, scrapbooks, or helping with special activities. Your involvement is valued and very much appreciated.

Kindergarten Fundraising Committee & Field Trip Coordinator

The Kindergarten committee will look to WEPA represents the needs of our Grade 1-6 students and their parents. Both associations are vital to our school and the events that we can offer our students beyond the regular curriculum. Kindergarten parents are invited and encouraged to attend the KAP meetings. This is a great way to become more involved in your child's education.

School Council

In the Alberta Government's plan of education services for the province, the School Council is now the only parent group with legal status to represent a school. The School Council is composed of representatives from the following groups: parents of students attending our school, staff members, and the community. All parent representatives are elected at an annual meeting with the exception of a community member who is selected by the new council members. The School Council provides the opportunity to advise the school's administration on policies and procedures, which affect the operation of the school. The meetings are held on the third Monday of each month and are open to the public.

Special Events

There are many special events that happen throughout the school year. Some of these include: Christmas Concerts, Kinderwalk, Swim Days, Field Trips, Track and Field, Winter Active Day, and Presentations. Fundraisers will be held throughout the year by our parent groups that allow us to hold or attend special events and field trips at little or no cost to our parents.

Field Trips

Field trips provide students the opportunity to learn about their community. They meet new people and learn about how others contribute to our town. Field trips may include:

- Public Library
- Swimming Pool
- Wainwright Credit Union

Guest Speakers

Guest speakers vary year to year. Some previous speakers have been:

- Police Officer – Halloween Safety
- Firemen – Fire safety
- Farm Safety Officer
- Bus Safety

“Early Childhood is a significant period in human development. Independence, initiative, decision-making, creativity, the ability to learn, the ability to relate to others and feelings of self-worth all have their beginnings in early childhood. What young children learn at this stage will have a major impact on successful learning experiences in school, on personal development and on future participation in society.” This quote was taken from the Kindergarten Program Statement issued by Alberta Education. With this in mind, what are some things that you can do as a parent to help your child get ready for kindergarten? Read on to find out.

Getting Ready for Kindergarten

Starting kindergarten is an exciting time in a child's life and there are a several ways that you can help prepare your child for this important experience. Talking about school and helping your child feel excited about going to kindergarten will make a positive difference.

Learn about the school:

- bring your child to the school playground (when available)
- if you're able to, attend the school's kindergarten information session
- check out the school website at <http://wes.btps.ca> or our [Facebook page](#)

Build your child's independence, encourage them to:

- dress themselves, give them time to do up zippers, buttons, Velcro, etc.
- use the washroom on their own, including washing their hands after
- put away toys and help out in other small ways at home
- make choices and solve problems

Take time to talk with your child about everyday activities:

- share special activities together, such as walks to the park
- talk about what you are seeing and doing
- talk, read, sing and play every day, if English isn't your first language, that's okay, do these things in your first language
- praise your child for their efforts and courage to overcome setbacks
- talk about how it is okay to make mistakes

Support your child's social and emotional skills:

- provide opportunities for your child to play games that involve sharing and taking turns
- help your child in naming their feelings, i.e. frustrated, sad
- promote flexible thinking and actions by offering experiences that may be new or unfamiliar

Read to your child every day:

- read stories together to help your child develop vocabulary, listening and speaking skills, again in your first language
- enjoy reading a variety of books: picture books, information books, nursery rhymes, poetry
- encourage your child to talk about the pictures and stories as you read together
- visit the Wainwright Public Library (when possible)

Build your child's interest in literacy and numeracy:

- make new discoveries by exploring together in a playful way
- make a game of looking for letters and numbers on signs in your community and in the books you read
- help strengthen fine motor skills, provide things like children's scissors and playdough
- provide opportunities for your child to draw with pencils, crayons, and felt pens
- if your child is interested, help them print their first name, using a capital letter for the first letter only

School Contact Information

Principal: Mrs. Kimberly DeFord
Assistant Principal: Ms. Christine Martens

Wainwright Elementary School

905 10 Street
Wainwright, Alberta T9W 2R6

Phone: (780) 842-3361 Fax: (780) 842-6499
Email: wes@btps.ca

School Division Contact Information

Superintendent: Mrs. Michelle Webb
School Trustee: Mrs. Stephanie Cooper

Buffalo Trail Public School

1041 10A Street
Wainwright, Alberta T9W 2R4

Phone: (780) 842-6144 Fax: (780) 842-3255
Email: central_office@btps.ca

2025-2026 Schedule of Fridays

Your child will attend some Fridays during the year to make up for other days that are non-student days such as holidays, in-lieu days, etc. The Fridays your child will attend, in addition to his/her regular school days, will be as follows.

Monday/Wednesday


Students will attend school the following Fridays...

September5 (this is a staggered entrance day), and 19
October10, 17, and 31
November28
December12
January16
February20
March20
April17
May1 and 22
June5 and 19

Tuesday/Thursday

Students will attend school the following Fridays...

September12 and 26
October3 and 24
November7
December5 and 19
January9 and 23
February6
March6
April24
May8 and 29
June12



**Please add
these dates to
your calendar.**









2025-2026 BTPS SCHOOL YEAR CALENDAR

Buffalo Trail Public Schools is committed to maximizing student learning, in a safe and caring environment, supported by a highly effective team.

AUGUST							SEPTEMBER							OCTOBER							NOVEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	4							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
31																					30						

DECEMBER							JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31								29	30	31				

APRIL							MAY							JUNE							JULY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6				1	2	3	4
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	

LEGEND	
	Holiday
	Day-in-Lieu
	Self Directed Teacher Day
	ATA PL Day / Convention
	School Based PL
	First / Last Student Day of Semester
	BTPS Learning Day
	Central Office Closed

The first day for students is **September 2, 2025**. **February 2, 2026** is the first day of Term 2. **June 25, 2026** is the last day of school for students.

Please be reminded that when inclement weather does not allow us to operate our buses, schools will be open, classes are occurring and student learning continues. As with any absence, students who miss material will be provided with an opportunity to receive instructional material through an alternate means or catch up on missed school work upon return to school.

Students are required to be in attendance until the last day of school as identified by the BTPS Board Approved Calendar. Final exams at the Grade 7 to 9 level will occur during the last five student days each semester. During non-examination times, tutorials, course review and alternate activities will occur. Final exams in non-diploma courses at the Grade 10 to 12 level will occur during the last five student days each semester. During non-examination times, tutorials, course review and alternate activities will occur. Final exams in diploma courses will occur as described in the Alberta Education Diploma exam schedule (www.education.alberta.ca) and submission of marks will occur the day prior to the diploma marks submission date. During non-examination times, tutorials, course review and alternate activities will occur.

The total student days in this year's calendar equals 180 days.

Email: buffalotrail@btps.ca

STUDENT NON-ATTENDANCE DATES

August 25	Self Directed Teacher Day
August 26	School Based PL
August 27	BTPS Learning Day (All Staff)
August 28	School Based PL (All School Staff)
August 29	Self Directed Teacher Day & Support Staff Conference
September 1	Labour Day
September 30	National Day for Truth and Reconciliation
October 13	Thanksgiving Day
November 10	Designated Day-in-Lieu (Staff Meeting)
November 11	Remembrance Day
November 12	Designated Day-in-Lieu (Parent Teacher Interviews)
November 13	School Based PL
November 14	ATA Professional
Dec. 22 - Jan. 2	Christmas Break

January 29	School Based PL
January 30	Self Directed Teacher Day
February 12 & 13	ATA Teachers' Convention
February 16	Family Day
March 13	BTPS Learning Day (Teachers)
March 27	School Based PL
April 3	Good Friday
April 6-10	Easter Break
May 14	Designated Day-in-Lieu (Staff Meeting)
May 15	Designated Day-in-Lieu (Parent Teacher Interviews)
May 18	Victoria Day
June 26	Self Directed Teacher Day

*** Central Office will be closed to the public in the summer from July 20 - July 31, 2026*



Wainwright Elementary School



Kindergarten Supply List

2025-2026 School Year

Please do not put your child's name on the following items,

- ❑ 6 Large Glue Sticks – Purple Elmer's or Purple UHU
Please DO NOT buy repositioning glue, it will not hold projects together.
Look carefully as repositionable is written in small letters.
- ❑ 2 Dry Erase Marker – Any colour BUT black.
- ❑ 2 Black Dry Erase Expo Markers
- ❑ 3 Duo Tangs – Colour as follows:
 - Blue for Monday/Wednesday
 - Red for Tuesday/Thursday
- ❑ 10 Medium Ziploc Bags (Please no slider bags)
- ❑ 1 Package of 24 Wax Crayola Crayons
- ❑ 1 White Eraser
- ❑ 1 Box of Kleenex

Please **label** the following supplies with your child's first and last name:

- ❑ Backpack
- ❑ One pair of Fiskars Blunt-Tip 5" Kids Scissors (please no substitutions)
- ❑ 1 Black Sharpie Marker 
- ❑ Lunch Kit
- ❑ 1 Pair of non-marking soled, inside running shoes. No laces. Please make sure your child can put them on and take them off without help.
- ❑ 1 Pair of computer headphones (NO EAR BUDS)
- ❑ 1 Plastic supply kit/pencil box - please, no soft zipper pencil cases (similar to this image) 
- ❑ 1 Large Hilroy Studio coiled scrapbook – 35.6 cm X 27.9 cm - Minimum 20 sheets.
Please no substitutions
- ❑ 1 Change of clothes to keep in the locker for accidental slips, spills, etc. These do not need to be new clothes.

Unpackage and put the crayons, scissors, dry erase pens, sharpie, and eraser into the plastic pencil box/supply kit.

Please bring all supplies on the first day of school.



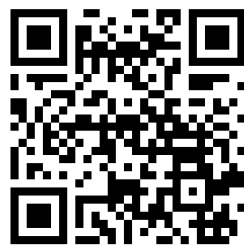
WES SCHOOL COUNCIL HAS
PARTNERED WITH

WRITE-ON Stationery

**TO BRING YOU CONVENIENT
ONE-STOP SCHOOL
SUPPLY SHOPPING**

**Write-On Stationery is an Alberta based
school supply company offering a convenient
shopping option to parents. Supplies
ordered will arrive before school starts. The
last day to order is August 1, 2025.
Scan the QR Code below or go online to order
at <https://www.write-on.ca/shop/>.**

SCAN ME



Registering for Bussing:

If you are planning on registering for bussing, please take a minute to read through the pamphlet. Registrations can be completed online at:

<https://www.btps.ca/departments/transportation/registration>

Things to Remember:

- 1) Please have your registrations submitted to the Transportation Department by June 15th.
- 2) You will need to have sent your child's registration into the school prior to registering for bussing.
- 3) If you have specific questions about bussing, please contact our Transportation Department by email to transportation@btps.ca or phone 780-806-2052.



BUSSING INFORMATION



Our bus contractors need spare bus drivers. If you are interested in driving a school bus, please call our office and we can get you in touch with a bus contractor in your area. You can also visit our website on our [Careers](#) page.

REGISTRATION

The link for the online transportation registration site forms is <https://sites.google.com/a/btps.ca/btps-transportation-registrations/>. Some bus services may not be available online but can be found on the Transportation Department page at <https://www.btps.ca/departments/transportation>. All students must be registered and accepted into a school before bussing will be provided.

If you have any questions or need assistance, please email transportation@btps.ca or call 780-842-6144.

Important Deadlines:

May 1 st — All Boundary Exemption & Cross Jurisdictional Bussing Requests are due

June 15 th — All in-town and ineligible registrations due

STUDENT INFORMATION

Transportation funding received for your child is based on your resident address. The Transportation Department receives this information from the school's student information system. Please ensure that the school has your child's current demographic information (i.e. physical/municipal address, mailing address, phone numbers, email, etc.) The school should also be informed of any joint custody situations as they have transportation funding implications as a child is only funded from one residence.

ALBERTA EDUCATION FUNDING

The Board develops and administers policies and procedures based on the *Education Act*, the associated transportation regulations, and its obligations under the National Safety Code. In the upcoming school year transportation planning will be based on current student enrollments. Still, we need parents/guardians to know that we could be facing some major changes in the area of school bus transportation. Increased costs to fuel insurance, parts, etc. have had an impact on our bus contractors. BTPS is now a licensed driver training school. Still, unfortunately, we cannot afford to employ a full-time driving instructor, and the cost of one driver is expected to be around \$5000 (including first aid training). Local school bus contractors continue to be impacted by increased maintenance and operational expenses. Some families have felt this impact with an increase in bus cancellations due to no spare driver or bus maintenance issues. The only way to address funding shortfalls is to cut runs or charge fees. BTPS continues to monitor bus routes for cost efficiencies and reasonable ride times for students.

BUSSING TO SCHOOL OF CHOICE

When students attend a school other than the one they have been directed to attend, transportation becomes the parent's/guardian's responsibility. A child's designated school is the school that lies within the transportation service area in which they reside. The Board may however make transportation service area boundary exemption bussing available to students provided that the following are met:

- The student has been accepted and registered at their school of choice
- The Boundary Exemption Application Form has been signed and completed by the parent and submitted to the Transportation Office by **May 1st**
- There is space available on the bus
- There is no diversion from regular routing
- Parents accept responsibility for meeting the bus at a designated stop on the route
- **Fees have been paid (if applicable)**
- Boundary exemption students will not be permitted to ride until the above criteria have been met
- On-route requests must be approved by the Director of Transportation, and off-route requests must be approved by the Board of Trustees. Some requests may require prior approval from the other jurisdiction.

Transportation service area boundary exemptions are available on a first-come, first-served basis. Transportation privileges may be revoked at any time if space availability becomes an issue because priority is given to the eligible students in that designated transportation service area. The Board is entitled to charge a fee for this service, as transportation to a school of choice is not mandated under the *Education Act*. To apply for service, parents of BTPS resident students must complete a Transportation Service Area Boundary Exemption Request form (**701.8AP exhibit 1**) or a Cross-Jurisdictional Boundary Exemption Request form if they live outside the jurisdiction (**708.8.1AP exhibit 1**). **All requests must be in annually by May 1.** Failure to register does not remove the right of BTPS to revoke transportation service if space in the program or on the bus becomes an issue.

NOTE: School of Choice also includes students who live outside of a Catholic Establishment, but choose to attend a Catholic School.

MOVING OR BUILDING

If you are looking at purchasing a house, check for the designated school in the area. If you are building a house in a rural area, be advised that bus service will be provided to your gate (where the private lane meets the municipal road). BTPS is not obligated to provide door service, and long ride times may prohibit private property/door service. Supervision to, from, and at the bus stop is the responsibility of the parent/guardian.



BUSSING AND YOUR CHILD

If problems on a school bus occur, parents should initially contact the driver of their child's school bus. Most concerns can be resolved between the driver, the parents/guardians, and the students. If the situation is not resolved, talk to the principal of the school your child attends. If your child is suspended, expelled, or withdrawn from school, he/she will not be permitted to ride the bus. It is of utmost importance that parents/guardians inform their bus driver when their child(ren) will not be riding on the bus. **Bus drivers, by law, must report actual or suspected child abuse, neglect, or danger to themselves or others.**

BUS CANCELLATIONS—COLD WEATHER

The BTPS Inclement Weather [701.11AP](#) and [701.12AP](#) includes a -40°C clause. If the temperature with or without a wind-chill factor reaches -40°C , buses will not run. The temperature will be read at 6:00 p.m. the night before and based on the next day's projected temperatures (with windchill) between 6:00-9:00 a.m. for the morning run. At 10:30 a.m. the temperature will be read from 3:00-5:00 p.m. for the afternoon run. **Regardless of the temperature, students should always wear or carry with them appropriate winter attire when riding the school bus.**

On mornings when weather conditions are poor, parents will be advised by their bus driver and/or by an emergency announcement regarding bus cancellations on the [BTPS website](#). Parental cooperation is essential when using the fan-out system during inclement weather or emergency situations.

YARD SERVICE AND TURNAROUNDS

The Board commits to provide transportation service along Provincial Highways and Municipal Roads and to establish bus stops at safe points along designated routes. Door service is not a requirement under the *Education Act*. It will be parental responsibility to have their children meet the bus at one of these safe points. If a parent requests private property/door service for any reason (i.e. safety, distance, etc.) there will be a charge. This may include essential private property pickups/drop-offs where the total distance traveled on private property is over 250 m. **Non-essential private property pickups (Paid Yard Service) will not be available on bus routes where the first student on the bus route rides 75 minutes or longer.** Payment must be made before service will begin. Snow removal and private road maintenance are the responsibility of the landowner.

Please contact your County or MD for their snow removal policies procedures and fees, as there may be a charge.

STUDENT SAFETY IS OUR GOAL

PAYRIDE (IN-TOWN) BUSSING - FOR THE CURRENT SCHOOL YEAR

Payride (In-town) Bussing in Wainwright, Vermilion, and Kitscoty is reviewed on an annual basis. Any changes to the current service are determined by the number of registrants and it is offered on a first come first serve basis. Additional buses will not be added. You may be placed on a waiting list until space is available. You must register annually regardless if you are eligible for transportation funding.

FEES: please refer to the website at www.btps.ca

All in-town students will be required to register **annually by June 15th** by completing an application form on a per-family basis. This includes families using transportation from a caregiver's residence within the towns of Wainwright, Vermilion, and Kitscoty. Application forms must be completed online at www.btps.ca. **Fees are payable at the time of registration and may be submitted to the school with payment of cash or postdated cheques.**

BTPS also has online payment available for school and transportation fees. Please visit the website of your youngest child's school, select the parent section of the website and then select, pay fees. Non-resident students, including Private ECS, are now able to pay online, however, the location is on the [Transportation Department](#) page of the BTPS website.

Payment must be received before bussing begins. If the payment plan on the application form is not suitable for your family, please contact our office at transportation@btps.ca for other payment options. Payment plans must be in place by December 15, or service will be suspended. In-town bussing will only be offered from September through to June and will not be prorated unless you are new to the area. Unpaid fees will be sent to collections on June 1st and privileges will be revoked for the next school year.



Help keep our children safe .Please assist our drivers and report any violators to the R.C.M.P.

TRANSPORTATION ELIGIBILITY

Ineligible passengers are defined as those students K-6 residing less than 1 km & students 7-12 residing more than 2 km by roadway or public right of way from their designated school. All ineligible passengers are required to pay a fee.

Eligible passengers are defined as those students from K-6 residing 1 km or greater & students 7-12 residing 2 km or greater by roadway or public right of way from their designated school. Eligible passengers registered on one bus, and riding on another bus to a second location, will also be required to pay a fee. Alberta Education only funds transportation to one residence per student. The funded residence will be the one indicated as the primary residence in the student's demographic information at the school.

The new *Education Act* allows Boards to charge fees for eligible passengers to cover operating deficits.

TRANSPORTATION TO A SECOND PRIMARY RESIDENCE

All parents/guardians requesting transportation to a second primary residence (i.e. joint custody, farm/cabin) must complete the Transportation to a Second Primary Residence application form ([701.2AP Exhibit 6](#)). Bussing is subject to availability, and space is limited. Transportation privileges may be revoked if space availability becomes an issue. The second residence must be in the student's designated transportation (attendance) service area and along an existing bus route. Payment must be made before service is provided.

TRANSPORTATION TO CAREGIVER

All parents/guardians requesting transportation to a caregiver (i.e. grandparent, work place, childcare, etc.) must complete the Transportation to Caregiver application form (Rural [701.21AP Exhibit 1](#) or Intown [701.2AP Exhibit 4](#)). Bussing is subject to availability, and space is limited. Transportation privileges may be revoked if space availability becomes an issue. The Caregiver's residence must be in the student's designated transportation (attendance) service area. There will be no deviation off route to accommodate such arrangements. Payment must be made before service is provided.

Children attending a preschool or day care attached to a public or catholic school where buses already pick up and drop off students are not eligible for school bus transportation. Students who are registered in an ECS (kindergarten/PUF) program at a school, but who do not attend full-time, will only be provided bus service during the days they are registered to attend school. For example, an ECS (kindergarten) student who is a registered student in a school would only be able to ride the bus on those days he/she is scheduled to attend the ECS program. All students must have an Alberta School Number (ASN) to be able to ride the bus to and/or from school. A student must be 5 years of age by December 31 to attend kindergarten in the upcoming school year.

TEMPORARY SCHOOL BUS SERVICE

Temporary School Bus Service Forms ([701.21AP Exhibit 2](#)) must be filled out and given to the bus driver prior to bringing additional passengers on the bus (i.e. friends, birthday parties, relatives, etc.) to confirm space availability and parent/guardian (sending and receiving) permission. This is a privilege and the school bus is not a taxi service. Please be respectful and give drivers enough notice (half a day) to plan for additional students.

BUS STOPS AND ROUTES

Bus routes are established to serve all resident students in the safest and most time efficient manner possible, within the constraints of the transportation budget. Bus routes are designed with the understanding that many factors such as population density, location of schools, geographic features, availability and condition of roads all impinge on route design and distance. It is not possible to have every student on last in the morning and off first after school. Although it may only take parents 10 to 20 minutes to drive students to school, buses must pick up many students, cross railway tracks, and may have numerous stops and/or turnarounds, which adds time to the bus route. Routes will be designed to provide maximum efficiency and changed as required throughout the year. Parents will be notified if their child's bus route will be affected.

In rural areas, bus drivers and parents should be in contact to confirm pick up and drop off times. Students are expected to be at their stop **prior** to their scheduled pick up time. Consistent tardiness will not be tolerated and will be reported to the school principal for discipline and/or possible suspension of school bus services. Bus drivers are permitted to leave after the scheduled pick up time has elapsed in order to maintain their schedule.

SCHOOL BUS RULES

Many young lives depend on the bus drivers being able to give their full attention to watching the road. Distractions, disturbances, and misbehavior make the bus driver's job difficult. Students riding on the bus must remember that they are responsible for their conduct. Refer to the School Bus Rules and Regulations handout from your driver and review them with your child. **Please sign and return this [form](#) to your bus driver.** Continued violation of any of these rules may lead to the loss of riding privileges ([701.7AP](#)). Some buses are monitored by video cameras. If children have never ridden on a bus or if the route is new, parents/guardians should make sure their children know where to get on and off the bus. When leaving the bus, students must obey the instructions of the bus driver. Supervision of students to and from the bus stop, and at the bus stop, is the responsibility of the parents/guardians. It is parent/guardian responsibility to ensure there is someone to receive young children (10 and under) after their bus ride. Bus drivers cannot deviate from their schedule to be looking for parents/guardians or late students. Buses may be monitored by video cameras.



SCHOOL BUS SAFETY

Students in kindergarten to grade 6 will learn about school bus safety with safety consultant Cindy House from Safely on Board. All students practice school bus emergency evacuations with their bus drivers. All BTPS buses use strobe lights to increase the visibility of the school bus.



LARGE ITEMS ON THE BUS

The bus aisle and exits must be kept clear at all times. Animals, sharp, large, or items of a dangerous or objectionable nature **MUST** be transported by other means. Large band instruments and sports equipment such as skate boards, hockey/lacrosse sticks, hockey bags, curling brooms, baseball bats, skis, etc. are not allowed on the bus. Small band instruments and skates in a properly secured bag (i.e. not plastic) with skate guards will be transported on school buses. Items no larger than 13" x 13" x 23" can be carried on the school bus. This applies to regular bus runs. Exceptions must be approved by the Director of Transportation. As per Section 23(2) of the Commercial Vehicle Safety Regulation and/or the National Safety Code, they can become projectile items. Students will not be permitted on the bus with their large items. Parents are responsible for transporting such items to school and back home, even if they are required for a class or program.



ONLINE TRANSPORTATION OPERATIONS CONCERN/COMPLAINT FORM

The Transportation Department has an [Online Transportation Operations Concern/Complaint form](#) and it can be found on our website on the Transportation Department page. If you have a concern or complaint regarding transportation operations, please complete the online form and we will address your concerns promptly.



1041 – 10A Street
Wainwright, Alberta T9W 2R4
(780) 842-6144 Main Reception
(780) 806-2051 Director of Transportation
(780) 806-2052
General Inquiries/Registrations
(780) 842-3255 Fax

www.btps.ca

Early Childhood Services

Buffalo Trail Public Schools has a lot of information for parents regarding Early Childhood Services, Developmental Milestones, Early Entrance/Intervention, etc. Below is just one informational pamphlet they handed out during our registration meeting. They have several invaluable resources on their website that can be found online at:

<https://www.btps.ca/parents/ecs-resources>

We recommend checking it out to find out more about the resources available to children entering Kindergarten.

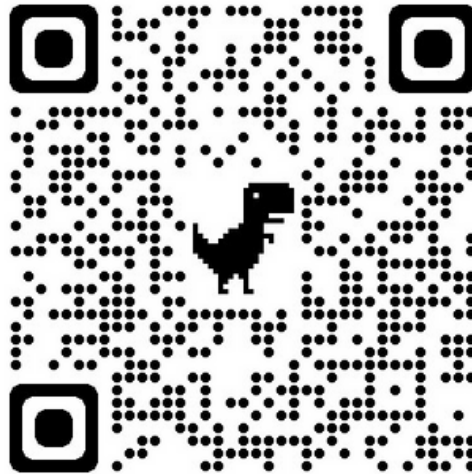


How Do I Register?

You may register your child for Early Entrance /Intervention starting in May 2025. We kindly ask that you please contact your friendly local BTPS school and/or the BTPS Early Childhood Services Lead at (780) 806-1798 for more information. If your child meets the program eligibility criteria, you will be asked to register and make arrangements with your local school. You will need to provide the following necessary documents at the time of registration:

- Birth certificate or Canadian Citizenship
- Resident address and/or rural land location

Registration for the 2025/2026 school year is available now!



For further information regarding opportunities and programming, please contact your local community school and/or contact the Early Childhood Services Lead at 780-806-1798.



Early Childhood Services
Early Entrance/Intervention
Ready, Set, Go!



What is ECS Early Entrance/Intervention?

The Early Entrance/Intervention Program supports children between the ages of 2 years, 8 months and 4 years, 8 months who require further development in the areas of language and communication, cognitive skills, social-emotional skills, and/or physical health & well being to best prepare them for their Kindergarten year. To qualify, children must have an identified developmental delay, or a medically diagnosed disability.

For more information, please refer to [Early Childhood Services Early Entrance/Intervention Ready, Set, Go](#)

What does our ECS Early Entrance/Intervention Program look like?

Thanks to the team based approach of families, education staff, and specialists, an enriching educational experience for each child in their local community school is possible. Our child centered programs and services are offered with the support of specialized team members within early learning environments through play-based learning and structured activities. Our learning experiences focus on areas that include:

Language and Communication: Opportunities that include lots of storytelling, reading, listening, and vocabulary building activities to enhance language and communication skills.

Cognitive Skills: Introduction to letters, numbers, shapes, and basic literacy and mathematical concepts through fun and interactive activities.

Physical Development: Activities and experiences that help children grow in their fine and gross motor skills to help them prepare for kindergarten and daily living.

Social Skills and Approaches to Learning: Group play, sharing, and cooperation activities to develop social skills and emotional intelligence.

Awareness of Self and Environment: Experiences to grow a child's understanding of the world and their ability to make connections between classroom, home, and the community.



Is My Child Eligible?

To be eligible to attend in the
2025/26 school year,
children must be between 2.8
and 4.8 years old on or before
September 1, 2025.