



St. Stephen's Elementary School
Primary Information
June 2025

Welcome Class of 2038!

A word from the Principal

Dear Parents and Guardians,

First off—breathe. You’ve done it. You’ve navigated playdates, snack negotiations, bedtime stories (the same one, 47 times and counting), and now, here you are—preparing to send your little one off to “big kid” school.

Let me say this clearly: we’re honoured to be part of your child’s first steps into formal education. At St. Stephen’s Elementary, we don’t take that lightly. We understand the mix of pride, nerves, and “how did they grow up this fast?” disbelief you’re probably feeling right now.

You might cry. They might cry. You might both cry. That’s okay—we have tissues, caring staff, and the magic of routine on our side. Before long, you’ll hear stories of classroom adventures, mystery library books, and how someone almost lost a tooth.

Our team is here not only to teach your child to read, write, and wonder—but also to care for them as the unique and awesome human they are. We believe school should feel safe, joyful, and a little bit magical.

Thank you for trusting us. And remember, you are still your child’s first and most important teacher. We’re just happy to be joining the team.

Looking forward to a great year together.

Dave Madgett, Principal, St. Stephen’s Elementary

First Day

Thursday, September 4th, 2025

- ▶ Prior to the start of school, you will receive a welcome email from your child's teacher.
- ▶ There will be a brief meet and greet on Wednesday, September 3rd at 11:00am with your child's teacher.
- ▶ On the first day, find your child's teacher/lineup. All teachers will be on duty the first day to assist you in finding your child's line up.
- ▶ Reassure your child that it is going to be okay. Provide them with empathy and warm wishes. Once the bell rings let them begin their day.
- ▶ Head to kitchen for PTA Coffee house (to be confirmed prior to 1st day)

Staff Introductions

- **Principal:** Mr. David Madgett
- **Vice Principal:** Ms. Nicole Gerrard
- **Secretary:** Heather Cosgrove-Smith
- **Primary Teacher:** Ms. Kirchner
- **Primary Teacher:** Ms. Gerrard/Ms. Cole
- **Phys. Ed.:** Mr. Tully
- **Music:** Ms. Haughian/Mr. Lynch
- **Learning Center Teachers:** Ms. Fontaine & Mr. Jager
- **Resource Teacher:** Ms. Leah MacDonald
- **Elementary Literacy Support Teacher:** Ms. Cathy MacDonald
- **African NS Student Support Worker:** Mr. Brown
- **Caretaker:** Mr. Beattie

**Please register
immediately if you have
not already done so!**

Registration & Required Documents

- [Register Online](#)
- MSI Health Card
- Birth Certificate
- Proof of Residence

Visit:
<https://www.hrce.ca/families/student-registration-updates> for
more details!!!



Bell Schedule

- ▶ 8:25am Playground supervision begins
- ▶ 8:40 am Bell to come in the school
- ▶ **8:45am Morning Classes begin**
- ▶ 10:15am-10:30am 1st Recess
- ▶ 11:45am-12:45pm Lunch
- ▶ **12:45pm Afternoon Classes begin**
- ▶ ***2:45pm Dismissal All Grades (PreP-6)***

School Supplies

- ▶ Please visit the SSES website to find the Primary Supply List at:
<https://ssh.hrce.ca/ssh/our-school/2025-26-school-supply-lists>



School Safety

- All parents & volunteers must sign in and check in with our administrative assistant (Main Office) before moving through the building.
- If you need to come into the school, you must enter using the front door.
- Please wait at the outside doors for your children at the end of the day.
- Doorbell system-doors locked at 8:45 AM
- Changes in pick up- please notify both the teacher and the office
- If your child will not be in school, please call Safe Arrival before 8:45am and let us know at 902-493-5155
- Parking is limited around the school.

Weather & Clothing

- We go outside a lot...even when it is raining and cold.
- Extra Clothing helps minimize calls home
- Sneakers (boots when the weather calls for it).



Before and After School Childcare

- There are different options for childcare depending on your needs and the needs of your child. HRCE has the [EXCEL program](#).
- **Students cannot be at school before 8:25am as there is no supervision until then.**
- Students must be picked up at the 2:45pm dismissal if they are not walking home.
- At the end of the day, students are required to walk/check in with home or to their caregivers before returning to play in the playground.

Breakfast, Snack & Lunch

- **Breakfast Program** (info will go home in the first two weeks)
- **School Lunch Program**
 - **Please Create an Account at**
<https://hrce.nslunch.ca/login>
- **Food Allergies**-Please let the office know if your child has any food allergies before the first day of school.

Medical Concerns

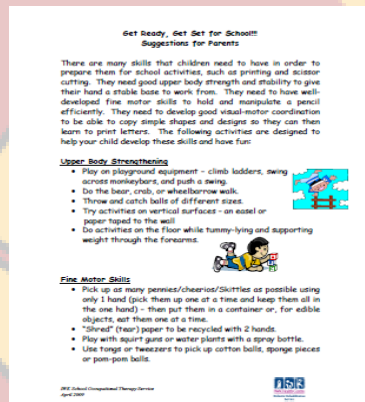
- ▶ Allergy Alert Forms (contact the school before the first day)
- ▶ Medication Forms (contact the school).
- ▶ We are a Nut Sensitive/Scent Sensitive School.
- ▶ If we need to be involved in your child's daily medical plan, it is important that we meet to discuss that plan and have the necessary documentation to support that plan.

What will Your Child Learn

- Language Arts (Reading, Viewing, Writing, Speaking, Listening)
- Math
- Health
- Social Studies
- Science
- Visual Arts
- Physical Education Specialist Classes
- Music Specialist Classes

Getting Children Ready for School

- Learn respect for authority
- How to hold a pencil
- Print their name with upper and lower case letters
- How to use scissors
- Know the alphabet-letter sounds
- Practice independence
- Bathroom Skills
- Click on the images for more ideas!



NSK Health Centre
Pediatric Rehabilitation
Services

Preparing Your Child for Grade Primary

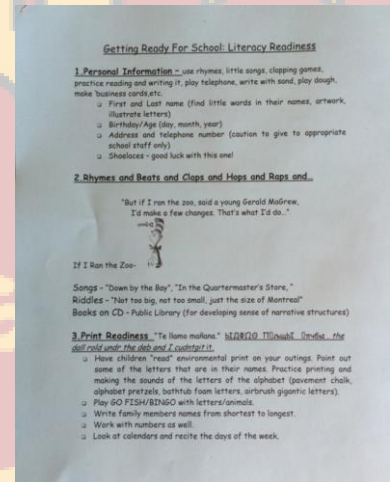
School readiness is built through your child's experiences before entry to grade primary. Family support is important in shaping these experiences. Children take great pride in being able to do things independently. Here are some tips to improve your child's success when participating in daily activities in their first year of school!

Practice new routines at home - getting ready in the morning - getting up early, getting dressed, and the full journey to school - dressing and undressing with all clothing items		
	Begin with:	Next Step:
Shoes/Boots	<ul style="list-style-type: none"> • Velcro straps or slip-on shoes • Have well-fitting shoes that have a rigid heel cup and are made of firm material. 	<ul style="list-style-type: none"> • Laces or buckles
Pants	<ul style="list-style-type: none"> • Elastic waist bands, loose fitting 	<ul style="list-style-type: none"> • Buttons (note, large buttons are easier than smaller), belts, zips
Jacket/Coat	<ul style="list-style-type: none"> • Large, sturdy zipper • Add a zipper pull to make the tab easier to grasp (avoid multiple flaps covering the zipper; also if there is a flap, ideally it can be folded back out of the way easily and is not flimsy) 	<ul style="list-style-type: none"> • Buttons, zips
Hats	<ul style="list-style-type: none"> • Pull-on, Velcro chin straps 	<ul style="list-style-type: none"> • Tie-up chin straps
Scarves	<ul style="list-style-type: none"> • Neck warmer/tube/infantry scarf 	<ul style="list-style-type: none"> • Long scarves (may pose a safety risk and are often not suggested for younger children)
Gloves	<ul style="list-style-type: none"> • Mittens or rigid gloves • Mittens that attach together through sleeve of coat 	<ul style="list-style-type: none"> • Tight, stretchy gloves

Modified from CanChild: planning your child's kindergarten wardrobe

Some Literacy Readiness Ideas

- Personal Information –
- Rhymes and Beats and Claps and Hops and Raps and...
- Print Readiness
- Reading
- Click on image for more information



Supports Within our School and Accessed Through our School

- School Social Worker
- Speech Language Pathologist
- School Psychologist
- School Guidance Counselor
- English as Additional Language (EAL)
- Early Literacy Support
- Reading Recovery
- Child & Youth Care Practitioner
- Learning Centre & Resource Teachers
- African Nova Scotian Student Support Worker
- Schools Plus Outreach Worker
- Public Health Nurse
- HRCE Program Staff Support
- HRCE Students Services
- Parent Navigator

Communication

- [Website](#)
- Calendar (found on SSES website)
- Newsletters (found on SSES website)
- Assemblies
- Curriculum Night/ PTA BBQ(*tentative date: Sept. 25th @ 6:00pm*)
- Special Events
 - Halloween SocHop
 - Toy Bingo
 - Holiday Concert
 - Spring Fair
 - Class Trips
 - ...and much more!!!



► Volunteers NEEDED

- **School Advisory Council (SAC)**

School Advisory Councils (SAC) play an important role in supporting student success at the school community level.

A School Advisory Council is an advisory body to the school principal, Regional Centre for Education, on a range of issues related to the school and the school system.

Membership can vary, but generally consists of the school principal, parents, teachers, and other community members. **The SAC meets at the school on the 2nd Tuesday of every month from 5:15pm-6:15pm.**

► Volunteers NEEDED

- **Parent-Teacher Association (PTA)**

The PTA is the school ***FUNdraising*** committee made up of parents, teachers and school administration. They organize fundraising events such as bingo, dances, spring fairs, and meet and greets with Santa in order to raise money for technology needs, reduce costs of field trips, etc.

The PTA is always in search of volunteers. They function on the premise of “many hands make light work.” Your level of involvement is totally up to you.

The PTA is a great way for Primary parents to get engaged with other families in the school and to have a real impact on providing much needed financial support to the school. **The PTA meets at the school on the 2nd Tuesday of every month from 7pm-8pm (immediately following the SAC meeting).**

School Activities

- Breakfast/Snack/Lunch Program
- Choir
- Leadership Activities
- Running Club
- School Basketball team
- Intramural activities
- Violin
- Band
- Lego Club
- Chess Club
- Assemblies
- And more...