

JUNIOR SCHOOL

KINDERGARTEN - GRADE 5

Information Package & Forms

2026-27

St. Michaels University School

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Welcome to St. Michaels University School Junior School 2026-27

Dear Junior School Families,

We are delighted to welcome you and your child to the new school year. Each year brings exciting possibilities, challenges, growth, and learning. We are honoured to be a part of your child's educational journey.

The Junior School is a place of joyful learning. We are a community that creates a culture of excellence, thinks critically and creatively, and is nurtured through supportive relationships. We believe in strong and positive relationships with families. With the information in this package, our hope is that it sets everyone up well for the year to come. Whether you are joining our school or a returning family, please take time to read through this information and complete the forms. This is important to ensure that we are starting the year with the information we need to be successful.

This information package will assist families with the new school year and contains important details including: the Junior School Code of Conduct, policies, expectations, After School Care, school supplies, forms to be completed, and bus services provided by St. Michaels University School.

Families are always welcome to reach out to the school with questions. The Junior School office or your child's teacher is always a great first contact.

As we look forward to the start of another school year, we extend our best wishes to all students and families.

Warm regards,



Becky Anderson, BSc, MEd
Director, Junior School
St. Michaels University School

Our Vision:
To learn, to lead to serve.

Our Mission:
Our school seeks the excellence in all of us, with passion and compassion.
We are a community shaped by the pursuit of truth and goodness,
providing outstanding preparation for life.

Our Values:
Respect, Courage, Honesty, Service.

Junior School Beginning School Dates and Routines K–5

Our gradual start-up schedule for younger children is intentionally planned to ensure smooth and successful days for children. Information regarding teacher assignments (Grade 1-5) is sent out in early July. Other important details will be communicated by classroom teachers and the Junior School Office in late August. Please watch for these updates, as they will provide information to start the school year smoothly.

Tuesday September 8	• **New Junior School students** Grades 1 - 5, meet with their teachers for one hour (teachers will send out invitations and schedule in August).
Wednesday September 9 - Staggered Arrival Students wear their Number One uniform.	• Grade 4 & 5 students arrive at 9:00 am - Pick up 10:30 am • Grade 2 & 3 students arrive at 9:15 am - Pick up at 10:45 am • Kindergarten and Grade 1 students arrive at 9:30 am - Pick up at 11:00 am • **New Parent/Guardian Reception** - 6:30 - 7:30 pm Junior School Gym
Thursday September 10	• Half day for Kindergarten students, attend classes at 9:00 am with pick up at 11:00 am. • Grade 1 Students half day 8:45 - 11:30 am • K–5 Start-up Dates and Routines ***After School Care Grade 2-5 and bus service available***
Friday September 11	• Half day for Kindergarten students, attend classes 9:00 am with pick up at 11:00 am • Grade 1 students half day 8:45 - 11:30 am • **Junior School Welcome Back BBQ** - More Information to be provided ***After School Care Grade 2-5 and bus service available***
Monday September 14	Number 1 uniform is required every Monday for all students K–5 • Full day for Kindergarten students. ***After School Care Grade K-5 and bus service available***
Tuesday September 15	• Kindergarten class placements communicated ***After School Care Grade K-5 and bus service available***
Wednesday September 16	***After School Care Grade K-5 and bus service available***
Thursday, September 17	***After School Care Grade K-5 and bus service available***





Junior School Code of Conduct K–5

At SMUS Junior School, we are committed to creating a joyful learning environment within a culture of excellence. This means that we love to learn, we try our best, and we must be respectful and kind to others. Every single student is an important part of creating community and our school feels like a family. We are proud of our school.

The vision, mission, and values of SMUS guide our expectations for all students.

Our Code of Conduct encourages respect and an expectation of good judgement amongst the student body. Faculty members are always looking to encourage success for each student, and refer to the Code of Conduct to serve as a guide for responses and actions.

General Principles of Behaviour

The Junior School community expects that each member will work and learn within a climate of respect, which includes the following principles:

1. **Respect for one's self:** promoting our personal well-being and taking responsibility for our actions and appearance.
2. **Respect for others:** being careful with others' emotional and physical well-being and being accepting of others' differences.
3. **Respect for the community:** maintaining an attractive and orderly environment and striving for cooperation with one another.

Rights and Responsibilities

1. **Everyone has a right to learn:** I have a responsibility to listen to instructions, work carefully and always try to do my best.
2. **Everyone has a right to hear and be heard:** therefore, I have a responsibility not to talk, shout or make distracting noises when others are speaking.
3. **Everyone has a right to be safe:** therefore, I have a responsibility not to threaten, kick, punch or physically harm others.
4. **Everyone has a right to privacy:** therefore, it is my responsibility to respect others' personal property and space.
5. **Everyone has a right to be respected:** therefore, I have a responsibility not to tease or bother people, or to hurt their feelings.

This Code of Conduct can also be found in the forms section. Parents/Guardians are asked to read the Code of Conduct with their child. If age-appropriate, students complete the student name and sign (if able to write). Parent/Guardian name and signature is also required.

Student Expectations K–5

The Junior School is committed to setting and communicating clear expectations for learning and behaviour in the school community and is thoughtful about teaching these expectations as a whole school, in the classroom, and when teachable moments arise.

- We understand and expect that children make mistakes and that is an important part of learning. When this occurs, we seek to take prompt action, make well-informed decisions, and make a concerted effort to help the students learn and grow.
- We use familiar strategies of modelling, redirection, and positive reinforcement, having first established a few simple, clearly stated, and consistent boundaries promoting safety for the student, for others, and for the environment.
- We endeavor to be judicious in our intervention, encouraging the students to implement strategies shared with them, and helping them to grow toward self-regulation and awareness.
- We are sensitive to the differing needs of each student and are aware of changes in their lives outside school hours.
- There will be every attempt to provide parents/guardians with timely information and social or emotional concerns are discussed promptly.

Each incident is unique, and there is a range of responses that may be applied depending on the nature of the situation.





Technology at the Junior School K–5

We prioritize creating a balanced and enriching learning environment that carefully integrates technology to enhance education while ensuring student well-being and safety. We emphasize and prioritize the value of play, outdoor education, hands-on learning, and building strong connections with peers above engaging digitally.

- No Cell Phones or Smart Watches: To minimize distractions and encourage face-to-face interactions, we do not allow cell phones, smart phones or watches or tablets at school.
- Tech-Free Classrooms (JK to Grade 2): In our youngest grades, we maintain tech-free classrooms to focus on foundational skills, social interactions, and hands-on learning.
- Technology Integration (Grades 3 to 5): Starting in Grade 3, we introduce technology in ways that build essential skills and enhance the learning experience with intention and under teacher supervision.

Code of Conduct: Our school's Code of Conduct extends to the digital world and students should engage responsibly and respectfully. Students are also expected to adhere to our schools "Acceptable Use Policy for Technology" in the Form section.

Guidance for Home: We highly encourage families to limit screen time and prioritize offline activities. For Junior School-aged children, we advise against the use of social media and recommend postponing the purchase of a smart phone. We recommend that games and apps that are used by children are age appropriate. Consulting with Common Sense Media can be helpful to determine age appropriateness. Commitment from the parent/guardian community in this regard is essential. Engaging in family activities, outdoor play, and reading are excellent alternatives that support overall development.

By working together, we can create a supportive environment that fosters safe, responsible, and effective use of technology, ensuring our children develop the skills they need for the future while maintaining a healthy balance







Student Social & Emotional Learning

Belonging at the Junior School

St. Michaels University School has engaged in meaningful work around equity, diversity and inclusion which has been a priority for our professional development. Our focus with children at the Junior School, is to approach topics in a developmentally appropriate way. At the heart of what motivates us and informs our approach, is to create a **sense of belonging** for all students and that each and every student believe, that all children should be treated with dignity, kindness, and respect. We believe we are setting children up well, to be good citizens and are free to completely be themselves.

Character development is a priority at the Junior School, as students learn about themselves and learn what it means to be a good citizen. It is a priority that children feel secure and have a sense of belonging. There are many ways we connect children with each other, through classroom, grade, and school activities.

Homeroom teachers take time each morning to connect with the children as they begin their day. Classes have morning meetings and check-ins, which make timely arrival to school very important for families. Key themes are presented and discussed in Community Times, Assemblies, and classroom meetings.

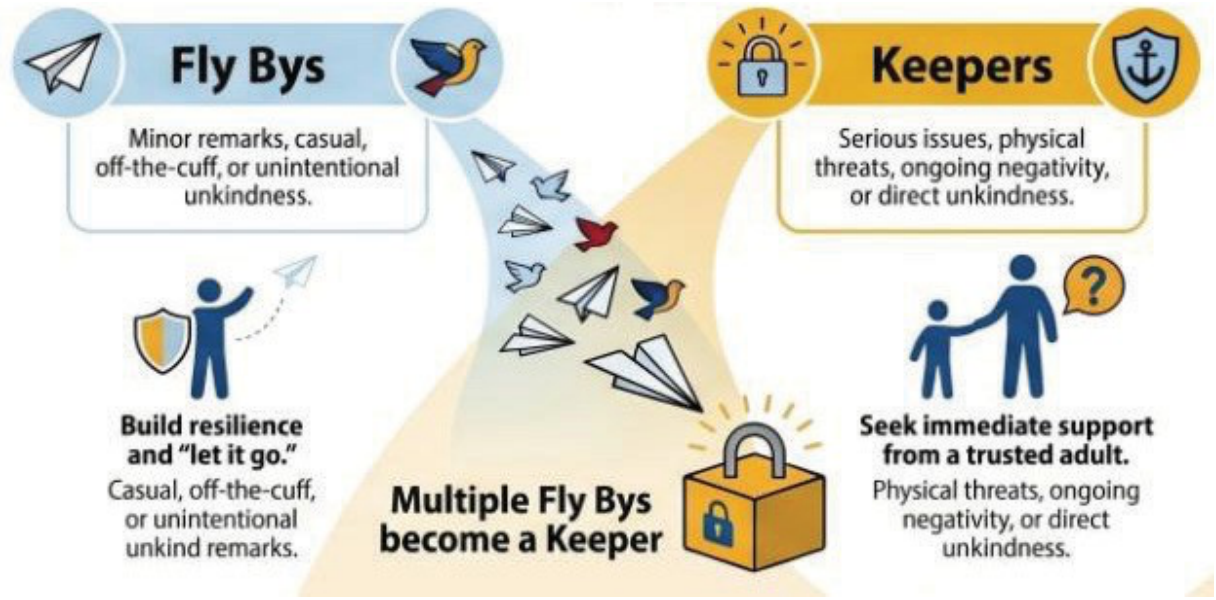
If parents/guardians feel they need **more support,** they can reach out to the classroom teacher, school leadership or our School Counsellor at any time.

Common Language

We use common language throughout the Junior School. Our hope is that parents/guardians can use this language at home, as well to reinforce these concepts and skills.

Fly Bys and Keepers

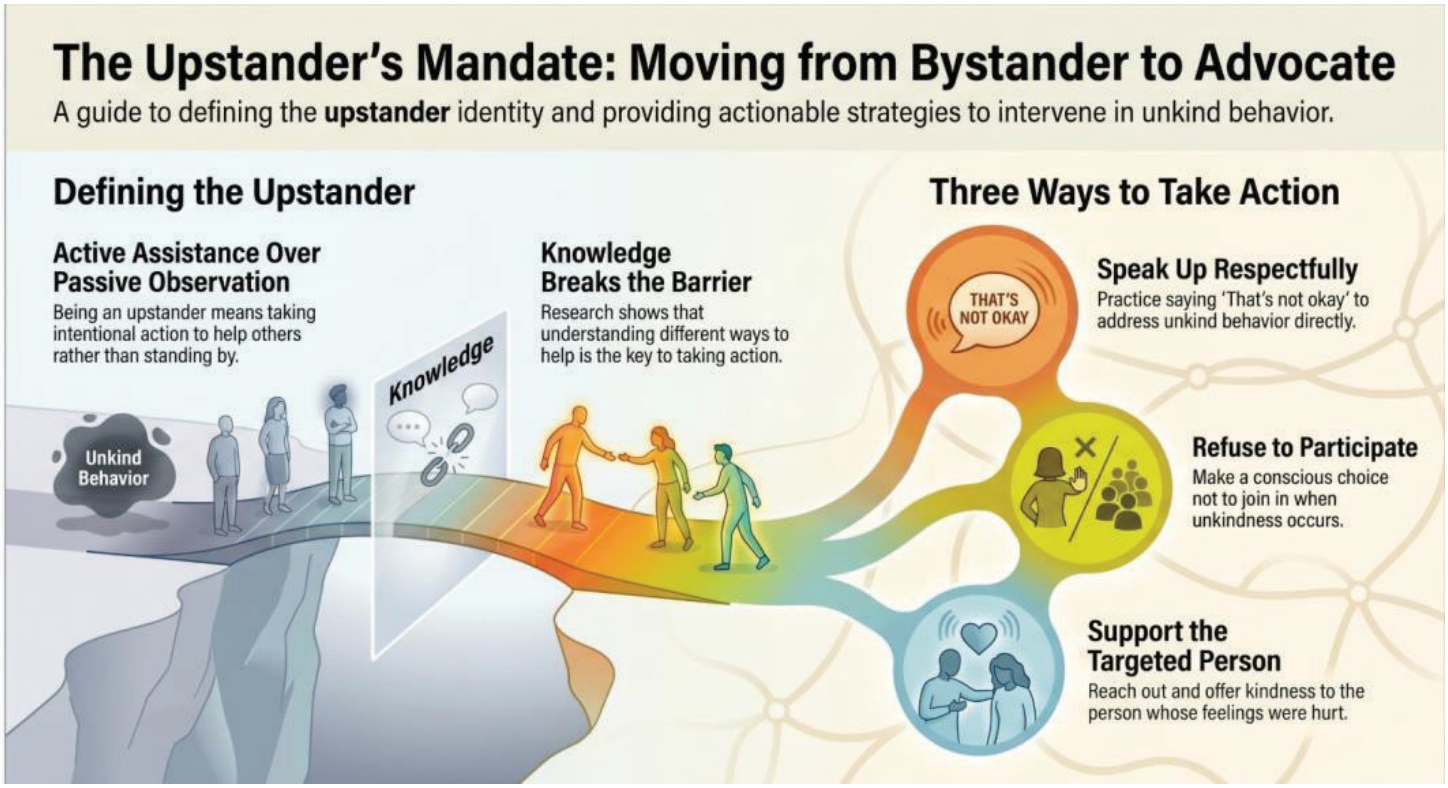
The concept of Fly Bys and Keepers helps students determine what they should "let go" of and what they should get support to deal with.



Student Social & Emotional Learning

Upstanders not Bystanders

Being an “upstander” means taking action to help others. We want students to practice saying “That’s not okay” respectfully, choose not to join in with unkind behaviour that may occur, and support the person who may have hurt feelings. This is modelling being an “upstander” and not a bystander, and is a skill to be developed and encouraged. Research tells us, that one of the biggest barriers to being an upstander is understanding different ways to be one.







Student Social & Emotional Learning

WITS

We hope parents/guardians will talk about the WITS at home as part of the school and home connection.

WITS

The WITS acronym (Walk away, Ignore, Talk it out, Seek help) is a helpful conflict-resolution tool. Using our WITS is a way for students to understand that they have agency if someone is being unkind to them or others. This choice helps maintain a safe culture for everyone. One of the strengths of our school is that there are many trusted adults available to support students at any stage of the WITS. A suggestion is to print off the poster for home, to remind your child of the language and approach.



Student Social & Emotional Learning

Zones of Regulation

The Zones of Regulation is a framework designed to help children identify, understand, and manage their emotions. The Junior School, uses this approach to support students in developing self-regulation skills, crucial for their emotional and academic growth.

At School: Teachers incorporate the Zones of Regulation into activities to help students recognize their emotions and choose appropriate strategies to manage them. Visual aids and personal check-ins, and reflection allow children to identify their current zone. Additionally, we teach coping strategies, such as breathing, taking breaks, or talking to an adult, to help students move towards the Green Zone.

At Home: Parents/guardians can reinforce this framework by using the language of the Zones with their children at home. Encourage your child to share what zone they are in and explore strategies to manage emotions together. Consistent language and tools, such as having the Zones chart at home, can provide a seamless transition between school and home.

By working together, we can help our children develop the essential skills of emotional regulation, leading to a more positive and productive experience both in and out of school.

Supplementary Reproducible E for Elementary Ages

THE ZONES OF REGULATION



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Adapted from *The Zones of Regulation 2-Storybook Set* | Available at www.socialthinking.com

Student Social & Emotional Learning

Growth Mindset

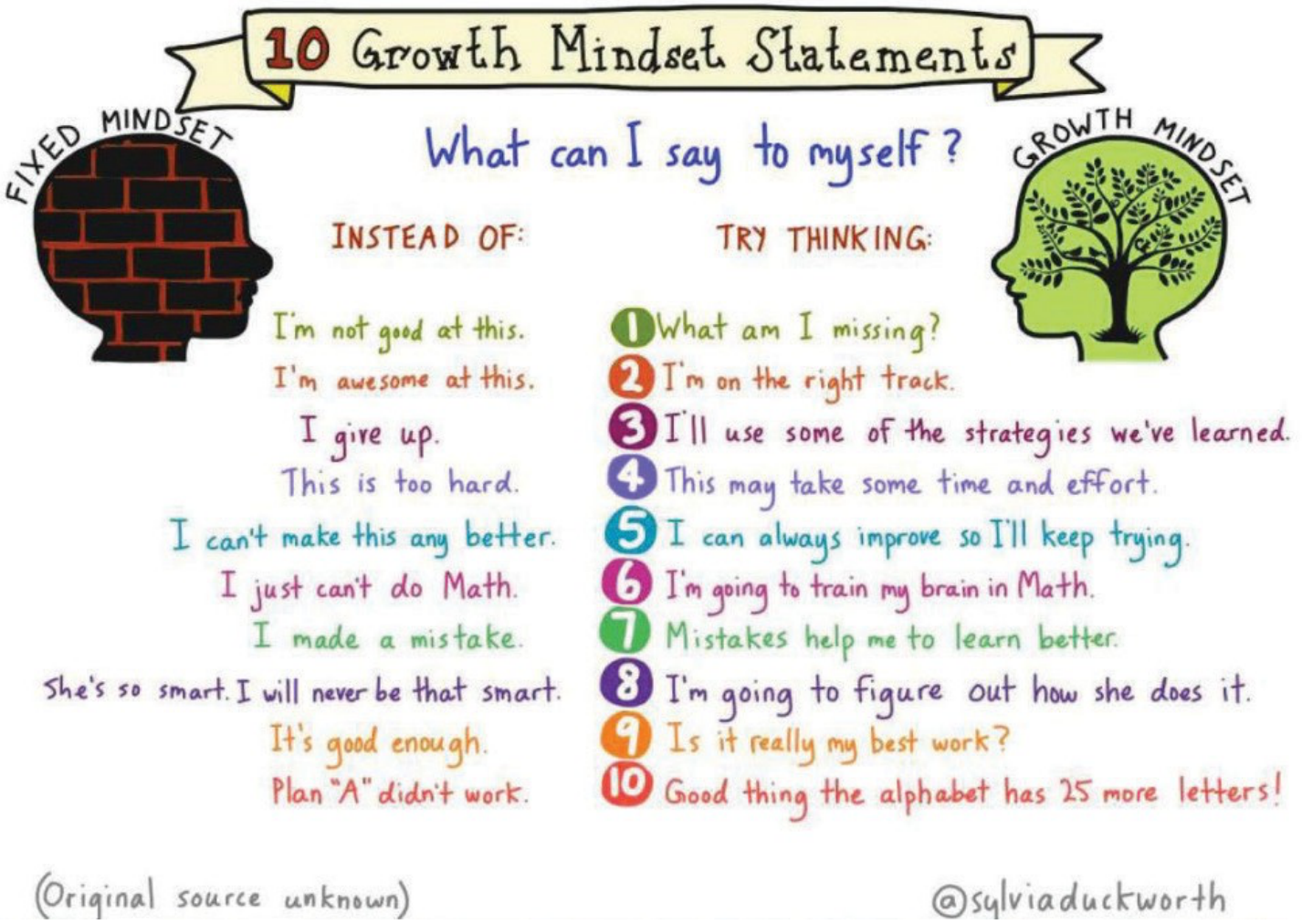
We believe in fostering a Growth Mindset, an approach that encourages children to view challenges and setbacks as opportunities for learning and growth. This mindset helps students develop resilience, perseverance, and a love for learning.

What is a Growth Mindset? A Growth Mindset is the belief that abilities and intelligence can be developed through dedication and hard work. This contrasts with a fixed mindset, where individuals believe their talents and intelligence are static traits.

At School: Teachers at our school integrate Growth Mindset principles into lessons and activities. We praise effort, strategies, and progress. When students encounter difficulties, we encourage them to use positive self-talk, seek help, and try different strategies.

At Home: Parents/guardians can support a Growth Mindset by emphasizing effort over results and celebrating persistence and progress. When your child faces a challenge, encourage them to try again, use different strategies, and view mistakes as learning opportunities. Using phrases like "You worked really hard on that" or "What strategy could you try next time?" reinforces this mindset.

By promoting a Growth Mindset both at school and at home, we can help our children develop the resilience and determination needed to achieve their full potential.



Portrait of a Learner

The Portrait of a Learner describes seven important qualities that SMUS intentionally aims to develop in all our students from Junior Kindergarten to Grade 12. These are woven throughout our curriculum, in-class lessons, projects and discussions, specifically designed activities.

At the Junior School, we focus on a new quality each month which is typically introduced through a story at Community Time. Our goal is to notice, name and nurture these qualities in all children.

Each of the qualities has a set of "I statements."



BC Core Competency	Sub Competency	SMUS Portrait of a Learner	SMUS I statements
Communication C	Communicating	Collaboration	I play well with others I work well with others I share my ideas with others I listen to other people's ideas I have the courage to speak up kindly when I do not agree I ask questions to help me understand I choose and share accurate information from reputable sources(Gr 4-5)
	Collaborating		
Thinking T	Creative Thinking	Curiosity	I ask questions I take risks and try new things I use my imagination to explore and innovate I have lots of ideas I make predictions I use my senses to gather information I can be quiet and let my mind think.
	Critical and Reflective Thinking	Initiative	I love to learn I solve problems I try my best I show what I know in my learning I can help others and be kind I ask for help when I am unsure. I do small things to make my classroom, school, community and the natural world better
Personal/Social PS	Personal Awareness and Responsibility	Resilience	I take on challenges I know my strengths I change what I am doing if something doesn't work I keep trying even if I make mistakes I ask for help when I need it I can identify tools that help me
		Empathy	I try to understand how others may feel I am helpful and kind I include others I know my words and actions impact others I help others in need
	Positive Personal and Cultural Identity	Well-being	I make healthy choices I am learning to name and regulate my feelings I balance work and play I know how to seek help
	Social Awareness and Responsibility	Integrity	I am honest I stand up for what is right I do the right thing even when no one is looking I take responsibility for my words and actions. I demonstrate respectful and inclusive behaviour I keep my promises I use materials respectfully

Junior School Campus and Policies

Junior School Campus

Entrance to the Campus is either through the side gate or the front entrance of the school on Victoria Avenue (labelled with the stars on the map). We are a secure campus and our front doors are always locked. The front office will release the doors to allow guests into the school. We ask that all guests sign in when they enter.



Attendance Policy

Each student is enrolled with the understanding that except for illness/injury or special circumstances, students will attend school, each day it is session, which is usually five days per week.

Absences are reported to the Junior School Office and classroom teachers by 9:15 am. Please support your child by ensuring that they arrive at school on time. **Families will be contacted to confirm unexpected attendance absences.** To prioritize a calm and positive start to each day, Junior School students are expected to be at school by 8:15 am.

Please email jroffice@smus.ca and the classroom teacher if your child will not be attending school.

In any case of a planned absence, families need to notify the school in advance. Our expectation is that families adhere to our generous scheduled school holidays If children are away for extended holidays, our teachers are not expected to assign special work during the absence. Our classroom activities are designed for in-person participation.

Families should also notify the school if their child is unable to attend due to sickness or other unplanned circumstances.

School Communications

A monthly letter to parents/guardians is sent to families from the Junior School Director and contains information, events and details of the upcoming month along with sports information. This monthly communication is an important process to share information with parent/guardians, as we move through the school year. Please review it for relevant details for your child and grade.

Teachers will communicate to parent/guardians as needed.

Families are automatically added to the SMUS Weekly newsletter with whole school news and stories every Friday during the school year. More info: smus.ca/weekly

Junior School Campus and Policies

Arrival/Dismissal Process

The goal of the Junior School is to create a calm start and end to the day for all children, with safety as our priority.

Drop Off Procedures (K-5):

A calm start to the day is achieved well, if all children are at school, in time for the 8:15 am bell. It allows everyone to start the day peacefully together, without the need to interrupt presentations, repeat instructions, or adjust the attendance record.

- The side gate will open at 8:00 am for drop off and children will be supervised. At 8:15 am the bell rings. At 8:20 am, Period 1 begins, and all children should be in the classroom at this time.
- Parents/guardians can park in the neighbourhood (respecting our neighbours' driveways) and bring your child to the gate or into the outdoor area of campus.
- *Please do not park and leave your vehicle in front of the school.*
- The Teacher on Duty will greet everyone at the gate.
- We encourage families to consider the "arrive in 5" approach which means children are dropped off within close proximity of the school, and can walk to the crosswalk (which is staffed) and onto the school grounds. Dropping children off on Central Avenue, McNeil Avenue, or Hampshire Avenue will reduce congestion and increase independence for children.

Pick Up Procedures (K-5):

- Classes are dismissed at 3:10 pm for pickup and the gate will open before that time for adults to enter.
- A parent/guardian must come into the side quad area, through the gate to pickup their child.
- To start the year, all children will be waiting with their teacher until the parent/guardian arrives in a designated spot. Locations will be confirmed in September.
- Children are not able to leave the school with anyone other than a person authorized by the family on the form submitted online (Consolidated Medical Form). If someone other than the authorized person(s) is required to pickup the child, **please phone the school or email jroffice@smus.ca**. Identification will be requested of a new person picking up a child.
- Children should be picked up between 3:10 pm and 3:20 pm. This process allows teachers to connect with parents/ guardians at the end of the day and allows parents/ guardians to connect with each other as well.
- A bell sounds at 3:20 pm when the bus arrives.
- The gate is closed at 3:30 pm and everyone should exit the gate before it is closed. Children waiting for early pickup can wait in the front foyer until the parent/guardian arrives to sign them out.
- If families are late to pickup, children will be supervised in the foyer until the parent/guardian arrives or will be placed in After School Care and parents will be contacted. Please inform the Junior School Office, if you will be late for pickup.
- Special requests for "early pick up" can be made through the office and children will be waiting in the front foyer until the adult arrives.
- Parents/guardians are welcome to supervise their children playing on the playground until our Afterschool Care program comes outside to use the playground. When parents/guardians have connected with their child, they are responsible for their child or student they are picking up.
- Wherever possible, we hope outside of school activities can be scheduled after 4:00 pm or at a time that allows for a calm departure at the end of the day to avoid rushing and stress.

Junior School Policies

Meals/Food

- Children bring their own healthy snacks for recess as well as lunch. No candy or sweet treats are allowed, including sugary drinks. Children are not allowed to share food.
- Lunches from home should be in food containers that are easily and independently opened by the children.
- We encourage families to provide waste free snacks and lunches favouring reusable food and drink containers, and washable cutlery over plastic bags, juice boxes and throwaway utensils.
- SMUS Parent Auxiliary Hot Lunch program is offered on Tuesday, Wednesday and Thursdays with sushi, pizza and sandwiches. Once a month, there is a hot lunch for Fridays with hot food. More information regarding costs and sign up will be provided at the start of the school year by the Junior School Office.
- All students MUST bring a labelled water bottle into class that they can use throughout the day.
- The Junior School is an allergy aware school; therefore, we ask families to be mindful when bringing in outside food. No nuts are allowed in the Junior School and this includes snack times. If there are other significant allergies, teachers will communicate with families about these allergies.

Family Volunteers

- Teachers will be coordinating all family volunteer help within the classroom, and will communicate classroom volunteer opportunities when the school year is underway.
- The SMUS Parent Auxiliary representative and other coordinators will facilitate sign up for volunteers for Hot Lunch, JS Library Learning Commons duty and other events.

Holiday Celebrations

Halloween

- Students are welcome to dress up in costume for this holiday, but are asked to ensure that costumes are not scary or contain fake weapons or masks.

Valentine's Day

- Please ensure that if your child brings cards to school on this day, there is a card for EVERY student in their class.
  We ask that these cards not be labelled or that they are written generically so that children and teachers can easily distribute them.
- Students may wear red, white, or pink to school during this celebration.

Birthdays and Children Gifts

- Birthdays are considered important, and the school celebrates with the child in a meaningful way, not with gifts.
- Families are asked to deliver party invitations outside of school hours, to ensure that children who are not invited do not feel left out of celebrations.
- Please do not bring individual gifts for children to school, and edible treats to share due to allergies and diet requirements of students and staff. Teachers will be celebrating students' birthdays in their classrooms.

Other Events

- Lunar New Year, Diwali, Christmas, Hanukkah etc. will also be celebrated together with the school community. We invite families to communicate with Ms. Tripp or the classroom teacher, if there is a special holiday, cultural celebration they would like to share with the community.

Personal Belongings

- Candy, gum, and toys may not be brought to school (toys are permitted if part of the Show and Share presentation or classroom activities). Families should advise their child that toys are best left at home.

Junior School Policies

Student Illness and Medical

- If a student is sick or has an infection, they **must** be kept at home. This is a requirement of the Public Health Department.
- If your child will not be attending school due to illness or vacation, please email the Junior School office (jroffice@smus.ca) to report the absence each day.
- Children may return after 24 hours to school without medication once their symptoms have receded, and students can be active members of the program.

Medication

- It is the policy of SMUS that teaching staff cannot administer any form of medication unless the school has written instructions with specific details regarding: the type/name of medication to be administered, dosage, and frequency of dosage.
- In cases of severe allergies, families must fill in the required medical forms (to administer the use of an Epi-pen etc.). If a student requires an Epi-pen, the classroom teachers will keep the medication in the first aid kit which accompanies the child wherever they go throughout the school day. The Epi-pen will be in a sealed plastic bag along with the medical information.

Sunscreen

- Families are encouraged to send their children to school with sunscreen already applied, along with a hat, as required in sunny weather.
- Families must provide the sunscreen with their child's name labelled on the container to reapply sunscreen.



Special Information from Home

If a significant change takes place in a child's home life, families should notify the staff as soon as possible. Such information is often useful when a teacher notices a change in a child's behaviour. We accept a family's judgment concerning the kind of changes which may affect their child's behaviour, sense of security and general well-being.

Common causes of distress include: caregivers being away from home for an extended period, a new person living in the home, illness of a family member; accident or death in the family; change of the family structure; a move; death of a pet, etc.. We would like to assure families, that all confidences regarding their children/family circumstances are strictly maintained.

Custody and Court Related Orders

If a custody or court order exists within a family, a copy of the court order must be provided to the Junior School Office and instructions therein will be followed. Families need to inform the Director of all custody and court order changes. Any **court documents or custody orders will remain confidential** with the Junior School Director, relevant teacher, and the Junior School Office.

Child Abuse Policies & Procedures

The Child, Family and Community Service Act of British Columbia states: "Anyone who has a reason to believe that a child or youth has been, or is likely to be, abused or neglected, is required to report it to the Ministry of Children and Family Development (MCFD)." SMUS will follow protocol of suspicions of abuse and will not decide if it is abuse or not. Police or MCFD will be responsible for the investigation as well as be responsible for notify the parents/guardians.

These procedures relate to the reporting of student abuse and are designed both to protect students and as prevention strategies to minimize allegations.

Junior School Policies

Appeal Policy

All members of the St. Michaels University School Society and school community are encouraged to be familiar with the policy and the process under it.

If you have a complaint:

- Keep a record of the date, time, and nature of any incident
- Talk to your child's teacher
- Talk to the Director of the Junior School
- If need be, report to the Head of School

Snow/Emergency Policy

In the case of an emergency, (e.g. heavy snowfall), that prevents the school from opening as scheduled, families need to check the school website for the most up-to-date information: www.smus.ca prior to leaving for school. An email message will also be sent out, updating families.

- Please note that due to the constraints of its insurance policy, the school is unable to reimburse tuition fees because of school missed during emergencies.
- The school maintains emergency provisions and supplies and teachers have first aid certification.

Emergency/Evacuation Procedures

- Fire drills are held at the start of the year. Staff members follow safety procedures and have the students line up quickly, quietly and exit to a designated safe location.
- Each class brings a first aid kit, medication, contact information, cell phone and attendance sheet and will go to the designated location. Students will complete these drills in all types of weather to simulate a real-life scenario and will not have time to put on coats etc.
- Children will also complete hold and secure drills, earthquake drills, and lockdown procedures throughout the school year with the entire school.





Junior School Life K–5

Extracurricular Activities

We take pride in our diverse and extensive extracurricular program designed to extend and enhance children's learning. These opportunities allow them to broaden their horizons and step out of their usual routines.

Led by our dedicated staff and qualified, experienced guides or coaches, we believe after-school activities should offer children the chance to learn new skills, practise existing ones, and explore. Catering to all age groups and a wide range of interests, our program varies each term.

Clubs

Parents/guardians will be notified of club opportunities for each term. Clubs often have size limits so participation will be confirmed once this information is collected. Lunchtime clubs typically do not require sign-up.

Some examples of clubs from this past year:

Scratch Coding, Buddy Reading (with Senior School Students), Book Worms (full-year), Lego/Building, Imagination Lab Tinkering, Chess, Blender, Robotics, Dungeons and Dragons, Cosmic Kids Yoga, Math Contest Club, Survival Skills, Grade 5 Leadership/ Assembly, Community Time Performance, Games and Puzzles, sewing, Musical Theatre, Dance, Recorder, Green Team, Play-Doh Club, Stuffy Sewing, Grade 5 Art Club.

House System

The Junior School has a House System based on a tradition at SMUS. Every student from Junior Kindergarten through Grade 5 is placed into one of six "house families". Each house is represented by a West Coast tree, color, and unique set of characteristics. Led by our Grade 5 students, the House System connects students across grade levels through fun activities and shared traditions. It builds teamwork, boosts school spirit, and ensures every child feels a strong sense of belonging from day one. New students will be "sorted" into their houses September 17.

Athletics

Developing a child's physical literacy is an essential part of our program. While we have physical education within the school week, there are sports offerings afterschool and on weekends, as part of our school's athletic program. We hope children will explore the many opportunities to learn various sports and become physically confident, supporting a healthy and active lifestyle.

Through fun games and practice, we develop not only the core skills of a wide range of sports but also children's creativity, decision-making, and tactical understanding. We aim to ensure enjoyment and hope to foster life-long participation in sports. As children progress, there will be opportunities to compete, building character and instilling values, such as fairness and respect.

Sports we offer during the school year: running, squash, basketball, gymnastics, rugby, track and field, swimming, soccer, badminton.

Weekend Sports Athletics

Our Junior School weekend sports program, held at the Richmond Road Campus, is coached by varsity athletes and experienced coaches. This program encourages movement and skill development in the sports our school offers. It also provides an opportunity for parents and guardians to connect casually on the field or in the gym to build connections. No sign-up is required, and the program is designed to be a flexible option for families based on their weekend schedules. Weekend sports are offered in three groups.

We offer the following sports: soccer, sports FUNdamentals, squash, basketball, rugby, outdoor games.

Service at the Junior School

One of our school values is service. At the Junior School level, service learning aims to introduce children to meaningful ways of contributing and making a difference in our community. Early service experiences encourage students to look beyond themselves, developing active citizenship, responsibility, and a genuine connection to the world around them.

Junior School Student Supply Information

All Junior School **student clothing and belongings must be labelled clearly with the student's full name**. Please order labels from Mabel's Labels and choose St. Michaels University School. Other school supplies can be purchased at the SMUS Campus Shop and/or you can book an appointment online.

Each student **requires a hang up backpack** in solid, school colours (school backpack preferred) as sports bags cannot be accommodated in the hallways. Draw-string SMUS mesh gym bags can be purchased at the SMUS Campus Shop for gym clothing.

The Junior School practices a reduce, reuse, recycle policy. Please send a reusable plastic lunch kit or material lunch kit and a water bottle for student lunches/snacks (no plastic/paper grocery lunch bags).







Primary (K, Gr 1, 2, 3) & Intermediate (Gr 4 & 5) Supplies

Kindergarten, Grade 1, 2 and 3 students will have a single charge applied to their student account for school supplies. These supplies include pencils, notebooks, felt markers, workbooks, binders, art media, home-bags, journals etc. Teachers will inform parents/guardians of the (one time) cost of supplies that have been purchased in bulk.

Grade 4 and 5 students will have a single charge applied to their student account for school supplies. All notebooks, duotangs, reasonably priced binders and paper will be supplied by the school and charged to student accounts. Please **do not purchase mechanical pencils, whiteout or binders**. All additional supplies will be stored at school.

Additional Supply List

- Painting smock (t-shirt which pulls over head) with name tag is required.
- All students need access at home to a laptop, chrome book or equivalent device with a keyboard and camera capable of running current releases of operating systems and software and headphones.



Junior School Uniforms K–5

Information

Students wear **school uniforms** each day. Number One dress uniform is required on Mondays, special occasions (concerts, performances, SMUS events etc.) or when students are representing the school.

We encourage all students to feel pride in being members of St. Michaels University School and wear their uniforms proudly. All non-uniform colours detract from the uniforms and are not allowed. All outer wear must be in school colours of solid blue or black.

We highly recommend that parents order clothing labels in June or July to prepare for the following year. Please contact the SMUS Campus Shop to order labels with your child's name at 250-370-6152.

Please purchase a backpack that is large enough to hold all the items needed at school. We also require that backpacks are in solid school colours. A SMUS backpack is available (good quality and size) at the Campus Shop. SMUS backpacks need to be ordered well in advance (delivery takes 4-5 weeks).

Please purchase all school uniform items from the Campus Shop, located on the Richmond Road Campus 3400 Richmond Road, Victoria BC or through the Parents' Auxiliary Used Uniform sales (see page 21 for Used Uniform information).

The **Family Handbook** contains information regarding the dress code and uniform required for Junior School students (summer/ winter/daily uniforms). The 2025-2026 Family Handbook will be available to parents/guardians online in the summer of 2025 and is located at the bottom of the Links for Current Parents SMUS webpage.

Used Uniform Sales

The St. Michaels University School Parents' Auxiliary offers a used uniform sale at the beginning of the school year at the Senior School 3400 Richmond Road Campus in the large gym in early September. Information will be sent out to parents in August 2026 with further information.

The SMUS Parents' Auxiliary also operates a used uniform shop that runs the first Tuesday of every month (or the first Tuesday of the month that school is in session) from 2:00 to 5:00 pm at the school's Shelbourne location: 3410 Shelbourne Street (where buses are stored).

If you have any questions concerning the used uniform sales please email: used.uniforms@smus.ca

Uniform dress codes are now available in the SMUS Uniform Handbook. Download it here.





Junior School After School Care Program

After School Care Program

St. Michaels University School's After School Care (ASC) drop in program is a licensed, welcoming, and inclusive environment that offers active play, and engaging activities that are designed to support students in their emotional, cognitive and social development.

After School Care Fees, Hours & Registration

	After School Care	Pro D Days
Hours	3:15 pm – 5:30 pm	8:30 am – 3:30 pm
Fees	$25 per day (billed monthly)	Half Day: $35 Fully Day: $55

How to Sign Up

- **Complete the online Consolidated Health Form in the Parent Portal to be registered in the After School Care program**. The completion of this form is required by licensing and provides After School Care (ASC) staff information in case of illness, allergies, accident or emergency. **Complete the** **After School Care Form** before attending ASC. No exceptions can be made in order to follow all licensing requirements. The After School Care program undergoes a mandated inspection each year and the information requested must be on file. ***If parent/ guardian have completed this form previously, the form does not need to be completed again.***
- Email the Junior School Office at jroffice@smus.ca by 1:00 pm on the day you require ASC.

How to Pickup

- Pickup will be at the main entrance (sign on door). Please call ASC staff when you arrive:
  - ASC Staff Phone - 250-883-7414 (phone number is on door sign).
- **Only authorized people on the permissions pick-up form, are allowed to pick up a child**. If you wish to add someone to the list, please contact the Junior School Office at jroffice@smus.ca.
- Other authorized persons (besides parents/guardians) must bring Photo ID for pick up.
- Late pickup 5:30 - 6:00 pm: ASC staff are required to call parents/guardians, other authorized pick-up person(s) or emergency contacts. If ASC staff are unable to reach
contacts and has no contact from parents or guardians by 6:00 pm, ASC is required to notify the Ministry of Children and Family Development.

SMUS Camps

St. Michaels University School's holds winter, spring and summer camps, offering a diverse selection of enriching day and overnight camps, providing a welcome environment for all campers. Learn more at CAMPS with registration for camps online.

Bus Transportation

All bus students must register to ride the bus. All students who wish to ride the bus to and/or from school on any of our bus routes **MUST** complete the online bus ONLINE FORM.

The St. Michaels University School has a daily bus service running in the morning and afternoon. The routes are provided to parents at a reasonable cost. The areas covered for pick up and drop off are wide ranging, from Langford to North Saanich to Oak Bay and various points in between.

Routes are laid out based on demand. Final decisions for routes and times will be made by September of the coming school year. The current transportation routes can be viewed on the SMUS website under Transportation as well as fees and other information about the bus services.

For parents of Kindergarten children, we suggest that they connect with the classroom teacher to discuss readiness for the child to ride the bus. We typically designate an older child to be a bus buddy with the younger child.

Contact Information

If you have any questions about the SMUS bus transportation or routes, **please contact the Transportation Department Manager at 250-370-6150.**

Daily Bus Sign-up for Trip Home

Students **sign up in class for the bus each morning during attendance** or parents/guardians can email the Junior School Office to sign up. Students who sign up for the bus are placed on a Junior School bus list by the Office staff for dismissal each day.

The children taking the bus home will depart at the bus bell and board the bus.

If a parent/caregiver/grandparent picks up a child on a day the student is signed up for the bus, parents *must contact the office* at jroffice@smus.ca or telephone 250-598-3922 to ensure the student is REMOVED from the bus list. When a student on the bus list does not board the bus at dismissal, the bus is held until the student is located or confirmation is received that a student went home with a parent or family member on their pick-up list.



Junior School Information

Online Consolidated SMUS Medical Form

The consolidated medical form is **located online** in the Parent Portal and **must be reviewed each year by parents**. All health information regarding your child **must be current** and the **school must have emergency contact telephone numbers** (other than parents) in the case of illness, emergency or accident who can pick up your child. Please check your information thoroughly online in the Parent Portal and **update where necessary** (especially pick up information) at the beginning of each school year. New parents will complete the Consolidated Medical Form online after completing the registration process.

The Junior School is an allergy aware school. There are many students with severe allergies; therefore the Junior School provides an allergy aware environment for students with life-threatening allergies and specific information will be communicated as needed in the fall to ensure the safety of all students.

Hard Copy Forms

The forms below (see forms in this package) **need to be printed, completed and returned to the Junior School Office by June 10, 2026**.

The following forms need to be completed each year by parents:

- **Level 1 and Level 2 Off Campus Activity Form**
- **Sports Acknowledgement of Risk and Consent Form**
- **Acceptable Use Policy for Technology Student Conduct Form**
- **General Principles of Behavior Form** (Code of Conduct)

Thank you for your attention to these important forms.



Press control and click on the title

SMUS Website

The SMUS website is updated regularly and contains information for families

Links for Current Parents/Guardians

Junior School Community

SMUS Parent Portal

Access to student records, report cards, parent teacher interview sign up, medical registration form, student account information. If you have problems logging in, please contact: **it@smus.ca**

Transportation

Bus transportation information

SMUS School Year Dates 2026–27

SMUS Calendar

Questions?

Junior School Office 250-598-3922
jroffice@smus.ca

Data security or privacy policy questions can be directed to: privacy@smus.ca

Medical or Health Policy questions, please contact:
Keith Driscoll, Director of Boarding & Student Life at 250-370-6136 or keith.driscoll@smus.ca

Junior School Forms

Code of Conduct

Please Read to your Child

Our Code of Conduct encourages respect and an expectation of good judgement amongst the student body. Faculty members are always looking to encourage success for each student, and refer to the Code of Conduct to serve as a guide for responses and actions.

General Principles of Behaviour

The Junior School community expects that each member will work and learn within a climate of respect, which includes the following principles:

1. **Respect for one's self:** promoting our personal well-being and taking responsibility for our actions and appearance.
2. **Respect for others:** being careful with others' emotional and physical well-being and being accepting of others' differences.
3. **Respect for the community:** maintaining an attractive and orderly environment and striving for cooperation with one another.

Rights and Responsibilities

1. **Everyone has a right to learn:** I have a responsibility to listen to instructions, work carefully and always try to do my best.
2. **Everyone has a right to hear and be heard:** therefore, I have a responsibility not to talk, shout or make distracting noises when others are speaking.
3. **Everyone has a right to be safe:** therefore, I have a responsibility not to threaten, kick, punch or physically harm others.
4. **Everyone has a right to privacy:** therefore, it is my responsibility to respect others' personal property and space.
5. **Everyone has a right to be respected:** therefore, I have a responsibility not to tease or bother people, or to hurt their feelings.

Student Name (please print)**:** _____

Student Signature: _____ **Date:** _____

(if able to sign name)

Parent/Guardian Name (please print)**:** _____

Parent/Guardian Signature: _____ **Date:** _____

Parents/Guardians are asked to read this form with your child *and have the student complete the student name and sign (if able to write).* ***Parent/Guardian*** *name and signature is also required.*

Acceptable Use Policy for Technology Student Conduct Form

All students at St. Michaels University School must complete the Student Conduct form. Please read this form with your child and have the student complete the student name and sign (if able to write). Parent name and signature is also required.

Rules for Technology Use

1. I will follow the SMUS Junior School Code of Conduct.
2. I will tell my teacher right away if I come across any information that makes me feel uncomfortable.
3. I will not give my password to anyone else, or use anyone else's password.
4. I will not access anyone else's files without permission from a teacher.
5. I will not give out personal information, such as my name, address and telephone number or information about family or friends.
6. I will not use inappropriate, harassing or bullying language online
7. I will not agree to get together with anyone I meet online. I will not use social media without permission from a teacher.
8. I will not respond to any messages that are mean or make me feel uncomfortable and will report any incidences to the School.
9. I will not plagiarize or copy any work done by other people.
10. I will not print excessively, print directly from the internet or print email, unless permission is given to me by a teacher.
11. I will not purposely damage any part of the school's technology equipment or computer network.
12. I will not use any personal device during school hours, unless I have been given permission by the Director of the Junior School.

Failure to comply with these rules will result in disciplinary action as stated in the SMUS Junior School Code of Conduct.

Student Name (please print)**:** _____

Student Signature: _____ **Date:** _____

(if able to sign name)

Parent/Guardian Name (please print)**:** _____

Parent/Guardian Signature: _____ **Date:** _____

(To indicate that a conversation has occurred with the student)

Level 1 and 2 Off Campus Activity Acknowledgement of Risk and Consent Form

Please complete form, print and sign. Return to Junior School Office

Student Name: _____ **Student Grade:** _____ **Age:** _____

Throughout the year, SMUS Staff coordinate a wide range of off-campus activities for students. The Directors, Board of Governors and Staff recognize the value of these activities for the educational, athletic and experiential benefits they provide to students. There is also an understanding that the safety of all participants should always be the primary concern. The preparation requirements for different off-campus trips vary, from a relatively simple activity to a more complex activity (Vancouver field trip).

Therefore, activities are separated into 3 levels of risk based on location, duration and type of activity. Each level reflects a specific set of pre-trip preparation requirements and parent information, which corresponds with the increased level of risk associated with the activity. This Acknowledgement of Risk and Consent form applies to Level 1 and Level 2 activities only. For Level 1 activities, parents may not receive any additional information. Information for Level 2 activities will be sent to parents. For Level 3 activities, parents will be provided with additional information.

Level 1 Activities:

- Of one day or less in duration within the normal academic school day
- Within the vicinity of the Junior School
- Involves activities with no increased level of risk (the same as what one would expect at school)

Examples of Level 1 Activities include but are not limited to:

- Science, Art, Geography or other class activity in the vicinity of the Junior School
- Non-contact daytime sporting event

Level 2 Activities:

- Of one day or less in duration but not entirely within regular school hours
- Take place within the Greater Victoria and Southern Vancouver Island area and requires transportation
- May involve activities with a minimal increase in level of risk

Examples of Level 2 Activities include but are not limited to:

- Daytime activities that require transportation
- Museum trips, Imax movies
- Evening Drama or Music rehearsals and performances
- Non-contact evening or weekend day sporting events at another school or in the vicinity of SMUS Junior School
- After-school activities with minimal level of increased risk

Parent/Guardian Acknowledgement of Risk and Consent:

The undersigned, as the parent(s) or guardian(s) of the student, having reviewed the information on this form about Level 1 or Level 2 Activities, hereby:

a) Consent to the student participating in the type of activities defined as Level 1 and Level 2.

b) Recognize and understand the inherent risks associated with these types of activities including but not limited to the hazards of vehicle travel, accident/illness in places without nearby medical facilities, weather and other circumstances beyond the control of St. Michaels University School employees, related parties and agents.

c) Authorize the trip leaders to consent to medical treatment for the student by any qualified medical practitioner as may be necessary in the event of an emergency.

Parent/Guardian Name (please print)**:** _____

Parent/Guardian Signature: _____ **Date:** _____

Sport Acknowledgement of Risk and Consent

Please complete form, print and sign. Return to Junior

Student Name: _____ **Student Grade:** _____ **Age:** _____

Throughout the year, SMUS students are invited to join sports teams. The Directors, Board of Governors, Staff and Coaches recognize the value of these sports teams for the educational, athletic and experiential benefits they provide to students. There is also an understanding that the safety of all participants should always be the primary concern.

While attempting to minimize the risk of injury in each sport, SMUS also feels it is important to inform parents of the nature and frequency of injuries that students may sustain while participating in specific sports. It must also be recognized that the nature and extent of injuries are also dependent on the behavior and actions of the individual player. *We encourage parents to call the coaches of the respective sports or the Junior School Athletic Director to discuss risks and injuries and measures taken to alleviate or reduce them.*

Sports Group	Low Severity	Moderate Severity	High Severity
Indoor gym games, badminton, track & field, cross country running, swimming	Frequent injuries (see definitions)	Occasional injuries (see definitions)	Rare injuries (see definitions)
Soccer, field hockey, basketball, gymnastics, field games	Frequent injuries (see definitions)	Occasional Injuries (see definitions)	Rare Injuries (see definitions)

Definitions:

Frequency of Injury:

Frequent: This type of injury can occur at almost every game/event/class *(bumps, bruises, scrapes, abrasions, minor cuts, minor sprains)*

Occasional: This type of injury may occur a number of times each year *(sprains, mild concussions, cuts, major bruises, broken small bones)*

Rare: This type of injury may occur but does not happen every year *(severe concussions, eye injuries, long bone fractures, spinal cord injury)*

Severity of Injury:

Low: Injuries requiring basic first aid, which heals with no long-term issues. Participants typically continue participating in the activity.

Moderate: Injuries may require more than basic first aid, possibly including a hospital visit. Participants are usually not able to continue playing in the activity and require some time to heal.

High: This type if injury, requires immediate medical care in the infirmary and/or hospital and may require long term rehabilitation. Students are not able to continue playing in the activity and the injury may restrict their ability to participate in this and other activities.

Parent/Guardian Acknowledgement of Risk and Consent:

The undersigned, as the parent(s) or guardian(s) of the student, having reviewed the information on this form about sports activities at SMUS and, hereby:

- **a)** Consent to the student participating in the SMUS sports program, including practices and games at SMUS and day trips to other locations on Vancouver Island and the Lower Mainland (if required).
- **b)** Understand that certain sports have a higher frequency and severity of injury.
- **c)** Recognize and understand the inherent risks associated with these types of activities, including but not limited to, the hazards of vehicle travel, accident/illness in places without nearby medical facilities, weather and other circumstances beyond the control of St. Michaels University School employees, related parties and agents.
- **d)** Authorize the trip leaders to consent to medical treatment for the student by any qualified medical practitioner as may be necessary in the event of an emergency.
- **e)** ***I DO NOT want my son/daughter to participate in the following sports:*** _____

Parent/Guardian Name (please print)**:** _____

Parent/Guardian Signature: _____ **Date:** _____

SMUS 2026-27 Calendar

September 2026	**See Junior School Beginning School Dates – Page 4 for start dates**
September 30	National Day for Truth and Reconciliation – school closed
October 8	School closes at end of day for Thanksgiving Break
October 13	Classes resume
October 23	SMUS closed for Faculty Professional Development
November 6	SMUS closes at lunch for Remembrance Day
November 7-11	SMUS Remembrance Day closure
November 12	Classes resume
December 11	School closes at end of day for Holiday Break
January 4, 2027	SMUS closed for Faculty Professional Development Day
January 5, 2027	**Classes resume**
February 11	SMUS closed for Faculty Professional Development day at lunch
February 12-15	School closed for Family Day weekend
February 16	Classes resume
March 12	School closes at the end of day for Spring Break
March 30	Classes resume
May 20	School closes at end of day for Victoria Day weekend
May 25	Classes resume
June 16	Last day of classes Junior Kindergarten to Grade 4
June 17	Grade 5 Closing Ceremonies