



September 5, 2024

Office Procedures and Reminders:

- Please label all your child's belongings
- Please remember to send your child enough food for snack and include spoons and forks if needed (plastic utensils will not be available to us soon)
- Please update your information in Power School to add your after school care to "Other Contacts" by adding a contact:

Example:

- **First Name: Rec House**
- **Last name: Care**
- **Relationship: Outside School Care**
- **Legal Guardian: no**
- **Emergency contact: no Release of information: no**
- **School pick up: YES**

Reporting and absence

Please remember that if your child is not at school, you must also tell your childcare provider as well as emailing samlivingston@cbe.ab.ca and the child's teacher. When emailing please include your child's first and last name, grade and room number.

End of Day Changes

Please email end of day changes to samlivingston@cbe.ab.ca and the child's teacher by 1:00pm Monday to Thursday and by 11:00am on Fridays.

Thank you for your support and cooperation.

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