



Prince Charles Elementary School



August 27/2025

Ey Swayel Prince Charles Families:

I hope everyone had a relaxing and adventurous summer, filled with time to recharge, explore, and make lasting memories with family and friends. Whether you're returning or joining us for the first time, I'm excited to continue building a strong, supportive, and inspiring learning environment together. As we step into a new school year, I'm thrilled to welcome you all back to PC!

My name is Paul Allanson, and I am truly honored to serve as the principal of Prince Charles Elementary School. It is with great excitement and gratitude that I continue my journey with this incredible school community. Now entering my second year at Prince Charles, I'd like to take a moment to share a bit about myself and my vision for our school. I have over 22 years of experience in both elementary and middle school education. One of my greatest passions is coaching, which originally inspired me to pursue a career in education. You'll often find me in the gym or out on the field, connecting with students through sports and physical activity.

Throughout my career, I've been deeply committed to creating a school environment where every child feels seen, heard, and supported. I believe that when students feel safe and valued, they are empowered to thrive both academically and personally. I also believe that education is a shared responsibility. Strong partnerships between school, families, and the wider community are essential to student success. I encourage you to stay engaged, whether by attending school events, communicating regularly with your child's teacher, or simply reaching out with ideas or feedback.

Our staff is ready and eager to greet our students and begin another year of growth, connection, and discovery and I'm genuinely looking forward to getting to know each of you and working together to ensure Prince Charles Elementary continues to be a safe, welcoming, and inspiring place for all of our Royals. Please don't hesitate to contact me with any questions, concerns, or suggestions. My door is always open, and I'm here to support you and your child(ren) in any way I can.

Warm regards,

Mr. Paul Allanson
Principal of Prince Charles Elementary School

Here are some things for you to know as we head into **Week #1** at **Prince Charles Elementary**:

1. First Week of School:

Tuesday, September 2: The first day of school is Tuesday, September 2, 2025. This day will be a half day, **8:35 - 11:28**. To help Prince Charles' staff safely, warmly and effectively greet your child, take attendance and dismiss we ask that you are timely in dropping your child off as well as picking them up.

As per practice, students will not know who their teacher is until the end of the week. As you imagine there are many moving parts that must come together prior to creating classes. Therefore, we ask for your patience throughout the first week while we ensure that every child registered has a seat and that we have created an equitable and inclusive learning environment.

In addition, please walk your child to the designated posted signs that align with their grade. For example, if your child is in grade 1, please walk your child to Ms. Henry's Class (room 56) and wait with them until teachers collect the students. Grade group locations and maps will be posted on the front entrance doors of the school. **All Royals will be dismissed from their grade grouping locations.**

Grade Grouping Areas:

Grade 5's	Gym
Grade 4's	Gym
Grade 3's	Gym
Grade 2's	Room 31 (Ms. Reitsema's Room)
Grade 1's	Room 56 (Ms. Henry's Room)

All staff will be present outside on the first day of school to help guide parents and students to their designated areas.

Wednesday, September 3rd to Friday, September 5th

On September 3 students will attend the full day. The welcome bell will be at 8:32 and the start bell will ring at 8:35, and we will dismiss at 2:28. Students (gr. 1 - 5) will begin school in random grade groupings that will allow them to participate in rotating learning activities and get to know all the teachers in their grade group. They will arrive and be dismissed from one common grade group entry that will

be clearly marked. This will continue until the end of the week, and hopefully by Friday students will bring home their permanent class assignment, and instructions about which door they will be using on Monday, September 8.

Kindergarten Students

Kindergarten students will attend their 15 minute 1:1 meeting on either September 2, 3 or 4. All kindergarten students should have been informed of their meeting time. Gradual entry begins on Friday, September 5 for kindergarten students. ***Ms. Smith will resend all Kindergarten families their schedules at the end of August.***

2. Bell Schedule 2025-2026:

CLASSES START

8:32 am - Welcome Bell

8:35 am - Instruction Begins

RECESS

10:35 am - Recess Starts

10:50 am - Recess Ends (bell)

LUNCH

12:10 pm - Lunch Eating Begins

12:25 pm - Lunch Play Begins (bell)

12:55 pm - Lunch Play Ends (bell)

CLASSES DISMISS

2:28 pm - Dismissal

3. Dropping Off/Picking Up Children:

The school side of McKee Road is a combination of bike lanes and two-hour parking. To ensure the safety of your children, please adhere to posted road signs. We encourage families to use our drive-through drop off located at the top of the parking lot. Simply pull up to the top and allow one of our "Highlighters" to escort your child from the car to the school safely. We have found that this reduces congestion and inconvenience for families in the morning and afternoon. ***Please do not drop your child off at any locations in our parking lot.***

Please note where our parent parking lots are located and what areas are designated as No Parking Zones and Staff Parking.

A friendly reminder that schools are idle-free zones. Please turn off your vehicle engine when waiting for student drop-off & pick-up in our parking lots. We appreciate your cooperation in this matter.

4. **School Supplies:** If you have purchased your own school supplies, please keep them at home for now. Once class placements are finalized, teachers will inform families of the appropriate time to bring supplies to school. For families who ordered supplies through our website, these will be distributed once classes are set.
5. **Closed Campus**
A reminder that Prince Charles Elementary is a closed campus. No unauthorized individuals should be on school grounds during school hours.
6. **School Photos:** We're excited to let you know that school photo day is coming up on **Thursday, September 11th!** This year, we will be partnering with **Lifetouch Photos** to capture these special memories.

Please ensure your child comes to school dressed appropriately for their photo. More details about photo packages and ordering options will be sent home soon.

7. **PC Swag:** We're excited to offer Prince Charles Elementary swag for students and families! To order a Prince Charles Elementary hoodie, zip-up, or t-shirt, please click on the link below:
<https://sapphirecreative.com/product-category/apparel-program/prince-charles-elementary/>
Orders typically take about two weeks to arrive. Once your items are ready for pickup, Ms. Smith will contact families directly.

Show your Royal pride, we can't wait to see our community rocking their PC gear!

8. **Upcoming Dates:**

September	
Sept 2 – Tuesday	1st day of School (half day: 8:35 -11:28)
Sept 3 – Wednesday	All day (8:35 – 2:28)
Sept. 9 - Tuesday	PAC Meeting @ 7:00 in the Library
Sept. 11 - Thursday	School Photo Day

Sept 15 - Monday	First Full Day for Kindergarten
Sept 17 – Wednesday	Welcome Back BBQ! (5:00 – 7:00)
Sept 18 – Thursday	Terry Fox Run
Sept 26 – Friday	Orange Shirt Day
Sept 29 – Monday	Non-Instructional Day #1
Sept 30 - Tuesday	National Day of Truth and Reconciliation (No School)

- 9. Information from the PAC:** We are thrilled to announce and warmly welcome our new Parent Advisory Council (PAC) members!

Newly Elected PAC – 2025-2026:

Election of Executive:

- **Chair: Ashley Camp**
- **Vice-Chair: Brittany Geddert**
- **Secretary: Amy Koop**
- **Treasurer: Rosie Sandhu**

Election of Non-Executive:

- **Members At Large: Maray Toews, Amanda Schoen & Michelle Bastien**
- **Fundraising Coordinator: Michelle Bastien**
- **Hot Lunch Coordinator:**
- **Book Fair Coordinator: Maray Toews**
- **Parking Lot Coordinator:**
- **Family Fun Night Coordinator:**
- **Grade Five Committee Coordinator: Ashley Camp**
- **Playground Coordinator: Brittany Geddert**
- **Artisan Coordinator: Amanda Schoen**
- **DPAC Representative: Michelle Bastien**

Next PAC Meeting is: Tuesday, September 9th @ 7:00 in the library.

Playground Project Fundraiser!



Prince Charles
Elementary School



HELP MAKE OUR DREAM A REALITY!

We are aiming to raise \$100,000 to create this vision.

Our plans include:

- ✓ Installing a rope climbing structure in the upper field playground.
- ✓ Adding two small spinning play structures.
- ✓ Replacing the old wooden monkey bars with metal climbing bars and a small climbing wall.



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Do you want to make a tax-deductible donation to support this cause?

1. Visit www.abbyschools.ca/donations-0 or scan the QR code.
2. Click "Donate Today."
3. Enter your donation amount.
4. Select "Prince Charles Elementary" from the "Fund Destination" drop-down menu.
5. In the message box, type "Playground Fund." You will receive a tax receipt for your donation.

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