



Caledonia Park School
3206 Coady Blvd
Leduc, AB T9E 7J8
780-986-7888

August 26, 2025

Dear Parents/Guardians,

My name is Lynsey Larsen, and I'm looking forward to being your child's grade 4 teacher this year. I'm here to support your child and help them grow as a responsible and confident person. Working together as a team to provide them the support they need to be successful, positive and engaged learner in and out of the classroom.

Communication:

Good communication between parents and teachers is key to a successful school year. Email is the best way to reach me, and I'll respond within one school day, typically outside school hours. You can also contact the school office if you need to reach me or your child during the day.

Your child will write daily agenda messages, which will include any homework that needs to be completed and important upcoming events. Information about grades, including missing or incomplete assignments, will be communicated through PowerSchool. School-wide updates and field trip information will be sent via email. The first school blast went out on Sunday. If you don't receive these, please contact the office to update your contact information.

You can reach me at (780) 986-7888 or lynsey.larsen@gshare.blackgold.ca.

Class Information:

- **Location:** Our class is in Room 166, near the 4/5 hallway, facing the field.
- **Lockers:** Students will have lockers for their outdoor clothes and extra supplies.
- **Agenda:** Students will maintain a daily agenda to stay organized. Kanga pouches are available at the office for \$14.00.
- **Homework:** Homework will be minimal and will mostly consist of any work not completed during class time. Practicing basic math facts and preparing for tests is encouraged.
- **Behaviour:** We have a three-step behaviour policy to address any issues, which includes warnings, reflection sheets, and parent meetings if needed.

- **Absences:** If your child is absent, the work they missed will be placed in their file in my desk for them to retrieve when they return to school. If they are sick, focus on recovery first.
- **Curriculum:** Here are links for the outcomes we will be covering in class this year.
 - [Grade 4 at a Glance](#)
 - [Grade 4-Learn Alberta](#)

Additional Details:

- **Home Reading:** Encourage your child to read 20-30 minutes daily.
- **Devices:** Chromebooks are allowed; cell phones must be off or in airplane mode and kept in lockers.
- **Lunch and Snacks:** Morning snack is before or after recess. Lunch is from 11:50-12:10 followed by recess.
- **Water Bottles:** Students should bring a reusable water bottle labelled with their name.
- **Other Classes:** Mrs. Ramirez will teach Music. Contact her with any questions.
- **Phys Ed:** Three days a week. Please be prepared for indoor and outdoor activities and weather conditions.
- **Library:** Once a week

General School Information:

- **Schedule:** We follow a Day 1-5 schedule; more details are on our website.
- **Morning Routine:** Students should arrive by 8:10 am but not before 7:50 as that is when supervision is available.
- **Absences:** Report absences to the office and let me know if your child will be away.
- **Entry Door/Boot Room:** South door by the playground, line up before entering. Our boot room is inside, close to our classroom.

More information will be sent home with your child in the first few days of school. When you have a little bit a time, if you could please [fill out this form about your child](#) so I can get to know them more, that would be greatly appreciated.

I'm looking forward to a great year and working with you to support your child's success!

Mrs. Lynsey Larsen