



Welcome to Phoenix



| Administration | | | |
|--------------------|---------------------------------|-------------------|--------------------------|
| Mr. P. Betz | | Principal | |
| Teaching Staff | | Support Staff | |
| Mrs. M. Turabian | Kindergarten AM/PM | Mrs. H. Gerrits | Administrative Assistant |
| Mrs. S. Funk-Unrau | Kindergarten AM | Mrs. S. Lestition | Librarian |
| Mrs. T. Wall | Grade 1/2, room 4 | Mrs. D. Bailey | Educational Assistant |
| Mrs. C. Mikkelson | Grade 1/2, room 3 | Mrs. B. Romaniuk | Educational Assistant |
| Ms. F. Vinci | Grade 1/2, room 9 | Mr. L. Murowski | Educational Assistant |
| Mrs. J. Hardy | Grade 2/3, room 15 | Mrs. L. Cook | Educational Assistant |
| Mrs. C. Choboter | Grade 3, room 8 | Mrs. R. Nanrey | Educational Assistant |
| Mr. P. Dryburgh | Grade 4, room 5 | Mrs. M. Kino | Educational Assistant |
| Mrs. C. Slyker | Grade 4/5, room 18 | Mrs. C. Samyn | Educational Assistant |
| Mr. S. Mikkelson | Grade 4/5, room 19 | Mrs. J. Trenaman | Educational Assistant |
| Mrs. K. Sadr | Music | Ms. B. Donohoe | Educational Assistant |
| Mrs. K. Bremner | Physical Education | TBA | Educational Assistant |
| Mrs. C. Cassell | Resource | TBA | Educational Assistant |
| Mrs. L. Hulme | Early Literacy Resource Teacher | Mr. R. Almonina | Custodian |
| Mrs. F. Gallo | Resource/Guidance | Mr. M. Lirio | Night Cleaner |

Phoenix Timetable

Dear Phoenix Families,

Please be advised that there have been minor changes to the Phoenix timetable for the 2025-2026 school year. These changes do not affect the start and end time of the school day. Please see below for your reference.

| Activity | Time |
|---|-------------------|
| Staff Outside Supervision | 8:10-8:20 AM |
| Student Entrance, Attendance, Announcements | 8:20-8:25 AM |
| Period 1 | 8:25-9:02 AM |
| Period 2 | 9:02-9:40 AM |
| Recess | 9:40-9:55 AM |
| Period 3 | 9:55-10:32 AM |
| Period 4 | 10:32-11:10 AM |
| Lunch Hour for Students | 11:10 AM-12:10 PM |
| Student, Entrance, Attendance | 12:10-12:15 PM |
| Period 5 | 12:15-12:53 PM |
| Period 6 | 12:53-1:30 PM |
| Recess | 1:30-1:45 PM |
| Period 7 | 1:45-2:22 PM |
| Period 8 | 2:22-3:00 PM |
| Student Dismissal | 3:00 PM |



Phoenix School
111 Alboro St
Headingley, Manitoba
Ph: 204-889-5053
Fax: 204-889-5060
<https://www.sjasd.ca/school/phoenix>

June 26, 2025

Dear Phoenix Families,

Phoenix School will be having in-person Parent/Teacher/Student conferences on:

September 3 1:00 PM-6:30 PM
September 4 12:15 PM-2:45 PM

Bookings can be made by Phoenix families using our divisional electronic scheduling program, *School Conference Manager*. This scheduling program will be operational for these Opening Day Conferences in September.

The first time you use the *Phoenix School Conference Manager*, you will be required to register and create a parent account, which only takes a minute or two. You can continue to use this same account for the duration of the time you have children in school, so please record your password where you can reference it later.

Please note parents can register between August 25, 2025, and September 2, 2025, as the system will be open.

You may want to register right away as a scheduling reminder email is sent to registered parents shortly before scheduling commences. If your email program flags automated emails as junk mail, you may want to put "appointments@schoolsoft.ca" in your email address book.

Steps to create a parent account and booking conferences:

1. **Go to the following link:** <https://phoenix.schoolsoft.com/login>
 - **Step 2 is for first time users only ***
2. Register for a parent account. To register click the REGISTER NOW button and complete the registration page. Once registered you will be able to log in to the Conference Manager right away. An email will also be sent to the address you specified. This email restates your username and password and is a good email to retain, as you will use the same email and password when booking future rounds of Parent-Student-Teacher Conferences. If you forget your password, you can reset it using the FORGOT PASSWORD link under the login button.
3. Once registered, you can log into the Conference Manager any time.
4. Click the BOOK NOW button. Select conference date in the date drop-down that appears and then select the teacher(s) you wish to meet with and click the NEXT button. To coordinate bookings involving multiple teachers select all the teachers applicable to your child(ren) who you wish to meet with.
5. Click on an available time slot for each teacher you selected and complete the booking form that appears. You should see the booking appear in the summary list on the right-hand side of the screen. A confirmation email is sent for each booking you made or subsequently cancel. You will also receive a reminder and conference itinerary by email. When booking your conference times, you will notice that the time slots are 15 minutes in length. During your 15-minute time slot, you will have the opportunity to meet with your child's teacher and complete some of the necessary beginning of the school year paperwork.
6. Confirm your appointments have been booked by looking at the "CURRENTLY BOOKED CONFERENCES" box on the right of the screen or click on the MY CONFERENCES tab. Only appointments that appear in the CURRENTLY BOOKED CONFERENCES box or on the MY CONFERENCES page are confirmed bookings.
7. When you have finished booking, click the log off button located at the top right of the browser window. You will have the opportunity to provide feedback regarding the use of the Conference Manager to the school administration through a user survey before completely exiting. We appreciate you completing the survey.
8. We greatly appreciate parents booking their own appointments but know this is not always possible. If you are unable to book your own appointment, please call the school during regular office hours (8:15 AM – 3:45 PM any time after August 28, 2023) for assistance.

The St. James-Assiniboia School Division No.2

Great Schools for Growing and Learning



Phoenix School

111 Alboro St
Headingley, Manitoba
Ph: 204-889-5053
Fax: 204-889-5060
R4J 1A3
<https://www.sjasd.ca/school/phoenix>

June 26, 2025

Dear Student and Parents:

The administration and staff are looking forward to an exciting 2025-2026 with your child(ren)

Phoenix School now provides the convenience of online payment to parents/guardians. It is quick and convenient, and you can pay online by Credit Card. When payments are required by/for your child you will be notified via email.

You will be required to pay a \$50.00 School Supply fee for Grade 1-5 students or \$35.00 for kindergarten students.

You can begin accessing School Cash, the online payment program for student fees starting Tuesday, August 26th.

From the Phys. Ed. Department:

All students will require separate shoes for indoors. Running shoes are to be worn in the gym. They should have non-marking soles and should not be skater shoes. Please only have laces if your child can tie his/her own shoes.

Thank you and we will see you in September! Have a wonderful summer!

Sincerely,

Phoenix Staff

The St. James-Assiniboia School Division No.2

Great Schools for Growing and Learning

Fast. Safe. Convenient.

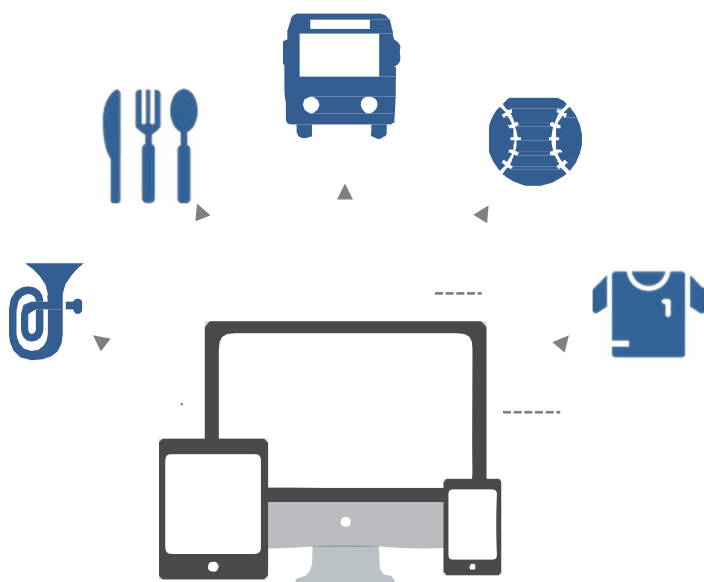
Welcome to *School Cash Online*

School Cash Online is an online parent portal that offers a safe, fast and convenient way to pay for school activity fees. The portal is customized to meet your school's needs and allows you as a parent, to add your students, make payments, check current balance/account history, print or view receipts, and receive notifications about upcoming events.

Why Use School Cash Online?

With School Cash Online, you can pay all your students' school fees with the click of a button. Wherever. Whenever. Trips to the school to drop-off cash or sending your student with money will be a thing of the past. School Cash Online also enables you to keep track of your student's school items and activities.

Purchase these items and more online.



Credit Card

Pay with Visa or MasterCard on School Cash Online by entering your credit card number, CVV number (the three digits on the back of your card), card expiry date, and billing information.



eCheck

An electronic version of a paper check used to make payments online. Anyone with a checking or savings account can pay by eCheck through School Cash Online.

How to Register

Follow these instructions to create your School Cash Online account today.

1

Create Your Profile:

Go to <https://sjsd.schoolcashionline.com> and click on "Get Started Today".

2

Confirm Your Email:

Check your inbox for email confirmation and click on the link inside. Sign in with your new login details.

3

Add a student

Click "Add Student" and fill in the required fields with your child's details.



Stay connected by selecting "Yes" to email notifications about upcoming fees.



I want to receive email notifications for new fees assigned to my student and updates on school-related activities.

For more information contact Parent Helpdesk at
parenthelp@schoolcashionline.com or 1.866.961.1803

For safety and efficiency reasons, we would like to reduce the amount of Cash & Cheques coming into our school. School Cash Online is our school's preferred method of payment. It takes less than 5 minutes to register. Please follow these step-by-step instructions, so you will begin to receive email notifications regarding upcoming events involving your child(ren).

NOTE: If you require assistance, select the *SUPPORT* option in the top right-hand corner of the screen.

Step 1: Register

a) If you have not registered, please go to the School Cash Online home page <https://sjisd.schoolcashionline.com/> and select the "Get Started Today" option.

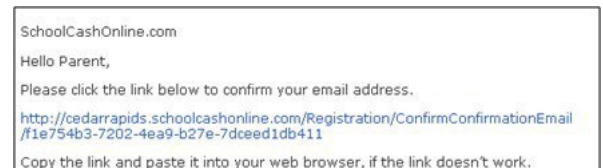
b) Complete each of the three Registration Steps

*For Security Reasons your password, requires 8 characters, one uppercase letter, one lowercase letter and a number.

Step 2: Confirmation Email

A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and School Cash Online account.

The confirmation link will open the School Cash Online site prompting you to sign into your account. Use your email address and password just created with your account.



Step 3: Find Student

Note: Student Number is Not Required

This step will connect your children to your account.

- Enter the School Board Name
- Enter the School Name
- Enter Your Child's Name & Birth Date
- Select *Continue*
- On the next page confirm that you are related to the child, check in the Agree box and select *Continue*
- Your child has been added to your account

Step 4: View Items or Add Another Student

If you have more children, select "Add Another Student" option and repeat the steps above. 5 children can be added to one parent account.

If you do not wish to add additional children, select "View Items For Students" option. A listing of available items for purchase will be displayed.

Find Student

School Information

School Board Name: School Board 1575

Looking for a student in a different school board? ☐

School Name:

Student Information

Do you have the student number? ☐

Student Number

First Name: *

Last Name: *

Birth Date: *

Date format: mm/dd/yyyy

Continue

(No students? [Click here](#))

| | SUN. | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SAT. |
|-------|------|----------------------------------|--|---|---|--|------|
| SEPT. | | | | | | | |
| 2025 | | 1 Labour Day | 2 Day 1 Inservice - No School | 3 Day 2 Early & Middle Years - Triad Conferences | 4 Day 3 Early & Middle Years - Triad Conferences | 5 Day 4 Early & Middle Years - First Day of Classes | 6 |
| | 7 | 8 Day 5 | 9 Day 6 | 10 Day 1 | 11 Day 2 | 12 Day 3 | 13 |
| | 14 | 15 Day 4 | 16 Day 5 Early Dismissal | 17 Day 6 | 18 Day 1 | 19 Day 2 | 20 |
| | 21 | 22 Day 3 | 23 Day 4 | 24 Day 5 | 25 Day 6 | 26 Day 1 | 27 |
| | 28 | 29 Day 2 | 30 National Day for Truth and Reconciliation | | | | |
| OCT. | | | | | | | |
| 2025 | | | | 1 Day 3 | 2 Day 4 | 3 Day 5 | 4 |
| | 5 | 6 Day 6 | 7 Day 1 Early Dismissal | 8 Day 2 | 9 Day 3 | 10 Day 4 Inservice - No School | 11 |
| | 12 | 13 Thanksgiving Day | 14 Day 5 | 15 Day 6 | 16 Day 1 | 17 Day 2 | 18 |
| | 19 | 20 Day 3 | 21 Day 4 Early Dismissal | 22 Day 5 | 23 Day 6 | 24 Day 1 Inservice - No School | 25 |
| | 26 | 27 Day 2 | 28 Day 3 | 29 Day 4 | 30 Day 5 | 31 Day 6 | 1 |
| NOV. | | | | | | | |
| 2025 | 2 | 3 Day 1 | 4 Day 2 Early Dismissal | 5 Day 3 | 6 Day 4 | 7 Day 5 | 8 |
| | 9 | 10 Day 6 | 11 Remembrance Day | 12 Day 1 | 13 Day 2 | 14 Day 3 Admin - No School | 15 |
| | 16 | 17 Day 4 | 18 Day 5 Early Dismissal | 19 Day 6 | 20 Day 1 | 21 Day 2 Senior Years Reports | 22 |
| | 23 | 24 Day 3 | 25 Day 4 | 26 Day 5 Early & Middle Years Reports | 27 Day 6 | 28 Day 1 | 29 |
| DEC. | | | | | | | |
| 2025 | 30 | 1 Day 2 | 2 Day 3 Early Dismissal | 3 Day 4 | 4 Day 5 | 5 Day 6 | 6 |
| | 7 | 8 Day 1 | 9 Day 2 | 10 Day 3 | 11 Day 4 | 12 Day 5 | 13 |
| | 14 | 15 Day 6 | 16 Day 1 Early Dismissal | 17 Day 2 | 18 Day 3 | 19 Day 4 Last Day of Classes | 20 |
| | 21 | 22 Winter Break Begins | 23 | 24 | 25 | 26 | 27 |
| JAN. | | | | | | | |
| 2026 | 28 | Dec. 29 | Dec. 30 | Dec. 31 | 1 | 2 | 3 |
| | 4 | 5 First Day Of Classes | 6 Day 6 Early Dismissal | 7 Day 1 | 8 Day 2 | 9 Day 3 | 10 |
| | 11 | 12 Day 4 | 13 Day 5 | 14 Day 6 | 15 Day 1 | 16 Day 2 | 17 |
| | 18 | 19 Day 3 | 20 Day 4 Early Dismissal | 21 Day 5 | 22 Day 6 | 23 Day 1 | 24 |
| | 25 | 26 Day 2 | 27 Day 3 | 28 Day 4 | 29 Day 5 | 30 Day 6 | 31 |



| | SUN. | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SAT. |
|---------------|------|--|--|--|----------|--|--------------------------------------|
| FEB. 2026 | 1 | Day 1 | 2 Day 2 <i>Senior Years - Start of Semester 2</i> <i>Inservice - No School</i> | 3 Day 3 | 4 Day 4 | 5 Day 5 | 6 7 |
| | 8 | Day 6 | 9 Day 1 | 10 Day 2 | 11 Day 3 | 12 Day 4 | 13 14 <i>Senior Years Reports</i> |
| | 15 | 16 <i>Louis Riel Day</i> | Day 5 17 <i>Early Dismissal</i> | Day 6 18 | Day 1 19 | Day 2 20 | 21 |
| | 22 | Day 3 23 | Day 4 24 | Day 5 25 | Day 6 26 | Day 1 27 | 28 |
| | SUN. | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SAT. |
| MARCH 2026 | 1 | Day 2 | 2 Day 3 <i>Early Dismissal</i> | 3 Day 4 | 4 Day 5 | 5 Day 6 | 6 7 |
| | 8 | Day 1 | 9 Day 2 | 10 Day 3 | 11 Day 4 | 12 Day 5 | 13 14 |
| | 15 | Day 6 16 | Day 1 17 <i>Early Dismissal</i> | Day 2 18 | Day 3 19 | Day 4 20 <i>Admin/Inservice - No School</i> | 21 |
| | 22 | Day 5 23 | Day 6 24 | Day 1 25 | Day 2 26 | Day 3 27 | 28 <i>Last Day Of Classes</i> |
| | SUN. | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SAT. |
| APRIL 2026 | 29 | Mar. 30 | Mar. 31 | 1 | 2 | 3 <i>Good Friday</i> | 4 |
| | 5 | Day 4 <i>First Day Of Classes</i> | 6 Day 5 <i>Early Dismissal</i> | 7 Day 6 <i>Early & Middle Years Reports</i> | 8 Day 1 | 9 Day 2 <i>Admin/Inservice - No School</i> | 10 11 |
| | 12 | Day 3 13 | Day 4 14 | Day 5 15 | Day 6 16 | Day 1 17 | 18 |
| | 19 | Day 2 20 | Day 3 21 <i>Early Dismissal</i> | Day 4 22 | Day 5 23 | Day 6 24 <i>Senior Years Reports</i> | 25 |
| | 26 | Day 1 27 | Day 2 28 | Day 3 29 | Day 4 30 | | |
| | SUN. | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SAT. |
| MAY 2026 | | | | | | Day 5 1 <i>Early & Middle Years - Admin/Inservice - No School</i> | 2 |
| | 3 | Day 6 4 | Day 1 5 <i>Early Dismissal</i> | Day 2 6 | Day 3 7 | Day 4 8 | 9 |
| | 10 | Day 5 11 | Day 6 12 | Day 1 13 | Day 2 14 | Day 3 15 | 16 |
| | 17 | 18 <i>Victoria Day</i> | Day 4 19 <i>Early Dismissal</i> | Day 5 20 | Day 6 21 | Day 1 22 | 23 |
| | 24 | Day 2 25 | Day 3 26 | Day 4 27 | Day 5 28 | Day 6 29 | 30 |
| | SUN. | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SAT. |
| JUNE 2026 | 31 | Day 1 1 | Day 2 2 <i>Early Dismissal</i> | Day 3 3 | Day 4 4 | Day 5 5 | 6 |
| | 7 | Day 6 8 | Day 1 9 | Day 2 10 | Day 3 11 | Day 4 12 <i>Early & Middle Years - Admin - No School</i> | 13 |
| | 14 | Day 5 15 | Day 6 16 | Day 1 17 | Day 2 18 | Day 3 19 | 20 |
| | 21 | Day 4 22 | Day 5 23 | Day 6 24 | Day 1 25 | Day 2 26 <i>Admin - Senior Years - No School</i> | 27 |
| | 28 | Day 3 29 <i>Admin - Senior Years - No School</i> <i>Early & Middle Years Reports</i> | Day 4 30 <i>Admin - No School</i> <i>Senior Years Reports</i> | | | | |

JLB
25-Jun-25

Indicates school closing days common to all levels, no buses