



3175 Cobble Hill Rd
Mill Bay BC V8H 1J2
p. 250.743.5504

August 31, 2026

‘Uy’ skweyul (Good day) Students, Families, and Caregivers,

Welcome back to Mill Bay Elementary School! We trust you enjoyed a refreshing and restorative summer break. As we look forward to a wonderful year of learning together, please review the important information below to help you prepare for the first week of school and the months ahead.

School Office

- The office reopens Monday, August 31 and will be open Monday to Friday 8:00am to 2:30pm for questions and new registrations.
- To contact the school, please call 250-743-5504 or email millbayheadsecretary@sd79.bc.ca

First Day of School- Tuesday, September 8, 2026

- School is in session from 8:27am – 12:17pm (two-hour early dismissal).
- Students will eat lunch at school.
- All returning students please meet at the **outdoor circle gathering space at 8:27am**. The day will begin with a warm welcome and introduction of teachers. We will then place students into small groups. **Students are dismissed at 12:17pm.**
- **Kindergarten Families your children do not attend school September 8.** Kindergarten students will begin their gradual entry schedule on September 9 (Groups A&B) and September 10 (Groups C&D). If you do not have a gradual entry schedule, or know which group your child is in, please contact the school office. This gentle start helps our youngest learners ease into school life with comfort and confidence.

2026/2027 Classes

- Grade 1 & 2 students will continue meeting at the outdoor circle at 8:27am each day and be placed into temporary groups with a teacher. For the first couple of weeks your child will be spending time with different teachers as they experience various aspects of our school and revisit important routines and expectations. This time allows the district and staff to review enrolment and thoughtfully plan permanent class placements.
- Students will be grouped with same-age peers and engage in curriculum-based activities, complete assessments to inform future instruction, and focus on building community and school culture.
- Regular attendance is essential during this time, as staffing decisions are based on enrolment.
- We will be working diligently to transition students into their permanent classes as soon as possible. In the meantime, we remain committed to creating optimal learning environments that support the success and well-being of every student.

School Supplies

- Families are encouraged to purchase supplies through the school office. Kits are 50 dollars per student and orders are due by Friday, September 11. <https://sd79.schoolcashonline.com/>
- For the first couple of weeks your child will need their backpack, lunch/snacks, a water bottle, indoor shoes, and a change of clothing. As classes get settled, teachers will communicate individually around other supplies to bring in.

Bell Schedule

Morning session: 8:27am - 11:07am

Lunch Recess: 11:07am - 11:52am

Afternoon Session: 11:52am - 2:17pm

Dismissal: 2:17pm

Attendance/Punctuality

- Mill Bay Elementary School values regular attendance and being on time for class; these habits are vital for learning and building relationships.

School Messenger and Safe Arrival

- Download the SM Home (School Messenger) app to report absences, ensure your child's safe arrival, and receive school updates.

SD79 Transportation Reminders

- For information about registration, routes, policies and expectations, visit <https://sd79.bc.ca/services/transportation/>
- Newly registered bus riders need to pick up their bus passes at the transportation office, which is located at the School Board Office (2557 Beverly Street, Duncan, BC). If your child has a bus pass from last year, they will use it again this year. Please ensure your child brings their bus pass on the first full day of school.

Breakfast and Lunch Program

- Supported by Nourish Cowichan, breakfast and lunch are available to students who wish to participate.

Mill Bay Elementary Out of School Care Program

- The program begins Wednesday, September 9.
- Please note: The program is currently full and has a waitlist.

Drop-Off/Pick-Up

- Please arrive as close to 8:27am and 2:17pm as possible.
- Use the designated parking areas, avoid blocking busses, and do not park in the staff parking lot.
- In accordance with [AP 255 - Animals in Schools](#) Animals are not permitted on District property. This does not apply to trained service or guide dogs brought by a person with a disability.

Contact Information

- If your contact information has changed, please notify the office to ensure you receive all communication.

Not Returning?

- If your child will not be attending Mill Bay Elementary School this September, please call or email the office to let us know.

We are looking forward to a wonderful year learning together and embracing the CEDAR (Community, Empathy, Diversity, Accountability, and Respect) values. See you on September 8th!

Enjoy the rest of your holiday.

Sincerely,

Brenda Lee
Acting Principal