



St. Mary's Academy Graduation 2024/2025

Parent/Caregiver Information

GRAD FEES

Grad Fee Information:

- Grad fees for each grad will be **\$610**
 - **Note: Twins = \$1000 for both grads**
 - Fundraising opportunity through FlipGive. **Students do not have to participate in fundraising. No in-house fundraising will occur.**
- **Grad fees include:**
 - Brunch tickets (3 tickets total) – 1 for grad, and 2 parents/caregivers (\$50 each for additional tickets)
 - NOTE: Twins will receive 4 tickets – 2 for grads, and 2 for family and guests
 - Dinner and Dance tickets (4 tickets total) – 1 for grad, 3 for family and guests (\$90 each for additional tickets)
 - NOTE: Twins will receive 6 tickets – 2 for grads, and 4 for family and guests
 - Safe Grad – 1 ticket for grad (\$70 for up to 1 additional guest)
 - Grad cap and tassel
 - Decorations at brunch and dinner/dance
 - Gown dry cleaning after convocation
 - Flowers for grad mass
 - Other items incurred with graduation services and events
- First bills will be given out in mid-February.
 - First payment (\$300) will be **due Thursday, March 13, 2025.**
- Second bills will be given out in mid-April.
 - Second payment (balance - \$310) will be due **Thursday, May 8, 2025**
 - **SAFE GRAD PACKAGES DUE THIS DATE AS WELL**

PHOTOS

- **Individual grad photos – Jan. 7, 8, and 9**
 - Families will receive an email from the photo studio via the school in December or January.
 - Grads will need to fill out the appointment application online.
 - Photos will occur at the school in the lower level of the atrium.
 - Students do not have to bring any clothes as a grad gown and cap will be provided by the photo studio. NOTE: grads should try to wear non-printed, light colour clothes on their upper body to avoid bleed through of the white grad gown in the picture.
 - All photo information will be handled through the studio; questions should be directed to them.
 - If you have other questions about photos, please contact **THE SCHOOL OFFICE.**

- **Individual Retakes & Homeroom group photos – February 19**
 - If a grad would like retakes, the same protocol will take place (see information above).
 - Group photos: Grads will be called down as a homeroom during the afternoon of this day.
 - Students will need to have their required items for this date:
 - White dress, pants suit, romper, or skin-toned slip
 - Clear/Transparent or Skin coloured hosiery
 - White gloves
 - White dress shoes: Walkable heel height; Closed-toe dress shoe; No sling-backs; No canvas; No runners

EVENTS

The activities listed below are organized by the school. The following list of events are the only ones for which the school assumes responsibility and are the only ones that can use the name St. Mary's Academy. **WINTER FORMAL or PRE/AFTER PARTIES ARE NOT SMA SPONSORED EVENTS.**

Friday, May 30th, 2025

- **Parent/Graduate Mass, Brunch, and Grad Alumnae Induction**
 - **Mass Information:**
 - **Location:** Alumnae Hall, St. Mary's Academy
 - **Time:** 8:30 a.m.
 - **Cost:** Nothing
 - **Attire:** Semi-Formal
 - Alumnae Hall is transformed into a sacred space for Mass. Similar to our school liturgies, attire must be appropriate.
 - Suits, dress pants, and collared shirts
 - Shoulders and backs are to be covered for Mass
 - Dresses and skirts should be an appropriate length for Mass (see SMA agenda for kilt length guidelines)
 - **Brunch information:**
 - **Location:** Viscount Gort Hotel (1670 Portage Ave.)
 - **Time:** 10:00 a.m.
 - **Cost:** tickets for the grad and two parents/caregivers are included in the grad fees; additional tickets can be purchased for \$50 each
 - **Attire:** Same attire from the Mass previously in the day
 - **Alumnae Induction information:**
 - Graduates will be called up during the brunch to sign the registrar and become an official SMA alumna.

Friday, June 13th, 2025

- **Graduation Dinner & Dance and Safe Grad**
 - **Dinner & Dance Information:**
 - **Location:** RBC Convention Centre (375 York Ave). – York Ballroom
 - **Time:**
 - Graduates – 5:00pm
 - Families and Guests - 6:00pm-10:00pm
 - **Cost:** Tickets for the graduate and 3 other guests (family or friends) are included in grad fees (additional tickets can be purchased for \$90 each)
 - **Attire:** Semi-Formal or Formal
 - **Timeline:**
 - *5:00pm-6:00pm*

- Graduates will take individual pictures in their formal attire and begin to line up in alphabetical order (5:00pm-6:00pm)
- **6:00pm**
 - Family and friends arrive and begin seating and prepare for graduate entrances
- **6:30pm-8:30pm**
 - Dinner and toasts from grads from
- **8:30pm-10:00pm**
 - Dance - Graduates can dance with their families and teachers
- **10:00 pm – 10:30pm**
 - All family and non-safe grad guests must leave so the room can be prepared for safe grad.
 - Graduates and registered safe grad guests must begin signing in for safe grad.
- **Safe Grad Information:**
 - **Time:** 10:30pm – 2:00am
 - **Cost:** Safe grad is included in the grad fees for the graduate. Up to 1 additional ticket may be purchased for a guest for \$70.
 - **Other details:**
 - Grads and guests are checked in and identification is shown to be admitted. Each person will receive safety wristband (for emergency and health purposes). Grads and guest 18+ will be given another wristband to indicate age. Phones go home with parents or are held at check-in
 - No extra shoes but shoes can be sent home with parents and more comfortable shoes can be worn
 - Food and soft drinks available all night
 - More information on this event will be posted to the Grad TEAMS for graduates.

Friday, June 20th, 2025

- **Convocation Rehearsal (for students only – MANDATORY ATTENDANCE)**
 - **Location:** Alumnae Hall, St. Mary's Academy
 - **Time:** 9:00am-11:00am
 - **Attire:**
 - Students **must bring their white dress shoes** they will be wearing to the convocation. This is necessary as students will be lined up according to height.
 - **Other:**

- Students will be able to take their grad gown and cap home after rehearsal, but THEY are responsible for bringing it back clean on convocation day. There will not be extras, so they need to be responsible for any stains or repairs that may occur.
- Students can also store their gown, cap, shoes, and clear/transparent hosiery at the school to have on convocation day.

Monday, June 23rd, 2025

- **Convocation**
 - **Location:** Alumnae Hall, St. Mary's Academy
 - **Time:**
 - Graduates must arrive no later than 12:00pm
 - Doors open for guests at 12:30 pm
 - Convocation begins at 1:00pm
 - **Attire:**
 - **Parents:** semi-formal attire
 - **Graduates:**
 - White dress, pants suit, romper, or skin-toned slip
 - Clear/Transparent or Skin coloured hosiery
 - White gloves
 - White dress shoes:
 - Walkable heel height; Closed-toe dress shoe; No sling-backs; No canvas; No runners
 - **Cost:** Nothing
 - Grads will receive tickets for 4 guests
 - NOTE: Twins will receive 6 guest tickets for convocation
 - If you would like to request additional guests for convocation, please email **Mrs. Swayzie** to be put on the waitlist. Extra tickets will be distributed in May-June
 - ***** Convocation is run by the administration. All questions regarding ticketing, the ceremony, seating etc. must go directly through Mrs. Swayzie (caswayzie@smamb.ca)**

SAFE GRAD – PARENT COMMITTEES

Safe Grad Co-Chairs (2 people needed)

- ***Roles & Responsibilities***
 - Communicating with the SMA Grad Advisors about duties, responsibilities and assisting with problem solving
 - Attend a Safe Grad planning meeting put on by the province (Early 2025)

- Communicating with committee chairs throughout the process (beginning in February/March)
- Set an Agenda and Co-Chair all Safe Grad Planning Meetings (typically 4/5, from March until June)
- Request and monitor timelines from each committee chair to follow each committee's progress.
- Attend meeting at the RBC Convention Centre about Safe Grad (March)
- Coordinate with the RBC Convention Centre staff
- Set the schedule for the set-up before, the night of Safe Grad and the clean-up, and return of decorations coordinating between co-chairs of all the committees.
- Maintain contact with committee co-chairs to ensure smooth planning and problem solving.
- Be present at set-up and clean-up.
- Oversee the night of Safe Grad, coordinating with committee co-chairs.
- Chair debriefing meeting
- Write a report, collect committee reports to forward to next year's parent committee.

Prize Committee

- 1-2 Chairs/Co-Chairs
- Approximately 8 parent other committee members
 - ***Chair/Co-Chair Roles & Responsibilities***
 - Communicating with committee members throughout the process.
 - Attend all Safe Grad planning meetings.
 - Plan the gifts with the committee.
 - Coordinate with Decorating Committee – how to setup/decorate the prize tables.
 - Coordinate with Entertainment Committee – regarding the prize tickets
 - Set up the prize packages, coordinating decorations (if any) with the decorating committee.
 - Set schedule for committee members and oversee the prize packages the night of Safe Grad
 - Prepare a final report for Safe Grad chairpersons to forward to next year's parent committee.
 - ***Committee Member Roles***
 - Plan, purchase. and wrap all prize packages.
 - Deliver the prize packages to the RBC Convention Centre and be responsible for their security until the prize draw takes place at 1:30 am.
 - Conduct the prize draw at Safe Grad after the casino closes and award the prizes to the winners of the draws

Safe & Secure Committee

- 1-2 Chairs/Co-Chairs
- Approximately 25 parent other committee members
 - ***Chair/Co-Chair Roles & Responsibilities***
 - Communicating with committee members throughout the process.
 - Attend all Safe Grad Planning Meetings
 - Attend meeting at the RBC Convention Centre about Safe Grad (March)
 - Arrange to meet with your committee at least once prior to the Safe Grad
 - Set the schedule with the committee members.
 - Oversee the Security Committee the night of Safe Grad
 - Coordinate with the RBC Convention Centre staff the night of Safe Grad
 - Prepare a final report for Safe Grad chairpersons to forward to next year's parent committee.
 - ***Committee Member Roles***
 - To ensure the safety of all grads and their guests from the time that they enter SafeGrad until they are picked up no later than 2:30am
 - Communicate with SMA principal in case of medical emergency (ambulance/hospitalization) if the police are called or any van, or if there is vandalism.

Medical Committee

- 1-2 Chairs/Co-Chairs
- Approximately 10 parent other committee members
 - ***Chair/Co-Chair Roles & Responsibilities***
 - Communicating with committee members throughout the process.
 - Attend all Safe Grad Planning Meetings
 - Attend meeting at the RBC Convention Centre about Safe Grad
 - Arrange to meet with your committee at least once prior to Safe Grad
 - Set the schedule with the committee members
 - Oversee the Medical Committee the night of Safe Grad
 - Coordinate with the RBC Convention Centre staff the night of Safe Grad if supplies are needed (ice, clean-up, etc.)
 - Prepare a final report for Safe Grad chairpersons to forward to next year's parent committee.
 - ***Committee Member Roles***
 - To provide medical assistance, in case of an emergency or illness, to the grads and their guests during the Grad celebration.

Food Committee

- 1-2 Chairs/Co-Chairs
- Approximately 5 parent other committee members
 - ***Chair/Co-Chair Roles & Responsibilities***
 - Communicating with committee members throughout the process.
 - Attend all Safe Grad Planning Meetings
 - Attend meeting at the RBC Convention Centre about Safe Grad
 - Arrange to meet with your committee prior to the Safe Grad
 - Set the schedule with the committee members
 - Be present at set-up/clean-up
 - Oversee the Food Committee the night of Safe Grad
 - Prepare a final report for Safe Grad chairpersons to forward to next year's parent committee.
 - ***Committee Member Roles***
 - Purchase and organize food for Safe Grad event, ensuring there is a selection of food items meeting any dietary restrictions, from 11:30pm – 2:00 am

Entertainment Committee

- 1-2 Chairs/Co-Chairs
- Approximately 15 parent other committee members
 - ***Chair/Co-Chair Roles & Responsibilities***
 - Communicating and meeting with committee members throughout the process.
 - Attend all Safe Grad Planning Meetings
 - Attend meeting at the RBC Convention Centre about Safe Grad
 - Coordinate with the Prize Chair about awarding tickets & prizes.
 - Source and book the entertainment equipment/suppliers
 - Attend any necessary training with your committee (e.g. for the casino)
 - Set the schedule with the committee members
 - Oversee the Entertainment Committee the night of Safe Grad, being present at set-up and clean up.
 - Prepare a final report for Safe Grad chairpersons to forward to next year's parent committee.
 - ***Committee Member Roles***
 - To provide entertainment alternatives to dancing/drinking between 11:00 pm to 1:30 am.
 - The music man has been booked in advance and is paid for by SMA, they will play music for the entire evening. Other entertainment is

provided outside the dance area or interspersed when the music man takes a break.

- To provide a roving camera person/photobooth (adult) to take pictures during safe grad portion of the evening.

Decor Committee (set up and cleanup)

- 1-2 Chairs/Co-Chairs
- Approximately 10 parent other committee members
 - ***Chair/Co-Chair Roles & Responsibilities***
 - Meet with the student grad committee to get ideas and view their Pinterest board.
 - Plan and coordinate the execution of the student's vision.
 - Meet with Decorating Committee to plan the creation of the design and set the timetable and task assignments for creating the decorations
 - Meet weekly the two months prior to the grad to create the decorations
 - Coordinate with the Prize Committee Co-Chairs about decorations for the prize table and boxes for tickets
 - Communicating with decorating committee members throughout the process
 - Attend all Safe Grad Planning Meetings
 - Attend meeting at the RBC Convention Centre about Safe Grad
 - Set the schedule with the committee members for creating decorations, transportation, set-up, take down and return of items to SMA
 - Oversee the set-up and take down of decorations for Safe Grad
 - Prepare a final report for Safe Grad chairpersons to forward to next year's parent committee.
 - ***Committee Member Roles***
 - To create and execute the decorations for the grad based on the design by the co-chairs, which is determined in collaboration with the student grad committee.

If you have any questions or concerns, please do not hesitate to contact the grad advisors.

- Ms. C. Cranmer at ccranmer@smamb.ca
- Mrs. K. Friess at kfriess@smamb.ca