

# AUGUST NEWS

2017

## **Tuition:**

Tuition envelopes were mailed and payments started in July for families with children in K-8. July payments should have been paid by now. The book fee of \$125.00 per child is due by August 15. These envelopes are very important and are used to record your payments. During the school year the envelopes will be sent home with your oldest child in the school's Tuesday communication envelope. **PLEASE RETURN THEM EACH MONTH. We remind all families that our tuition policy in the school handbook states that each monthly payment must be paid by the last day of each month.**

Payment for Tuition:

Yearly ... due July 2017

Semi-annual ... due July 2017 & January 2018

Monthly ... due July 2017 - June 2018 by the 30th of each month.

## **Contracts:**

Each family must have a 2017-2018 contract on file in the office by the first day of school. If your contract has not been returned, please contact the school office immediately. To be entitled to the Catholic rate, we **MUST have an Agreement for Parishioners signed by your pastor on file**. Please remember that this agreement requires registering, supporting your parish with envelopes, and attending Mass at that parish. The agreement must be in by the first day of school or you will be billed for the non-catholic rate in September.

## **School Opening:**

Students in Grades K – 8 will begin the school year on August 29th. **The first day of school is a FULL DAY with dismissal at 2:35**. All students are to be in their school uniform beginning August 29. They may wear the warm weather uniform, and please check the dress code for correct socks, shoes, length of skirts and shorts, etc. It is important that all families follow the school dress code every day for the entire year.

## **School Hours:**

Please note that school will start each day at 8:00. Full days will be 8:00 - 2:35. All students **must** be in the gym by 8:00 am. Car riders should adjust their schedules to make sure children are in the gym on time. Children who arrive after 8:00 are marked tardy. Tardiness or leaving early disqualifies students from perfect attendance awards. More importantly, late arrivals cause disruption at morning prayers and often interrupt classroom routines and instruction that have already started. Tardiness and leaving early were serious problems for some of our students last year and we stress the importance of being present for every minute of the school day and being on time. Those families that are consistently late or have an unusually high number of absences will be asked to meet with the principal.

## **Pre-Kindergarten:**

Pre-K will begin on September 5th. Hours are 8:00 – 2:35 for students.

**Pre-K Materials fee is \$125.00 per child which should be paid by August 15th.**

## **Morning Drop-off:**

In the morning car riders are dropped off after 7:45 at the side door of the gym near the parking lot. Cars are to form a line along the curb and allow children to unload on the curb side only. No one is to park

along the curb. Anyone who wants to walk their child into the building must park in one of the lined spaces in the lot and escort your child to the side door of the gym. We ask that after the first week, parents do not walk their children to their classrooms. Teachers cannot conference at that time, and students will have learned the morning routine by then. All families should exercise extreme caution in the parking lot. **NO CHILD MAY RUN OR WALK BY THEMSELVES THROUGH THE LINE OF TRAFFIC TO THE GYM DOOR.** After dropping off students, please be aware of other cars exiting the property.

**Afternoon Dismissal:**

The car line starts to form along the curb near the side gym door. Students will be dismissed from the gym

beginning at 2:35 as their cars pull up to the door. Car riders should only be called to the office before 2:35 if there is an emergency. The whole school prays together at 2:30 through the school intercom system. Please do not interrupt the office staff at this time. Phone calls to change a dismissal routine for any child **MUST BE MADE BY 2:00 pm.**

**All persons picking up students are to remain in their cars.** Drivers should remain in the car while teachers on the sidewalk help students into their cars. If you need to move backpacks or adjust seating, you must proceed to a parking spot in the lot between the church and school so the car line continues to move. This procedure works very well with everyone's patience and cooperation.

Each car **MUST** have a sign on the passenger side of your windshield with the last name of the students you are picking up so we can have the children ready on the sidewalk. Please inform anyone who may pick up your children - grandparents, siblings, babysitters, etc. - of this procedure that all car riders must follow. All drivers must be very cautious when exiting the property. The exit area of the parking lot is marked with cones allowing a single exit lane for cars and a bus entrance in the morning and afternoon. **Local police officers have advised us to have ALL CARS turn right when exiting the parking lot to keep the line moving. This includes those going to St. Mary's Ryken.**

**Absences:**

**Children who are absent from school for any reason must bring a note to the homeroom teacher upon their return explaining the reason for the absence. Parents are to call the school office by 9:00 am. if your child is going to be absent from school.** We provide notepads for each family to make sending morning notes easier. Pick up one in your child's classroom at Open House.

**Early Dismissal Days:**

On designated days, the early dismissal time is 12:30. Please send a nutritious snack with all children on these days. Lunch is not served on early dismissal days.

**Physicals:**

All new students in Pre-K thru 8<sup>th</sup> grade **MUST HAVE A PHYSICAL AND IMMUNIZATION RECORD ON FILE** in the school office before the first day of school.

**NEW REQUIREMENT FOR KINDERGARTEN AND GRADE 7 STUDENTS**

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| Kindergarten | Two(2) doses of <u>Varicella</u> vaccine                                       |
| Grade 7      | A single dose of Tdap vaccine<br>A single dose of <u>Meningococcal</u> vaccine |

### **Medication Policy:**

By state law, we may not dispense **any** medication - over-the-counter (including cough drops) or prescriptions - without a medicine form signed by the physician. These forms may be picked up in the office. Children may not bring any medicine or medicated products to school. Parents must bring the medicine to school in the original prescription container with the physician's form.

### **Emergency Contact and Medical Forms:**

On the first day of school, the oldest child in each family will bring home a packet of **very important information.** The packet will include emergency contact forms, medical forms, bus information, etc. **It's very important that these forms are completed and returned by Friday, September 1.** Please make sure that emergency information is kept up-to-date throughout the year.

### **Lunch Program:**

An online ordering system is used for our hot lunch program. The online ordering must be done monthly and we cannot accept late orders. An email with registration instructions for all families new to FAW will be sent in the coming days. All returning families can use their login information from last year. The deadline for the first order will be AUGUST 23. This first order will be for August and September.

**REMEMBER – NO ORDERS FOR HOT LUNCH WILL BE ACCEPTED AFTER AUGUST 23. STUDENTS WILL HAVE TO BRING BAG LUNCHESES FOR AUGUST AND SEPTEMBER IF ORDERS ARE NOT IN BY AUGUST 23.**

### **Milk:**

If you want your child to get milk at lunchtime, the order form for the entire year will be in the packet of information that will be sent home the first day of school.

### **Bus Information:**

If you have any questions regarding the bus schedule, please call the Non-Public School Transportation Office at 301-863-8400 EXT. 1124 or email [becky.george@stmarysmd.com](mailto:becky.george@stmarysmd.com) Forms are available in the school office or on the school website to request a change in bus service for new students who need bus service for 2017-2018. Please make sure your children know their bus number on the first day of school.

All children are expected to ride to and from school on their assigned bus. **ACCORDING TO A DIRECTIVE FROM THE NON-PUBLIC TRANSPORTATION OFFICE, ANY STUDENT WISHING TO RIDE A BUS THAT HE/SHE DOES NOT NORMALLY RIDE, WHETHER IT IS TO RIDE OCCASIONALLY OR FOR ONE DAY, MUST SUBMIT A TRANSPORTATION REQUEST FORM EACH TIME TO THE BUS OFFICE, AND THE FORM MUST BE RECEIVED AT LEAST ONE DAY PRIOR TO THE STUDENT RIDING THE BUS.**

These forms are available at <http://www.co.saint-marys.md.us/dpw/nonpublicschools.asp>

### **Volunteer Hours:**

Returning and new families who accept the service scholarship (a \$450 tuition reduction) will receive information concerning activities to fulfill your 35 hours of volunteer service at Open House. There will be information about all HSA 2017-2018 events in the gym during Open House. We need 2 kitchen volunteers every hot lunch day to help Mrs. Hinkle. The lunch program is only possible if we get volunteers who must be willing to commit for the entire school year. Please consider this service if you are available. Please check out the HSA display and HSA officers will be available to answer your questions. We welcome parent involvement in all aspects of school life, not just for service hours, but also to foster a sense of stewardship and interest in your child's learning environment. Children love to see their parents helping at school, and they learn from your example of giving your gifts of time and

talent.

### **Child Protection Volunteer Requirements:**

For our new families and as a reminder for our returning families, don't forget the Diocesan requirements for anyone who wishes to volunteer for activities that involve interaction with our children (ex.: coaching, classroom or cafeteria helper, chaperone on field trips, etc.). The Archdiocese of Washington has implemented a Child Protection Policy which requires volunteers in parishes and schools to first register for an account on [www.virtus.org](http://www.virtus.org), complete and send to school a volunteer application, complete an Electronic Background check at the school office, and attend a 2 hour training session on the policy. After attending the training session, page 59 from the policy book **MUST** be signed and turned in to the school office. No one may volunteer with our children until the entire process is completed and background check has been completed. Families that need to start this process in order to volunteer for activities involving our children, **MUST PICK UP A PACKET OF INFORMATION AND FORMS IN THE OFFICE.** .

**Scrip Gift Card Fundraiser:** FAW purchases gift cards at a discount and sells them at face value, generating revenue for the school. Participation in our scrip gift card fundraiser is mandatory for all service scholarship families (those families who accept reduced tuition in exchange for volunteer hours). Each family is required to earn \$75 in profit for our school. This will likely require the purchase of \$1,500 to \$2,000 in gift cards which can be used for everyday purchases. We maintain a large inventory of retailers, including local grocery stores, restaurants and clothing retailers and can order gift cards for hundreds more retailers. More information on our program will be forthcoming. If you choose not to participate in the fundraiser or you do not meet the minimum requirement, you will be required to send in the difference in May 2018.

### **Communication:**

We will make every effort to keep you informed of school activities throughout the year. We remind you to ask your child for the Tuesday envelope which will contain weekly information. Please remind your child to bring home all information given to them. This envelope should be emptied, signed by a parent, and returned to school on Wednesday. Our school website, [www.fatherandrewwhite.org](http://www.fatherandrewwhite.org) will also be a source of information as we continue to post more items on the site. Weekly Tuesday Announcements will be posted on the website. If you want a paper copy of these announcements, please notify the office. Teachers also will be posting information concerning classroom activities on the school website and sending home folders with graded papers at regular intervals. Teachers also have school email accounts for class communications. Contact teachers through a phone call or written request for a conference. Emails are not always the best means of communication when an important matter needs to be discussed. Please do not call teachers at home. They will answer notes, emails, and phone messages within 24 hours. Conferences may be scheduled before or after school hours when a conversation with the teacher is needed. Please do not try to conference on the spur of the moment before school or immediately after school without appointments or in the cafeteria on the teachers' very brief lunchtime.

### **Conferences:**

Just an early note about our report card conferences at the end of the first quarter. This year conferences will be held from 3:15-6:30 on the afternoon of November 8 and 1:30-4:30 AND 5:00-6:30 on November 9. Friday, November 10 will be a holiday for teachers and students. Please make sure you will be available those days for this very important meeting concerning your child's progress. Sheets for conference appointments will be sent home near the end of the first quarter. Report cards for the first quarter will only be given to parents at the conferences.

### **Other Reminders:**

- Please continue saving Boxtops for Education for the summer contest. The class collecting the

most will earn a special treat.

- Visit the Parent Resources tab on the school website ([fatherandrewwhite.org](http://fatherandrewwhite.org)) for 2017 – 2018 supply lists for each grade.
- At the Open House on August 24, please stop by the table in the lobby to confirm or update your contact information for the School Directory.
- Also during the Open House, volunteers will be available to help you register for Giant cards to use when you shop for groceries. The school earns a percentage of sales when the cards are used. This program was very successful for the school last year and we hope to add to the number of participating families for this year. **EVERYONE MUST RE-REGISTER THEIR CARDS EACH YEAR.**