

August 2009



ST. MARY'S SCHOOL

# SCHOOL NEWS FOR SEPTEMBER 2009

## SCHOOL HOURS

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### Grades Five to Eight

Grades Five, Six, Seven and Eight will report to school on Thursday, September 3rd. Dismissal is 1:10 p.m. They will not attend classes on Friday, September 4th.. All students will report for a full day of school on Tuesday, September 8th. **Monday, September 7th is Labor Day, there is no school.**

### Kindergarten to Grade Four

Grades Kindergarten, First, Second, Third and Fourth will start class on Friday, September 4th. They will not attend on Thursday, September 3rd. All students will report for a full day of school on Tuesday, September 8th.

### Pre-3 & Pre-K 4

Pre-K students will attend and open house on Friday, September 4th between the hours of 9:00 and 11:00 a.m. Students and Parents may visit their classroom, bring their supplies, and meet the teachers.

Normal school hours are 8:25 a.m. until 3:10 p.m. The dismissal on half-day sessions is 1:10 p.m. unless otherwise notified. Dismissal time for Pre-K students enrolled in the half day sessions is 12:30 p.m. Supervision by the teachers begins at 8:15 a.m. No student will be admitted to school before that time unless they are enrolled in the Latch Key Program. At 8:15 a.m. the students may enter the building and report to their respective classrooms.

### IMPORTANT NOTICE

There is no supervision after 3:20 p.m. Car riders who are not picked up by that time, will be placed in the Latch Key Program and the parents charged for that day. Your cooperation in this matter will be greatly appreciated.

### WEDNESDAY ENVELOPES

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Please be advised that we will be continuing with our weekly Wednesday envelopes. Notices and flyers that need a signature or information returned will be placed in a manila envelope by your child's teacher and sent home on Wednesday of each week with the oldest child in each family. This information will also be placed on the school website. Other information will be e-mailed. If you wish to join the e-mail grouping, please go to the school web site and click on the appropriate area to sign up. Please read the contents of the envelope each Wednesday and return it signed the next day. The web site should be checked daily for information and news.

Information distributed from the office will be placed in the oldest child's envelope, however, information pertaining to the classroom work will be sent home with every child.

[The monthly school calendar and lunch menu will be posted on the school web site.](#)

### LUNCH

If your child is buying his or her lunch, it is important that they have their lunch money every day in order to eliminate the need for lunch charges.

If your child has charged his or her lunch, please pay the next day.



### LATCH - KEY PROGRAM PRE K-8

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Latch Key services will be provided from 7:00 a.m. to 8:15 a.m. and from 3:15 p.m. until 5:30 p.m. sharp. This is a tuition based program, providing care for any student in need of service.

Anyone interested in enrolling their child/children in the program should fill out the pre-registration form that was mailed to them and return it on or before the first day of school. Latch Key is located in the Kindergarten Room which is the first classroom on the right as you enter the gate.

The Latch-Key enrollment fees, rules, and regulation forms will be sent home to be filled out and signed. These forms should be read thoroughly before signing. Information about Latch Key is also located on the school web site at: [www.smrschool.org](http://www.smrschool.org).

EVERY CHILD MUST BE SIGNED OUT WHEN PICKED UP FROM THE PROGRAM. The Latch-Key Program ends 5:30 SHARP. To avoid the Late Fee Charge, please comply with this regulation.

# TRANSPORTATION

## BUS

During the first few weeks of school, bus transportation and car transportation can be a nightmare!!

Therefore, we need the help of our parents. Students in Pre-K through third must have a transportation tag pinned to their uniform. You must include the bus number and bus route on their tag. THIS IS EXTREMELY IMPORTANT!!!!

Prior to the opening of school, you should receive a bus pass indicated your child's bus number and bus route, pick-up time and location. If you do not receive one by the start of school, please contact your transportation coordinator.

Vineland—Mr. Joe Callavini 794-6700 x 2287

Sheppard Bus Service 451-4004

Buena—Theresa Coia 697-0800

**For insurance purposes and safety, no child is allowed to ride a bus that they are not assigned.** In case of necessity, you must contact your local transportation coordinator for permission and then advise the school principal. Students from one district cannot ask permission to ride on a bus from another school district.

## **CAR—PLEASE NOTE CHANGE IN CAR LINE FOR GRADE ONE.**

Parents of car riders (grades 1-8) will form a line at the South end of the school near the business office where your child will be dismissed directly as you pull up in line. **Students in Kindergarten going home by car that have no older brother or sister, will be dismissed near Miss Menone's Kindergarten class room. PLEASE DO NOT GO TO THE CLASSROOM TO PICK UP YOUR CHILD.**

Parents of full day Pre-K students, who are picked up by car, will pick up their children at 3:10 at the east exit near Miss Menone's Kindergarten class room. If they have an older brother or sister, they will also be dismissed from that exit.

**PRE-K ARRIVAL**—Parents dropping off their child for Pre-School in the morning should enter the building through the school gym and then proceed to their child's classroom.

# NAME TAGS & LABELS

All articles of clothing and lunch boxes must be labeled. Your child's name should be placed on all sweaters, jackets, gloves, hats, etc. All of the items mentioned are easily misplaced and, therefore, easily lost.

# DRESS CODE

Please follow the Dress Code for St. Mary's School as outlined in the Handbook which is located on the school Website. No flip flops or ballerina shoes should be worn to school, even on dress down days.

# BOOKS AND BOOK BAGS

Textbooks must be covered at all times. Book covers are available in the school supply closet. No writing or marks are to be made in the textbooks. The students will have to pay the total cost of the



# EMERGENCY CARDS

All students from Pre-Kindergarten through Eighth grade must have an emergency card on file in the office. **THE IMPORTANCE OF KEEPING THE INFORMATION ON THESE CARDS CURRENT IS CRUCIAL, ESPECIALLY IN AN EMERGENCY.**

Our Emergency Management Policy requires that we have on hand three emergency cards for each and every child in our school. Therefore, during the first week of school, new emergency cards will be distributed to all students in Pre-K through eighth. They will be placed in your child's weekly envelope.

**PLEASE FILL OUT THREE CARDS FOR EACH OF YOUR CHILDREN AND RETURN IT TO SCHOOL IN THE ENVELOPE THE NEXT DAY.**

Again, we cannot stress how important it is that during the school year if there are any changes in phone numbers, place of residence, employment, etc., that the office be notified immediately so that new emergency cards can be filled out.

Your cooperation in helping to keep your child's emergency information current will guarantee that if any problems or an emergency situation arises, we will be able to contact you immediately.

# PARENTS ENTERING THE BUILDING

We appreciate your support and cooperation in helping to maintain the safety and welfare of our students. With that thought in mind, and under our Emergency Management Plan, parents are not allowed to go to the classrooms during school hours. Please enter the front doors only and report to the office where one of the secretaries will take care of delivering any messages, papers, or lunches. If no one is in the office, please wait until they return. If you have an appointment, are a volunteer, etc. you must sign in at the school office and receive a pass. **NO ONE IS ALLOWED INTO THE BUILDING WITHOUT FIRST SIGNING IN AND RECEIVING A SECURITY BADGE.**

THANK YOU FOR YOUR COOPERATION.

# CELL PHONES

Cell phones will not be permitted in school. Please refer to the school Handbook. Thank you.

