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Dear Parents,

Welcome to the 2019-2020 school year! Please read the following carefully as it contains information necessary for a successful beginning to the new school year.

**TUITION** – PLEASE NOTE: NO STUDENT MAY START SCHOOL IN AUGUST UNLESS ALL TUITION AND FEES OWED FOR THE PREVIOUS YEAR HAVE BEEN PAID AS WELL AS THE JULY AND AUGUST PAYMENTS OF THE CURRENT YEAR. Thank you for your cooperation. If you have any questions, please call our Bookkeeper Cindy Conklin at 592-5135. A late fee will be assessed for payments received after the 15<sup>th</sup> of the month. This policy will be strictly enforced!

**UNIFORM SWAP AND SALE** – Will be held on **Saturday, August 17<sup>th</sup>** at the school 9:00-11:30am. We will be accepting all uniform items. If you have nothing to swap, you can still come and take advantage of our bargain prices. See the last page of this letter for uniform values and prices. ***If you are interested in volunteering please call the school office.*** Volunteers should arrive ½ hour before the start time. Reminder: ALL STUDENTS MUST HAVE LONG UNIFORM GYM PANTS.

**FIRST DAY FOR GRADES 1-8** – Will be on **Monday, August 26<sup>th</sup>**. This is a full day of school. New students should report to the school office. They will then be directed to the proper area. Dismissal will be at 2:38pm. Uniforms are to be worn from the first day of school. Uniform code will be strictly enforced. (Dress Code is available on the school website). **PLEASE MAKE SURE STUDENTS KNOW HOW THEY ARE BEING DISMISSED THIS SCHOOL YEAR.** Any dismissal changes must be **CALLED** in to the office by 1:30pm.

**OPENING OF SCHOOL LITURGY** – Will be held on **Tuesday, August 27<sup>th</sup>** in the upper Basilica at 1:15pm. All are invited as we ask God's blessings on this new school year.

**FIRST DAY FOR KINDERGARTEN & PRESCHOOL** – Will be on **Wednesday, August 28<sup>th</sup>**. This is a full day of school.

**KINDERGARTEN PARENTS** – Please have a name tag on your Kindergarten child stating his/her name and means of transportation home (bus number if the child takes a bus, walker (Cyman Drive) or car pick up (in the back parking lot). The child should wear this tag every day for at least the first week of school. This will provide peace of mind to you, the teacher and the child. Please leave the new students at the back entrance door with the adult staff assigned to take the kindergarten children into the classroom area.

**DAILY SCHEDULE** – All walkers or students arriving by car should arrive at school no earlier than 8:10am. Any student arriving before 8:10am must report to the Extended Care Program as there is no morning supervision until 8:10am. Students in the hallway prior to 8:10am will automatically be sent to the morning program and parents will be billed accordingly.

**7:15 a.m. – 8:20 a.m.** \$8.00 per family or \$6.00 per single child per day

**7:30 a.m. – 8:20 a.m.** \$5.00 per family or \$4.00 per single child per day

**8:00 a.m. – 8:20a.m.** \$3.00 per family or \$2.00 per single child per day

**Students arriving before extra help or Title I will be charged \$1.00 per day.**

The Extended Care Program begins the first day of school. Any student entering the building before 8:10am will be sent to the Before School Program. Parents will be expected to pay for the time in the Extended Care Program. Payment must be paid on a daily or weekly basis. Overdue amounts owed will result in students not being able to attend program.

Children will enter the building after 8:10am and wait in the designated area in the corridor where they will have teacher supervision. Students are to enter through the parking lot doors only. Please give careful consideration for the safety of all involved when dropping off your children.

The school day will begin at 8:20am with breakfast to be followed by morning prayers. Dismissal will be at 2:38pm. Please try to avoid early dismissals. Much information is relayed at the end of the day and children miss out when they leave before classes end. Parents/Guardians are asked to wait outside the building at dismissal to allow the children to leave the building in an orderly manner.

Students who are not picked up by 2:50pm will automatically report to the Extended Care Program. Parents must enter the building to sign out and pick up their children and will be expected to pay for the time in the Extended Care Program.

**TARDY** – Students arriving to school after 8:30am are considered tardy and must report to the school office for a tardy slip. Students arriving by bus are not considered tardy and may go directly to class. **All tardy students will miss breakfast.**

**PARENTS AND VISITORS** – are asked **NOT** to enter the classroom areas at any time throughout the year. All parents and visitors are to report to the office. Any questions or requests can be taken care of through the front office.

**CAR DROPOFF & PICKUP** – A procedure of “active loading” is in place in the back parking lot. If you want to come into the building or wait for your child, please park in the church parking lot.

**BUS TRANSPORTATION** – If your child takes the bus, please have him/her waiting at the bus stop at the designated time. After a few days, you will be able to approximate the time the bus will be arriving. The Chicopee School Transportation Department will publish the entire bus schedule for public and parochial schools in the Chicopee Reminder or Herald the week of August 11<sup>th</sup> and the Chicopee Register the week of August 18<sup>th</sup>. **PLEASE NOTE:** Bus students are not allowed to change buses for any reason throughout the school year. Out-of-town students are not allowed to ride the Chicopee School buses as well as those students that live less than the designated mileage. The school will not assume making any arrangements for students wishing to change buses or ride the bus home.

**PARENT INFO NIGHT** – will be held on **Monday, September 9<sup>th</sup>** at 6:00pm. **Please Note:** Due to the format of Parent Information Night, this meeting will be for **Parents Only**. Please make every effort to have at least one parent attend this important evening.

**FAITHFUL ATTENDANCE** – Students are eligible for a Faithful Attendance Award if they have been absent, tardy, or dismissed early one time (maximum of one occurrence).

**IDENTIFICATION** – Please **LABEL EVERYTHING** that is personally owned by your child including sweaters, gym clothes, gym sneakers, snack bag/boxes, pencil cases, jackets, boots, hats etc. Due to students wearing uniforms and using the same type of materials, it is much easier to locate labeled items when they become misplaced. **Please make sure all items purchased at the Uniform Swap are relabeled with the correct name.**

**SCHOOL SUPPLIES** – An itemized listing of the required supplies for each grade level was sent home in June with the students. This supplies list can also be found on our school website [www.saintstansschool.org](http://www.saintstansschool.org). We ask that all students obtain these items by Friday, August 30<sup>th</sup>. Students in grades 1-8 will be required to cover at least three workbooks with clear contact paper (approx. 2 yards). Contact paper is not sold in our bookstore. Booksox can be used to cover textbooks, books for grades 5-8 need the large size.

**ELECTRONICS** –Students bringing any electronics to school (cell phones, ipod, smartwatch, etc.) must leave the device in the main office upon entering the school. (See Handbook)

**GENTLE REMINDERS:**

- No invitations distributed in school
- Please have children to school on time 8:20am. Before School program begins at 7:15am.
- For the safety of all children, **DO NOT LOITER** in the lobby at drop off or pick up time.
- Earrings – studs only policy will be enforced, (see Handbook).
- Hair – No hair coloring for boys or girls! Boys hair should be above collar length.

**ONLINE RESOURCES**

In an effort to provide easy access as well as save on paper and printing, we are providing the following information electronically. Visit our website at [www.saintstansschool.org](http://www.saintstansschool.org) for the following important items:

- **School Handbook** –Please read the handbook thoroughly. Your signed registration is a contract that states you agree to support all school policies as outlined in the handbook. Any changes from the previous year are in red print.
- **School Supplies List** – Under Parent and Student Resources
- **Lunch Menu and Weekly Update**
- **Monthly Calendar**
- **CORI, Code of Conduct & Virtus Training** – Needed by all parents, as you will be volunteering to assist with children.
- **Connect ED Form** – All new families should submit this form, and returning families should update their information. We must have at least one email address per family.
- **Family Service Commitment Opportunities**
- **Arrival & Dismissal Safety Procedures**
- **HASA Information & Upcoming Events**
- **Athletic Association Information**

**VOLUNTEERS NEEDED**

During the past few years many people have rendered valuable service to the faculty and students of St. Stan's as Volunteer Aides. We are looking for additional help to continue this important role this year. The hours and days are set by you and the Volunteer Aide Coordinator. **We are especially in need of volunteers to help with students and dishes in the Cafeteria.** If you are interested in volunteering (or continuing) your services, would you please fill in this form below and mail it to the school office or telephone us at 592-5135.

**VOLUNTEER AIDES 2019-2020**

Name \_\_\_\_\_  
Phone # \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_ Zip Code \_\_\_\_\_

**Unit Preferred**

\_\_\_\_ Preschool      \_\_\_\_ Jr. High  
\_\_\_\_ Primary      \_\_\_\_ Library/Computers  
\_\_\_\_ Intermediate      \_\_\_\_ Cafeteria

**Day & Time Preferred:** \_\_\_\_\_

**Teacher Preference:** \_\_\_\_\_

**Are you able to help supervise lunch period?** \_\_\_\_ Yes \_\_\_\_ No

## Castle of the Knights Spaghetti Supper

Wednesday, August 14<sup>th</sup> 4:30 – 6:30pm



## St. Stanislaus School Bake Sale & Raffle

### BAKED GOODS & VOLUNTEERS NEEDED



Baked goods can be dropped off at the school on August 13<sup>th</sup> or 14<sup>th</sup> between 8:00am and noon or directly to the K of C on August 14<sup>th</sup>. Volunteers are needed to work the Bake Sale & Raffle table on August 14<sup>th</sup> from 3:30 – 6:30pm. **All hours count toward Service Commitment Hours for the 2019 – 2020 School Year.** Please call the school office at 592-5135 if you are interested in volunteering! Thank you for your support

## UNIFORM SWAP AND SALE

Saturday, August 17<sup>th</sup> 9:00am to 11:00am

We will be accepting all uniform items—jumpers, skirts, blouses, shirts, gym clothes, etc. When you donate an article of clothing, you will be issued a voucher which you can use to swap either item for item or for an item of equal value. Vouchers from last year will be accepted.

If you have nothing to swap, you can still take advantage of our bargain prices.

### Uniform Bargain Prices

Jumpers \$5.00

Skirts \$7.50

Blouses \$2.00-\$2.50 (Large)

Shirts \$2.00-\$2.50 (Large)

Sweater Vests \$5.00

Ties, socks, tights, etc. \$.50

Slacks \$2.00-\$3.00 (Large)

Gym shorts \$.50-\$1.00 (Large)

Gym shirts \$1.00-\$1.50 (Large)

Sweatpants \$2.00-\$2.50 (Large)

Sweatshirts \$3.00-\$4.00 (Large)

### Uniform Swap Values

2 Blouses = 1 Jumper

3 Blouses = 1 Skirt

2 Blouses = 1 Sweater Vest

1 Shirt = 1 Slacks

2 Gym Shirts = 1 Sweatpants

2 Gym Shirts = 1 Sweatshirt



St. Stanislaus School is a Roman Catholic, Franciscan, co-educational Pre-K through 8<sup>th</sup> grade school. Students are assisted in developing their potential spiritually, physically, and socially within a safe and diverse community. A foundation of academic excellence is created to prepare students to become contributing members of a global society.