



Sacred Heart Catholic School
26 Still Road
Monroe, NY 10950
845-783-0365

August 15, 2018

Dear New Parent,

Welcome to Sacred Heart School! We are delighted that you have chosen to join our community and entrust your child to the loving care of our administration, teachers, and staff. While you most likely are excited for the opportunities that await your child, you may have some questions or concerns about beginning a new school year in a new school. Hopefully, this letter will address most of the questions you may have so you can help your child relax and enjoy this exciting, new experience.

UPCOMING EVENTS:

First Day of School

Wednesday, September 5th is the first day of school for all students in Kindergarten to Grade 8. All students, K through 8, will have 3 full days of school this first week. Pre-K 3 will meet for a 1.5 hour orientation on Wednesday, September 5th, from 9-10:30 am. Pre-K 4 will meet for a 1.5 hour orientation on Thursday, September 6th, from 9-10:30 am. All Preschoolers will begin their regularly scheduled session on Friday, Sept. 7th.

Home-School Association (HSA - like a PTA) General Meeting and Back-To-School Night

Monday, September 24th at 7:00 pm is the first HSA meeting of the year. In addition, this is Back-to-School Night, a chance for you to meet your child's teacher and visit his/her classroom. Listings of HSA events will be made available on tables in the hall, so please feel free to sign up to volunteer your services. Your HSA Dues (\$50 K thru 8) will be deducted from your Smart Account with your November Tuition Payment. HSA Dues collected provide seed money for all other HSA activities and fundraisers.

DAY-TO-DAY MATTERS

School schedule

Our Pre-K students are encouraged to arrive at school by 8:15 am; however the official start to their day is "Morning Meeting" which begins at 9:00am. Early Birds will experience a quiet, morning activity upon arrival until everyone is in attendance.

For students in Grades K through 8, school begins at 8:10 am. Buses begin arriving at 7:50 am. Students are expected to be in their classrooms no later than 8:00 am. School ends at 2:55 pm. A Before and After Care Program is available for an additional fee of \$5 per hour. Start time in the morning is 7:00 am and from 3:00 to 6:00 pm in the afternoon. Please contact the school office for more information if interested in extended day care.

Bus Schedule

If you have signed your child up to receive busing from the district you live in, you will be contacted in writing before the school year starts by your local bus garage. This notification will inform you of the bus number and times your child will be picked up in the morning and dropped off after school. **Please attach your child's name, the School District and Bus #/Route # on a tag on your child's book bag. This will help facilitate the 1st week's dismissal process.**

Dress code

All students are expected to wear the dress uniform on Monday, Tuesday, and Friday. Gym uniforms should be worn on Wednesday and Thursday, which are Physical Education days.

Dress Uniform – Girls

The warm weather uniform is worn from September 5th to Oct. 12th and consists of red/navy plaid skort or walking shorts, official white polo shirt with school logo (tucked in). It is worn again in Spring from April 29th through June 21st. Dress shoes with uniform knee socks are worn. **Sneakers are not permitted.**

The winter uniform is worn from Oct 15th through April 17th. This consists of red/navy plaid jumper (K-5) or Kilt (6-8), white uniform blouse, red sweater (cardigan, v-neck or vest styles) and red, white, or navy knee socks or tights. Navy, brown or black dress shoes must be worn.

Uniform referral notices will be sent home after first warning if a student is out of uniform.

Dress Uniform – Boys

The warm weather uniform is worn from September 5th to Oct. 12th. This consists of navy walking shorts with a black, navy or brown belt, official white polo shirt with school logo. It is worn again in Spring from April 29th through June 21st. Navy, brown or black dress shoes with dress socks must be worn. **Sneakers are not permitted.**

The winter uniform is worn from Oct. 15th through April 17th. The winter uniform consists of navy uniform trousers, white cotton oxford dress shirt, red school sweater (cardigan, v-neck or vest styles) and navy, black or brown dress shoes and dress socks. When the oxford dress shirt is worn, boys must wear the red/navy plaid necktie. Belts must be worn. They should be navy, brown or black.

Uniform referral notices will be sent home after first warning if a student is out of uniform.

Gym Uniform – all students

On gym days (Wednesday, Thursday) students must wear official navy shorts or sweatpants, official sweatshirt and/or a short-sleeved tee-shirt. Students may wear black, white or neutral colored sneakers. Neon colored sneakers are not permitted.

Uniform purchase

Flynn & O'Hara is our official school uniform company. You may contact them by calling 1-800-441-4122 or by visiting www.flynnohara.com. A representative will be at SHS in early Fall to measure students and take orders. They return again during the school year to take care of any additional needs.

Class parents

Class Parents are selected by the teacher. Each grade needs one or two class parents who work together. These are parents who graciously volunteer their time to help with various class activities throughout the school year. This can be a rewarding experience, as you not only help the students, but also get to know the staff and other parents as well.

Hot Lunch

Hot lunch is available for purchase most days of the school year. Hot lunch tickets can be purchased in advance for \$30.00, which covers the cost of 10 lunches. If you choose not to purchase a ticket, the cost would be \$3.00 daily. At the beginning of each month a calendar is posted to the website listing the lunch that will be available for purchase each day. Hot lunch begins on Monday, September 17th. Your child's teacher will let you know when your child is in need of a new lunch ticket.

Hot lunches are planned by the Hot Lunch Coordinator and prepared by vendors or other parent volunteers. Lunches take a few people to serve. Log on to Sign Up Genius (not available yet) to schedule your available days.

Bake Sale

Bake Sale is available on Tuesday, Wednesday and Thursday of each week. These are items sent in by parents of the grade sponsoring Bake Sales and are sold at 50¢ each. On the hot lunch calendar you will see the grade sponsoring bake sale for each week. If your child is in that grade please send in enough bake sale items to feed approximately 24 children. Bake sale items may be homemade (the students' favorite) or store-bought. Popular sale items include cookies, brownies, fruit snacks, jello, or small bags of chips, pretzels or popcorn. **Bake Sale money raised by each class goes towards partial payment for the bus for their class trip.**

Supplies

Each classroom teacher has created a list of supplies that students should have when school begins. The lists are posted on the school's website. Homework agendas have been ordered for Grades 1 – 8, 8 pocket folders have been ordered for certain grades.

Weather Hotline/WHUD

Sacred Heart School follows the Monroe-Woodbury School District's call on delays and closings. In case of a school cancellation or delayed opening due to inclement weather, such information will be communicated through an IRIS Alert and the radio station WHUD at 100.7 FM. WHUD also lists this information in the Storm Center section of its website, www.whud.com. It will be posted on our website www.sacredheartmonroe.net

If there is a one hour delay, all grades will be in session. If there is a two hour delay, Pre-K students scheduled for a 1:30pm dismissal will have the option to remain until 2:45pm.

Because students from a number of different school districts attend our school, all students may not be dismissed simultaneously when inclement weather forces an early dismissal. On days when you suspect an early dismissal may be possible, you should listen to WHUD (100.7) to hear if your district has an early dismissal. An IRIS Alert will be sent home as soon as we have confirmation from the public school district about dismissal times.

First Fridays

On the first Friday of each month, students attend Mass at 9:00 am. Parents are invited to attend Mass with the students. This year we will have 7 First Fridays with an 11:45 am dismissal. This provides time for our required monthly Faculty Meetings.

Summer Work

To ensure the continued success of our students, our teachers assign summer work to be returned during the first few days of school. This might consist of summer reading and math worksheets to be determined by each grade's teacher. This year students were advised to log on to Raz Kids in the lower grades and IXL in the Upper grades to practice ELA/Math Skills.

Volunteering****

As a private school, Sacred Heart School depends heavily upon the commitment of parents/grandparents/guardians to provide service hours. For some, this involves helping to prepare hot lunches or volunteering to be a lunch monitor. Others may volunteer at student-centered social events. Some parents will find that, due to their talents and/or schedules, they are best able to help with some of the school's fundraising. Whatever your talents, please be generous by helping out wherever you can.

Parents must commit to at least 20 service hours a year to support SHS-HSA fundraising endeavors. **A fee of \$200 dollars will be charged in May to those families who do not fulfill their service hour commitment. This fee will be prorated, based on the number of hours you volunteer and will be collected through Smart Tuition in May.**

Code of Conduct

Please read the **Parent/Student Handbook** posted on the website for more details about Sacred Heart School. In its Appendix there are several pages that must be downloaded, printed out, signed and returned to SHS by September 24th – Back to School Night.

I am confident that you will find that Sacred Heart School provides a positive, supportive environment where your child will receive a quality education. Furthermore, you can relax while your child is at school, knowing that the values you work so hard to instill in your child will be reinforced at school.

If you have any questions, please do not hesitate to call the office. Looking forward to seeing you and your child in September!

Sincerely,

Catherine Muenkel and the Home School Association Board

