

St Cornelius School

Welcomes You!



New Family Tips and FAQs 2017-2018 Important Contact Information

St Cornelius School
160 Ridge Road
Chadds Ford, PA 19317
Phone - 610-459-8663 Fax - 610-459-7728 PLC 610-459-2502
stcornelius.ocephila.org (Website)

Nurse: 484-840-9250
Cafeteria: 610-459-7725 (until 3:00p.m.)
CARES: 3:00-5:30 p.m. 610-459-7725

New Family Tips and FAQs

Welcome to St Cornelius School! Many questions you may have as a new family are answered in detail in the official **St. Cornelius Parent/Student Handbook** which is posted on the school's website under "Parents." However, to get you off and running, we have compiled some frequently asked questions (faqs) and quick tips for you. This is by no means a complete compilation of questions you may have. Please refer to the official School Handbook at stcornelius.ocephila.org or the classroom teacher with any additional questions or concerns you may have.

What are the school hours?

For the 2016-2017 year, St Cornelius students will be in session each day from 8:00am to 3:00pm. Arrivals may begin no earlier than 7:45 a.m. This time is for all students PK4-Grade 8. PK3 times are 8:00 -11:30 a.m. on T, Wed., Th.

What if my child is sick and will not be attending school?

Please contact the school office at 610-459-8663 to inform that your child will be absent or tardy. If your child is arriving after 8:00am, he or she must sign in at the School Check-In desk. **A parent/guardian must pick up a child and sign him/her out at the reception desk if they leave school early.**

If someone other than a parent/guardian is picking up, please call school and let us know who that person will be. The designee will have to show I.D.

What is the St Cornelius school web site?

stcornelius.ocephila.org is always a great starting point for information! Teacher and administrative emails are available as well as the *Friday Folder*, School Calendar, St Cornelius Handbook, and other important information! We email this information directly to you so please keep yourself informed by reading what is sent. This avoids the proverbial, "I didn't know" we hear so often.

What is the *Friday Folder*?

The *Friday Folder* provides important information about St Cornelius School news, events and other related topics. Advancements in technology have allowed us to share this material with you electronically. As the name indicates, this website is updated each Friday so families can check at any point after the close of business on Friday or over the weekend.

Where do I get the school uniform?

You can buy the shirts, pants, shorts, jumpers, skirts, and gym uniform at Flynn and O'Hara's. located in Exton. There is a link posted on the Home page of our website. We also offer a Uniform Exchange (see below for more details). There is an optional Fall & Spring uniform available as well. The starting date for the winter uniform will be posted on the monthly calendar. **Please read the uniform policy within the School Handbook for specific information.**

What is the Uniform Exchange?

The Uniform Exchange is a service that St Cornelius School offers to all who attend the school. A small donation is asked at the end of your purchase according to your means. Using the uniform exchange is a great way to clothe your child in previously worn uniform attire at no cost. Here is a brief overview of how the program is set up to function:

1. Gently used, clean, uniforms are turned into the school.
2. All pieces are inspected, inventoried and cataloged.

3. Parents contact our Uniform Exchange coordinator
4. Requests are made and items will be sent home with your child on the designated day.
5. Uniforms will be available at the Shoe Sale in August.

It is not necessary to have an exchange or clothing donation in order to use the Uniform Exchange. All are welcome. We do ask you return or exchange good, outgrown uniform clothing so we can continue to serve as many students as possible. The Uniform Exchange operates on a first come/first serve basis. We do our very best; however, we cannot guarantee availability of all items

How do I get in touch with the Uniform Exchange Coordinator?

You can contact Liza Pfander at lizalaz.pfander@gmail.com.

Where does the carline form?

The car pool line forms in front of the school in the 1st parking aisle. **Parents are asked to approach drop-off by the first road as you enter parish grounds. (1st right).** Students can be dropped off in the morning no earlier than 7:45 a.m. The after-school car pool line is not a line. You park your car in the 2nd or 3rd aisle. Parents will wait in the 1st parking aisle and teachers will bring the children out to us. Full details about car line can be found in the Handbook.

SPEED LIMIT IS 5MPH IN THE PARKING LOT AREAS FOR THE SAFETY OF OUR CHILDREN. Speed is an issue so please observe the 5 mph for the safety of our children.

We also ask that parents do not allow children to run around in the pick-up area because of the number of cars and buses that are moving through the lots at dismissal. Please keep your child close to you for everyone's safety. Teachers are not responsible for the children once parents have picked up.

What is the lunch program?

Your child may either bring a bag lunch or buy a hot lunch at school through the Aramark food service which is our lunch provider. Parents may either put money on their child's account on-line, or come into school and speak with the cafeteria manager.

No peanut butter, peanut, or nut products are allowed since we have many children with airborne and regular allergies. Please refer to **Cafeteria section in the Handbook for more specifics.**

Is there a School Directory?

Yes! A directory will be available once school is in session. Our goal is to have it available in early September. The directory is **not for business purposes** and may not be disseminated outside of school. If your address or contact information changes, please notify school as soon as possible so we can update your information.

What is Option C?

Option C is an on-line system whereby parents may check their child's grades & keep track of your child's progress in school. From K to 8th, all grades are kept in Option C. Parents will be given a password to access their child's account. Checking it periodically will help prevent missing assignments and help keep track of what they are doing in the classroom.

Option C is also our automated phone call system which is generated through the school giving information directly to parents. It may be used to announce special events, school closings, or announce a weather/school emergency. It is extremely important that your contact information be up to date in order to receive these announcements. A specific direction page will be sent home with your child the first day of school so you can set your answering systems correctly. **If it is after/before hours and you get a call from school number, please listen to message and do not just call school.**

When are Parent/Teacher conferences?

Parents may contact the teacher to schedule a conference at any time to discuss a student's progress. Teachers should return your request within 48 hours.

How do I communicate with my children during the day?

If you need to get a note to your child or their teacher during the school day, it is best to call the office and leave a message. Students are NOT allowed to use their phones or text during the school day.

Can I volunteer to help at school?

We welcome and encourage volunteers since we have numerous volunteer opportunities available. Archdiocesan policy requires PA Criminal Check, FBI Fingerprinting, Child Abuse Clearance, Safe Environment Training & Mandated Reporter Training. More information on Virtus training programs can be found on the school's webpage & on the Archdiocese of Philadelphia website.

Where do I get a volunteer badge to wear while I am at school?

When you enter the school, you will need to sign in at the School Check-In computer. Follow the on-screen instruction and a yellow name badge will be issued for you to wear while in the school. When you have completed your volunteer time at school you must return to the reception desk computer to sign out.

You cannot volunteer unless all the above clearances are on file. Only those names with all clearances are listed on School Check-In.

What safety precautions are taken at school?

All visitors to the school are required to sign in at reception desk at the entry. Only parents that have completed their Archdiocesan required background checks and VIRTUS training are permitted to volunteer during the school day. The school practices fire drills, and lock downs per district requirements. All school doors are locked during the day from the outside.

Home and School Meetings

We welcome and encourage you to attend all meetings as these meetings are an educational outreach to our parents. Meetings are posted on the monthly calendars. We encourage every family to join this Association and to become involved in their many activities. All activities are meant to benefit your children and our school. We are always in need of volunteers and welcome everyone's participation.

Some of the activities that are sponsored by the Home & School are: Meet & Greet, Halloween Party, Movie Night, Christmas Village, Let's Do Lunch, Veteran's Day, Donuts with Parents, & Walk-a-thon.

This is an effort to answer some of your questions. Please contact your New Family Liaison with any additional questions that come up. If you have not been provided a New Family Liaison, contact either chairperson of the Welcome Committee listed on the front page.

What is Meet and Greet?

Meet and Greet is an opportunity to come to school and meet your child's teacher or teachers. You can also bring those school supplies with you so that you do not need to carry them on the first day of school.

Where Can I find the Summer Reading and School Supply List?

These items can be found on the school's website under Parents. We ask that you only purchase what is listed.

Copybooks and assignment books will be available for purchase at the shoe sale and the Meet & Greet for your convenience.

Does St. Cornelius have a nurse?

We are extremely fortunate to have a nurse on duty each day except in case of personal illness or emergency.

Unionville provides a nurse, two mornings a week until 11:00 a.m. St. Cornelius provides coverage from 11:00 until dismissal and for the other three days from 9:00 until 3:00 p.m.

The nurse can be reached at the number listed on the front of this manual.

What sports are available at school and how do we register for a team?

Sports at St. Cornelius are run by the CYO organization. They post registration information in the church bulletin for the various teams. Team sports are usually for Grades 4-8

Do you have any after school activities for the students?

Yes, we do. During the course of the year various after school clubs are formed with a wide range of interests. This information is disseminated through FRIDAY FOLDERS, another reason to read.

Some of the offerings might be Chess, Drawing Class, Science Explorers, Bricks 4 Kids, & Foreign Language Classes.



The Saint Cornelius School and Parish Communities welcome you!