

Sacred Heart Villa School

Sisters of the Sacred Heart of Jesus

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Back to School Letter—September 2010

Dear Parents:

At the beginning of this new school year we pray that it will be full of rewarding activities and expanding education for all our students. We welcome our new families and hope that they find their first year at the Villa an enjoyable one.

At the Villa we have a long standing tradition of academic excellence. We strive to create a school community where Christ is the center. Every day begins with Religion in all grades and every First Friday of the month, Kdgn. through 5th grade take turns leading the Mass. We are known for the personalized attention given to each child and the recognition that each child is a special individual.

The first day of school is Wednesday, September 8th. It will be a half day with dismissal at 11:30 am. Students in Kdgn. through fifth grade should be in uniform on this day. This includes shoes (not sneakers). For information on uniforms see the Parent/Student Handbook.

Mornings & Afternoons

To enter the school in the morning, please use the doors that face the side parking lot. These doors are opened at 8:15 am and are locked at 9:15 am. Classes begin at 9:00 am. Any student arriving at school after 9:00 am must be accompanied to the office by a parent / guardian and be signed in. If you need to enter the school after 9:15 am you must use the main entrance and ring the bell. Dismissal is at 3:00pm. *When dropping-off or picking-up your child(ren) please pay careful attention in the parking lot because little children run fast and many times do not look.*

Medications

It is very important that, if your child has to take medication during the day the school has a written document from the doctor on file. This document must have the name of the child, the name of the medication, dosage, and time to be given. **This must come from the doctor.** The medication must be in an original container and brought in by the parent or guardian. It should be given to the teacher or the principal for safe keeping. **MEDICINE SHOULD NEVER BE BROUGHT IN BY THE CHILD!** **If your child is sick with a contagious sickness, please keep him/her home until the doctor provides you with a written release. We are required by the DCD and the Diocese to report any students that are absent so if your child will be out for sickness or other reason be sure to call the school and inform the office why your child is not in school. If it is serious you will need a release from the doctor before he/she returns to school.**

Ballet

Ballet lessons are offered at our school. It will begin on Friday, Sept. 24th and the fee is \$100.00 for the year. There is a place on the Volunteers sheet to sign up. If your child is interested, please sign up so we will know how many students will take it.

Latch Key

For information about the latch key program (7:30am -8:15am and 3:30pm – 5:00pm) please see Sr. Elizabeth. **Any child not participating in an extra-curricular activity and is in school after school hours is considered in latch key.** Students who do not follow the latch key rules will not be able to continue with the program.

Emergency Forms

Please make sure that you have filled out the emergency phone contacts sheet. This information needs to be updated and accurate at all times. If the school does not have current information and it becomes necessary to reach the parents the school is not responsible and may be force to notify the police to locate the parents.

Gym

Gym days will begin on Wednesday, September 22nd. On gym day all students are to wear their gym uniform. This includes sweat suits (or on warmer days the shorts and t-shirts) and sneakers. If your child does not have the proper uniform he/she will not be able to participate that day. **Students should not wear ear rings or any other jewelry on Gym Day. This can cause accidents.** Students in Kdgn. – 5th are required to leave a pair of sneakers in the classroom for recess. **All clothing should be clearly marked with the student's name.**

Lunch

At lunch time and during the Pre-K snack break milk and ice cream may be purchased at \$.70 each. Pizza day is Friday and students can purchase pizza at \$.90 a slice.

Pre-K and Kdgn.

Pre-K and Kdgn. Students need a rug for nap time and a small pocket comb. They should also bring a change of clothes/underwear in case of “accidents.” Pre-K gets a snack break at 10:20am. Pre-K and Kdgn. Students also need a cover-all for art projects. Kindergarten students should be in uniform. The Pre-K wear casual clothes and sneakers except on gym day when they need a gym uniform like the rest of the students.

Supplies

A supply list was sent home with the students in their June report card envelope. New students received it when they registered.

******All students are required to bring in 4 large boxes of tissues.******

If you misplaced the supply list, it is available in the office.

Fund-raisers

The Villa collects the Campbell's labels and General Mills "Big G" throughout the year. We also participate in the **Target** school program. If you would like to be a part of the Target program you have to sign up at the store and specify Sacred Heart Villa as the school of your choice. More information is available at the store.

The Villa has three mandatory fund raisers that all families should participate in. They are the Candy Bar Sale, 300 Club, and our main event which is the Chinese Auction. There are also a few optional fund raisers.

Piano/Voice

Parents of students who are taking music lessons from Sr. Marianne are asked to send the payment of \$15.00 per lesson **ON THE DAY OF THE LESSON.** Thank you.

Villa Council

The Villa Council membership is open to all parents and grandparents of the students. The school Principal is the chair of the Council which meets on the first Wednesday of every other month at 7:30 pm at the school. This is where the field trips and other activities are discussed.

Tuition

The school has three options for paying tuition:

**** Payment in full by July 1st.****

**** Pay monthly directly to the school Aug – May****

**** Paying in three installments: Sept., Dec., & April.****

All families received the tuition form to fill out. Those who have not returned the form will be placed on the monthly plan (Aug. – May.)

Safety Precautions

According to the regulations of AHERA we are in compliance with all laws regarding asbestos and the report is on file in the office.

If you want to be informed of any application of pesticides on the property, please, sign the form found in the September packet. It is our policy that if any pesticide application is done it will be when students are not in school.

We are under obligation of the state of New York to have a no tolerance policy on guns and drugs on the school premises. Also the school property is a smoke free zone; therefore there should be no smoking in the building or on the property. This also means in the cars.

Custody arrangements

Also mandated by the State, we must have a court –certified copy of custody papers on file if parents have joint or single custody and an understanding of who may pick up the children. Any changes during the year must be filed with the

school office. We must have, in writing the names of alternate pick-up, in place of parent or guardian.

Mass

The Mass schedule will be announced shortly. If I get it before the annual calendar is complete it will be in there.

Recycling Center

The Villa is a Paper Recycling location. Parents, friend, and neighbors as well as businesses can drop off newspapers, magazines, and any type of paper EXCEPT CARDBOARD. The bin is located in the end parking lot. This is a fund raising vehicle for the school and it is available all year long.

The Sisters at the Villa are looking forward to a wonderful school year. If you have any questions at any time during the year, please contact me—Sr. Elizabeth, Principal 284-8273 after 3:00 pm or if there is an emergency the school number is 285-9257.