



# ST. MARY SCHOOL

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## PARENT BACK-TO-SCHOOL LETTER

Included in your family envelope are the following:

All forms to be completed and returned to School Office by First Day of School.

\_\_\_ \* Family Emergency Contact Info (2- SIDED)

\_\_\_ \*State/Diocesan Reporting Information

\_\_\_ \***Proof of Medical Insurance** – one **per child**  
*All students must show proof of insurance*  
School Insurance Application available upon request

\_\_\_ \***Permission to Participate** in Sports (Grs 3 – 8)  
& **Sports Physical Form (2-SIDED)**

\_\_\_ \***School Family Phone Directory Information**

\_\_\_ \***Free/Reduced Lunch Application / Waiver**

\_\_\_ \* **“PTO Buyout” Letter**

\_\_\_ \***Various Forms** for New Students only

*Parent-Teacher Conf. Schedule (August 19, 2009)*  
*French Toast Approved Uniform Listing*  
*2009-2010 School Calendar*

July 2009

*Dear Parent/Guardian,*

I hope you all are taking time to relax and enjoy the summer weather and will soon be ready to help your child(ren) with the business of learning for another year. I want you to know what we have been working to prepare for the 2009-10 school year. I anxiously await the start of school on August 20. Hopefully the year ahead will be rewarding and filled with good experiences for us all.

As in previous years, this packet will provide you with various forms for completion and information. Please read all materials carefully, complete all forms, and **return them in this envelope on Parent-Teacher Conference Day, August 19**, or no later than the first day of school, Thursday, August 20. Uniforms are to be worn on August 20 with dismissal at 10:00 a.m. Sorry, but there is no After-School Program on this day.

For those wanting to **exchange or obtain used uniforms**, these will be available in the cafeteria to look through after the Sunday Masses (during coffee & donuts) beginning August 2 and during regular school business hours after this date. Monetary donations are appreciated for items taken. Uniform shorts may be worn through September 30.

### UNIFORM REMINDERS –

- 1) BELTS (**plain black or brown only**) are to be worn daily. Belts should not have designs, studs, etc.
- 2) The neck area of the t-shirts worn under the approved red pique polo, if seen, can only be plain white. Also, be sure the sleeves do not hang out of the polo.
- 3) Remember we have adopted a **UNIFORM CODE (K-8)** - not a dress code. Therefore, **all uniform pieces MUST BE on the approved French Toast Apparel listing**. Any exception to this must be given permission from the principal before items are to be worn to school. The first uniform infraction given will be a warning to the student. Any additional uniform infractions will be logged and after 5 infractions occur a uniform detention will be served.

**LUNCH** will be served beginning Friday, August 21, the first full day of school. Please **take the time to apply for FREE/REDUCED lunches especially if you are asking for Tuition Assistance**. This information is kept confidential and does benefit the cafeteria fund as well as the school in obtaining other state and federal

funding. And yes, it is a good, balanced lunch according to government regulations even though students don't

like some things. Pricing for **SCHOOL LUNCH** will be **\$2.50 per meal for the 2009-10 school year** which reflects a twenty-five center increase from last year. We will again offer "**SECONDS**" on the main entrée for **OVER →**

**50¢ each** or the choice of a "**SUBSTITUTE – Peanut Butter and Jelly**" for **no additional charge**. The purchase of a second **MILK** (or a milk for baggers) will continue to be **30¢** a carton. The lunch/milk program will continue to be billed on a monthly basis. Please be prompt in paying this bill.

We tried to set up a **BEFORE SCHOOL latchkey program**, but the response to our survey did not warrant sponsoring one. However, in order to help out the families who did state a need, we have contacted Mary's House and they are willing to assist you. You may drop your child off at Mary's House as early as 6:00 a.m. They will be given a breakfast and then the students are brought to SMS around 7:45 a.m. on their bus/van. All this is provided for \$3.00 each time the program is used. However, you must contact Mary's House (532-3223) to make all the arrangements prior to using the program. We are grateful for this opportunity to work with them. **\*NOTE: SMS student are not permitted to arrive at SMS before 7:45 a.m. as stated in the Parent-Student Handbook.**

Our **AFTER-SCHOOL PROGRAM** continues to do well!

- 1) The program usually runs from 3:00 p.m. to 5:00 p.m. (Follows school dismissal schedule)  
-- Please pick up child(ren) by 5:00 p.m. unless other arrangements are made in advance.
- 2) **Payment for the current month is requested to be on a pre-paid basis and turned in at the time you submit your attendance calendar** which indicates the days your child(ren) is to stay. We would like all who use this program to get into this habit so only the unanticipated "call in" days will need to be sent a bill. Thanks for helping us out in this matter as the program was initially set up.
- 3) Students who are not picked up from school by 3:10 p.m. will be sent to the After-School Program and parents will be charged the "call-in" rate. Students will not be allowed to "hang around" in the halls, entryways, or playground beyond 3:10 p.m. Older students will NOT be allowed to stay in the regular classrooms. Junior high students can walk to the public library and spend time after school reading or studying until parent(s) can pick them up if you choose not to use the After School Program.

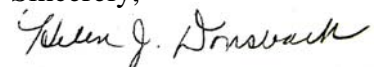
"All children have the right to be safe and protected from harm in any and all environments – home, school, religious institutions, neighborhoods and communities. The Catholic Diocese of Belleville embraces this right to safety and is dedicated to promoting and ensuring the protection of all children. The Diocese will do all in its power to create a safe environment for children and young people, to prevent physical abuse, sexual abuse and neglect and to bring the healing ministry of the Diocese to bear wherever possible." Keeping in compliance with the above stated Child Protection Policy of the Belleville Diocese, anyone who has interactions or comes in contact with students or athletes attending St. Mary School – Centralia must have "Child Protection Certification". This holds true for any coach, room-parent, school volunteer, faculty/staff, or anyone involved with field trips. All new school parents as well as anyone who has not previously been certified through the Diocese are asked to watch the weekly parish bulletins for dates of both the **INITIAL CHLD PROTECTION COURSE** and the **2009-2010 INITIAL CHILD PROTECTION REFRESHER COURSES**. Mrs. Helen Donsbach, St. Mary School in Centralia, and Sister Margaret Schmidt, St. Theresa School in Salem, are now Initial Child Protection Policy Training Facilitators so there will be several local opportunities for this training both before and after school starts. You can also check the listing on the Diocesan website at [www.diobelle.org](http://www.diobelle.org).

#### **ONE MORE REMINDER –**

One of the stipulations of "**Parishioner Tuition**" rate is **REGULAR SUNDAY MASS ATTENDANCE** and **WEEKLY MONETARY CONTRIBUTIONS** (minimum of \$20 weekly). Please take the time to use your weekly contribution envelopes and write your name on the "SIGN-IN" sheet located in the main entryway of church.

Enjoy the remainder of your summer vacation and as always **if you have any further questions, please contact the school office 532-3473.**

Sincerely,

A handwritten signature in cursive script that reads "Helen J. Donsbach".

Helen J. Donsbach,  
St. Mary School Principal