

# **WELCOME to SAINT BERNADETTE SCHOOL 2017-2018 INFORMATION**

For all the latest information, visit us at [www.stbernadetteschool.com](http://www.stbernadetteschool.com)

FIRST DAY OF SCHOOL FOR 2017-18 (for grades 1-5) will be **Tuesday, August 22**. Students in Kindergarten and Preschool will have a staggered entrance. Mrs. Utz (P) and Mrs. Elder (K) will offer orientation conferences during the first couple days of school. Watch your August mail for more kindergarten and preschool news, and a conference schedule.

ARRIVAL AND DEPARTURE- School begins at 7:50AM for grades K-5. Please be sure your child is here at that time. If you will be dropping off your child, arrive **NO EARLIER** than 7:35AM. There is no supervision of students before this time. Students arriving before a teacher is on duty will be sent to our morning-care program, and parents will be assessed the fee.

In the mornings, if the weather is fair, a teacher will have the children outside. When you arrive for morning drop-off, enter at the top drive way, and continue around, following either the yellow safety rope or the cones & *Safety Sams* (one or the other will be in place.) Children should exit your car on the passenger side, into the "safe zone". If your child requires help getting out of the car, please park and walk him/her to the "safe zone." The children are **NOT** to go inside without the duty teacher's permission. Do not drop off near the church doors, as that backs up traffic onto Wheeling Road. **DO NOT PARK IN THE FIRE LANE.**

School ends at 2:35 PM. Please make arrangements to have your child picked up at that time. Anytime your child's transportation or pick-up plans change, please send a note. If the child will be riding the bus some days and riding home others, please send in a note detailing the schedule. Children riding the bus home, line up at the doors near Wheeling Road. **DO NOT BLOCK THE BUSES.** Children walking and riding in cars will be released from the Parish Hall doors (closest to the playground). A teacher must release them before they can leave the line. For early release (for doctor or dentist appointments), sign children out at the office and send a note to the teacher. **IF THERE IS ANYONE WITH WHOM YOUR CHILD MAY NOT RIDE, PLEASE NOTIFY THE SCHOOL IN WRITING!**

Preschool sessions are 8:30 am-11:00 am, and 12:00 pm to 2:30 pm. Students should be dropped off at the classroom door. Morning students will be dismissed at the front entry of the school. Afternoon students will be dismissed through the parish hall doors.

EXTENDED DAY PROGRAM (EDP) St. Bernadette offers morning care from 6:30am to 7:35am, and afternoon care from 2:35 to 5:30pm. Registration for EDP opens July 1<sup>st</sup>. The EDP handbook and registration forms are available at our website ([www.stbernadetteschool.com](http://www.stbernadetteschool.com)). To register, please complete both sides of the registration form and return it with your registration fee. If you think your family will use the extended day program at any time during the school year, we ask that you register before Aug 12.

ADDRESSES & PHONE NUMBERS of our students and their families are published annually in the St. Bernadette Home and School Student Directory. These directories are only distributed to school families. In addition, other sub-committees of the Home and School Association sometimes use class lists to track fundraisers and other business. **If you do not want your address and phone number to be published** or given to St. Bernadette organizations, please call the school office (740-654-3137).

SCHOOL ADVISORY BOARD: Meets the first Monday of each month at 6:30 PM. The Diocese of Columbus has guidelines to assist the board in advising the principal. The Board consists of seven members, the principal and the parish priest; and is joined by a teacher representative at each meeting. After the minutes from each meeting are approved, a summary is posted to the school's website. All parents are welcome to attend school advisory board meetings. If you have a concern to put on the agenda, contact a Board member, and it can be done confidentially. If you want to speak at a meeting, contact the president or principal before the meeting. Members serve a 3-year term. Current members are: Matt Bissell, Nikki DeLeon, Michael Fitzgibbon, Tony Keefer, and Nicole Pugh.

SCHOOL CALENDAR: The School Calendar is available on our webpage, and contains important dates for the entire year. ([www.stbernadetteschool.com](http://www.stbernadetteschool.com))

STUDENT SUPPLY LISTS are also available on our webpage.

## **BUS INFO:**

► Bus schedules are printed in the Eagle Gazette before school starts. For questions, or to be sure your child is on the bus list, call the Bus Barn at 740-687-7366. Also, alert the bus barn if your child is picked up or dropped off at a sitter's house rather than your residence. Please be aware that the first few days of school, the schedule is a little slow. If your child will be going home with a friend, please send a written note so the staff can be sure the child gets on the right bus.

► Lancaster City Schools adheres to an established policy that they do not transport daycare students, or students residing in another district.

STUDENT SAFETY – Outside doors of our building are locked during school hours. Visitors are asked to enter at the front entry and press the buzzer for admittance. All visitors to our building will be required to sign-in upon arrival and sign-out as they leave. During their stay, visitors will be asked to wear a visitors' badge. The Visitors' Log is in the school office.

SNOW DAYS AND EMERGENCY DAYS OFF will be announced via an automated phone call (please see Emergency Communication below). If Lancaster City Schools cancels classes, St. Bernadette will be closed. The three Lancaster Catholic Schools may cancel classes independently of Lancaster City. The "greeting" on the school answering machine will also announce any schedule changes.

EMERGENCY COMMUNICATION via *School Messenger* - Our students' emergency phone numbers will be entered into this emergency contact system. Please make sure the school has your correct contact information.

UNIFORMS - St. Bernadette students in grades **K-5** are required to wear approved uniform attire. Uniforms are available at the following:

- *The School Closet* offers 3 locations in the Columbus area. *The School Closet* offers competitive prices and FREE delivery to St. Bernadette School when school is in session.
- *Educational Apparel Company* is located in Hilliard Ohio.
  - Informational fliers from both vendors are available in the literature rack outside the school office.
- Department stores/ on-line vendors. Shorts, trousers and shirts may be purchased from other department stores and vendors. Please note however, girls' plaid uniform jumpers and skorts, and yellow uniform shirts must be purchased from one of the uniform stores listed above. The navy blue skirts found in department stores are NOT our uniform.
- St. Bernadette Home and School Association will offer 2 apparel sales during the school year (usually Fall and Winter). Uniform sweatshirts and polo shirts will be offered. School T-shirts (which can be worn w/ uniform pants on Tuesdays) and school jackets will also be sold.
- *St. Bernadette Uniform Exchange* will be set up in the school entry in August. Feel free to drop off the gently used uniform garments that your child has outgrown, and pick up the next size for your child. Help yourself to any/all items that your family needs, even if you don't have clothing to donate.

LITURGIES – All students in grades K-5 will attend morning Mass at 8:20 on Wednesday, except on the first week of each month, when school Mass will be on Fridays. All-school Masses will also be held at 8:20AM on Holy Days and other Feast Days. All-school Devotionals will be planned throughout the school year, and will be announced in the weekly newsletter. Parents are welcomed and encouraged to attend all our liturgies and devotionals.

CAFETERIA: Hot lunches will be available beginning the first day of school. The menus for the first week of school will be Cooks' Choice. **Lunch prices** for 2017-18 will be \$2.75 and include milk or bottled water. Pre-paid lunch stamps can be purchased in advance every Monday morning (or the first day of the school week). **Pre-paid lunch stamps are the suggested means.** It is easier for students to buy with a stamp, and the lunch line goes much faster. Stamps are not dated and can be used for any school lunch, any time during the current school year. **Lunch Prices: 1 stamp-\$2.75, 2 stamps-\$5.50, 3 stamps-\$8.25, etc.** For those students who pack their lunch, milk (white and chocolate), and bottled water is available for 50¢ a ½ pint. Please do not pack pop as a beverage. Monthly menus will be posted on the school's website. **FOOD ALLERGY NOTE:** Several of our students suffer from nut/peanut allergies. In an effort to keep all our students safe, we are a peanut-aware school. Our school cafeteria does not serve nut or peanut products, and we ask all parents, whenever possible, to send peanut-free lunches and snacks to school.

Cafeteria Volunteers Needed:

As always, we will need volunteers to help serve hot lunch. (*Please note: all school volunteers must have a security check; and must have completed Protecting God's Children.*) We look forward to seeing parents, grandparents and friends of the students getting involved; and the children enjoy seeing a face from home in the cafeteria. The approximate time needed would be 10:50 AM to 11:50 AM. One **Free Student Lunch** is offered to your family on the day that you volunteer. Please complete the form below and return it to school as soon as possible. Or call the school office and leave a message of your interest.

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**Cafeteria Volunteer Form**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

DAY: M T W Th F      ONCE:    a week      every other week      a month      Call me to substitute  
*Please circle your choices*