

# Sacred Heart Villa School

## *Sisters of the Sacred Heart of Jesus*

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### Back to School Letter—September 2018

Dear Parents:

At the beginning of this new school year we pray that it will be full of rewarding activities and expending education for all our students. We welcome our new families and hope that they will 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 the students take part in leading the various Masses that we have during the year. 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 5<sup>th</sup>. 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. The company that we are using is Flynn & O'Hara located in the Georgetown Square, 5225Shardian Dr., Williamsville, N.Y. phone 632-6581.

#### Mornings & Afternoons

To enter the school in the morning, please use the doors that face the south 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. For other illnesses or reasons for being absent you have to send a written excuse or your child is illegally absent.

### **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 have a brother or sister participating in an activity are not in latch key until the event is done. 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 forced to notify the police to locate the parents.**

### **Gym**

Gym days will be announced beginning the week of September 16th. 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. – 5<sup>th</sup> 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 \$.80 each. Pizza day is Friday and students can purchase pizza at \$1.50 a slice for lunch. \*\*\*

### **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 students wear casual clothes and sneakers except on gym day when they need a gym uniform like the rest of the students. Students older than Kdgn. **do not get snacks**

### **Supplies**

A supply list was sent home in June. 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 General Mills “Big G” logos throughout the year.

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

### **Extra-Curricular Activities**

#### **Piano/Voice**

Parents of students who are taking music lessons from Sr. Marianne are asked to send the payment of **\$20.00 per lesson ON THE DAY OF THE LESSON.** Thank you.

#### **In- Door Soccer**

There will be a six week session for Indoor soccer for grades Pre-K to 5. The fee for this activity is \$20.00 for the six weeks. The dates are TBA.

#### **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 Tuesday of every month at 3:15 pm at the school. This is where the Chinese Auction field trips, School Picnic, and other activities are discussed. Please come to the meetings and help to make this a better school for our children.

#### **Tuition**

The school has three options for paying tuition:

**\*\* Payment in full by July 1<sup>st</sup>. \*\***

**\*\* Pay monthly directly to the school Aug – May\*\*** this is the easiest and the one most families use. All payments are due the first week of the month or interest is added to the balance due.

**\*\* Paying in three installments: Sept., Dec., & April. \*\*** These payments are due the first of the month.

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

**filled out and returned to the school. This is part of your registration packet and is required by the diocese.**

### **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. This also means that parents should not bring in toy guns. 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**

**The state has mandated that 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. Mass is celebrated on various occasions and holy days. Students take turns leading the Mass by Grade and the Masses are announced in the monthly calendar. Everyone is welcome to attend the Mass. We will post it at both entrances as soon as I know.

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.

Sincerely,

Sr. Elizabeth Domin  
Principal