

# ***Immaculate Conception School New Family Frequently Asked Questions***

This information is to assist new families in getting acclimated to our community. Please refer to the ICS Handbook or search our webpage for detailed information.

## **School Hours**

School/Office Hours are from **7:30 AM - 3:30 PM** Monday-Friday

### ***Preschool classes***

*2-year-old AM Class:* TH 8:45 AM – 10:45 AM (TU added in January)

*2-year-old PM Class:* TH 12:45 PM – 2:45 PM (TU added in January)

*3-year-old AM Class:* M-W-F 8:15 AM - 11:15 AM

*3-year-old PM Class:* M-W-F 12:00 PM – 3:00 PM

*4-year-old AM Class:* M-TU-W-TH-F 8:15 AM – 11:15 AM

*4-year-old PM Class:* M-W-F 12:00 PM – 3:00 PM

*Transitional Kindergarten:* M-TU-W-TH-F 8:15 AM - 12:15 PM

### ***Grades K-8***

*Kindergarten:* 8:00 AM - 2:30 PM

*Grades 1-8:* In main building school hours 8:00 AM - 2:45 PM

### ***What time should the children be at school?***

Morning gathering begins at 8:00 AM in the Multi Purpose Room (MPR) for children in grades 1-8. Anytime after that please accompany your child to the main office.

For the safety of the children, at NO time should they be dropped in the parking lot and left to walk across the lot by themselves, no matter their age or grade. Please note that there is no supervision before 7:15 AM.

Early dismissal hours for grades 1-8 are from **8:00 AM - 12:15 PM**

Kindergarten early dismissal **8:00 AM - 12:00 PM**

***The 1<sup>st</sup> Thursday of every month is an early dismissal day.***

All children should wear their dress uniform. The students attend 9:00 AM Mass and then meet with their Faith Families for snack and a project.

\*Parents and families are invited to attend First Thursday masses with the students.

***Where do children go upon arrival to school?***

Children in grades 1-8 should go directly to the Multi Purpose Room for gathering. All of ICS join together in prayer, Pledge of Allegiance and a patriotic song. Parents are welcome to attend morning gathering! We ask, however, for safety reasons, that parents do not remain in the lobby to socialize after morning gathering.

Preschool and Kindergarten students line up as follows:

2-year-old, 3-year-old, 4-year-old and Transitional Kindergarten children line up at door closest to church

Mrs. Ziembra's K class lines up at side door facing parking lot (closest to main door facing rectory)

Mrs. Kassebaum's K class lines up at the door facing the rectory

***Where do the children line up in bad weather?***

*Arrival* - normal daily procedure is followed going directly to the MPR. *Dismissal* - if you pick up your child on carline please have a family last name card handy to display from your driver side window for the Crossing Guards to see and go get your child for you.

***Where should a student report to if they are late?***

K-8 late students should report to the main office with their parent to sign them in and receive a pass to bring to their teacher. Kindergarten students should then go to the main door of the Early Education building (door facing the rectory) and ring the bell to be let in.

***Sick days***

Please call the main office as well as leaving an email for the teacher if your child will be out ill. Please include any information on the type of illness and if they are

contagious. Refer to the handbook for details on when the child can return to school.

## ***Transportation***

### Drop off

Grades 1-8 Curbside drop off - please follow carline procedure in the front of the main school building and watch for the crossing guard directions to guide your child and car safely along the line. If you arrive after 8 AM, you will need to park and walk your child in to the office for a late pass.

Parking - you are required to walk them across the walkway - do not allow them to walk alone in the parking lot.

Preschool and Kindergarten- park and bring your child to line up Pickup

If you pick up your child(ren) from school, follow the carline that forms around the cemetery and behind the school. Please have your last name clearly written on a large piece of paper in the driver's side window during rainy days for ease of dismissal.

\*Early dismissal arrangements must be made by note or a phone call no later than 2:00 PM. Then to pick up your child before 2:45, please park your car in the lot and sign your child out in the main office.

\* \* If someone other than parents are picking up please send a note or call the main office with the name and time.

### Bus Transportation

Buses arrive at the school and always drop off and pick up in the front. After students are dropped off at the main building it drives around to the Early Education Building to drop off kindergarten students there.

## ***How will I know if school is closed due to snow or inclement weather?***

An automated phone service is used to announce messages pertaining to closings and delays due to inclement weather. This system is also used on occasion to convey other important reminders or notifications from ICS. The phone numbers you wish to use for these announcements will be requested via paperwork in your child's folder the first week of school, unless these forms have already been filled out during registration. They will then be loaded into the automated system and a test of the system is usually performed shortly thereafter.

### Before Care

K-8 Children should not arrive before 7:15 AM. Students should go directly to the Multi Purpose Room and sit quietly and wait for gathering.

### After Care

Care is provided for grades K thru 8, for a fee, in the MPR from 2:45 PM - 5:30 PM. It is offered daily including half days unless announced otherwise. Information is made available the first week of school. Students are encouraged to bring a snack and drink.

Appropriate coats/gloves/ hats should be worn depending on the weather since the children will have time to play outside.

### ***How do I contact my child's teacher?***

Send an email to the teacher at the address on their webpage at [www.icsannandale.org](http://www.icsannandale.org). Please provide a phone number and convenient time for the teacher to call within the next 24-48 hours.

Urgent messages should be directed to the school office.

### ***What if I need to speak to my child during the day?***

Simply call the school's office and either dictate a message to be given to the child, or ask for the child to be brought to the office and your call will be returned when your child is available to speak with you.

### ***How or when should I schedule a doctor's appointment for my child?***

We recommend scheduling doctor's appointments after school. However, that is not always possible. If you need to take your child out of school, send a note in with your child specifying the date and time of the doctor's appointment.

As requested by the state, someone will need to sign out the child in the school's office before the child can leave. If the appointment is early morning, the child is required to be accompanied into the main office, signed in and will be sent to their class.

### ***Cafeteria menu***

Menu - Each month's menu is posted on the ICS website

Daily lunch consists of a main entrée (meat or meat alternative), milk, fruit and/or vegetable (2 servings), and a grain/bread. The cost of lunch is \$3.00 per lunch. Payment options: cash, check (made out to ICS) or ICS prepaid lunch card (12 lunches for \$36.00). When the card is out of punches or close to it, you will be notified so that you can purchase a new card or send cash with your child for the next lunch. Additional item cost and details are on the menu posted to the site. If your child forgot their lunch or money, the cafeteria will charge their account, then the amount should be sent in to pay your bill.

## ***School calendar***

The monthly and annual calendars are posted on the website.

## ***Tuition Questions and Information***

Answers and information can be obtained by contacting the main office or in the handbook.

## ***What time is lunch and recess?***

Grades 5-8            **Recess:** 11:30 – 11:50    **Lunch:** 11:50 – 12:15

Grades K-4           **Recess:** 12:20 – 12:40    **Lunch:** 12:40 – 1:05

## ***Do students bring lunch on half-days?***

Grades K-4 should bring a snack on half-days.

If your child is going to After Care they should pack a lunch to eat there.

## ***Uniforms***

Please refer to the handbook for guidelines by grade, season and gender.

## ***"New" Uniform Sales***

The approved uniform vendor is Flynn & O'Hara

<https://www.flynnohara.com/School-Landing.aspx?scn=NJ408>

## ***"Used" Uniform Sales***

Sales occur three times a year (Back to School Nights, Catholic Schools Week and in July) in anticipation of needs due to weather changes and growth spurts, and are advertised in *Happenings on the Hill*. Your used uniform donations are collected in a bin in the school lobby during the school year.

SHOULD YOU NEED an article of clothing until the next sale, please contact Kelly Saam (908) 310-7858 ([kfsaam@hotmail.com](mailto:kfsaam@hotmail.com)) who will check the inventory for you.

## ***Service Hour Requirements/ TIPS***

For a full program description, please visit the SCRIP section of the webpage. Opportunities for fulfilling your service hour requirements are advertised by the event coordinator on the ICS website homepage by clicking on the orange button labeled "Volunteer Opportunities". Each event lists the before, during and after needs to choose from to earn hours. Download and complete a service hour form, have it signed by the event coordinator and submit it to the main office. Keep a copy for your records.

***Volunteer opportunities include:***

*Parish Festival-June*

*Wine and Beer Tasting-September*

*Gala-April*

*Early Education Building Office Help - ongoing*

*Early Morning Supervision – ongoing*

*Morning Traffic Director - ongoing*

*Scrip Orders - ongoing*

...and many more! Watch for more information in ***Happenings on the Hill***

***Power School***

ID information will be distributed to new student's parents within one month after school begins, and more information can be found in the school handbook or by calling the main office.

***Scrip Card Purchase Program Requirements/ Tips***

SCRIP gift cards may be purchased for many local and chain businesses. In exchange, ICS receives a percent of your purchase back from those businesses. Each family is required to purchase a set amount or buyout their annual requirement.

Planning your purchases weekly and monthly in anticipation of holiday and gift giving needs helps meet your obligations or reduce the amount of payoff at years end. (See the webpage for all program details and fulfillment log)

***Birthday Celebrations***

Birthdays are celebrated at lunch with snacks for the child's class only.

***Church Questions***

***The 1<sup>st</sup> Thursday of every month is an early dismissal day.***

All children should wear their dress uniform. The students attend 9:00 AM mass and then meet with their Faith Families for snack and a project.

\* Parents and families are invited to attend First Thursday masses with the students.

Please visit the IC Church website at <http://www.iccannandale.org> for more ICC parish information.

## ***Social Concerns***

Donation & collection efforts are advertised via email and Happenings on the Hill.

Box Tops – collection boxes are in the office, classrooms & lobby Food Pantry – a collection bin is always in the lobby.

Dress Down Days – advertised by flyers and/or emails.

## ***Spirit Wear Program***

Car Magnets are available on sale in the main office for \$5.00 each.

## ***Happenings on the Hill***

Weekly, a packet is posted to the school webpage containing information, flyers and registration forms for events and programs inside and outside the ICS community.

## ***Extra Curricular Activities***

Children are made aware of after school programs (Play, Yearbook, Newspaper, Learning Buddies, Art Club, CYO basketball, Cheerleading, Band, Glee Club, IC Singers, Robotics Club, Reading Olympics, Cross Country, Ultimate Frisbee, Archery, and DI-Destination Imagination, Bricks for Kids, etc.) via teachers, Happenings on the Hill and backpack flyers/mail.

***Volunteering/ Protecting God's Children Registration*** Everyone who plans on volunteering with children at the school is required to complete forms and be fingerprinted through the "Protecting God's Children" program. Information on registering for classes is distributed by the main office.

## ***What is a Dress Down Day?***

A Dress Down Day is an opportunity for students to come to school out of uniform dressed in their own appropriate clothing on a scheduled day. Students bring in \$1 donation for a designated charity or cause as coordinated by the Student Council or Social Concerns committees with Administration.

Participation in Dress Down Days is always optional. The following items are considered inappropriate to wear, so please monitor what your child is wearing before they leave the house:

- dirty/torn clothing
- tee shirts with inappropriate logos
- mini skirts & mini shorts
- bare midriffs - bare shoulders

## ***The Home & School Association (HSA)***

A full description of the Mission, Vision, Goals and Board and Committee Members can be found on the school website.

Families are encouraged to become involved! Contact any board or committee member and volunteer to make every event a success while fulfilling service hour requirements.

Last Updated: August 2017