

# Immaculate Conception School New Family Frequently Asked Questions

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

## What are the school hours?

*School/Office hours are from 7:30 am – 3:30 pm Monday-Friday*

Preschool- 2 year olds	Thursday morning class: 8:45 am – 10:45 am afternoon class: 12:45 pm – 2:45 pm
Preschool- 3 year olds	M, W, F morning classes: 8:15 am – 11:15 am afternoon classes: 12:00 pm – 3:00 pm
Preschool- 4 year olds	M-F morning classes: 8:15 am – 11:15 am M, W, F afternoon classes: 12:00 pm – 3:00 pm
Pre-Kindergarten	M-F 8:15 am – 12:15 pm
Kindergarten	M-F 8:00 am – 2:45 pm (Early Dismissal Days 8-12)
Grades 1 – 8	M-F 8:00 am – 2:55 pm (Early Dismissal Days 8-12:15)

## What time should the children be at school?

Students in grades 1-8 may go to their homeroom in the main building beginning at 7:50 am. Students who arrive after 7:55 am are considered tardy and should be accompanied to the main office. First period (grades 5-8) begins at 8:00 am.

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 8:00am – 12:15pm.

Kindergarten early dismissal hours are from 8:00 am – 12:00pm.

### Before Care

K-8 children should not arrive before 7:15am. Students should go directly to the Multi Purpose Room to wait to be dismissed to their classrooms.

### After Care

Care is provided for grades K-8, for a fee, in the MPR from 2:45 – 5:30. It is offered daily, including early dismissal days (unless announced otherwise). Information is made available the first week of school.

Students are encouraged to bring a drink and a snack. Appropriate coats/gloves/hats should be worn depending on the weather, since the children will have time to play outside.

## **What are “First Thursdays?”**

*The first Thursday of every month is an early dismissal day.*

All children should wear their dress uniform. The students attend 9:00am Mass and then meet with their Faith Families. Parents and families are invited to attend First Thursday masses with the student body.

Please visit the Immaculate Conception Church website at [www.iccannandale.org](http://www.iccannandale.org) for more information on ICC parish.

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

Before 7:50 am, children in grades 1-8 should go directly to the multi-purpose room. After 7:50 am, students may go directly to their homeroom.

Preschool and Kindergarten students line up as follows:

3 year old, 4 year old, and TK children line up at the door closest to the church.

Mrs. Ziemba’s Kindergarten class lines up at the side door facing the parking lot (closest to the main door facing the rectory)

Mrs. Kassebaum’s Kindergarten class lines up at the door facing the rectory.

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

*Arrival-* normal daily procedure is followed

*Dismissal-* If you pick up your child in the 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 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 (the door facing the rectory) and ring the bell to be let in.

## **How are sick days reported?**

Please use the online absence reporting system on the ICS website. Please include any information on the type of illness and whether they are contagious. Refer to the handbook for details on when the child may return to school.

## **What are the transportation procedures?**

### *Drop off*

#### **Grades 1-8**

Curbside drop off: Please follow carline procedure in the front of the main building and watch for the crossing guard directions to guide your child and car safely along the line. If you arrive after 7:55 am, you will need to park and walk your child to the office for a late pass.

Parking: You are required to walk your child 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 building. Please have your child's last name clearly written on a large piece of paper in the driver side window during rainy days for ease of dismissal.

Early dismissal arrangements must be made by note or a phone call no later than 2pm. 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 a parent is picking up your child, 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 of the main building. After students are dropped off at the main building, the bus drives around to the Early Education building to drop off kindergarten students.

### **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 number 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.

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

There are three ways to contact a teacher:

- 1) Send a note through your child to the teacher indicating your request and where you can be reached during the day.
- 2) Call the school's main phone and leave a message on their voicemail with a number where you can be reached and a good time to return the call.
- 3) Send an email to the teacher at the address on their webpage on [www.icsclinton.org](http://www.icsclinton.org). Any urgent messages should be sent by calling the school office.

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

Simply call the school office and either dictate a message to be given to your 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 in a note 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 office before the child can leave. If the appointment is in the morning and your child can return to school, it is required that you accompany him or her into the main office to sign them in before returning to class.

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

Grades 5-8 have lunch from 11:20-11:45, followed by recess.  
Grades K-4 have lunch from 12:10-12:35, followed by recess.

## **What does the school cafeteria offer?**

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 Immaculate Conception School), or ICS prepaid lunch card\*

\*An ICS prepaid lunch card is \$36.00 for 12 lunches. 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 school website.

If your child forgets their lunch or money, the cafeteria will credit their account. The amount should be sent in to pay your bill.

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

There is no lunch period on half-days. Grades K-4 should bring a snack on these days.

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

## **Can I send in treats for my child's birthday?**

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

## **Where can I find the school calendar?**

The monthly and annual calendars are posted on the school website.

## **Tuition Questions and Information**

Answers and information can be obtained by contacting the main office or referring to the school handbook.

## **What are the uniform guidelines and where can I purchase the uniform?**

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

### *New Uniform Sales*

The approved uniform vendor is Flynn & O'Hara ([www.flynnohara.com](http://www.flynnohara.com))

### *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 between sales, please contact Kelly Saam [(908) 310-7858, [kfsaam@hotmail.com](mailto:kfsaam@hotmail.com)] who will check the inventory for you.

## **How do I access PowerSchool?**

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

## **What are the Service Hour Requirements?**

For a full program description, please visit the Service Hour section of the school website. Opportunities for fulfilling your service hour requirements are advertised on the homepage of the school website. With every event, there are before, during, and after needs to choose from to earn hours. Download and complete a service hour form and submit to the main office for record keeping after signed by the event coordinator.

Volunteer opportunities include:

Wine and Beer Tasting Event (September)

Gala (February)

Parish Festival (June)

Early Education Building Office Help (ongoing)

Scrip Orders (ongoing )

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

## **What are the Scrip Card Purchase Program Requirements?**

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

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 year's end. (See the school website for all program details and a fulfillment log.)

## **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 a \$1 donation, which is sent to a charity designated by the Student Council or Social Concerns committees organizing the day.

These days are always optional to participate in. The following items are considered inappropriate to wear, so please monitor what your child is wearing before they leave the house:

-dirty/torn clothing

-t-shirts with inappropriate logos

-mini skirts and mini shorts

-bare midriffs and bare shoulders

## **What is *Happenings on the Hill*?**

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

## **How do I find information about Extra-Curricular Activities?**

Children are made aware of after school programs (Theatre Group, Study Buddies, CYO Basketball, Cheerleading, Band, ICSingers, Ultimate Frisbee, Archery, etc.) via teachers, *Happenings on the Hill*, and backpack flyers/mail.

## **Social Concerns**

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

Box Tops- collection boxes are in the office, classrooms, and lobby

Food Pantry- a collection bin is always in the lobby

“Dress Down” Days- advertised in flyers or emails

## **Spirit Wear Program**

Car Magnets and yard signs are available in the school office. ICS branded clothing (different than the uniform) is advertised for sale twice throughout the school year. (Please note that this clothing is perfect to wear for ICS Pep Rallies and dress down days, but is not considered a part of acceptable uniform attire.)

## **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.

## **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 can get involved by contacting a board or committee member. Volunteering helps make every event a success and fulfill service hour requirements.

Activity ideas are always welcomed and can be communicated to the Board and Committee members.