



*Saint Michael the Archangel Regional School*  
*51 W. North Street*  
*Clayton, NJ 08312*  
*856-881-0067*  
[www.saintmichaelsonline.com](http://www.saintmichaelsonline.com)



*Summer Packet 2018*

*Form to Return by August 27*

*After School Program Information and Forms*

*Forms to Return on September 5*

*Hold Harmless Agreement*  
*Before School Information and Form*  
*Technology Forms*  
*Internet and Electronics Guidelines*  
*Room Parent E-Mail Request*



July, 2018

Dear Parents/Guardians,

Thank you for continuing to allow us the opportunity to work with you this year. We are most grateful to have so many wonderful families as Warriors. In our Summer Packet you will find a wealth of information. If you do not understand something, or would like more information about something, please call us (856-881-0067). We want to work with you for a productive new school year.

I hope your children are developing the good habit of reading nightly. Grades 1-8 have been given summer reading assignments and Math packets to be completed for September. The Summer Bridge books are a wonderful resource for keeping skills sharp as well and can be ordered on Amazon.

Our New Family Orientation will take place on August 22, 7:00 p.m. We look forward to welcoming all of our new families

By now, all FACTS accounts should be established. If you have not set up your account, please contact our bookkeeper, Mrs. Burgo ([bookkeeper@smrsonline.com](mailto:bookkeeper@smrsonline.com)) to do so. She would also be happy to answer any questions regarding tuition and FACTS.

Just a reminder, often you will receive emails from Mrs. Donovan. These will contain information from the school on a variety of topics. Please be sure to open them. This is our primary form of communication. In efforts to save trees, we keep paper communication to a minimum. If you do not have an email account, please let us know. We would be happy to provide you with copies. If you are not getting emails, please call Mrs. Donovan to check your email address.

School begins on Wednesday, September 5th. September 6<sup>th</sup> and 7<sup>th</sup> will be full day sessions. Our opening Liturgy will be on September 7<sup>th</sup> at 10:00. Please join us to celebrate Mass and install our new Student Council members.

Back to School Nights are Tuesday, September 11<sup>th</sup> for Pre-K to Grade Four at 6:30 p.m. and Wednesday, September 12<sup>th</sup> at 6:30 p.m. for Grades Five through Eight.

We are looking forward to a great, productive year and will be continuing with our one – to – one Chromebook initiative. God bless and enjoy the rest of the summer.

Wishing you Christ's peace.

Miss Janice Bruni  
Principal

## **BACK TO SCHOOL INFORMATION**

September 5 <sup>th</sup>	School hours	7:50 a.m. – 12:35 p.m.
September 6 <sup>th</sup> & 7 <sup>th</sup>	School hours	7:50 a.m. - 2:35 p.m.

### **School Hours**

Full day session	7:50 a.m. – 2:35 p.m.
Early dismissal days	7:50 a.m. – 12:35 p.m.

### **ARRIVAL AND DISMISSAL**

**PLEASE NOTE: THE PARKING LOT IN FRONT OF THE GYM IS FOR FACULTY AND STAFF ONLY. PLEASE DO NOT DROP OFF OR PICK UP YOUR CHILD AT ANY TIME USING THIS PARKING LOT OR THE BUS DROP OFF AREA. THIS INCLUDES PRE-K 4 CHILDREN, TOO.**

Students are to report directly into the Gym each morning. Class tables will be marked with each grade, and students may sit and talk quietly with friends.

Since buses begin to arrive early, car riders may arrive beginning at 7:10 a.m. There will be no charge if arriving at this time for Grades K – 8. (Pre-K parents receive a separate letter.)

The bell will ring at 7:50 a.m. The students will stand quietly, pray, salute the flag and sing our monthly patriotic song. The students will be dismissed to their classes promptly following these activities. **To avoid interruption of prayers, children arriving after 7:50**

**a.m. must report to the office accompanied by a parent. Gym doors will be locked and no further entry is permitted. A child is considered late if he or she is not in the hall by 7:50 a.m. When a child arrives late, a parent needs to walk the child into the main office. A late child should never enter the main office on their own. This is to guarantee that the child reports in and is admitted. Please make every effort to have your child here by 7:50 a.m.**

We begin dismissing bus students promptly by 2:35 p.m. Car riders will be called upon the complete dismissal of bus students. Please pull into the parking lot and stay in your car. The children will be called car by car. Please wait for the teacher on duty to signal you when it is safe to depart. We ask your patience and vigilance the first few days of school, as the number of car riders is always more. This process works safely and efficiently.

## LUNCH

Lunch will be provided by Duke Caterers. There will be three lunch periods to accommodate our students:

<u>Grade</u>	<u>Lunch</u>	<u>Recess</u>
<b>Pre-K 3 &amp; 4</b>	<b>will be served lunch at 12:00 p.m.</b>	
<b>K – 1 – 2</b>	<b>11:20a.m. – 11:40 a.m.</b>	<b>11:40 a.m. – 11:55 a.m.</b>
<b>3 - 4 – 5</b>	<b>11:35 a.m. – 11:55 p.m.</b>	<b>11:20 a.m. – 11:35 a.m.</b>
<b>6 – 7 – 8</b>	<b>12:00 p.m. – 12:15 p.m.</b>	<b>12:15 p.m. – 12:30 p.m.</b>

## ORIENTATION NIGHT

There will be an orientation night for **new families** from Pre-K to 8 on August 22nd, 2018, at 7:00 p.m. in the school gym.

## LITURGY SCHEDULE

The Liturgy schedule for this school year will be posted the end of August.

## BACK TO SCHOOL NIGHTS

We will have two Back to School Nights.

<b>Grs. Pre-K 3 &amp; 4 through Gr.4</b>	<b>September 11, 2018</b>	<b>6:30 p.m. - 8:30 p.m.</b>
<b>Grs. 5 to 8</b>	<b>September 12, 2017</b>	<b>6:30 p.m. - 8:30 p.m.</b>

There will be a general session beginning at 6:30 p.m. Important financial and safety initiatives will be discussed at this time followed by the classroom sessions. Each teacher in grades Pre-K through 4 will hold two half hour sessions to accommodate parents with multiple children. Grades 5– 8 will have one twenty minute session and then a fifteen minute rotation for each teacher. They will explain curriculum, grading policy, classroom procedures and policies, and their expectations.

## **ST. MICHAEL THE ARCHANGEL REGIONAL SCHOOL WEBSITE**

[www.smrsonline.com](http://www.smrsonline.com)

### **TECHNOLOGY FEE**

A Technology Fee of \$35 per child and a \$25 Supply fee per child (K-8) are included in the first FACTS payment along with the FACTS Fee of \$44.

### **SCHOOL UNIFORM POLICY**

#### **Uniform Description**

1. The colors for St. Michael the Archangel Regional School are navy blue and Prescott red.
2. The official uniform supplier is Flynn & O'Hara. Flynn & O'Hara is located at 2240 Marlton Pike West, Cherry Hill, NJ 08002.
3. Shoes, socks/tights/knee highs, belts, white Peter Pan blouses and white Oxford shirts, may be purchased at any retailer.
4. The long pants and shorts for all grades are navy blue.
5. The vest for all grades is Prescott red embroidered with the school name in white.
6. The golf shirt for all grades is Prescott red with the school name embroidered in white.
7. Students have the option of wearing short or long sleeves at any time of the year.
8. During the winter, students must keep their vest on throughout the day.
9. The optional button down cardigan may replace the vest during the winter. If they choose to wear the cardigan, it must be worn for the day.

**See Parent/Student Handbook for additional notes.**

**Personal Grooming:** Children need to be reminded to keep their appearance neat. Hair should be kept clean and combed. Boys' hair needs to be groomed. It should not hang in their eyes, nor should it touch their collars. Hair should not cover the ears. Girl's headbands, barrettes, and ponytail bands can only be red, navy blue or made from the uniform pattern material.

## UNIFORMS

### SEPTEMBER TO OCTOBER 31 and APRIL 1 TO END OF THE YEAR

#### YOUNG LADIES:

Navy blue skort (K-5) – with white or red golf shirt with red/white St. Michael logo **OR**  
Jumper (K-5) – with Peter Pan collared shirt **OR** long pants with golf shirt with red St. Michael logo  
Skirt (6-8) – with white or Prescott red golf shirt with St. Michael logo.

#### YOUNG GENTLEMEN:

Long navy pants or shorts (K-8) with white or Prescott red golf shirt with St. Michael logo.  
Boys **must always wear** a belt with pants or shorts.

### NOVEMBER 1 TO MARCH 31 – WINTER UNIFORM

#### YOUNG LADIES:

Jumper (K-5) – with Peter Pan collared shirt **OR** long pants with golf shirt and vest with St. Michael logo.  
Skirt (6-8) – with white Oxford shirt and vest with St. Michael logo.

#### YOUNG GENTLEMEN:

Long navy pants (K-5) – with white or Prescott red golf shirt **OR** Oxford shirt and vest with St. Michael logo, tie is optional.  
Long navy pants (6-8) – with white Oxford shirt and vest with St. Michael logo and tie.

#### SHOES (K –8)

Boys – any black tie shoe, not sneakers and no slip on shoes.  
Girls – any black Mary Jane type shoe. Shoes must buckle or tie. No slip on shoes, no heels greater than 1 inch.

#### SOCKS/STOCKINGS (K-8) \*

Boys – Acceptable sock colors are navy blue, black, or white **crew socks** (covers ankles.)  
Girls – Navy blue knee highs or tights must be worn with skirts or jumpers.  
Navy blue knee highs must be worn with skorts.

**\*Please note: Because the students will be playing in the fields, they are susceptible to picking up ticks. Crew socks will help prevent them from getting bitten.**

### GYM UNIFORM (ALL GRADES)

WINTER (11/1 – 3/31) All students should wear blue sweatpants & sweatshirt with St. Michael logo. White crew socks (ankles must be covered) and sneakers. They may also wear gym t-shirt under sweatshirt with St. Michael logo in case they become too warm.

**SUMMER** (9/1 – 10/31) During the warmer weather, students may wear navy shorts with St. Michael logo and gray t-shirts with St. Michael logo.

The sweatpants and sweatshirts must be navy blue with school silk screen logo. The shorts must be navy blue. The t-shirts must be gray with school silk screen logo.

**SOCKS:** White crew socks must be worn with the gym uniform. Crew socks are normally labeled as such on the package. Please be sure to purchase the correct size and style. Crew socks are socks that when worn properly, completely cover the ankle but the tops do not cover the fuller portion of the calf. It is the parents' and students' responsibility to be in the correct socks for gym day. Socks which come under the ankle or just to the top of their shoes are not permitted.

**SHOES:** All students should wear sneakers that tie or have Velcro closures for gym days. Slip on sneakers and shoes other than sneakers are not acceptable.



## Before School Program 2018-2019

The Before School Program is offered to all SMRS students Pre-K 3 to 8<sup>th</sup> grade.

Doors open at 6:30 am. All students are welcome to bring a small breakfast. ***ANY student, Pre-K 3 through 8<sup>th</sup> grade who arrives before 7:00am will be charged \$3.00 per day, pre child.***

The Pre-K 3 and Pre-K 4 before school program runs from 6:30am to 7:30am. The cost is \$3.00 per child, per day.

The Kindergarten through 8<sup>th</sup> grade Before School Program runs from 6:30am to 7:00am. The cost is also \$3.00 per student, per day.

Weekly payments will be made on Friday mornings when your child is dropped off. Payments are to be made directly to Debbie Hepler.

If you have any questions, please feel free to contact Debbie Hepler at [dah50@comcast.net](mailto:dah50@comcast.net).

Thank you.

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Please return this form to school with your child. Please do not send money.

I am interested in the "Before School Program."

Child's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Parent's Signature \_\_\_\_\_

## After School Program Fee Schedule

### FULL TIME

#### Five Day Program

1 child	\$45.00 per week
2 children	\$65.00 per week
3 children	\$85.00 per week

**A FULL TIME STUDENT IS ONE WHO ATTENDS EVERY DAY SCHOOL IS IN SESSION. THIS INCLUDES HALF DAYS.**

### PART TIME

#### Less than five days a week

##### Full Day (2:35 p.m. dismissal days)

1 child	\$11.00 per day
2 children	\$18.00 per day
3 children	\$25.00 per day

##### Half Day (12:35 p.m. dismissal days)

1 child	\$14.00 per day
2 children	\$20.00 per day
3 children	\$25.00 per day

### DROP-INS

Full day (2:35 pm. dismissal days) \$12.00 per day – per child    Half day (12:35 p.m. dismissal days) \$15.00 per day – per child

**A DROP IN IS DEFINED AS SOMEONE WHO OCCASIONALLY USES THE PROGRAM.**

### HOURS OF OPERATION:

FULL DAY – 2:35 p.m. to 6:00 p.m.

HALF DAY – 12:35 p.m. to 6:00 p.m.

#### **Please note:**

- If a Pre K – 3 or Pre – K 4 child attends three or more full days, they will receive after care at no charge.
- After School payments can be made weekly or monthly. If paying weekly, payment is expected on the last school day of the week. If paying monthly, payment is expected on the last school day of the month.
- If your child is a drop-in for the day, payment is expected when you pick your child up that day.
- A late fee will be charged after 6:00 p.m.
- Effective starting the 2017-2018 school year and onward, parents are responsible for all documentation of payment for child care reimbursements. Receipts will only be given if paying with cash.

**AFTER SCHOOL PROGRAM REGISTRATON FORM**

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Parent's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number (home) \_\_\_\_\_ (cell) \_\_\_\_\_  
(work) \_\_\_\_\_

Starting Date \_\_\_\_\_ Circle days of the week needed: M T W T F

**Emergency Contact Information:**

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Child's Doctor \_\_\_\_\_ Phone# \_\_\_\_\_

Special Medical Conditions/Allergies \_\_\_\_\_

Designated person(s) authorized to pick up child/children

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

I give St. Michael's School authorization to get medical help for my child/children in an emergency situation when I cannot be reached.

\_\_\_\_\_  
Parent's name (please print)

\_\_\_\_\_  
Parent's signature

**REGISTRATION FEE PER CHILD IS \$25.00**

**Registration fee must be received with this application by August 27. Mail or deliver to St. Michael the Archangel Regional School, 51 W. North Street, Clayton, NJ 08312. Attention: After School Program.**