

Checklist to Prepare for the First Day of School

Forms to be returned by August 25, 2022

- Before School Program
- After School Program

Forms to be returned by September 6, 2022

- Hold Harmless
- Technology Fee
- Internet and Electronics Guidelines
- Emergency Contact Information
- Chromebook Protection Plan
- Room Parent E-mail Request
- Help Wanted Sheet for PTA





ST. MICHAEL THE ARCHANGEL REGIONAL SCHOOL

FULL-TIME (Five Days)

A Full-Time student is one who attends every day school is in session. This includes half days.

Full Days and Half Days	1 child	\$45.00 per week
	2 children	\$65.00 per week
	3 children	\$85.00 per week

PART TIME (Less than Five Days a Week)

Full Day (2:35 PM dismissal days)	1 child	\$11.00 per day
	2 children	\$18.00 per day
	3 children	\$25.00 per day
Half Day (12:35 PM dismissal days)	1 child	\$14.00 per day
	2 children	\$20.00 per day
	3 children	\$25.00 per day

DROP-INS

A Drop-In student is one who occasionally uses the After Care Program.

Full day (2:35 PM dismissal days)	\$12.00 per day – per child
Half day (12:35 PM dismissal days)	\$15.00 per day – per child

HOURS OF OPERATION

Full Day – 2:35 PM to 6:00 PM

Half Day – 12:35 PM to 6:00 PM

If a PreK-3 or PreK-4 child is registered to attend St. Michael the Archangel Regional School for three or more full days, they will receive the After Care Program at no charge.

Full-Time and Part-Time After Care Program payments can be made weekly (last school day of the week) or monthly (last school day of the month). Drop-In After Care Program payments are expected when you pick your child up that day.

A late fee will be charged after 6:00 PM

Parents are responsible for all documentation of payment for child care reimbursements. Receipts will only be given if paying with cash.

After Care Program Registration Form



ST. MICHAEL THE ARCHANGEL REGIONAL SCHOOL

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Parent's Name _____

Address _____

Phone # (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 the Archangel Regional 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 26.

Mail or deliver to St. Michael the Archangel Regional School, Attn: After Care Program.



ST. MICHAEL THE ARCHANGEL REGIONAL SCHOOL

Before Care Program Registration Form

The Before Care Program is offered to all St. Michael the Archangel Regional School students, PreK through Eighth grade.

Doors open at 6:45AM. All students are welcome to bring a small breakfast.

PreK to Eighth Grade 6:30 AM - 7:15 AM \$3.00 per child per day

ANY student, PreK-Three through Eighth grade, who arrives before 7:15 AM will be charged \$3.00 per day, per child.

Weekly payments are made the last school day of the week when your child is dropped off. Payments are to be made directly to **SMRS**.

Thank you.

.....

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 Name _____

Parent’s Signature _____

After Care Program Fee Schedule



Guidelines for Internet and Electronic Communications (For Students)

The Internet has become a global and ubiquitous reality. It offers access to a wealth of knowledge which can be extremely beneficial to students. The Internet can also be dangerous. Because the Internet offers the opportunity to anonymity, there is the possibility for cyber bullying and other harmful acts and for sexual predators to have access to minors.

It is important for students to maintain appropriate boundaries with respect to other students and the adults in the school. This is for the protection of both students and adults. The Internet and other electronic communications pose unique challenges in this regard.

Computer use, including use of non-school equipment and use outside of the school can have harmful effects on students and the school community. Any person who makes inappropriate use of the Internet, cell phones, or other means of electronic communications that is harmful to the good order and discipline of the school, its religious mission or its educational objectives, is subject to disciplinary action.

This document establishes for the appropriate use of the Internet, electronic mail, and telephone for students.

Acceptable protocol includes the following:

- If a student must correspond with school personnel by email, only school matters or matters appropriate to be discussed in school should be communicated.
- Students should remember to write as if others are certain to read what is written. E-mail communication can easily be shared with others for whom the communication was not intended.

Unacceptable activities include but are not limited to the following:

- Bullying or harassing another student, parent, teacher, administrator, school employee or other member of the school community.
- Posting statements, pictures, or other materials that are false, derogatory, defamatory, degrading, malicious, disrespectful, or threatening to another student, parent, teacher, administrator, school employee or other member of the school community.
- Using school seal, logo or motto without written permission of the principal.
- Creating a website, webpage, account, blog or the like designed to look like it was created by or belongs to another student, a teacher, administrator, school employee or other member of the school community without the express written consent of that individual.
- Creating a website or webpage designed to look like an official school posting.

Student Name (Please print): _____ Grade & Homeroom: _____



Acceptable Use Policy for Technology Available at School (For Students)

The Technology at Saint Michael the Archangel Regional School is for the use of the students and faculty for educational purposes. In order for students to use the technology services of this school, students and their parents must understand and accept the following Acceptable Use Policy.

Internet access is available to students and teachers in our school. The access is offered to further educational goals by facilitating resource sharing and promoting innovative worldwide learning opportunities for students and staff. Material viewed, created and/or stored on the technology is not guaranteed to be private and may be reviewed by the school and/or network administrators at any time to ensure that usage is appropriate, has legitimate educational purpose and is in conformance with the Policy.

Internet access means access to computers and people all over the world and makes material available that may not be considered appropriate for students. Any student found searching a site which is deemed offensive will receive disciplinary action. Depending on the offence, the consequence may include loss of technology privilege, disciplinary action up to and including suspension or expulsion, and/or criminal complaint.

Unacceptable use of technology includes but is not limited to:

- Doing anything with respect to hardware, software, or programming with results in damage to the technology or inconvenience to others.
- Violating the privacy of any student, employee or any other individual.
- Revealing home phone numbers, addresses, or other personal information.
- Transmitting or receiving profane, obscene, pornographic, or other objectionable materials.
- Transmitting material threatening to another person, whether or not such threatening action is delivered.
- Using the technology to bully another individual or group.
- Copying proprietary information, including software, in violation of applicable law.
- Plagiarizing, which is taking someone else's words, ideas, or findings and presenting them as your own without properly giving credit to the sources.
- Using the network for personal reasons unrelated to school work, assignments, or legitimate educational purposes.
- Using the network for financial gain, a business activity or any illegal activity.
- Creating, transmitting or introducing computer viruses.
- Deliberately trying to degrade or disrupt the system performance. (Such acts may also be viewed as criminal activity under the applicable local, state, or federal law.)
- Transmitting product advertisement or political lobbying.
- Violating any local, state or federal rule or regulation.
- Exploring or transmitting information that conflicts with Catholic moral values.
- Granting access to unauthorized persons, wither by intentional action or unintentional actions (i.e. Failure to log off)

The use of our school's technology, including Internet use, is a privilege, not a right. I, _____ have read and/or heard the above acceptable use policy read to me. I fully understand the contents and will abide by the policy. I understand the sanctions connected with violations of this policy.

Student Signature: _____ Grade & Homeroom: _____ Date: _____

Parent Signature: _____ Date: _____



Emergency Contact Information

Family Name: _____

- Child's Name: _____ Grade: _____ Birth Date: _____
- Child's Name: _____ Grade: _____ Birth Date: _____
- Child's Name: _____ Grade: _____ Birth Date: _____
- Child's Name: _____ Grade: _____ Birth Date: _____

Address: _____

City: _____ Zip Code: _____ Parish: _____

Home Tel. #: _____ Email Address: _____

Mother/ Guardian's Name: _____ Cell #: _____

Work #: _____

Father/ Guardian's Name: _____ Cell #: _____

Work #: _____

Alternate Emergency Contact Information

Emergency Contact Name: _____ Relationship to child: _____

Home #: _____ Cell #: _____

Emergency Contact Name: _____ Relationship to child: _____

Home #: _____ Cell #: _____

Parents, guardians or others listed above have permission to pick up the child/ children, unless otherwise indicated. Notify the school Principal immediately if there are any court orders restricting non-custodial parents or others from contact with the child. The Principal must be provided with a copy of the order.



License, Release and Hold Harmless Agreement Photography Permission

I _____, who reside at _____,
am the parent/legal guardian of _____, and

(Please check one)

_____ I hereby agree:

- To allow my child to be photographed or interviewed for the Star Herald and any school or parish publications, including, but not limited to, press releases, bulletins, newsletters, brochures, videos, computer images, web pages;
- To waive, release, and forever discharge any and all claims that I have with respect to the use of the said photographs by the Diocese of Camden, New Jersey, St. Michael the Archangel Regional School and any of their agents, servants, employees, officers, trustees, administrators, and volunteers, and
- To indemnify, hold harmless, protect and defend The Diocese of Camden, New Jersey, St. Michael the Archangel Regional School and their respective agents, servants, employees, officers, trustees, administrators, and volunteers, from any and all claims, losses, liabilities, damages, suits, fines, penalties, costs and expenses, including reasonable attorneys' fees, brought or incurred by or on behalf of any person whomsoever or entity whatsoever, arising out of or in any way connected with the said use of the aforementioned photograph by any person or entity.
- To allow my child's photograph to be used for advertising and publicity for Catholic Schools to include newspaper inserts, mall and movie theatre ads, bus and bus shelters.

OR

_____ I do not agree:

- To allow any interview or photograph of my child to be published in the Star Herald or any school or parish publications, including but not limited to, press releases, bulletins, newsletters, brochures, videos, computer images, web pages.

Signature of Parent/ Guardian

Date: _____

Signature of Parent/ Guardian

Date: _____



Transportation Information

My child/ children are:

_____ Car rider(s): _____ Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri.

Please list those authorized to pick up your child/ children: _____

_____ Bus rider(s) _____ Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri.

_____ Glassboro Bus Number

_____ After School Program: _____ Mon. _____ Tues. _____ Wed. _____ Thurs. _____ Fri.

Any changes in transportation must be made in writing and sent to your child's teacher. If you need to make an emergency change, please call the office before 1:30 PM on the given school day.

Also, please update the school office immediately if any of the above information changes. It is extremely important the office has the most current contact information, including cell and work phone numbers.



Please complete a separate form for each child

Dear Parents,

Please indicate below if you would permit the Head Room Parent of your child's class to add your name, address, email address and phone number to a class list that will be given to all students in the class. Also, your email address will be used by the Head Room Parent as a means of communication. Please **PRINT** the information below. Thank you!

Child's Name: _____ Grade: _____

Parent's Name(s): _____

Email Address: _____

Home Address: _____

Phone Number: _____

Please check one of the following:

_____ Yes, please include my address information on a class contact list and contact me through my email address concerning classroom/ school news.

_____ Yes, please contact me ONLY through email and DO NOT include my name on the class list.

_____ No, I DO NOT want to be contacted through email or be added to the class list.

Parent Signature: _____

Saint Michael the Archangel Regional School
Chromebook Protection Program

Saint Michael the Archangel School's Chromebook Protection is available as an optional annual purchase. The protection covers one repair to the Chromebook issued to your student, in the event of accidental damage. The program does not cover damage that is a result of negligent use, loss, or theft. **Malicious damage is not covered under any circumstances.**

The Protection Program will cover only one (1) claim/repair in a single school year. The annual cost for this optional protection is **\$40 per Chromebook.**

To Purchase Protection: Fill out information below, check option one, select method of payment, attach payment, sign and return to the school office.

To Decline Protection: Fill out information below, check option two, sign and submit form to the school office.

Each student which is issued a Chromebook must complete a form annually.

Student Name (Please Print): _____ Grade: _____

Address: _____

Parent/Guardian: _____

Address(if different from Student): _____

Home Phone: _____ Cell Phone: _____

Options (Check One)

- 1. We would like to participate in the Saint Michael the Archangel Regional School Chromebook Protection Program. We understand we are responsible for the annual premium per issued Chromebook. **Your signature below acknowledges that you have read and accept the terms of the Protection Program.**

- 2. We would like to opt out of the St. Michael the Archangel Regional School Chromebook Protection Program. By doing so, we accept full financial responsibility for the Chromebook should it be damaged, lost or stolen.

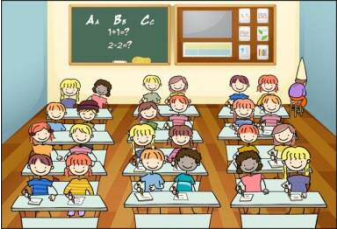
Parent Signature: _____ **Date:** _____

Saint Michael the Archangel Regional School offers a Chromebook Protection Program for students and parents to cover the Chromebook replacement in the event of reasonable accidental damage. This protection is optional and will not cover theft or loss or any damage that is a result of negligence.

The 2022-2023 Chromebook Protection Program is **\$40 per child**. If you wish to participate and take advantage of the annual protection, please submit the annual "Chromebook Protection Program Form (attached) with payment to our school office. If you decline to take advantage of the optional protection, you still must fill out the bottom portion to indicate that you are opting out. Please note, you must fill out one form for each student in the family. The payments may be made by check or money order (payable to Saint Michael the Archangel Regional School).

Below is the cost of replacement of items without Chromebook Protection..

<i>Item</i>	<i>Replacement Cost</i>
Chromebook	\$275.00
Chromebook Charger	\$65.00



PLEASE COMPLETE A **SEPERATE** FORM FOR EACH CHILD

Due To School on September 6, 2022

Attn: Christina Figurelli

Dear Parents:

Please indicate below if you would permit the **Head Room Parent** of your child's class to add your name, address, email address and phone number to a class list that will be given to all students in the class. Also, your email address will be used by the **Head Room Parent** as a means of communication. Please **PRINT** the information below.

Child's Name: _____ Grade _____

Parent's Name(s): _____

Email address: _____

Home Address: _____

Phone number: _____

_____ Yes, please include my **address information** on a class contact list and **contact me through my email address concerning classroom/school news.**

_____ Yes, please contact me **ONLY through email** and **DO NOT** include my name on the class list

_____ No, I **DO NOT** wanted to be contacted through email or be listed on the class list.


Parent Signature: _____

Thank you,

The SMRS PTA

PLEASE COMPLETE A **SEPERATE** FORM FOR EACH CHILD

Help Wanted

Please place a checkmark  next to any activity you would like to help with.
You will receive an email closer to the event about the specifics and how you can help.
Thank you in advance. We look forward to an awesome school year!

*** Please return this form to school no later than September 9, 2022***

Parent's Name: _____

Child's Name: _____ Grade(s) _____
(Please print)

Email Address: _____

Phone Number: _____

PTA/ADVANCEMENT/SPORTS EVENTS

(All dates are approximate)

_____ Family Fun Nights (October/January)

_____ Mums Delivery/Sorting/Pickup (End of September)

_____ High School Fair (October 4)

_____ Scholastic Book Fair (October, January, May)

_____ Thanksgiving Pie Sorting/Pickup (Week of Thanksgiving)

_____ Secret Santa Shop (Nov.21 & 22 set-up) (Shop opens November 28th - Dec. 1st)

_____ Christmas Bazaar (Tentative, December 3)

_____ Birthday Breakfast for Jesus (December 22)

_____ Multi-Cultural Dinner (January-Catholic Schools Week)

_____ Mother/Son Event (End of Winter/Spring)

_____ Daddy/Daughter Dance (March/Spring)

_____ Easter Candy Sale Sorting and PickUp (April 6)

See Other Side...

- _____ **Ice Cream Social/Art and Science** (April/May)
- _____ **Mother's Day Flowers Sorting and Pick up** (May)
- _____ **Scholarship/Essay Reading** (End of May/Beginning of June)
- _____ **Field Day** (June)
- _____ **Hospitality Bakers** (throughout the year)
- _____ **School Play**
- _____ **Advancement Committee** (September - June)
- _____ **Annual Fund Campaign Mailing & Community Outreach** (September - June)
- _____ **Parent Ambassadors** (September - June)
- _____ **Alumni Association Development & Events**
- _____ **Community Events/Parade Volunteers**
- _____ **Grandparents Club**
- _____ **Spring Social Event** (TBD)
- _____ **Sports**
 - **Coaching (head and assistant)** _____
 - **Fundraising/Concessions** _____

***The Diocese of Camden mandates that all volunteers in our school undergo a Criminal History Background check and receive Protecting God's Children Training (Virtus) before partaking in any activities involving children.**

If you are interested in volunteering, please contact Mrs. Donovan in the School Main Office at office@smrsonline.com to receive the Fingerprint/Virtus Packet.