

AUGUST 2008

Dear Parents,

I hope the summer has been renewing for each of you and your families! Since the time for the opening of school is fast approaching, I want to give you some back-to-school information! We'll be seeing you soon!

*Sincerely,
Sister Marilyn Miller*

Registration Day

Registration of all students will be on Thursday, August 21, from 11:00-1:00. Your child's room assignment will be posted on a chalkboard in the schoolyard and outside each classroom. Registration of students in Grades 1-8 will be in each classroom while registration for the Kindergarten will be in the Lower Church. There are no classes on Registration Day, and therefore, student attendance is optional. If students do accompany parents, uniforms are not worn. Since this is considered the first day of school, the parent must check in with each child's teacher.

All registration forms will be available by Monday, August 18, on the school website www.stceciliaschool.org All parents who have online access can download these forms, complete them at home, and bring them to your child's teacher.

Parents who enrolled for the email Wednesday newsletter MUST download these and bring the completed forms to school on Registration Day.

Look for the following downloadable forms on the website www.stceciliaschool.org

Required on Registration Day

One Per Child—Return to each child's teacher

- Medical Release And Consent To Treatment of Child
- Universal Medical Information/Emergency Contact Release And Consent Form
- Information For Class Register And School List For 2008-2009
- Hot Lunch Form

One Per Family—Return to the oldest child's teacher

- Parent/Student Handbook Response Sheet

Informational/Not required on Registration Day

- August-September Calendar
- September letter
- Drive-Thru Information
- Volunteer Sheet
- Hot Lunch Volunteers
- Insurance forms
- Music Lesson Registration
- Extended Care Registration
- Drama Club Registration
- Sweatshirts/Folders Order Form
- Room Parent Volunteers

Remember, no child will be registered on this day if the first tuition payment of the year (due on August 10) has not been paid.

The following groups will have tables in the auditorium where you can check in, sign up, purchase items, or ask questions:

- Music teachers
- Altar Servers
- Men's Club
- Extended Care
- Mothers' Club spirit items: school sweatshirts, t-shirts, and 2-pocket folders
- Drama Club
- Boys and Girls
- Uniform Exchange

For those families who do not have computer access and who will receive the Wednesday Envelope packet--

We have included a sample of the **UNIVERSAL MEDICAL INFORMATION/EMERGENCY CONTACT/RELEASE AND CONSENT FORM** is included with this mailing. This form provides school authorities with the necessary information and permission to act promptly in case of an emergency. It is important to *list as many people as possible* and inform them that you are doing so! Listing only one or two persons limits your options in case of an emergency. Make sure you provide the names of *at least FOUR* individuals (other than parents) who speak at least minimal English, who live not more than twenty minutes away by car, and who have automobile transportation. You may attach additional names and phone numbers if you wish! Parents should notify the office if there is a change in telephone numbers.

For those who do *not* have computer access, the actual form will be given to you on Registration Day and ***MUST*** be completely filled in at that time. Make sure you have names and phone numbers with you! Each child must have an accurate UNIVERSAL MEDICAL INFORMATION/EMERGENCY CONTACT/RELEASE AND CONSENT FORM on file in the school office. We will not accept a child into St. Cecilia School without a completed form.

Items that need to be purchased on Registration Day

Students who are *new to St. Cecilia School* will purchase a calculator from the classroom teacher on Registration Day:

Grades 6, 7, and 8	\$ 17.50
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Family Fees

Annual Family Fees will be collected on Registration Day. Fees will be collected per family, in your oldest child's classroom:

One Child Family	\$ 45
Two Children Per Family	\$ 65
Three Children Per Family	\$ 85
Four Children Per Family	\$105

In addition to supporting the many services and activities of the Mothers' Club which benefit all children, these fees include a classroom donation to the Parish Festival and the Mothers' Club Fundraiser and a class gift to the teacher for his/her birthday and the end of the year gift. There should not be any more monetary collections during the school year. Please make your check payable to: St. Cecilia Mothers' Club. It will be collected from the representative in your *oldest* child's classroom.

Athletics

Please be prepared for both soccer and volleyball tryouts and practices to begin on the first day of school. Check with the Athletic Directors in the auditorium on Registration Day for the schedule. Athletic Fees for the year will be:

1 child	1 sport	\$ 90
1 child	all sports	\$160
2 children	all sports	\$320
3 children	all sports	\$480

There will be a mandatory meeting for all new coaches on Tuesday, August 26, at 7:00 P.M., in the Serra Room. The mandatory meeting for returning coaches will be on the same evening at 7:30, in the Lower Church. Any person planning on coaching or assistant coaching for the 2008-2009 school year must attend these meetings.

Please check at home for any sports uniform which was not returned at the end of the school year and give it to the Athletic Director on Registration Day!

Men's Club Work Day

The annual Men's Club Work Day to "spruce up the school" will be on Saturday, August 16, beginning at 8:30 A.M. In the past years these volunteers have painted and made minor repairs before school begins. If you are able to join the work crew, please call Robert Sobranis 334-4291.

eSCRIP

Please register your Safeway Club Card, ATM/VISA/MC, Macy's, or Chevron card with eScrip. When you use that card to pay for purchases, St. Cecilia School will receive a rebate from the participating stores which include Payless, Big 5 Sporting Goods, Carl's Jr., Eddie Bauer, Whole Foods Market, and Budget Rent-a-Car just to name a few. For *current members--you must RENEW your annual membership by NOV. 1, 2008* by:

- Calling 1-800-810-4973
- Visiting www.escrip.com and click “welcome”, and click "sign up"

For new members—join by:

- Visiting www.escrip.com and click "myescrip" and follow the prompts to add/renew cards
- St. Cecilia Parish ID #136952501

Thank you for your support. If you have any questions or need any help, please do not hesitate to call Elaine Shanahan 415- 731-5124 Email: shanfam@pacbell.net

Extended Care

The Extended Care program is offered daily from 8:10 a.m. until 6:00 p.m., and begins on Friday, August 22. Downloadable Extended Care forms are available on the school website www.stceciliaschool.org All pre-registered Extended Care participants must check in on Registration Day to receive the Information Packet for the year. If you have not pre-registered for Extended Care by Registration Day, please check in with the director to discuss availability. All children must be registered in the program before attending Extended Care.

If a student is not enrolled in Extended Care and is not picked up by fifteen minutes after dismissal, he/she will be brought to Extended Care, and the parents will be charged \$10.00/hour.

Schedule For All Grades

Minimum Day Schedule

Friday, August 22, Monday, August 25

Kindergarten A. M. session	8:10-10:10
Kindergarten P. M. session	10:30-12:30
Grades 1-8	8:10-12:30

If you ordered school supplies through the Mothers’ Club, they will be available in each student’s classroom on Registration Day. Students should bring all school supplies with them on Friday, August 22.

GRADES 2-8 begin REGULAR SCHEDULE on Tuesday, August 26.

8:10-3:00 (M, T, Th, F)	8:10-2:30 (W)
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GRADES K-1 have MINIMUM DAY SCHEDULE from Friday, August 22 through Friday, August 29.

Kindergarten A. M. session	8:10-10:10
Kindergarten P. M. session	10:30-12:30
Grade 1	8:10-12:30

Arrangements should be made for Kindergarten students and First Graders to be picked up on minimum days since there is no supervision provided except for those enrolled in the Extended Care program.

Tuesday, September 2 the Kindergarten and First Grades will begin a FULL DAY session.

Kindergarten A. M.	8:10-11:45	
Kindergarten P. M.	11:25—3:00	
Grade 1	8:10—3:00 (M, T, Th, F)	8:10--2:30 (W)

Parent Welcome

The Mothers’ Club invites all parents to the auditorium for coffee and donuts on the first day of school, Friday, August 22, beginning at 8:10 A.M. Parents with children in the P.M. Kindergarten are welcome to join us in the auditorium either before your designated school arrival time or after you leave your child in the classroom. This is a nice way to catch up with the summer news and/or to meet new friends!

Mandatory Parent Meetings

New Parent Meeting

If your family is **new to St. Cecilia School this year**, we invite you to attend the meeting for new parents on Thursday, August 28, at 7:30 p.m., in the Lower Church. Park in the schoolyard and enter by the open door. At this meeting we will explain school procedures, discuss ways you can be involved in either school or parish ministries, and answer any questions you may have. Please mark your calendars now

Sacramental Parent Meetings

Each year we have parent meetings for the Sacraments of Reconciliation, Eucharist, and Confirmation. Please put these dates on your calendars! The first *meeting for parents of children receiving these sacraments* will be on **Tuesday, September 2, at 7:30 in the Lower Church**. Each family must be represented.

There are two additional parent/child meetings for the Sacraments of Reconciliation and Eucharist.

Saturday, November 8, from 9:15-12:30 (Reconciliation Meeting)

Saturday, January 31, from 9:15-12:30 (Eucharist Meeting)

Back to School Nights for Parents Only

Grades K-6 Wednesday, September 3 7:00

Grades 7-8 Thursday, September 11 7:00

Mandatory Parent Meetings for Grades K-8

At the end of the last school year the faculty became aware again of issues regarding our students' improper computer use both at home and school. We are concerned about the risks and dangers of revealing personal information, and we are concerned about students' comments which are contrary to our Catholic/ Christian value system. We are scheduling a mandatory parent meeting on Thursday, October 23, at 7:00 P.M., entitled, "Keeping Kids Safe in a Media World—24/7". This meeting will NOT be a repeat of the Internet meeting that we had three years ago. *Please mark this date since at least one parent from each family MUST attend.*

Hair

Both boys and girls need to comb their hair before coming to school each morning. Hair should be neat with bangs above the eyebrows. Hair should not be covering one side of the face! **Boys' hair should be above and not touching the shirt collar.** Shaved heads and blade cuts less than "two" are not acceptable. Tails and spiked hairstyles are not permitted. No student will be admitted to school with bleached or dyed hair. Any designer-type or fad haircut is expressly forbidden. Students who come to school with an objectionable haircut may be prohibited from attending school until the haircut is remedied.

Boys are to be clean-shaven at all times.

Scrunches, hair clips, hair bands, etc. must be in the hair, not worn on the wrist.

Uniforms

All students are expected to be in perfect uniform on Friday, August 22. Uniforms are purchased at Classic Designs, 1515 Taraval St., San Francisco, CA 94116 415.661.4700 www.eclassicdesigns.com

Shoes for boys and girls (K-8): All white leather, low-cut, tie or velcro tennis shoe with court sole (no zipper style shoes)

Girls are not allowed to wear make-up, nail polish, acrylic nails, multiple, dangling, or hoop earrings. A single post in each ear is acceptable. Boys are not to wear earrings. Neither boys nor girls wear necklaces or bracelets. Wearing one watch is acceptable!

If boys or girls wear a T-shirt under the blouse or shirt, the T-shirt must be all white, without printing or pictures on it. Girls' bras should be solid white or beige. Girls have the option of wearing navy, thin-wale corduroy pants which can be purchased at the uniform company. Boys' pants must fit properly in both waist and length size. Girls in Grades K-3 should wear the uniform shorts under their uniforms on P.E. days. Shorts should not show below the skirt line. All students must wear socks which are clearly visible and above the ankle.

School sweaters are required for formal school assemblies and school Masses. Blocks and Stars from Sports Awards for Grades 7-8 are sewn on the lower right of the sweater. **School sweatshirts are not worn in the**

classrooms. If students choose to wear a sweatshirt outside at recess times, it must be a school sweatshirt. All boys must wear a belt!

Tuition

By this time you should have received a tuition packet in the mail (coupon booklets and envelopes). The yearly tuition is divided into ten equal payments--payable August 10 through May 10. If you have questions or problems, please call the school office (731-8400).

Plan P

A **participating parishioner** refers to those whose:

- Child is Catholic, and
- Parents are registered in the parish, and
- Parents contribute to the community life of the parish by participating in either a parish or a school ministry, and
- Parents regularly use the Sunday envelopes.

One child	\$ 4,670
Two children	\$ 4,670+ \$3,269 (30% discount) = \$7,939
Three or	\$ 4,400 + 3,269 (30% discount)
more children	+ \$3,269 (30% discount) = \$11,208

Plan NP

A **non-participating member** refers to those whose:

- Child is not Catholic, or
- Child is Catholic, but parents do not contribute to the community life of parish, and
- Parents do not use the Sunday envelopes regularly.

Per child tuition \$ 5,600

There will be a \$25 fee assessed for all returned check!

Arrival and Dismissal Drive-Through

We encourage all families to drive through the gates on 18th Avenue in the morning to drop off their children and in the afternoon to pick-up. (There is no drive-through for dismissal of the A.M. kindergarten. These parents meet their children at the 18th Avenue door.) Using the Drive-Through for both morning and afternoon is optional. However, if you choose not to drive through, please do NOT **double park on Vicente Street or 18th Avenue**. If you choose to park and walk into the yard, there are places available on the blocks adjacent to the school and in the upper parking lot.

Arrival Drive-Through:

- No parking or stopping on Vicente Street.
- Enter 18th Avenue from Vicente Street only.
- Turn right into the schoolyard.
- Stop at designated area to unload passengers.
- Make a U-turn to exit the yard. **Be careful of pedestrians!**
- Turn **right** onto 18th Avenue.

Dismissal Drive-Through:

- If the line of waiting cars extends beyond 18th Ave. & Vicente St., cars should line up on 18th Avenue between Vicente and Wawona Streets. Do not block the intersection, Vicente Street, or private driveways.
- When the gates are open, turn right into the schoolyard.
- Place a placard with your family name on the dashboard. *For car pools*--The driver must have the names on the dashboard of each family in the car pool.
- An adult will call the family name as the car approaches.
- Stop at designated area to pick up passengers.
- Make a U-turn to exit the yard. Be careful of pedestrians!
- Turn **right** onto 18th Avenue.

Volunteers supervise both Drive-Through procedures, and we count on parent volunteers to assist, so please sign-up on the Parent Volunteer Sheet which is downloadable on our website (steciliaschool.org) and should be returned to your oldest child's teacher on Registration Day.