



Spring 2017

Dear New St. Monica Bearcat,

We are excited to include you in our student body beginning with the 2017-2018 school year. Let us tell you about “what happens now” so you can hit the ground running.

When you submitted your enrollment at SMS for school we received all the necessary information we need to communicate school events and important information with you. Email and cell phone are our primary methods of communication. We have a presence on Social Media as well. On Facebook, we have a St. Monica Catholic School page & there are several private groups. We are also on Instagram, Twitter and Pinterest.

At St. Monica the majority of our communication is done through our online “RenWeb” system. It is very important that we have a current email at all times. This is how we send grades, school newsletters, etc. If at any time your information changes, you must update your information in our RenWeb system yourself. Log in, go to Family Information, Web Forms, St. Monica Family Demographic Form. ***IF YOU DO NOT HAVE ACCESS TO THE INTERNET, PLEASE NOTIFY THE COMMUNICATIONS DIRECTOR*** Laura Barnett @ lbarnett@stmonicaschool.org

School Office Summer Hours:

- June 6 through June 29: Hours: 9 am to 12 pm M – TH, ***CLOSED Friday***
- **OFFICE CLOSED JUNE 30 – AUGUST 4**
- August 7 – August 11: Hours: 9 am to 12 pm M – F
- August 14 – First Day of School Regular Hours 7:30 am – 4:00 pm

JUNE

Summer Reading -Available on Parents Web - under Announcements (Summer Reading Grades 2 – 5), Middle School Reading is on Parents Web - under Announcements – this lists the books and specific instructions on what is expected.

Summer Math – Available middle of June on Parents Web – under Announcements and in Resource Documents.

Summer Camps offered on Campus - www.stmonicaschool.org SMS Families / Summer Information (all flyers / sign up information available on this page). If you have questions, please contact the individual teacher who is hosting the camp.

Kindergarten Play Date(s):

- June 17 – Kindergarten Student Playdate, located on School Playground (back of school). 9 am to 11 am
- July (Date TBD but most likely the week of 7/17 – 7/21) – Kindergarten Mom Social – Location and date TBD.

All other Grades. PTO Grade Level Reps & Monica Moms are working on **social events** and dates....stay tuned.

AUGUST

- **Class lists** will be available the first part of August and will be posted on ParentsWeb. You will receive a notice to see which class your student is in.
- **August 5 – Kindergarten Student Playdate, Located on School Playground (back of school), 9 am to 11 am.**
- Friday, August 11 is our **New Family Orientation** in our Family Center (white building behind the church – where Open House was held) @ 11 am. This orientation will cover School Times, Carpool, Safe Environment, etc. Monica Moms and Grade Level Reps will be available to help introduce you to classmates, etc. We also have a **Meet the Teacher** (in your classroom/homeroom) Noon to 2 pm. There is a used uniform sale in the cafeteria from 11 am to 3 pm.
- The **First Day of School** is Monday, August 14. Arrive no earlier than 7 am, 7:45 am admitted to classroom 8:00 am school starts. Students in grades K -4 attend school from 8 – 3:15 pm. Grades 5 – 8 from 8 – 3:35 pm.

If you arrive after 8 am – you must check in your student at the reception desk in McManus Hall. You need to be present 90% of school days (state regulation).

If your student is ill – Please report the illness to Student Services @ Extension 5140.

There is a **Parent Mass** (St. Monica Church) **and Coffee** after in the Family Center (home room parents are chosen at this meeting). This is hosted by our wonderful PTO. Today our **Annual Gap Campaign** begins.

- **First Dads' Club General Meeting** is Thursday, August 17th @ 7 pm in The Sparkman Clubhouse @ 3366 Dutchess Lane, Dallas, 75229 – if you are a dad, you are in the club!
- Friday, August 18 is our **Back to School Picnic**. More information to come from PTO later in the summer.
- **Back to School nights are very important for parents to attend** – these evenings are **FOR PARENTS ONLY PLEASE**. This is when you have a group meeting with your student's homeroom teacher. Dates and times are listed below:
 - **Preschool** – Monday, August 21 @ 7 pm
 - **Grades 6, 7 & 8** – Tuesday, August 22 from 7 pm to 9 pm
 - **Grades 3, 4 & 5** – Wednesday, August 23 from 7 pm to 8:30 pm

- **Grades K, 1 & 2** – Thursday, August 24 from 7 pm to 8 pm

IMPORTANT DATES WILL BE LISTED ON OUR WEBSITE THIS SUMMER – WWW.STMONICASCHOOL.ORG

OTHER IMPORTANT INFORMATION

Calendar - Our **Perpetual Calendar** lists the first and last day of school & school holidays. This abbreviated calendar is available on ParentsWeb / School Information / Resource Documents. All other calendar details (PTO events, Dads' Club events, Library Book Fairs, Faith Formation, etc.) will be updated this summer and will be on the front page of our school website.

Carpool – Drop-off Carpool is fairly easy, Pick up & Inclement Weather Carpool is different than drop-off and can be confusing. [\[Click here\]](#) to view a video to help you visualize carpool drop off, pick up and if we happen to have inclement weather dismissal (bad weather). It will take a week to get used to carpool – keep in mind we are facilitating >800 students in and out of our school.

Family Handbook – The SMS Family Handbook, Middle School Discipline Policy & 5th Grade Discipline Policy are available on ParentsWeb under School Information / Resource Documents.

Lunch – We have a third-party provider for school lunch – Guess Who is Coming to Dinner. Some students buy their lunch / some students bring their lunch. **New Student Lunch Account Form** - In order to create a DineRite DRX lunch account for your child, Guess Who's Coming to Dinner will need you to set up your account online. They CANNOT ACCEPT CASH. Here is the link to start this process. If you have multiple students, please fill out a new form for each student.

- Please go to: <http://gwctdcater.com/schools/> and select the St. Monica school logo.
- Enter the school password/school ID: **gwcstmo**
- Select “new sign up” and fill out all of your information.

Once GWCTD receives this information from you, an account will be created. You will receive a registration email within 24-48 hours. You will then need to follow the steps in the email to register and add money to your account. If you have any questions or problems, please feel free to contact GWCTD. [214-340-0061](tel:214-340-0061), schools@guesswhoscomingtodinnercaterers.com

Medical Forms – Diane Klugiewicz is our school nurse. The clinic direct telephone number is: 214-351-0089. If you need to contact Nurse Diane – Please email her @ dklugiewicz@stmonicaschool.org she will check her email periodically throughout the summer.

Below is an explanation of forms that need to be submitted before the start of school or throughout the school year.

All forms can be downloaded from ParentsWeb – under Resource Documents.

- Asthma or Allergy Action Plan: If your child has Asthma or a severe Allergy (food, insects, etc.) an Asthma or Allergy Action Plan must be completed by your physician and submitted to the clinic along

with the prescribed medication and the Medication Request Form. Nurse Diane will administer nebulizer treatments - you will need to supply the medication, tubing and mouth piece or mask. This equipment can remain in the clinic throughout the school year.

- The Diocese of Dallas Immunization Record – the immunization record provided by your physician is an acceptable substitute. Immunizations as required by the Texas Department of Health must be current for your child to attend class. The immunization requirements for the current school year are on ParentsWeb / Resource Documents.
- Documenting History of Illness: Varicella (Chickenpox) this form should be submitted **only** if your child had the Chickenpox disease.
- Medication Request Form – this form is to be submitted if your child will be taking a prescription medication at school. **Helpful Hint:** *If your child takes medication daily, you may want to leave 2 or 3 doses of the medication in the prescription container in the clinic as a backup should you forget to administer the medication.* The day the dose is missed call or send an e-mail and I will administer the medication.
 - I can administer Over the Counter (OTC) Medications (Advil, Tylenol, etc.). The permission form is **not** available on line.
 - The OTC medication must be in the original container. Please send the **smallest bottle available**, storage space in the clinic is limited.
- Athletic Physical – a physical is required for all students in grades 5th – 8th who are going to participate in sports/cheerleading. The physical must be submitted prior to participation in the sport. The physical expires one year from the date listed on the form. The form is on the school website under Athletics.

Parent Organizations

- **Dads' Club** – all dads are encouraged to become involved in the SMS Dads' Club, a large group of dads, granddads, uncles and others who serve our school. "if you are a dad, you are in club!"

Before the year even gets under way, they host of "Sweat Equity" day to perform odd jobs around the school, they provide much support for Autumnfest and other PTO events and they hold monthly meetings - the food is always amazing.

Most importantly, the Dad's Club organizes the school's annual Auction Gala and Dinner, the largest parent fundraiser for the school. This annual event features hundreds of auction items. SMS just couldn't do what it does with the support of the SMS Dad's Club. **Dads' Club 1st Meeting** – August 17 @ 7 pm (Sparkman Clubhouse – 3366 Duchess Lane, Dallas, TX 75229). <http://stmonicadadsclub.org/>

- **Parent Teacher Organization (PTO).** Our PTO believes that its activities should foster a spirit of Christian community among the school, the teachers, the parents, the church and the students, as God desires us to do. As such, we are committed to providing over 25 programs to the school each year, which are carefully coordinated in a close partnership with the school and our over 400 parent and community volunteers. In so doing, we are mindful of our ultimate goal in promoting the spiritual, educational and physical welfare of each and every student at St. Monica Catholic School.

Please help us in achieving our goals as a community by becoming a **Volunteer!** Everyone has something to contribute! [Click here for the form.](#) **PTO 1st Meeting** – September 7 @ 8 am (On Campus / Family Center – Upper Lounge)

RenWeb / ParentsWeb is a private and secure portal for parents and students that provides academic information specific to each child, while protecting students and their family members' personal information. The St. Monica School Id is SMSD-TX (it must be capitalized) [\[click here\]](#) **If you would like to have this app on your phone it is available for Android and iPhone Users for only \$4.99 per household.**

Safe Environment–SMS has a Safe Environment Program that implements training, screening, background checks and other procedures that are designed to reduce the risk of sexual abuse of children and vulnerable adults. Please take the time to follow our process **BEFORE** you can volunteer. At SMS every volunteer (playground, field trips, cafeteria, etc.) has to have followed the process and are expected to display their Safe Environment badge when you are on campus. **This is not a quick process to be cleared** – classes for the new school year begin in July. There is no charge for the badge - there is a \$25 charge for a replacement badge (no exceptions). New Families, there is an extensive checklist that outlines all the details of the program. There are several things that need to be completed before you take the Family of Faith Class. Classes will be scheduled in August and after. Information on our Safe Environment program are on our website www.stmonicaschool.org

School Supplies – You do **NOT NEED TO WORRY ABOUT THIS**. The bulk of supplies will be purchased with your technology and supply fee you have already paid. There are a few ancillary items that will need to be purchased – this information is posted on Parents Web – under Announcements.

SCRIP –During online enrollment you elected to pay \$250 or earn it through the school year from the purchase of gift cards before and after school at McManus Hall. You may start purchasing your cards right away.....maximize this for this summer. If you elected to not participate in the SCRIP program, the extra \$250 in tuition has been charged to your FACTS account and is due June 1st. If you have any questions, please send an email to scrip@stmonicaschool.org

SCRIP Summer Hours – Online orders are always available 24/7. If you have questions about online, contact scrip@stmonicaschool.org for online enrollment information.

- Wednesdays in McManus Hall from 11 am - 1 pm
- Sundays in Angel Hall inside St. Monica Church from 10 - 11 am
- SCRIP WILL BE CLOSED FROM JULY 1 - 5 to celebrate Independence Day.

Sports (Grades 5 – 8) – Athletic Physicals are required to participate in any sport. Physical forms are available on our Athletic pages on our school website. As sport registrations become available, emails are sent to all students in the applicable grade. Parents are then required to register for the desired sport. After registration is completed you will need to sign up for customized emails for each individual sport (directions will be sent / and cannot be completed until you are registered).

- There are several sports camps available, both at St. Monica and at Catholic High Schools. They are listed on the Athletic pages on our school website.
- Cheerleading Camp will take place in early August
- Football registration will take place this summer (practices start in late July)
- Volleyball registration will take place in August
- Cross Country registration will take place in August

Tuition & Fees – Tuition charges for 2017-2018 have been added to your FACTS account and you should have received a confirmation email from FACTS with the payment schedule. As a reminder, due dates are as follows:

- 6/1/17 - \$475 Academic / Technology Fee (Grades K – 8 only)
- 6/1/17 - \$250 Scrip Assessment Fee (if not participating in the SCRIP program)
- 7/1/17 – Tuition payments begin.

- Annual payments due 7/1/17
 - Semi-annual payments due June & December
 - Monthly payments due July through December, no January payment (re-enrollment fee for 2018-2019 are due January 2018), and February through May.

If you have any questions about Tuition & Fees, please contact Sally Wengierski @ swengierski@stmonicaschool.org

Uniforms – School uniforms are to be worn by all students in Preschool through 8th grade. Uniforms must be purchased from the Parker School Uniform Company with a few exceptions. Parker Uniforms has a great uniform sale in June. They will be able to help you with what is available for our school. Here is the direct link [[click here](#)].

- **Fleece – Outerwear:** The fleece jackets are sold by special order only through our PTO. It takes approximately 15 days to receive your fleece. They are delivered directly to your child in the classroom when they are received. They will be delivered on the 1st and the 15th of the month. Order by [[clicking here](#)]. **They will be having a sale on Fleece in June.**
 - Pre K - Grade 5: Blue quarter- or full zip fleece with a black collar
 - Grade 6 - 8: Green or Blue quarter or full -zip fleece with a black collar.

If you have any questions, please call the school office @ 214. 351.5688. We are always happy to help.



Philip Riley
Principal