August 2019

Dear Parents, Grandparents, and Guardians,

I hope you are enjoying a wonderful summer with your children! Please join me in welcoming the new families who will be part of Holy Family School this year. I appreciate our returning families and thank you for entrusting your precious children to our care.

Our first grade teacher, Rachel Ribbing, will be leaving us to care for her two-year-old son and her new baby who will arrive in October. We thank her for her love and devotion to our children. We are excited to have Alyssa Bridick, a Holy Family School alumna and former Learning Center employee, to assume Mrs. Ribbing's place as our new first grade teacher. Alyssa is a delightful and enthusiastic young lady and will make an excellent addition to our faculty.

To keep you informed of school events, I will be sending the monthly calendar and lunch menu home with your child before the beginning of each month. In addition, I will communicate with you through Gradelink. Look for the "HFS" emails. Information will be available on the school website, www.holyfamilyhawks.net, and the school Facebook and PSA pages.

Please call the office with any concerns. I will be happy to discuss any ideas you may have to assist us in the education and well-being of our children.

May God continue to bless you and your families! We all look forward to seeing you back in school soon.

Sincerely, Margaret Holland Pennell, Principal

SCHOOL FACULTY AND STAFF 2019-2020

Administration and Faculty

Pastor Fr. Jeffry Holtman Mrs. Margaret Holland Pennell Principal Kindergarten Mrs. Brittany Spotanski Grade 1 Ms. Alyssa Bridick Mrs. Laura Jackstadt Grade 2 Mrs. Gina Schubel Grade 3 Grade 4 Mrs. Rosalie Ohlson Mrs. Sarah Brown Grade 5 Mrs. Mary Marti, English Grade 6 Ms. Cindy Reber, P.E. Grade 7 Mrs. Amanda Atkins, Social Studies Grade 8

> Ms. Mary Helen Friedel Math 6, Pre-Algebra 7, Algebra 8 Advanced Math, Remedial Math

Administration and Faculty

Science Mrs. Cindy Meredith Music K-8 / Band 4-8 and Orchestra 4-8

Support Staff

Administrative Assistant Receptionist/Secretary

Cafeteria Manager Cafeteria Staff Maintenance Tuition Administrator Ms. Georgeann McGee Mrs. Judy Bucatch and Mrs. Angie Pekarik Mrs. Michelle Reed Mrs. Paula Long Mr. Jeff Miller Mrs. Bertha Koerper

ANNOUNCEMENTS

SCHOOL BUSINESS DAY

Holy Family School's annual School Business Day will be held Wednesday, Aug.7, 2019, from 11:00 a.m. to 12:30 p.m. and from 6:00 to 7:30 p.m. in the school gymnasium. See the enclosed separate sheet for details. Attendance of at least one parent or responsible adult on this day is necessary for your child to attend school. Parents may attend anytime during one of the two sessions scheduled. Lines are shorter at the end of each period. No School Business Day transactions will be handled on the morning of the first day of school on Friday, Aug. 16. Classrooms will be closed on School Business Day.

FOR THOSE WHO CANNOT ATTEND SCHOOL BUSINESS DAY

If due to unavoidable circumstances, such as a previously planned family vacation, parents must complete School Business Day requirements one week **prior to Aug. 7** by first making a phone appointment with Bertha Koerper regarding tuition and other obligations at 618-452-8244, Mondays through Fridays. After Mrs. Koerper approves tuition payments, bingo fines, and other obligations, families should then call the school office to arrange for the payment of any remaining registration fees, to submit health forms and other necessary school forms, and to submit optional PSA membership fees.

TUITION PAYMENTS AND REGISTRATION FEES

Families who have not previously made tuition payments for the 2019-2020 School Year must make their first tuition payment on School Business Day. After School Business Day, tuition payments are to be submitted to the Parish Office, 2606 Washington Ave., or mailed to that address. Questions concerning tuition payments should be submitted to Bertha Koerper, 452-8244. With the exception of School Business Day, tuition payments cannot be accepted at the school.

Any remaining Registration/Book Supply Fee balance is paid to Holy Family School on School Business Day. The full cost is \$100.00 per child. Most in-school families have paid one-half (or more) of the balance during In-School Registration held in February or during the registration process for new families.

Holy Family and St. Mary and St. Mark families are reminded in order to keep their parishioner tuition rate they must attend a Saturday/Sunday Mass and fill out a Church Attendance Card. This card should be dropped in the collection basket.

DEADLINE FOR PHYSICAL, DENTAL, AND EYE EXAMINATION FORMS

All required vision, dental, and health forms, with the exception of sixth grade dental forms, should be submitted before any student begins the school year. Physical exams and immunizations updates are required for kindergarten and sixth grade. Eye exams are required for kindergarten. Dental exams are required for kindergarten, second, and sixth grade students. Sixth graders have until May 1, 2020, to submit dental forms.

Sixth grade sports physicals cannot be substituted for the Illinois form state-required sixth grade physical; however, the sixth grade state-required health form may be used to fulfill the sports physical requirement.

HOT LUNCH /COLD LUNCH

The optional Hot Lunch Program will begin the second day of school, Monday, Aug. 19. Lunch, which includes milk, will cost \$2.85 per day. Lunch money for the entire week, each week, is normally accepted only on Mondays unless a child is absent or a school week begins on a day other than Monday. Lunch money should be submitted in an envelope marked on the outside with the student's name, grade, amount enclosed, and which days of the week the student will be eating hot lunch. Milk will be available for purchase each day for those bringing cold lunches. The cost of milk is 50-cents a carton. Students bringing their own lunches may also bring fruit juices. Soda and "fast food" are not permitted. There are no provisions to "warm" cold lunches brought from home. If paying by cash, the exact change is required for lunch or milk.

FREE OR REDUCED LUNCH APPLICATIONS

An application for Free or Reduced Lunch will be in each family's packet on School Business Day unless a family has been notified by prior letter that their child(ren) qualified via the state's Direct Electronic Certification. All others requesting free or reduced lunch are asked to return their applications on the first day of school, Friday, Aug. 16, or as soon as possible. Applications, however, will be accepted at any time during the year. Families qualifying via Direct Electronic Certification should not submit an application.

FILLING OUT THE VOLUNTEER FORM

On the enclosed Volunteer Sheet, please mark areas in which you are <u>willing and available</u> to participate. This sheet needs to be returned on School Business Day. Some, but not all of these activities, may help fulfill each family's required eight hours of yearly volunteer service. **Please note:** The volunteer sheets for many activities are usually used only when backup or additional help is needed. If you have volunteered for a particular activity (with the exception of room parent) but are not called and still wish to participate, it is your responsibility to notify the school office or activity head for an assignment.

PROTECTING GOD'S CHILDREN SCHEDULE FOR VOLUNTEERS

Those who wish to participate in any school or parish activity as a volunteer are required to attend a "Protecting God's Children" class, including parents or grandparents who wish to observe a classroom party. Parents may sign up to be room parents or for other volunteer activities prior to attending the class, but may not begin their duties until the class has been taken. Holy Family Parish will conduct a class from 1:00 to 4:00 p.m. Sunday, Aug. 25, 2019, and another class Sunday, Sept. 29, 2019, both in the Conference Room at the Parish Office, 2606 Washington Ave. Those planning to attend do not have to call in advance to make a reservation. Participants are to use the door facing Sheridan Avenue and not the alcove Parish Office entrance. All parents who have not previously taken this class are urged to attend one of these two classes. Classes are held at various times in other parishes but are often not convenient due to distance. The Diocese of Springfield issues an online schedule for these classes, which is updated periodically. Please check the website at dio.org and review the "Safe Environment Training" section.

BACK TO SCHOOL ICE CREAM SOCIAL

On Sunday, Aug. 11, 2019, an Ice Cream Social will be held at 6:30 p.m. in the Holy Family School Cafeteria. All Holy Family students and parents are invited to attend this free family event. This is the perfect time for new families to meet their HFS Buddy Families.

UNIFORM EXCHANGE

It's time again to clean out the closets and get rid of outgrown uniforms. The Uniform Exchange will be held during School Business Day hours.

<u>Sellers</u> should use *safety pins (not straight pins)* to firmly attach one envelope to *EACH* article of clothing they wish to sell. These envelopes are necessary to return money to the seller and to eliminate confusion. On each envelope list the price and size of the item. Please print seller's name with the name and grade of their child with whom they want the money to be sent home after school starts. If sellers choose, sellers may collect their money at the end of School Business Day. All unsold items must be picked up at the end of Business Day or they will be donated to Catholic Charities or used by the school during the year.

<u>Buyers</u> simply need to place their (exact cash only) money in the envelope pinned to the clothing and then give the envelope to the volunteer attendant. If there is no envelope or price on an item, the item is free. We encourage parents to bring small bills and change, please no twenty-dollar bills. The volunteer attendant will only have a limited amount of change on hand for customers. Sorry, checks cannot be accepted for any reason and should not be submitted in the envelopes.

EVENTS THAT COUNT TOWARDS THE FAMILIES EIGHT HOUR VOLUNTEER COMMITMENT

- Parish Chicken Dinner
- Parish Food Pantry
- Coffee and Donut Workers
- Parish Office Cleaning
- Adult choir, cantors, instrumentalists (practice only, all parishioners should be attending Mass)
- Heavenly Dusters (groups that clean the church once a month)
- Landscaping, Maintenance (including, but not limited to: painting, electrical, carpentry, installation, and plumbing for the parish or the school)
- Fish Fry
- Trivia
- Gala
- Golf Tournament
- Book Fair
- Santa's Workshop
- Parade Float Workers
- Library Aide
- Adopt an Area Family
- Newsletter Chairperson
- Annual Fund Chairperson
- Yearbook Chairperson
- Fall Candy Fundraiser (Tallying, Sorting, Distributing)
- Winter Magazine Fundraiser Chairman (Distribute prizes during school hours, go through booklets)
- Fall TV Raffle
- Glo Bingo (Event workers)
- Quarter Auction at Township Hall for HF (Event workers)
- SCRIP (Selling during school hours as needed)
- Box Tops (Clipping, sorting, tallying at school periodically)

Any other areas that parents would like to be considered should be submitted for approval.

SCHOOL BUSINESS DAY SUMMARY - WEDNESDAY, AUG 7, 2019

School Gymnasium: 11:00 a.m. - 12:30 p.m. & 6:00 - 7:30 p.m.

An adult from each family must be present to verify their child(ren)'s enrollment for the 2019-2020 school year. Parents who have not submitted their In-School Registration must do so BEFORE attending School Business Day. Payments at each station require separate checks or cash, since deposits by various individuals go to separate accounts. Thank you for your consideration. Parents entering the gym should turn left toward the stage and rotate clockwise through the various stations.

STATION 1 TUITION BOOTH/FINANCIAL OBLIGATIONS. All families must report to this station first (left side gym entrance on stage). Families may choose either of two main lines at this station. Any outstanding tuition or assessments are paid here with the exception of registration and athletic fees. Parents will then be referred to a third line, either to Bertha Koerper or Erin Boyer, to pick up a parent packet, which must then be initialed on the outside, upper left-hand corner of the envelope. The packet will include the August calendar and menu, a Free or Reduced-Price Lunch Application, and other forms that may be turned in, when completed, to Station 3 or on the first day of school.

STATION 2 BINGO COMMITMENT BOOTH. All must report to this station to verify bingo team participation. No parent will be permitted to proceed without their packet being initialed.

STATION 3 REGISTGRATION FEE. All must go to this station third to pay their remaining Registration Fee balance, if due. Please present your initialed envelopes. After this station, the packets no longer need to be initialed.

Also return to this Station:

- 1) Pupil Emergency Information Sheet
- 2) Certification of Medical Insurance and Indemnity Agreement
- 3) Virtus Touching Safety Program Permission Sheet
- 4) Media Publicity Release Form
- 5) Other miscellaneous school office forms, such as birth or baptismal certificates

STATION 4 NURSE'S STATION. Kindergarten, Second, and Sixth Grade parents and parents of children who will need medications administered during school hours should report to this station. Informing the nurse of an exam appointment date rather than submitting a required form puts a student in later jeopardy of a state exclusion date and/or report to the state for failure to comply. Read below to determine if you need to report to this station.

Kindergarten Students

Submit on Illinois forms, a physical exam, dental exam or waiver, and eye exam or waiver. A <u>diabetes screening</u> is required as part of the physical exam. Parents, please fill out and sign the back page health history portion of the physical form.

Second Grade Students

Submit on an Illinois form a dental exam or waiver. This is a state requirement.

Sixth Grade Students

Submit on an Illinois form a physical exam. Sixth grade ONLY has the option of submitting the Illinois dental form on School Business Day but it must be submitted by May 1, 2020.

Medication permission slips for the school year will be available here. Medications should be sent to the office in a container that includes the prescription label issued by the pharmacy.

<u>STATION 5</u> **VOLUNTEER SHEET.** All must turn in the enclosed Volunteer Sheet. If you do not have the sheet with you, take a new one, complete it NOW, and return to Station 5 before proceeding.

<u>STATION 6</u> <u>EMERGENCY SHEET</u>. All must turn in the enclosed Emergency Sheet. If you do not have the sheet with you, take a new one, complete it NOW, and return to Station 6 before proceeding.

<u>STATION 7</u> PSA - PARISH SCHOOL ASSOCIATION SCHOOL MEMBERSHIP. All families are invited to join. The membership fee is \$5.00. Let's have 100% membership! Please return the bottom portion of the PSA Membership Form.

<u>STATION 8</u> ATHLETES. Families of all volleyball, basketball, and track and field team members should report. All athletes are required to submit yearly sports physicals before participating. Students NEW in our school who wish to participate in team basketball, volleyball, or track and field must register here.

OTHER TABLES OR INFORMATION AVAILABLE

<u>UNIFORM EXCHANGE & PICK-UP FOR NEW UNIFORMS</u>. Check the Uniform Exchange tables in the cafeteria for gently used uniforms or obtain your <u>ordered</u> Fischers uniforms and sweatshirts here. Cash only will be accepted. <u>No checks</u> can be accepted.

HOLY FAMILY LEARNING CENTER. A representative will be present to discuss details with those parents who wish to enroll their children, from age three through the Eighth Grade, in the Learning Center. The Learning Center offers Before and After School Care, Full-Day Care with Pre-kindergarten classes, and morning Pre-kindergarten Only classes. Separate registration procedures are necessary to enroll. Call 877-0001 for further information.

<u>SCRIP/GIFT CARD INFORMATION</u>. All families are invited to learn about the advantages of making their everyday purchases through the variety of Scrip (gift cards) offered.

SCOUTING INFORMATION. An opportunity to meet leaders and begin the registration process.

As a

Dear Parents.

We hope you are enjoying summer vacation. As the 2019-2020 School Year approaches, we would like to re-introduce you to your Holy Family Parish School Association (PSA).

The PSA is an organization that provides a vital communication link between the school and your home through meetings held during the evening in the school cafeteria. Meetings consist of greetings from the parish and school administration, announcements of coming events, presentations of special topics by guests, exhibits of student projects, and recognition of student achievements. Refreshments are served. We encourage everyone interested in their child's education to attend these meetings.

Our first meeting set for Monday, Aug. 26, will begin at 6:30 p.m. followed by a "Meet the Teachers" Open House from 7:00 to 8:00 p.m. Parents are invited to tour the school, view students' work in individual classrooms, and introduce themselves to the teachers.

In addition to meetings, the PSA sponsors many activities throughout the school year for students and their families, teachers, and the parish. The PSA has provided help and support for:

Class Field Trips/Buses	Parish Fish Frys	Field Day
Student Fundraisers	Santa's Workshop	Staff Appreciation
Book Fair	Athletic Program	Textbooks/Technology
Catholic Schools Week	School Picnic	Trophies and Awards
Classroom Parties	Religious Events	Mayor's Parade Float

You just read a listing of many of the "extras" provided for your children by the PSA. The money used to provide these "extras" is earned primarily from the Fish Frys during the Lenten Season. The Men's Club and the PSA divide the profit. Although others provide help, they claim none of the profit. Your help with this project during the Lenten season will be greatly appreciated.

PSA membership is open to all school parents and parishioners. The only requirement is an annual membership dues fee of \$5.00 per family. No work assignments are required. The dues will be accepted during School Business Day at the PSA sign-up station. Executive Board members will collect dues and answer questions you may have concerning the PSA. Our goal is to have "U" as a part of "US" and 100% participation.

Return bottom portion to PSA Station

MEMBERSHIP FORM FOR 2019-2020			
I (print)	wish to join the PSA. As		
I (print)	ties throughout the school year for ee.		
My children who will be attending Holy Family School during the 2019-202	20 School Year are:		
Student's Name:	_ Grade:		
Student's Name:	_ Grade:		
Student's Name:	_ Grade:		
Student's Name:	Grade:		

Fee of \$5.00 submitted and accepted by _____ (Initials)

VOLUNTEER SHEET 2019-2020 – Return on School Business Day

PLEASE NOTE: Volunteers usually are called only when extra assistance is needed. If you have not been called and wish to work, contact the school office, or committee chairperson. Please, only mark events in which you are able and available to assist.

IVIILY (PA	RENT) LAST NAME: (print) PHONE (s)
RENTS F	IRST NAMES: (print)
other Fat	hav
нист Рац	Parish School Association Officer.
	Athletic Committee Member.
	Field Day helpers at outdoor sports during school hours, Sept. 12, 2019.
	Candy Fundraiser. Sort candy bars in afternoon from 1:00 to 2:30 p.m. tentatively Oct. 17,
	2019. Help distribute orders that evening from 6:00 to 7:00 p.m. Service hours.
	HFS Golf Classic, morning and afternoon, Oct. 4, 2019, Arlington Greens. Service hours.
	Parish Chicken Dinner, Oct. 13, 2019, Holy Family Community Center. Service hours.
	<u>Christmas or Spring Concert</u> volunteers to prepare decorations or decorate.
	City Christmas Parade. Volunteers to assist with float prior to parade in November. Service how
	Santa's Workshop helpers during the school day, Nov. 18-20, 2019. Service hours.
	Scholastic Book Fair during Catholic School Week, Jan. 27-30, 2020. Service hours.
	Science Fair judge or set-up displays with teacher Cindy Meredith, Feb. 14, 2020.
	Fish Fry Dinner volunteers during Lent, Feb. 26-April 10, 2020. Service hours.
	HFS Gala volunteers, various projects and times, for March 21, 2020, event. Service hours.
	SCRIP (gift cards) sale and distribution during the year. Service hours.
	School Yearbook, assist by taking photos during school events.
	School Picnic volunteers, May 22, 2020.
	Volunteer Library Aide A.MTuesThursday
	I would be available: P.M. TuesThursday
	Substitute Teacher. Four-year degree and Illinois Substitute Teacher Certificate required.
	Call Principal Margaret Holland Pennell.
	Maintenance Crew for school: carpenters, painters, electricians, plumbers.
	Specialty: Service hours. Adopt An Area, landscaping and maintenance of campus. Service hours.
	Adopt An Area, landscaping and maintenance of campus. Service hours.
	Options: Families may donate flowers, bushes, trees and groundcover. They may plant, weed o
	trim existing areas with the permission of the principal. Area:
	ROOM PARENTS
	One Head Room Parent needed for each classroom and multiple Helper Parents needed.
	All must have attended a "Protecting God's Children" session before participating in a classroom
	event. I (print) have already taken a
	event. I (print) have already taken a "Protecting God's Children" Class on (date, if known) or pl
	to attend a class on (date, if known, or list TBA)
	I want to serve as: Head Room Parent for Grade I want to be a Helper Parent for Grade
	My second choice: Head Room Parent for Grade I want to be a Helper Parent for Grade
	My second cl
	In the fall, there will be a delay issuing the Room Parent list because Springfield must first conf PGC attendance and background checks. All parents will be asked to contribute treats for partic

Please refer to a list of activities being sent out by the parish with your tuition information regarding events designated as opportunities to fulfill the yearly eight hours of volunteer hours required per family.

PUPIL EMERGENCY INFORMATION 2019-2020

PARENT LAST NAME (print)	CHILD(REN)'S LAST NAME(S)	
NAME OF CHILD(REN)	BIRTH DATE	GRADE AND/OR TEACHER
FATHER		
FATHER / check if step-parent :	Fati	ner's cell:
Father's email:		
MOTHER		
	Ma	thouse calls
MOTHER / check if step-parent ::		
Mother's email:	Mother's work number:	
STUDENT		
CHILD(REN)'S primary address:		
IF NEW HOME ADDRESS CHECK / If H	OME PHONE other than cell list here: _	
If divorced, who is primary CUSTODIAL PARENT	[?	
If custodial parent cannot be reached, may we conta	act non-custodial parent? YES	/ NO
TWO ADULTS who will assume responsibility and	may pick up child if parents cannot be r	reached:
Name: Rela	tionship to child:Pl	none:
Name: Rela		
HEALTH SECTION		
Physician/Hospital of choice:	Phy	sician Phone [.]
List medications, dosage your child(ren) takes/take		
Child's Name and LIST CONDITIONS HERE: Please check also:Asthma /Diabetes /		
Child's Name and LIST CONDITIONS HERE: Please check also: Asthma / Diabetes /		
Child's Name and LIST CONDITIONS HERE:		
Please check also:Asthma /Diabetes /		
If in the judgment of school authorities immediate medica	al and/or hospital attention is indicated, do yo	
Signature of Legal Parent (sign)		Date:
Print Name of Parent:	A-24-4	

Certification of Medical Insurance / Indemnity Agreement Return to Station 3 - Registration Fee (School Office Table)

PARENT LAST NAME (print)	
A. The undersigned, as parent(s) or gua	ardian(s) of the student(s) below (please print):
Name:	Grade 2019-2020
Name:	
Name:	Grade 2019-2020
Name:	Grade 2019-2020
my child(ren) IS/ARE COVERED under Name of Insurer or Insurance Plan: Policy or Crown Number:	te City, and the Catholic Diocese of Springfield in Illinois, that the following medical insurance policy or health care plan:
	<u>OR</u>
B. The undersigned, as parent(s) or guard Name:	dian(s) of the student(s) below (please print): Grade 2019-2020 Grade 2019-2020
Name:	Grade 2019-2020
Name:	Grade 2019-2020
agree to obtain insurance through the Mar	
(BELOV	APPLIES TO ALL)
the child(ren), and that I/we assume all res but not limited to, doctors' fees, hospital o child(ren) due to any injury or illness that	School does not provide any medical insurance coverage for sponsibility for payment of any medical expenses (including, charges, or any other medical or related charges) incurred by the occurs while the child(ren) is/are in attendance at Holy Family y School sponsored activity, including athletic events.
• •	demnify Holy Family School and the Catholic Diocese of loyees, volunteers, clergy and religious, from any claims for
I/We have read the above Agreement and by its terms.	fully understand the terms contained herein, and agree to abide
Signature of Legal Parent or Gu	pardian Only Date

Holy Family School 1900 St. Clair Avenue Granite City, IL 62040 618-877-5500

Virtus Touching Safety Program 2019-2020

Return to Station 3 (School Office) Registration Table

The Virtus Touching Safety Program, an age appropriate component of the Protecting God's Children Program, is taught as part of the Holy Family School curriculum.

I give my permission for my child(ren) to receive this instruction. I understand that I may attend the sessions and will be notified in advance of the scheduled dates.

Student Name (Print)	Grade or Teacher
Student Name (Print)	Grade or Teacher
Student Name (Print)	Grade or Teacher
Student Name (Print)	Grade or Teacher
Parent Signature	Date
Print Parent Name	

MEDIA PUBLICITY RELEASE FORM 2019-2020

Return to Registration (School Office) Station 3

FAMILY NAME (print)		
In order for your child(ren)'s name or photograph to internet sites, in the newspaper, in the yearbook, or connection to school events during the school year, release form below be signed. These events could names of contest winners, or radio and television process.	radio, or on television in Holy Family requires that the include the Honor Roll, the	
Student's name (print)	Grade	
CHECK ONLY ONE BEL	.ow	
☐ I <u>DO GIVE</u> MY PERMISSION FOR MY CHILD(REN)'S APPEAR ON HOLY FAMILY'S INTERNET SITES, IN THE N ON RADIO, OR TELEVISION DURING THE 2019-2020 SCH	JEWSPAPER, IN THE YEARBOOK,	
☐ I <u>DO NOT</u> GIVE MY PERMISSION FOR MY CHILD(REN)'S PHOTOGRAPH OR NAME TO APPEAR ON HOLY FAMILY'S INTERNET SITES, IN THE NEWSPAPER, IN THE YEARBOOK, ON RADIO, OR TELEVISION DURING THE 2019-2020 SCHOOL YEAR.		
Signature of parent or guardian	Date	
Print Parent Name		