

ANNOUNCEMENTS

SCHOOL BUSINESS DAY

To allow for social distancing and crowd size, Holy Family School's annual School Business Day will be held two days this year. Attendance of one parent or responsible adult on this day is necessary for your child to attend school. Day one will be from 11:00 a.m. to 12:30 p.m. and 6:00 to 7:30 p.m. on Wednesday, July 29, 2020, in the school gymnasium. The second day during the same time periods and location will be held Thursday, July 30, 2020. Lines are expected to be shorter at the end of each period. See the enclosed separate sheet for details. We are asking that only one adult from each family attend and that no students or siblings be present. If a parent must bring a child, all children over two years of age must wear a mask and stay with the parent at all times. **No business will be conducted with anyone not wearing a mask.** No School Business Day transactions will be handled on the morning of the first day of school on Monday, Aug. 17. The first day will be a half day with an 11:15 a.m. dismissal time.

FOR THOSE WHO CANNOT ATTEND SCHOOL BUSINESS DAY

If due to unavoidable circumstances, parents must complete School Business Day requirements one week **prior to July 29** by first making a phone appointment (618-452-8244) with Bertha Koerper regarding tuition and other obligations. 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. As with School Business Day, masks must be worn when entering the school building.

TUITION PAYMENTS AND REGISTRATION FEES

Families who have not previously made tuition payments for the 2020-2021 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.

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 on School Business Day or before any student begins the school year. Physical exams and immunization 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. Only sixth grade students have until May 1, 2021, to submit dental forms. Sixth grade sports physicals cannot be substituted for the required Illinois Physical Examination form; however, the sixth-grade state-required health form may be used to fulfill the sports physical requirement.

PROTECTING GOD'S CHILDREN SCHEDULE FOR VOLUNTEERS

Those who choose 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 chaperone or observe a classroom party. Parents may sign up on the enclosed Volunteer Sheet 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. 30, 2020**, and a second class **Sunday, Sept. 27, 2020**, both in the Conference Room at the Parish Office, 2606 Washington Ave. Those planning to attend do not have 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.** 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 at dio.org under the "Safe Environment Training" section.

SCHOOL BUSINESS DAY SUMMARY
WEDNESDAY, July 29 and Thursday, July 30, 2020

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

This year, to follow Covid-19 precautions, we are asking that only one adult be present to represent each school family to complete School Business Day obligations. Please do not bring students or siblings. All present should be wearing a mask and practicing social distancing. If it is absolutely necessary to bring a child, any child over the age of two should be wearing a mask and remain with their parent at all times. Remember, payments for tuition and registration fees require separate checks or cash. Parents entering the gym should turn left toward the stage to start with Station 1.

STATION 1 TUITION BOOTH/FINANCIAL OBLIGATIONS. Each adult must report to this station first. There will be two main lines at this station, and each adult may process through either line. Any outstanding tuition or assessments are paid here with the exception of registration 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, PSA Enrollment Form, Parent Handbook Form, and other forms that may be turned in on the first day of school.

STATION 2 STAPLED FORMS DEPOSIT BOXES. On a table proceeding the Registration Table, boxes will be available to deposit the **entire** stapled portion (forms) included in this mailing. Be sure that all forms have been completed. These forms include:

- 1) Pupil Emergency Information Sheet
- 2) Volunteer Sheet
- 3) Certification of Medical Insurance and Indemnity Agreement
- 4) Virtus Touching Safety Program Permission Sheet
- 5) Media Publicity Release Form

Deposit any other miscellaneous school office forms, such as birth or baptismal certificates, but **NOT** Health Forms, which will be collected at the Nurse's Station.

STATION 3 REGISTRATION STATION. Please present your initialed packet as proof of completing Station 1. Both Angie Pekarik and Suzanne Halbrook will be available to check and receive any registration fees due. All should report to this station even if all fees have been paid previously.

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 the 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 what health forms are required at this station.

Kindergarten Students

Submit on **Illinois** form, a physical exam, dental exam or waiver, and eye exam or waiver. A diabetes screening 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, 2021.

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.

SPIRIT WEAR

In the gym foyer, a table will be set up for those who wish to order Spirit Wear. A limited number of overstock items will be available for purchase. After School Business Day, orders may be placed online. Spirit Wear will be sent home during the first weeks of school.

UNIFORM EXCHANGE

A uniform exchange will not be held at School Business Day. Those who wish to buy or sell gently used uniforms are encouraged to use the school Facebook page.

July 2020

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 wonderful teachers Mrs. Cindy Meredith, Mrs. Mary Marti, and Mrs. Rosalie Ohlson retired at the end of the school year. Our dear Mrs. Georgeann Hillmer-McGee and Mrs. Judy Bucatch have also retired. We thank them for their many years of love and devotion to our children and our school. We welcome Mrs. Shelly Bell, Mr. Brock Warbritton and Mrs. Rachel Ribbing to our faculty. They are excited to become part of our school family and will make excellent additions to our faculty. Mrs. Angie Pekarik will assume the position of Administrative Assistant and Mrs. Suzanne Halbrook will serve as receptionist/Secretary/Technology Consultant. Both of these delightful ladies have enthusiastically started to prepare for the coming year.

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 2020-2021

Administration and Faculty

Pastor	Fr. Stephen Thompson
Principal	Mrs. Margaret Holland Pennell
Kindergarten	Mrs. Brittany Spotanski
Grade 1	Ms. Alyssa Bridick
Grade 2	Mrs. Laura Jackstadt
Grade 3	Mrs. Gina Schubel
Grade 4	Ms. Cindy Reber
Grade 5	Mrs. Sarah Brown
Grade 6	Mrs. Shelly Bell, English
Grade 7	Mr. Brock Warbritton, Science
Grade 8	Mrs. Amanda Atkins, Social Studies

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

Administration and Faculty

P.E.	Mrs. Rachel Ribbing
Music K-8 / Band 4-8 and Orchestra 4-8	Ms. Judy Barnum

Support Staff

Administrative Assistant	Mrs. Angie Pekarik
Receptionist/Secretary	Mrs. Suzanne Halbrook
Cafeteria Manager	Mrs. Paula Long
Cafeteria Staff	Mr. Jeff Miller
Maintenance	Mrs. Bertha Koerper
Tuition Administrator	

PUPIL EMERGENCY INFORMATION 2020-2021

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 : _____ Father's cell: _____

Father's email: _____ Father's work number: _____

MOTHER

MOTHER / check if step-parent : _____ Mother's cell: _____

Mother's email: _____ Mother's work number: _____

STUDENT

CHILD(REN)'S primary address: _____

IF NEW HOME ADDRESS CHECK ___ / If HOME PHONE *other than cell* list here: _____

If divorced, who is primary CUSTODIAL PARENT? _____

If custodial parent cannot be reached, may we contact non-custodial parent? YES / NO

TWO ADULTS who will assume responsibility and may pick up child if parents cannot be reached:

Name: _____ Relationship to child: _____ Phone: _____

Name: _____ Relationship to child: _____ Phone: _____

HEALTH SECTION

Physician/Hospital of choice: _____ Physician Phone: _____

List medications, dosage your child(ren) takes/take at home OR school AND any physical, mental conditions, allergic reactions:

Child's Name and LIST CONDITIONS HERE: _____

Please check also: ___ Asthma / ___ Diabetes / ___ Heart Conditions / ___ Epilepsy/ ___ Allergies (list) _____

Child's Name and LIST CONDITIONS HERE: _____

Please check also: ___ Asthma / ___ Diabetes / ___ Heart Conditions / ___ Epilepsy/ ___ Allergies (list) _____

Child's Name and LIST CONDITIONS HERE: _____

Please check also: ___ Asthma / ___ Diabetes / ___ Heart Conditions / ___ Epilepsy/ ___ Allergies (list) _____

If in the judgment of school authorities immediate medical and/or hospital attention is indicated, do you authorize school authorities to send you child to Gateway Regional Medical Center, Granite City? Circle choice YES NO

Signature of Legal Parent (sign) _____ Date: _____

Print Name of Parent: _____

VOLUNTEER SHEET 2020-2021

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.

FAMILY (PARENT) LAST NAME: (print) _____ **PHONE (s)** _____

PARENTS FIRST NAMES: (print) _____

Mother **Father**

_____ Parish School Association Officer.

_____ Athletic Committee Member.

_____ Field Day helpers at outdoor sports during school hours, TBA

_____ Candy Fundraiser. Sort candy bars in afternoon from 1:00 to 2:30 p.m. tentatively Oct. 15, 2019. Help distribute orders that evening from 6:00 to 7:00 p.m. Service hours.

_____ HFS Golf Classic, morning and afternoon, Oct. 2, 2020, Arlington Greens. Service hours.

_____ Parish Chicken Dinner, Date and location, TBA. Service hours.

_____ Christmas or Spring Concert volunteers to prepare decorations or decorate.

_____ Santa's Holiday Parade volunteers to assist with float prior to parade set.
Service hours.

_____ Santa's Workshop helpers during the school day, Nov. 16-18, 2020. Service hours.

_____ Scholastic Book Fair during Catholic School Week, Feb. 1-4, 2020. Service hours.

_____ Fish Fry Dinner volunteers during Lent, Feb. 17- April 2, 2020. Service hours.

_____ HFS Gala volunteers, various projects and times, tentatively
March 13, 2020, event. Service hours.

_____ School Yearbook, assist by taking photos during school events.

_____ School Picnic volunteers, May 20, 2020.

_____ Volunteer Library Aide A.M. _____ Tues. _____ Thursday

I would be available: P.M. _____ Tues. _____ Thursday

_____ 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.

Options: Families may donate flowers, bushes, trees and groundcover. They may plant, weed or 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 "Protecting God's Children" Class on (date, if known) _____ or plan to attend a class on (date, if known, or list TBA) _____.

_____ I want to serve as: Head Room Parent for Grade _____

My second choice: Head Room Parent for Grade _____

_____ I want to be a Helper Parent for Grade _____

* All parents will be asked to contribute treats for parties.

Certification of Medical Insurance / Indemnity Agreement

PARENT LAST NAME (print) _____

A. The undersigned, as parent(s) or guardian(s) of the *student(s) below (please print)*:

Name: _____	Grade 2020-2021 _____
Name: _____	Grade 2020-2021 _____
Name: _____	Grade 2020-2021 _____
Name: _____	Grade 2020-2021 _____

I do certify to Holy Family School, Granite City, and the Catholic Diocese of Springfield in Illinois, that my child(ren) **IS/ARE COVERED** under the following medical insurance policy or health care plan:

Name of Insurer or Insurance Plan: _____
Policy or Group Number: _____

OR

B. The undersigned, as parent(s) or guardian(s) of the *student(s) below (please print)*:

Name: _____	Grade 2020-2021 _____
Name: _____	Grade 2020-2021 _____
Name: _____	Grade 2020-2021 _____
Name: _____	Grade 2020-2021 _____

I certify that my child(ren) is/are **NOT COVERED** by a medical insurance policy or a health care plan. I agree to obtain insurance through the Markel Student Accident Insurance Policy 2020-2021.

- Enroll online at <http://markel.sevencorners.com> or call 877-444-5014 for enrollment.
- Seven Corners, Inc. is Markel's administrator for this program.
- Payment must be made by credit or debit card.

(BELOW APPLIES TO ALL)

I/We further understand that Holy Family School does not provide any medical insurance coverage for the child(ren), and that I/we assume all responsibility for payment of any medical expenses (including, but not limited to, doctors' fees, hospital charges, or any other medical or related charges) incurred by the child(ren) due to any injury or illness that occurs while the child(ren) is/are in attendance at Holy Family School or participating in any Holy Family School sponsored activity, including athletic events.

I/We hereby agree to hold harmless and indemnify Holy Family School and the Catholic Diocese of Springfield in Illinois, including their employees, volunteers, clergy and religious, from any claims for medical expenses described above.

I/We have read the above Agreement and fully understand the terms contained herein, and agree to abide by its terms.

Signature of Legal Parent or Guardian Only

Date

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

Virtus Touching Safety Program 2020-2021

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
2020-2021**

FAMILY NAME (print) _____

In order for your child(ren)'s name or photograph to appear on Holy Family's internet sites, the newspaper, in the yearbook, on radio, or on television in connection to school events during the school year, Holy Family requires that the release form below be signed. These events could include the Honor Roll, the names of contest winners, or radio and television promotional events.

Student's name (print) _____ Grade _____

Student's name (print) _____ Grade _____

Student's name (print) _____ Grade _____

Student's name (print) _____ Grade _____

CHECK ONLY ONE BELOW

I **DO 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 2020-2021 SCHOOL YEAR.

I **DO NOT** 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 2020-2021 SCHOOL YEAR.

Signature of parent or guardian

Date

Print Parent Name