

Dear Families:

The purpose of this addendum to the System Handbook is to share some specific information about St. Aloysius Campus. This information includes:

Daily program
Sign-in/out Policy
Hot Lunch
Weekly Communication
Bussing
Student Drop-Off and Pick-Up
Classroom Treats
Liturgy / Prayer Service
Parental Verification Form Due Friday, September 7th (One signed for each campus your child attends.)

Clear communication will facilitate a smooth year for all of us. I want to hear your concerns and questions and I will share mine with your. Working together, we can create the best learning environment for your child and build a Catholic School System that Kaukauna can be proud of.

Please read the KCSS Handbook and sign the Parental Verification Form located at the bottom and return to St. Al's Campus by Friday, September 7th.

I am confident that we can meet this challenge – and have a good time too!!

Sincerely,

Mrs. Gayle Reider

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DAILY PROGRAM

Students should not arrive at school before 8:00 a.m. Supervision is very limited before school and for those reason students should not be on the premises. The school day schedule is:

**PLEASE CALL ST. AL'S OFFICE @ 766-5199
BETWEEN 7:30 A.M. AND 8:15 A.M. TO
REPORT ABSENTEEISM.**

A.M.	7:30.....	Teacher Preparation
	8:10.....	Bell Rings
	8:20.....	2 nd Bell Rings
	8:21.....	Daily Announcements
	8:22.....	Classes Begin
	8:30	Tuesday – All School Liturgy (will be announced)
	10:10-10:25.....	Morning Recess – 15 Minutes
	10:55.....	Preschool / Prekindergarten A.M. Dismissal
	11:30.....	Half-Day Kindergarten Dismissal
	11:30-12:20.....	Staggered Lunch / Recess
P.M.	12:15-12:20.....	Bell Rings
	12:20-12:30.....	Classes Resume
	1:30-1:45.....	Afternoon Recess – 15 Minutes
	2:20-2:50.....	Tuesday – All School Prayer Service (will be announced)
	2:55.....	Preschool / Prekindergarten P.M. Dismissal
	3:00.....	Dismissal
	3:30.....	Teachers Leave
	(On Wednesday teachers may leave earlier.)	

SIGN-IN / SIGN-OUT POLICY

When you need to take your child out of school for an appointment, family matter or sudden illness, **you must stop in the school office and sign your child out before the child leaves** the school building. The teacher will not be allowed to excuse your child/ren if you do not have a slip from the office noting you have sign them out. If you bring your child back the same day, **you will need to come to the office and note the time of return on the sign-out form. You are not to go directly to your child/ren's classroom without reporting first to the office.** This is so the teachers and students are not disturbed during class time. Your child/ren's safety is our first concern.

VISITORS are required to sign in / out at the office and pick up a visitor's badge.

HOT LUNCH

The cost for hot lunch is \$1.65 per day when ordered weekly and \$2.05 when ordered occasionally. Adults may eat for \$2.10 also. The menu will be sent home monthly in the "brown envelope". The total cost for the week or month is listed on the menu.

If ordering weekly, please send money the Friday or last day proceeding the week of lunch. Please put the money/check in an envelope with the family name, the names of the students, date and grade – return it on Friday. If you have students at Holy Cross Campus, please send a separate check/money with that child to the Holy Cross Campus.

WEEKLY COMMUNICATION

Each week the KCSS website www.kcssonline.org will host our weekly newsletter and enclosures. Please download and complete any necessary forms and include any monies that will be required and return them in an envelope stating what it is for and child's name. If you do not have access to the website please call St. Al's campus @ 766-5199.

Deadline to submit for the website is 10:00 a.m. on Wednesdays. I must read and approve any information before it can go on the website. We appreciate and thank you for your cooperation.

KINDERGARTEN – GRADE 2 BUSSING

If you have questions concerning your child/ren's bussing, call **Kobussen Bus Company @ 766- 0606.**

STUDENT DROP-OFF AND PICK-UP

Please note, due to safety concerns the staff requests that all parents follow this plan for student drop-off and pick-up:

Preschool 3 & 4 year olds enter from Main Avenue (second driveway) and park in the back parking lot. Parents and children enter the single door on the west side of the building and **wait quietly** outside the preschool room until the teacher invites you in. Class starts at 8:10 a.m. & 12:10 p.m.

Preschool when picking up your child please **wait quietly** outside the classroom. Class dismisses at 10:55 a.m. & 2:55 p.m. Use same driveway, parking lot and doors as when you bring your child.

Parents of Prekindergarten 4 & 5 year olds enter from Main Avenue (second driveway) and park in the back parking lot. Parents and children enter the double doors on the south side of the building and **wait quietly** outside the prekindergarten room until the teacher invites you in. Class starts at 8:10 a.m. & 12:10 p.m.

Parents of Prekindergarten 4 & 5 year olds when picking up your child please **wait quietly** outside the classroom. Class dismisses at 10:55 a.m. & 2:55 p.m. Use same driveway, parking lot and doors as when you bring your child.

Parents of Grades K-2 will drop off and pick up their child(ren) in the parking lot by the West Wing on the Ann Street side of school. You may not drive on the playground near the west wing doors. Stay in the designated parking areas. **Due to safety concerns you may not drive up to the west wing porch during inclement weather.**

Parents of Half-Day Kindergarten will drop off in the parking lot on the Ann Street side of school. You may not drive on the playground near the west wing doors facing south. Stay in the designated parking areas. Parents of Half-Day Kindergarten you will need to enter from Main Avenue (second driveway) and park in the back parking lot in the designated areas for pick-up at 11:30 a.m. **If you enter the building please wait quietly in the breezeway.** The children will be dismissed through the double doors facing south. Exit using the same driveway you came in off of Main Avenue.

We encourage students not to arrive before 8:00 a.m. but if because of bussing, students will go to the school office and wait till supervision is available on the playground. If children need to be dropped off earlier arrangements need to be made with our child care. They are open at 7:00 a.m. and can be reached at 759-4566.

School dismisses at 3:00 p.m. **If students are not picked up by 3:10 p.m.** they will be sent to the office to wait while we call parents. An authorized person will need to come to the office to get the student. After 3:30 p.m. they will be put into our child care and you will be billed accordingly.

CLASSROOM TREATS

Please refer to the enclosed snack list when providing treats or snacks during the school day.

The principal and faculty will decide upon parties for special occasions.

Parents may not bring food or drink to the classroom without first informing the teacher. Check with the teacher first for children with special diet needs or allergies.

LITURGY AND PRAYER SERVICE

Liturgies are held on Tuesdays at St. Al's at 8:30 a.m. Liturgies will be held on Holy Days and other special occasions. Prayer services will be held on Tuesdays at 2:20-2:50 p.m. Liturgies and prayer services will be listed in the weekly newsletter and monthly calendar. You will be notified of any changes in the weekly newsletter and / or the monthly calendar.

KCSS BUSINESS OFFICE

The KCSS business office is located at St. Mary's site. The KCSS Business and Development Offices are accessible through the side door next to the driveway and up the stairs, first door to your right. Karen Buskager and Jessica Schaff are there to assist you. Their address is:

**KCSS Business Office
119 W. Seventh Street
Kaukauna, WI 54130
Business Office: 759-4508
Fax: 759-2360
Development: 759-9290**

This also involves our Development office and our Director of Development Mrs. Carrie Gorges.

KAUKAUNA CATHOLIC SCHOOL SYSTEM HANDBOOK 2007 ~ 2008 PARENTAL VERIFICATION

My signature below indicates that I have read the Family Handbook and Addendum for KCSS / St. Al's Campus and agree to be governed by the rules, policies, and procedures that are in force.

SIGNATURE OF PARENT(S) _____

DATE _____

**This form must be returned to the school office by Friday, September 7th.
One signed for each campus your child attends.**