



St. Mary School Kindergarten Program Guidelines for Parents

June 2017

Dear Parents,

We look forward to welcoming your child to our Kindergarten classrooms. We are proud of our program. Our classes are developmental with a hands-on approach to learning. We anticipate an amazing year of academic, spiritual, and physical growth of your child.

Sincerely,

Jen Reker-Murphy & Julie Dorr

Your Kindergarten Teachers

Arrival

The first bell is 8:30 AM. The final bell with attendance taken is 8:40 AM. Please have your child wait outside on the playground until the first bell. If your child is in Before School Care, he/she will be taken directly to their classrooms at the first bell. If your child is tardy, you will need to obtain a tardy release slip from the main office when bringing your child to class.

Dismissal

The students are dismissed at 3:30 PM through the door to the playground side of the main building. The bus riders are escorted to their buses and are supervised as they board their designated buses. If your child is not riding the bus on a specific day, please send a written note. Also, please list the names of other people who are allowed to pick up your child on the information sheet provided at the beginning of the school year. Children must report to the school office and be picked up there if you are running late.

Attendance

If your child is going to be absent, please call the attendance number 533-5527 before 8:40 AM. A message can be left the night before or very early in the morning if necessary. This call needs to be made each day your child is absent. Upon returning to school, please have your child bring in a written note.

Buses

Your children are assigned bus numbers according to your home location. You will receive your bus number directly from Cincinnati Public or Forest Hills School District. If you do not have an older student on your bus route that you have designated as a "buddy" for your kindergartener, please call the school office and we will find a "bus buddy" for him/her. **The first two days of school, August 24 & 25, Kindergarten and 1st Grade will dismiss at NOON. NOON Dismissal bus service is not available.**

White Envelopes

Each Wednesday your child will bring home a variety of messages and school information in a white envelope. Please remove all the material, sign and return any necessary forms, sign and date the outside of the envelope, and return the envelope in your child's backpack Thursday morning. Do not save or throw out this envelope. Any correspondence addressed to the school office can be sent back in this envelope. A Wednesday School E-News is emailed weekly and School Office News published and emailed monthly.

Voicemail

All of the teachers voicemail numbers and email addresses are listed in the St. Mary School Family Directory available at Back-to-School Night and also located at www.smsbp.com. We will return your calls & answer your emails as soon as possible or will send a written message home with your child in his/her backpack.

Lunches

Lunch information will be sent separately in early August.

St. Mary School Uniform Policy 2017-18

- ❖ *All students are expected to dress neatly and appropriately at all times - even on out-of-uniform days. Neat and appropriate appearance includes, but is not limited to cleanliness, size of clothes and modesty, as well as logos, graphics or messages printed on clothes.*

SCHOOL ATTIRE

- ❖ Uniform skirts and navy blue dress shorts must be worn TO THE KNEE. Navy blue dress shorts are acceptable attire for all students from August-October 31 and after April 1.
- ❖ Socks and shoes with low heels must be worn at all times. Gym shoes are allowed. Sandals and Crocs are not allowed.
- ❖ Girls wear the uniform plaid jumper (Kindergarten - Grade 5) or skirt (Grades 6, 7, 8) TO THE KNEE. Socks, tights, and leg-wear worn under the uniform must be white or navy blue.
- ❖ Male and female students may wear navy blue dress pants with NO rivets or patch pockets. Jeans-any style-are prohibited.
- ❖ White uniform shirts for all students must be dress shirts with a collar or an official St. Mary logo "polo" shirt. Shirts must be tucked in at all times. Only the top button may be open. Green logo shirts are optional for Jr. High students.
- ❖ Approved uniform sweatshirts and half-zip fleeces with the St. Mary logo. "Spirit Wear" or "Cougar Gear" sweatshirts are NOT acceptable uniform attire. Sweaters must be plain navy blue with no logos, monograms, or decorations of any kind.
- ❖ White turtleneck sweaters may be worn UNDER the required uniform shirts. T-shirts worn under the uniform shirt must be plain white and no graphics may show through.
- ❖ ON GYM DAYS all students must wear gym shoes. Shorts and slacks are also recommended.

SPIRIT WEAR DAYS

Students may wear Spirit Wear or Cougar Gear on scheduled Spirit Days. Students may wear a spirit or school team shirt or pants in place of the uniform shirt, shorts, pants, or skirt. The regular uniform shirt or pants must be worn if Spirit Wear or Cougar Gear is not worn. Spirit/Cougar boxer shorts and sweatpants may be worn under uniform jumpers or skirts, or on their own during gym classes. Spirit wear will be on sale at Kindergarten Orientation and periodically throughout the school year.

→→ Where to buy uniforms

LANDS END

1-800-469-2222 or online at www.landsend.com

- ❖ St. Mary uniform jumper
- ❖ Uniform knit shirts with St. Mary logo
- ❖ Uniform sweatshirts & half-zip fleeces with St Mary logo
- ❖ **School code# 9000-9600-9** for all approved uniform items

ANYWHERE

- ❖ Plain Navy blue dress **shorts** and **slacks**.
- ❖ Plain White **dress shirts**.
- ❖ Plain Navy **sweater**.