

August 19, 2024



Dear Cathedral Elementary School Parents and Guardians:

We are so excited to be starting the 2024-2025 school year! I have included some important details to help you plan for your school year. This black folder is the official family folder for your students. It contains information relevant to you as we begin this new school year. Please take extra care to read anything marked new with this symbol:



Included in the left pocket of this folder are items that are to be returned to the school office. Included in the right pocket of the folder are items that are informational for you and need not be returned to school. Some forms are family specific and those are, and always will be, included with the oldest child's family folder. Take some time to go through all the materials in this folder and then return it back to school with your child on the first day of school. Moving forward, this black family folder will be coming home every Wednesday with school information. Your student is asked to return the folder with any "return to school" forms completed every Thursday morning.



Starting this year, we will begin to send more documents electronically through email such as the following:

- Cathedral Weekly Newsletter
- Lunch Menu

These documents will continue to be posted on our website for your convenience as well.

As you prepare to start the 2024-2025 school year, please take note of the following items:

1. The first day of school for the 2024-2025 school year is **Wednesday, August 21st**.
2. **School Start Information:**

School begins at 8:00 a.m. The school doors open for students at 7:15 a.m. No students should be on the school grounds prior to this time.

Children will be greeted in the lobby by me and/or faculty/staff member.

When **Preschool 3 and Kindergarten 4 students** arrive at school, they will go directly to their homeroom with help from their teachers and Cathedral faculty/staff members. **Kindergarten 5, grade 1, grade 2 students** will report to the school gymnasium when they arrive at school. Cathedral School staff will supervise the students until they are walked to their homeroom by Cathedral staff members at 7:40 a.m.

Parents may drop off their children on Ferry Street with the children entering through the front door/south main lobby entrance or on the playground with the children entering the building through the back door/north main lobby entrance. At drop off time, parents may park on Ferry street, staying out of the bus loading area, or in the school playground.



Please note: Starting Tuesday, September 3rd, all students should be dropped off at the doors of the lobby and a staff member will greet and make sure students get to their designated morning spot. Parents and guardians are asked to stay outside the school, as to allow students to become independent, working with Cathedral faculty and staff, to start their day. Of course, if a parent or guardian needs to come into the office, they are always welcome. Although this is not necessarily “new” for this year, it is new to this document.

Bus students will be dropped off at the bus zone on Ferry Street and are to enter the building through the front door/south main lobby entrance. Please note that there is a shuttle bus from Blessed Sacrament School to Cathedral School each morning. Students must be at Blessed Sacrament before 7:20 a.m. to ride the bus. A Blessed Sacrament School staff member helps all Cathedral School students load the bus at 7:20 a.m. A Cathedral staff member greets the bus when it arrives at Cathedral School at about 7:30 a.m. There is no prior reservation or commitment needed in utilizing this option other than to have your child(ren) registered as a bus rider (see below).



All students who ride a bus, even the shuttle bus between Cathedral and Blessed Sacrament, am or pm, MUST register with the bus

company. The Cathedral Bus Registration can be found on the home page of Cathedral's website.

3. School Dismissal Information:

Preschool 3 and Kindergarten 4 students not staying for extended care are dismissed from the lobby at 11:00 a.m. Parents should park on Ferry Street and meet their child(ren) outside the front door/south main lobby doors.

Kindergarten 5, And Extended Care Kindergarten 4 and Preschool 3 students are dismissed at 2:45 p.m. *Please see note in #4 in regards to required payment method for extended care and after care.* Grade 1 and Grade 2 students are dismissed at 2:50 p.m. Students are dismissed from the main lobby by their homeroom teacher. Parents may pick up their child(ren) outside of either lobby entrance. A child will not be released without eye contact and an acknowledgement of the parent/guardian being present and in close proximity to the north or south lobby entrance. If picking up on Ferry Street side of the lobby please honor the NO PARKING for bus transportation. If picking up on the playground side of the lobby, please be aware of children walking to cars when driving on the blacktop of playground area.

Parents may choose to have their Cathedral student(s) bussed to Blessed Sacrament School or Aquinas Middle/High School to meet up with older siblings. Cathedral faculty and staff will direct boarding of the bus at 2:45 p.m. A Cathedral staff member rides the bus to assist the children in executing the next step in the after school pick-up plan.

 Please note: Due to our After Care program utilizing the playground after school, we ask that for the safety and management of those after care students, that **ONLY** After Care students play on the playground after school.

4. Afterschool Care Program:

Cathedral School provides afterschool care for our students (4K-2nd grade) from 2:45-5:30 p.m. The afterschool care program provides a snack and allows time for play and organized activities. Afterschool care details are in this folder.

If your 3P child needs to attend aftercare, please contact Mrs. Key directly to find out more details.

Blessed Sacrament School also provides afterschool care for those students who have older siblings at Blessed Sacrament. Please note that there is a separate registration form in the Blessed Sacrament School Office that must be completed if you are utilizing their services.



Please note that both After Care and Extended Care now require Procure for payment. When picking up a child from After Care this year, the parent picking up will need to scan a QR code to check out students.

5. Emergency / Dismissal Form:

All students must have an emergency/dismissal form on file. This form indicates your regular after school plans for your child(ren) along with emergency information. Changes for any particular day or time period can be made by completing and submitting an updated change form to the school office. Those forms are available online and in the school office. For the safety of your child(ren), I ask that you note the importance of the parent/guardian communication form in regards to any changes in your child's dismissal plans. We ask when possible all changes be made to the office by noon. We do understand that last minute changes arise. Feel free to email the office with any changes however, if you have not heard back by 2:30 pm, please give the office a call to ensure changes have been communicated.

6. School Lunch:

Aquinas Catholic Elementary Schools participate in the National School Lunch program. Our dedicated staff makes every effort to provide nutritious and balance meal. All families are invited to participate in our school programs. Hot lunch is served mid-day for all grade levels. A carton of milk is available for students who prefer to bring a cold lunch from home. Cathedral Elementary School does not offer a breakfast. However, Cathedral students are invited to eat a hot breakfast at Blessed Sacrament and then ride the bus over to Cathedral afterwards. Prices are on the menu provided in the folder and on our school webpage. Every morning hot and cold lunch count is

taken in the classrooms so a long-term plan for hot and cold lunch is not required on our end.

Free and Reduced lunch applications and instructions can be found on our website. These applications will be submitted via your Skyward account. Please let the office know if you need a paper copy of an application.

 Unfortunately, due to new DPI guidelines, we are no longer permitted to have volunteers in our lunchroom.

7. Parent/Student Handbook Compliance Form and ACS Acceptable Use (Computer/Technology Internet) Policy Form:

The Cathedral Parent/Student Handbook is posted on our Cathedral School website (select Parents, then Handbook). The compliance form enclosed must be signed by **BOTH** parents/guardians as it includes Diocesan Safe Environment Compliance information.

The ACS Acceptable Use Policy for Students is posted on the Cathedral school website (select Parent Info, then Safety, then General Safety). This policy is written to address computer technology internet use for 3P-grade 12 and some of the details may not necessarily be relevant for your child at this time. One parent/guardian signature, acknowledgement receipt of and awareness of this policy, is necessary for us to have on file in our office.

 Please notice there have been updates to the attendance policy in the handbook. Refer to the handbook for all of the details.

8. Mass:

Our school Masses will be celebrated on Wednesdays at 9:30 a.m. with the exception of the start of the school year, certain feast days and holy days of obligation. Please refer to your monthly calendar found in the black folder or our school webpage calendar for up-to-date details.

9. Conferences:

The dates for conferences during the year are the following:

- September 12 (10 minute conferences)

- November 12 & 14 (15 minutes)
- March 4 (15 minutes by request of parent or teacher only)

As we did last year, Cathedral Elementary School will be providing an earlier conference date in the school year in order to give parents a chance to connect with teachers on how the first few weeks are going for their child(ren). These conferences will be 10 minutes per session and will be per child (not per parent) in order to allow everyone a chance to receive a conference.

The November conferences will follow are traditional parent teacher conferences with 15 minutes a session and two dates from which to choose.

The March conferences will be by request only by either the parent or the teacher. More details to come as the school year unfolds.

10. Medication:

Students requiring medication during the school day must have a Cathedral School Medication/Procedure Form filled out prior to any medication (this includes cough drops) being administered from the school office. Medication is stored in a secured area in the school office. Students are not allowed to keep any medication in their backpack or with their homeroom teacher. Medication forms are available in the main office and can be found on our website.

11. Cathedral and Aquinas Spirit Shirts:

Every NEW student receives a free Cathedral Spirit Shirt free from the Cathedral Parent Teacher Organization (PTO). If your child(ren) is new to Cathedral School, you should have received a t-shirt on our Back to School night. If for some reason you did not, please contact our office to receive your free t-shirt.

Order forms are enclosed for families to purchase Aquinas spirit t-shirts and additional Cathedral spirit t-shirts, if desired. We also have Aquinas Spirit Days throughout the year. Any ACS themed shirt/sweatshirt/apparel can be worn on those days. The deadline to

order shirts is **Friday, August 23rd**. For submitting an order form with payment.

Order forms have been emailed with a link to purchase ACS sweatshirts. These school sweatshirts conform to our dress code and students are allowed to wear them in their classrooms.

Thank you so much for choosing Cathedral Elementary School! Please know that our faculty and staff are so excited about building a relationship with your family and educating your child(ren) in faith, academics, social skills and becoming a well-rounded disciple of Christ. If you have any questions or concerns, please feel free to contact your child's teacher, our office or me.

Peace in Christ,

Tara Key
Principal, Cathedral Elementary School