

St. Teresa of Calcutta Education Center



2017-2018 New Family Guide of Commonly Asked Questions

NOTE: This document is geared toward families who are new to Saint Teresa of Calcutta Education Center. It's not a replacement of the detailed School Handbook or the individual websites or documents handed out for various programs. It's intended as a quick go-to guide with behind the scenes tips. Information in this document is subject to change throughout the year.

Please submit any errors, changes, or additions to the School Office.

Enjoy!

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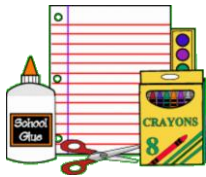
What should I know before school starts?

STC School Summer Office Hours



STC School Office is open from 9:00 am to 2:00 pm Monday - Thursday beginning the Monday after school ends in June until the Friday before school begins. The school office phone number is 610-287-2500 option 1.

School/Stationery Supplies



We use an online ordering website for any ordering school supplies. Supplies will be delivered directly to the school. Clear contact paper is used to cover workbooks, and classroom folders. Try to keep contact paper flat to avoid bubbles or wrinkles. Over the years you will find your style and get the hang of it. You may purchase/use **extra-large** book sox to cover your child's hard text books. Grades 2 - 8 will need approximately 5 extra-large book sox to start the year off.

Bus information



Bus Schedules will be sent directly to you from the Public School District where you reside. Necessary busing forms for the Public School districts may be found on the STC School Website under Transportation Information. If you have questions, contact your local Public School District transportation department. Many bus companies have a day during the summer where your kindergartener can learn about the bus and have the opportunity to take a ride on it. If any of your busing information changes, for example: bus number, notify the office and your child's homeroom teacher with a written note.

First Day of School



This first day of school is a full day. The children need a snack and a lunch, if they are not purchasing lunch. Children in grades Kindergarten and 1st line up in the All Purpose Room (APR). All car line students enter through the APR doors. All bus students enter through the school side door. Students in Grades 2 - 8 report directly to their homerooms upon arrival. Teachers and older students will help the new students find their appropriate lines in the morning and help them get on the correct bus at the end of the day.

CARES Program (Children Are Receiving Extended Service)



Our extended care program provides care for students after school, on half days, and on school holidays. Contact Jackie Stiles, Child Care Director or the Child Care website for more information. Child Care phone number is 610-287-2500 option 3. Rates vary per program.

Uniform Night



Typically, in July, STC will have a uniform night. Uniform Night this year is July 19th. Flynn & O'Hara and Flocco's will be present at STC and will have uniforms and shoes available for purchase. A used uniform recycling program (Uniform Exchange) also allows families to pick up additional uniforms at no cost. It typically runs from 4:00 pm to 7:00 pm in the APR.

Buddy Families



You will be paired up with a buddy family if your child is entering grades one through eight. This will be an extra resource for you throughout the year. New families with children in Kindergarten will be given a list of names they can use as a resource throughout the year.

Tuition



Tuition is processed through FACTS Management. By June 10th, you will receive an email from the Business Manager concerning setting up your FACTS account. If you have any questions, please email bmgr@stteresacalcutta.com or 610-287-2525 ext. 103.

What should my child be wearing?

The following is the schedule for **Fall/Winter/Spring** uniforms:

First Trimester: **Fall** Uniform
Second Trimester: **Winter** Uniform
Third Trimester: **Spring** Uniform

The formal **winter** uniform must be worn during the second trimester. **Winter** uniform items may be worn during the first and third trimester on a cold day. Please see the parent handbook for specific uniform items.

All formal daily uniform items can be purchased at Flynn & O'Hara. You may order them online, by phone or visiting the store.

The closest store:

Flynn & O'Hara
Festival Shopping Center
Route 30 @ Whitford Road
Exton, PA 19341
(610) 594-1970
www.flynnohara.com

Shoes are to be purchased from:

Flocco's
110-114 Fayette Street
Conshohocken, PA 19428
(610) 828-5544 / (800) 799-3313

Uniform Exchange



This is a great way to pass on uniforms to others and save some money. If you have uniforms you no longer need and are still in good shape, you can donate them to the uniform exchange. During certain times of the year, a uniform exchange table is available for anyone to take uniform items they need. You don't have to drop off uniforms to be eligible. There is also a Uniform Exchange form that can be filled out and forwarded to the uniform exchange coordinator. The form can be found on the Home & School website under Downloads & Forms.

Dress Down Days



Dress Down Days are noted on the school website and most require students to bring in a donation to dress down. The money will go towards a designated fundraiser. Shorts can only be worn when the fall or summer uniform is worn, and must be of knee length. Tee shirts with inappropriate words or sayings may not be worn. Students should be mindful to dress conservatively, appropriately and modestly for school – no tank tops, bare midriffs, pajamas, spaghetti straps, open-toe, flip-flop shoes or “wheelies”. No hair changes such as feathers, coloring, tiaras, etc.

School Spirit Items



Various clothing items and accessories are available for purchase at www.ragtee.com.

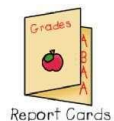
What about the school day?

School Hours



School doors open at 7:30 am each morning. The school day is 7:45 am to 2:45 pm. If you need to pick up your child during the school day, send a note to their teacher a full day ahead of time (call the office if it is a last minute emergency). When picking up, go to the office to sign out, and the office will call up to the classroom for your child. Should you arrive after 7:45 am, please park and walk your child to the front office to obtain a late slip to attend class. Students who are late need a late slip for class.

Grading System - MSP



In Grades 1 - 3, students receive letter grades: O (outstanding), VG (very good), G (good), S (satisfactory), I (improvement needed), U (unsatisfactory). In grades 4 - 8, students receive a numeric grade. Passing grade is any grade above 70. Kindergarten students use a 1-4 numbered grading scale for many skills they are learning. We use My Student's Progress (MSP) as our online grading system. Each student will receive a unique user ID and password. Information will be sent home with your child.

School Year Breakdown



The school year is broken down into three trimesters. Report cards are sent home in a specially marked envelope. Sign and return the envelope to your child's teacher, and you may keep the report card. Parent / Teacher Conferences are scheduled during the first trimester of the school year for grades 1 - 8. By using a link to Pick-a-Time you may select your conference date and time.

Specials



Students have each of the following specials once a week: Art (Grades 3 - 8), Art is integrated into the curriculum for students in grades K – 2. Technology (All), Gym (All), Library (All), Music (All), and World Language (Grades 4 - 8).

Clubs



Students in grades 5 - 8 have the opportunity to participate in clubs on Thursday afternoon and Friday mornings. Examples of some of the clubs are: Science, Math, Fitness, Cooking, Newspaper, Yearbook, and Genius Hour.

Safety Drills



Throughout the year, the school will hold announced and unannounced fire drills, and emergency shelter in place drills. Buses also hold occasional lockdowns and drills.

Is there a certain traffic flow I should follow?

Car Rider Arrival Procedures



When you are dropping off your child in the morning, drive through the car rider line, which is open 7:30 am to 7:45 am. This is the one-way lane in front of the school. Pull up in front of the Education Center. A teacher will be outside of the building to make sure your child gets into the gated area safely. Please be considerate and keep the line moving. When you have reached the front sidewalk your children should disembark the car when stopped. Also, for safety purposes, you may not park your car and walk your child to the gated area, all children being dropped off need to go in the car line. If you arrive after 7:45 am you must exit your car and escort the child to the front office.

Car Rider Dismissal Procedures

If you need to change the mode of transportation home on any given day, please write a note to your child's teacher. Additionally, please email the school office at the frontdesk@stteresacalcutta.com. We ask that you give sufficient time considering all dismissal procedures occur between 2:40 pm and 3:00 pm. The students will exit the APR doors escorted by a teacher. Follow the same car line procedure as in the morning, pull into the car line, and your child will be waiting with the teacher on the sidewalk when you pull to the front of the line.

Parking and Traffic Flow



Swamp Pike entrance: Right turn into parking lot, then first right turn once in parking lot. Follow parking lot up to the top of the lot by the church and wait up by the church.

If you are planning to volunteer at school, or are picking your child up early or dropping your child off late, please park in the front parking lot's lower bays. This leaves room for church functions such as daily Mass or funerals.

What about snack and lunch time?

Snack:



Children are permitted to bring in a snack. Snacks are eaten in the classroom around mid-morning.

Lunch



Lunch is eaten in the APR. There are two paid lunch monitors and Parent volunteers for supervision in the lunch room and for recess. There is a separate peanut-free table for students with allergies. Hot lunch is available for purchase daily from our food service provider Aramark. The current prices for lunch are as follows: \$2.75 for Grades K - 2 and \$4.00 for Grades 3 - 8.

The K-1 lunch will be a choice between two options. The 3 - 8 lunches will have a choice of many daily options. A separate sheet explaining Aramark will be given to you at the beginning of the school year. Parent information on loading an Aramark account with money to pay for lunch will require a login and password. This will be provided by the school and your child will need to memorize their ID # to enter after purchasing their lunch.

** Please note prices may change.*

Pretzels



Mini size soft pretzels are available for snack on Wednesdays, and Fridays. Pretzels must be preordered and prepaid. Grades 5 - 8 may order two pretzels per day. Order forms with pricing options can be found on the Home & School website under Downloads & Forms. Pretzels are provided by the Philly Pretzel Factory, Collegetown. Parent volunteers bag the pretzels in the morning for each classroom.

What are important things to know once school starts?

Back to School Night



Back to School Night will be held two evenings this September: Wednesday, September 13th for parents of students in Grades K - 3 and Thursday, September 14th for parents of students in Grades 4 - 8. This is a wonderful opportunity to meet your child's teacher and visit their classroom. All parents will meet in the APR from 6:30 pm to 7:00 pm. To accommodate families with multiple children there will be two information sessions held in each homeroom. Session 1 will be 7:05 pm to 7:35 pm and Session 2 will be 7:40 pm to 8:10 pm. This meeting is for parents only so please do not bring your children.

Communication for Inclement Weather/Emergency Information



The My Student Progress (MSP) system is the school's way to contact you in the case of an emergency closing or other important information. This alert will be delivered through phone (home and cell) and text message. You will be asked for your contact information in the beginning of the school year.

Sick Child Procedures



If your child is sick and needs to stay home, call the school office at 610-287-2500 that morning. You may leave a message if it is before school opens. A doctor's note is required for more than 3 consecutive days of absence. If a child becomes sick at school, the school nurse will call you to come and pick up your child. If your child leaves school during the day because he/she is ill, your child is required to stay and rest at home for one full school day (they may not return until 24 hours have passed from the time they were signed out) before returning back to school.

Shelter In Place



The Homeroom parent is asked to provide/coordinate snacks and drinks to be used in the unlikely case of an emergency. If not used, the snacks and drinks will be used for an end of the year school event, such as Relay Recess.

Volunteer Clearances



There are many opportunities to volunteer. The Home & School has many fundraisers and events that need volunteers. Your child's teacher or homeroom parent will also ask for volunteers to help out in the classroom, assist with classroom parties, or chaperone a field trip. The School Office/Lunch Room are always in need of volunteers. Our school community complies with all of the Safe Environment requirements set forth through the Office of Child and Youth Protection. We make every effort to create a network of protection for the children. Please review the requirements and begin to work on obtaining clearances as soon as possible. There are times throughout the year that we may have to decline entrance into the school for a function if you are without clearances. Thank you very much for your understanding and support in the matter.

To volunteer at STC School you must complete the following:

- FBI Fingerprint (except if you have been a PA resident in PA for 10 consecutive years. If you have been a resident for 10 consecutive years then you will only need to sign the Disclosure Application.
- Criminal History Record Check (renew every 5 years – forms available on the school website)
- Child Abuse Clearance (renew every 5 years – forms are available on the school website)
- Safe Environment Class I – Protecting God's Children Workshop (required once – go to www.virtus.org for class information)
- Safe Environment Class II – Mandated Reporter On-Line Course (required once – go to www.virtus.org for class information)
- Mandated Reporter Training
- Mandated Report Acknowledgment Form

Currently the Criminal History Check and Child Abuse Clearance are free. If this changes, all volunteers would be responsible for the fees to obtain the necessary clearances. There is no charge for the Safe Environment classes. We have offered this class at STC in the past and will publish the dates when we offer it again.

For questions regarding clearances, please contact Shawn Marie Brown, Director of Parish Services at 610-287-2525 ext. 100 or dps@stteresacalcutta.com.

Weekly News from the Principal



Check the Website www.STCSchool.weebly.com for up to date information on happenings at STC. This important news is directly from the Principal and contains items happening during the upcoming week or dates to mark on your calendar for the future. The principal sends a weekly calendar of events and reminders called Parent Notes. It is sent via email.

Vaccinations / Physical and Dental Exams



The school nurse will give out a flyer with the required vaccinations and physical and Dental Exams needed in order for your child to attend STC Catholic School. This information can also be found on the school website under Registration Information.

Pictures



Student pictures are taken in the Fall. Students wear their uniform for pictures, and the picture will be used for the year book. An order form will be sent home with the students to be filled out and returned to the photographer on picture day. Dates for the picture will be posted on the home page of the school website.

Monthly Lunch Menu

The lunch menu will be posted on the website under Lunch Menus.



Snow Days



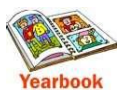
You will be notified if school is delayed or closed due to inclement weather by the My Student Progress (MSP). The notification will come in a text message and phone call. Some days on the calendar may be marked as snow make up days. You are notified during the school year if they will be used.

Field Trips



Kindergarten has a field trip in the Fall and grades 1 - 8 have a field trip in the Spring during the school day. Permission slips are sent home with details and associated costs. Volunteers may be needed to help chaperone. These field trips are a mandatory school day for students. No student should miss out on a field trip because of cost; sponsorship is available.

Yearbook



The yearbook will cover K – 8 activities and events. They are optional to purchase. Look for the order form coming home around March. Yearbooks are distributed the last week of school. The yearbook costs are approximately \$22.00 to \$29.00.

STC Family Appreciation Prize Patrol

To show thanks and appreciation for our parents' ongoing support of STC, prizes will be awarded on a random rotation during the school year. Some of the Appreciation Prizes will include baskets, gift cards, and waived fees. Details will be provided when prize time comes around.

What CYO sports are offered?

CYO (Catholic Youth Organization)



Sport teams are available for STC School students and students in the STC PREP program. Registration information will be posted on the main Parish website. There are fees charged to sign up (vary based on sport). Please check the CYO website for contact information.

Fall:

Football (Boys)	5 th - 8 th	(Ches-mont Football)
Volleyball (Girls).....	5 th - 8 th	
Soccer (Coed).....	5 th - 8 th	
Cross Country (Coed)	K - 8 th	

Winter:

Cheerleading (Girls).....	5 th - 8 th
Basketball (Individual Boys & Girls).....	5 th - 8 th

Spring:

Baseball (Boys).....	5 th - 8 th
Softball (Girls).....	5 th - 8 th
Track & Field (Coed).....	K - 8 th
Golf (Coed).....	6 th - 8 th

Are music classes offered?

STC Ambassadors of Peace Choir



Grades 5 - 8 are invited to join the choir and perform at special school events and Masses. Mrs. Cecelia Harris facilitates the choir members as part of the parish ministry.

Instrumental Lessons



Instrumental lessons are available for an additional fee. Information will be sent home with your child in September. Mr. Blair Beard is the band instructor. He conducts beginners as well as advanced band. An annual spring concert takes place in May.

Are other Non-Athletic Parish activities offered?

Girl Scouts: Girls grade 1 and up.
Brownies, Junior Girl Scouts may be offered depending on the demand and need.

Daisies: Girls grade K and up.
*See Parish website for contact information.

Student Council



Students in 7th and 8th grade can become candidates for positions on the Student Council Board. Representatives per homeroom from Grades 5 - 8 are selected for student council. These representatives will cover Student Council information for all classrooms. Elections are held in May for the Board positions and September for the Representatives.

Altar Servers



Students in grades 5th - 8th are eligible for the Ministry as Altar Servers. Contact Shawn Marie Brown, Director of Parish Services at 610-287-2525 ext. 100 or dps@stteresacalcutta.com for more information.

Are any special services offered?

Montgomery County Intermediate Unit



Additional services, although not daily, exist, such as counseling, speech, and remedial services in reading and mathematics. The school or parent may request a consult for services.

Teacher Tutors



Some teachers are available to tutor students before or after school and throughout the summer. Please contact the school for teacher and subject availability.

Can you give me information on the fundraisers?

SCRIP



This is a major fundraiser for STC Parish. Use pre-purchased gift cards/certificates for the stores you shop (including grocery stores) and a portion of the cost can be credited towards your school tuition. For more details on the Scrip program, please contact Tammy Brock, the Business Manager at 610-287-2525 or bmgr@stteresacalcutta.com.

GIANT A+ School Rewards



Designate St. Teresa of Calcutta Education Center on your Giant BonusCard any time after September 15th. Enter ID Code 25804 at GiantFoodStores.com/aplus or visit our website at stteresacalcutta.com. You earn reward points each time you shop. These points become cash to be used for any of our educational needs. The program runs from October - March.

Box Tops



Our school receives 10¢ for each box top submitted. Send them to school in a plastic baggie, trimmed and rubber banded in groups of 50, with your child's name and homeroom on it. There are also many other ways to earn box tops by participating in the eBoxTops program, or using the Box Tops MarketPlace. More detailed information will be sent home or please register at www.boxtops4education.com.

Jump Rope for Heart



This fundraiser during gym class is usually in February/March. It raises money for the American Heart Association. Students acquire sponsors for the amount of time they jump.

Scholastic Book Fair



A book fair is held at the school during Catholic Schools Week. Books are available for purchase. There is a theme each year for this annual event.

Home and School Association



The Home and School Association sponsors many fundraisers. H&S have a newsletter and an abundance of information on their webpage. You may sign up to receive the newsletter on the school website, under H&S, and under Email Newsletter Signup.

Assessments?

Terra Nova Tests



These are the school's standardized achievement tests taken in the springtime for all students in grades 2 - 7. These tests do not affect your child's grade on their report card. Their teacher may review for these during school but there are no study guides for home studying. The results will be sent home to you in late May/early June.

End of Year Performance Assessments



A student completes a project for a specific curriculum area for their End of Year Performance Assessment. In addition to assessments, final exams maybe necessary in June.

When does my child receive their sacraments?

Penance



Instruction is during the 2nd grade year. Students will receive their First Penance in Lenten season.

First Holy Communion



Instruction is during the 3rd grade year. Students will receive their First Holy Communion on a Saturday in the spring (around April/May).

Confirmation



Instruction will begin in their 6th grade year with the Sacrament of Confirmation being received in their 7th grade year. In 7th Grade, students will participate in Decision Point. In Decision Point, key life issues are introduced and young people are taught through the process of gathering, believing and responding to help them reflect on God's presence in their lives. They are called to recognize, live, explore and share their faith. Various specific issues dealing with morality may be discussed. Parents and child(ren) must successfully complete preparation material for the sacrament and the child must have a satisfactory attendance record before receiving the Sacrament of Confirmation.

What are some events on the calendar?

Grandparents Day



This day is usually held the first Friday in October. Grandparents are invited to attend Mass, and spend some time in the classroom with their grandchildren. Seniors of the parish will be invited as well to enjoy time the children.

Children's Secret Santa Workshop



The Secret Santa Work Shop will be available for the students to purchase low cost gifts for their family. An item and price list will go home beforehand. Parent volunteers are needed. This is a two day event.

Christmas Nativity



Students in Grades K – 6 participate in the reenactment of the First Nativity and sing religious and Christmas songs for family and friends. This joyful celebration will be on a weeknight in the Church before Christmas.

Family Bingo



This is another popular event where families are invited for dinner and bingo. Tickets are purchased before the day of the event.

Spring Show



All children in Grades K – 8 will participate in this program. Each grade will perform a song which goes with the theme of the show. This is an evening performance which is held at Pope John Paul II High School, and requires an evening dress rehearsal the night before.

Living Stations



Before Easter, the 7th and 8th grades perform Living Stations of the Cross. The performance is held on a school day in the afternoon in the church. There is also an evening performance. Families are encouraged to attend this very powerful and moving presentation of Our Lord's sacrifice.

May Procession



This Procession is held on a school day in May. An 8th grader is chosen to crown the statue of Mary during the Mass. First Communicants wear their Communion attire and 8th graders wear their graduation gown. Parents are welcome to attend.

Relay Recess



STC Relay Recess Committee organizes a Mini-Relay for Life which will give teachers the opportunity to teach your child about making healthy choices about tobacco, physical activity, and nutrition and sun exposure. Instead of just a one-day Mini-Relay, an entire month of fun activities is available for our students. Your child will be participating in activities related to the cancer education topics as well as fundraising requests.

Field Day



This is a fun day for the students in grades K – 8. Many volunteers are needed to help. This event is held in May.

Tastykakes with Teachers



This is a popular event with the children. Children and Teachers get to enjoy an afternoon together sharing Tastykakes. This special day is held in June. The Home and School Association provides the Tastykakes. The children gather in the APR.

School Liturgies and Prayer Services



All students attend Mass the first Friday of each month at 9:00 am, and then certain classes are designated to attend Thursday morning Mass at 8:00 am. The schedule will appear on the weekly Parent Notes.

End of the Year Awards



There is a day set aside to distribute third trimester awards, end of year awards, and various certificates. The dates will be on the school calendar.

Catholic Schools Week



Catholic Schools Week is the last week of January. All families are invited to our Open House on Sunday to visit classrooms, the student Wax Museum and the Scholastic Book Fair. Special activities are then carried out each day of the week honoring our students, staff, volunteers and community as we celebrate our catholic education.

Universal High School Visitation Day

This is a special day for all Archdiocesan 7th grade students. It gives the children an opportunity to visit local Archdiocesan high schools. This day is usually held in March.

Canned Good Collections

These are noted on the website and information will be sent home with your child. Canned good collections are scheduled at Thanksgiving and Christmas.

"If you can't feed a hundred people, then feed just one."
Mother Teresa

STC Basket Raffle



A Basket Raffle is held in April. This event is highly successful with over 260 baskets and 400 people in attendance. Each of the School classes is asked to donate a basket to be raffled off at the Basket Raffle. The homeroom parent usually helps the class pick a theme, and organizes the donations and creates the class basket.

STC Parish Community Festival



The annual St. Teresa Community Festival for 2017 is on for Wednesday, August 23rd - Saturday, August 26th at 6:00 PM nightly on our parish campus. The Festival features amusement rides, children's games, adult games of chance, live music and entertainment, our popular Designer Bag Bingo and Gift Card Bingo, a Business Expo, and delicious, homemade Polish, Italian and American foods – plus Capt'n Chucky's famous seafood every night

+How Can I Volunteer?



Our school relies on the generous volunteerism of parents to keep many activities and programs functioning throughout the year. There are many areas that you can volunteer:

Lunch Room/Recess Monitor
Teacher Helpers
School Nurse Substitute
Homeroom Parent
Pretzel Distributors
Book Fair
Box Tops

Social events such as: Bingo, Relay Recess, Santa's Secret Workshop, etc.

Fundraisers such as: Basket Raffle, Pony Plop, 5K Run/Walk, etc.

Please check out the Home & School tab of the School website for other Volunteer opportunities as well as other Social Events and Home & School Newsletter sign up.

Remember, in order to volunteer, you must have your necessary clearances.