

AUGUST 2010

Dear Parents,

I hope the summer has been renewing for each of you and your families! Since the time for the opening of school is fast approaching, I want to give you some back-to-school information! We'll be seeing you soon!

Sincerely,
Sister Marilyn Miller

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Mandatory Forms On Friday, August 13, all parents will receive an "Alert" email with a link to the forms that must be completed for the beginning of school. These forms will also be on the school website www.stceciliaschool.org as of August 13. Parents MUST download these forms and bring them COMPLETED to school on Registration Day, Tuesday, August 24.

Mandatory New Kindergarten Information Night In an effort to streamline Registration Day for Kindergarten families, we will have an Information Night for NEW Kindergarten families on Monday, August 23, from 7:00-9:00 P.M., in the Lower Church. This meeting is for parents only, and at least one parent per family must attend. At this time, Mrs. Eileen Donohoe (KPM teacher) and Mrs. Teri Watters (KAM teacher) will explain Kindergarten procedures and answer questions. Mrs. Melanie Manning, Extended Care Director, will also clarify Extended Care issues. We will also have representatives from various school and parish groups to share ways you can be involved in the life of the school and parish community. Parents should bring:

completed forms which have been downloaded from the website

your child's school supplies

Family Fee--\$ 45 (Make check payable to: St. Cecilia Mothers' Club)

On Registration Day, Tuesday, August 24, 11:00-1:00, NEW KINDERGARTEN parents, can bring their child to the Lower Church to meet Mrs. Donohoe and Mrs. Watters if you would like. You can also go to the school auditorium to register for music lessons and/or Extended Care.

Registration Day--Tuesday, August 24, from 9:00-11:00 Please note the change in the hours of Registration Day! This is an effort to make Registration Day more convenient for working parents! We welcome your comments about this change. Your child's room assignment will be posted on a chalkboard in the schoolyard and outside each classroom. Registration of students in Grades 1-8 will be in each classroom while registration for the Kindergarten will be in the Lower Church. There are no classes on Registration Day, and therefore, student attendance is optional. If students do accompany parents, uniforms are not worn. Since this is considered the first day of school, the parent must check in with each child's teacher. **Remember, no child will be registered on this day if the first tuition payment of the year (due on August 10) has not been paid.**

Auditorium on Registration Day The following groups will have tables in the auditorium where you can check in, sign up, purchase items, or ask questions:

- Music teachers
- Altar Servers
- Men's Club
- Extended Care
- Mothers' Club spirit items: school sweatshirts, etc.
- Boys and Girls Athletics
- Uniform Exchange
- Nob Hill Catering

Forms Available On The Website www.stceciliaschool.org

Mandatory Forms for Registration Day

One Per Child—Return to each child's teacher

1. Medical Release And Consent To Treatment of Child
 This form provides school authorities with the necessary information and permission to act promptly in case of an emergency. It is important to list as many people as possible and inform them that you are doing so! Listing only one or two persons limits your options in case of an emergency. Make sure you provide the names of at least **FOUR** individuals (other than parents) who speak at least minimal English, who live not more than twenty minutes away by car, and who have automobile transportation. You may attach additional names and phone numbers if you wish! Parents should notify the office if there is a change in telephone numbers.

Each child must have an accurate UNIVERSAL MEDICAL INFORMATION/ EMERGENCY CONTACT/ RELEASE AND CONSENT FORM on file in the school office. We will not accept a child into St. Cecilia School without this completed form.

2. Universal Medical Information/Emergency Contact Release And Consent Form
3. Information For Class Register And School List For 2010-2011
4. St. Cecilia Sports: Goals and Participation Rules (for Students in Grades 3-8 who play CYO sports)

In an effort to continuously improve the St. Cecilia Parish Athletic Program, the Athletic Board is requiring each student who plans to participate in any sport (basketball, soccer, baseball, volleyball, and/or track) and his/her parents to read this document and turn in the signed acknowledgement. This acknowledgement will be necessary before any child can participate. Please turn in this form when you pay your athletic fees for the 2010-2011 school year. If you don't pay for your athletic fees in person, be sure to include this signed form when you send in your fees.

One Per Family—Return to the oldest child's teacher

5. Parent/Student Handbook Agreement Sheet

Other Forms

- | | |
|-------------------------------|-----------------------------------|
| Counseling Release Form | Hot Lunch Volunteer Form |
| Mothers' Club Volunteer Sheet | Music Department Contract |
| Room Parent Volunteers | Music Make-Up Policy |
| Birthday Book Club Order Form | SC Spirit Shop Order Form |
| Scrip Form | School Volunteer Application Form |
| | Extended Care Registration |

Family Fees Annual Family Fees will be collected on Registration Day. Fees will be collected per family in your oldest child's classroom:

One Child Family	\$ 45
Two Children Per Family	\$ 65
Three Children Per Family	\$ 85
Four Children Per Family	\$105

In addition to supporting the many services and activities of the Mothers' Club that benefit all children, these fees include a classroom donation to the Parish Festival and the Mothers' Club Fundraiser and a class gift to the teacher for his/her birthday and an end of the year gift. There should not be any more monetary collections during the school year. Please make your check payable to: St. Cecilia Mothers' Club. It will be collected from the representative in your oldest child's classroom.

Athletics Your Athletic Board is working hard to, not only, sustain a high level of excellence, but advance the program in positive ways. The athletic fees will be raised for to cover CYO increases for the "per team fee" in all sports. In addition, the Athletic Board will pay an additional fee to participate in the newly formed CYO Girls' Soccer League. This is a positive move for our program since we believe it will bring more structure and an enhanced experience for our girls.

The Athletic Board is doing everything possible to keep our fees manageable while also trying to operate a sports program that is enjoyable, competitive, and aligned with our Christian values and beliefs. If you ever have any questions, feel free to inquire with any member of the Athletic Board.

Athletic Fees for the year will be:

One child	one sport	\$125.00
One child	two or more sports	\$220.00
Two children	two or more sports	\$440.00
Three children	two or more sports	\$660.00

Please be prepared for both soccer and volleyball tryouts and practices to begin on the first day of school. Check with the Athletic Directors in the auditorium on Registration Day for the schedules.

Please check at home for any sports uniform which was not returned at the end of the school year and give it to the Athletic Director on Registration Day!

Mandatory Coaches Meeting There will be a mandatory meeting for all new coaches on Thursday, August 26, at 7:00 P.M., in the Serra Room. The mandatory meeting for returning coaches will be on the same evening at 7:30, in the Lower Church. Any person planning on coaching or assistant coaching for the 2010-2011 school year must attend these meetings.

Mandatory CYO Parent Meeting For All 3rd Grade Parents and Parents New to S.C. in Grades 4-8 If your child is in Grade 3 or new to our school in Grades 4-8 and wants to participate in the St. Cecilia Parish CYO Athletic Program, you, the parent, must attend an informational meeting on Tuesday, September 14, at 7:30 P.M.

School Supplies If you ordered school supplies through the Mothers' Club, they will be available in each student's classroom on Registration Day (except for new Kindergarten families). Please take these supplies home and label everything with your child's name. All students should bring all school supplies with them on Wednesday, August 25. The Student Planners will be distributed by your child's teacher.

Men's Club Work Day The annual Men's Club Work Day to "spruce up the school" will be on Saturday, August 21, beginning at 8:30 A.M. In past years these volunteers have painted and made minor repairs before school begins. If you are able to join the work crew, please contact Ray Williamson at ray@rwins.biz

Kindergarten Play Date Saturday August 21, 10:00 A.M. – 12:00 P.M. Parkside Square Playground, Vicente and 28th Avenue All incoming AM and PM Kindergarten students and families are invited to join us for bagels, juice, coffee, and an opportunity for you and your child to get acquainted (or re-acquainted) with other incoming Kindergarten students and their families before the first day of school. Siblings are welcome! St. Cecilia School sweatshirts and t-shirts will be available for purchase for any parents who are interested. Please RSVP to Lisa Presta at 415-681-1049.

eSCRIP Please register your Safeway Club Card, ATM/VISA/MC, Macy's, or Chevron card with eScrip. When you use that card to pay for purchases, St. Cecilia School will receive a rebate from the participating stores which include Payless, Big 5 Sporting Goods, Carl's Jr., Eddie Bauer, Whole Foods Market, and Budget Rent-a-Car just to name a few. Thank you for your support.

Registration information for new members: You can easily register for escrip by visiting www.escrip.com Click "members/supporters", click "welcome", and click "sign up"

Re-registration information for current members: You must **RENEW** your annual membership by NOV. 1, 2010 by visiting www.escrip.com, click "members/supporters", click "myescrip" **St. Cecilia Parish ID #136952501**

Extended Care The Extended Care program is offered daily from 7:10 A.M. until 6:00 P.M., and begins on Wednesday, August 25. Downloadable Extended Care forms are available on the school website www.stceciliaschool.org All pre-registered Extended Care participants must check in on Registration Day to receive the Information Packet for the year. If you have not pre-registered for Extended Care by Registration Day, please check in with the director to discuss availability. All children must be registered in the program before attending Extended Care.

If a student is not enrolled in Extended Care and is not picked up within fifteen minutes of dismissal, he/she will be brought to Extended Care, and the parents will be charged \$10.00/hour.

Schedule For All Grades

Wednesday, August 25 through Monday, August 30—Minimum Day All Grades

Kindergarten A. M. session	8:10-10:10
Kindergarten P. M. session	10:30-12:30
Grades 1-8	8:10-12:30

Tuesday, August 31 Grades K-8 begin REGULAR SCHEDULE.

8:10-3:00 (M, T, Th, F)	
8:10-2:30 (W)	
Kindergarten A. M.	8:10-11:45
Kindergarten P. M.	11:25—3:00

Parent Welcome The Mothers' Club invites all parents to the auditorium for coffee and donuts on the first day of school, Wednesday, August 25, beginning at 8:10 A.M. Parents with children in the P.M. Kindergarten are welcome to join us in the auditorium either before your designated school arrival time or after you leave your child in the classroom. This is a nice way to catch up with the summer news and/or to meet new friends!

Mandatory Parent Meetings

New Kindergarten Parents Information Night

Monday, August 23, 7:00, Lower Church

Mandatory Coaches Meetings

Thursday, August 26,
7:00 New Coaches, Serra Room
7:30 Returning Coaches, Lower Church

Sacramental Parent Meetings

Tuesday, September 7, at 7:30 in the Lower Church (Confirmation, Reconciliation, Eucharist)
Saturday, November 5, from 9:15-12:30 (Reconciliation Meeting)
Saturday, February 20, from 9:15-12:30 (Eucharist Meeting)

Back to School Nights for Parents Only

Grades K-6	Wednesday, September 1	7:00
Grades 7-8	Wednesday, September 8	7:00

Mandatory CYO Meeting

Attention: parents of all students in Grade 3 and students new to Grades 4-8--
if your child will participate in the St. Cecilia Parish CYO Athletic Program
Tuesday, September 14, at 7:30 P.M.

Mandatory Parent Meeting for Grades K-8

Thursday, September 23, at 7:00, in the Pavilion
Members of the School Finance Committee will present the financial state of the school.
Please mark this date since at least one parent from each family MUST attend.

Hair Regulations Both boys and girls need to comb their hair before coming to school each morning. Hair should be neat with bangs above the eyebrows. Hair should not be covering one side of the face! Boys' hair should be above and not touching the shirt collar. Shaved heads and blade cuts less than "two" are not acceptable. Tails and spiked hairstyles are not permitted. No student will be admitted to school with bleached or dyed hair. Any designer-type or fad haircut is expressly forbidden. Students who come to school with an objectionable haircut may be prohibited from attending school until the haircut is remedied.

Boys are to be clean-shaven at all times.

Scrunches, hair clips, hair bands, etc. must be in the hair, not worn on the wrist.

Uniforms All students are expected to be in perfect uniform on Wednesday, August 25. Uniforms are purchased at Classic Designs, 1515 Taraval St., San Francisco, CA 94116 415.661.4700 www.eclassicdesigns.com

Shoes for boys and girls (K-8): All white leather, low-cut, tie or velcro tennis shoe with court sole (no zipper style shoes)

Girls are not allowed to wear make-up, nail polish, acrylic nails, multiple, dangling, or hoop earrings. A single post in each ear is acceptable. Boys are not to wear earrings. Neither boys nor girls wear necklaces or bracelets. Wearing one watch is acceptable!

School sweaters are required for formal school assemblies and school Masses. Blocks and Stars from Sports Awards for Grades 7-8 are sewn on the lower right of the sweater. School sweatshirts are not worn in the classrooms. If students choose to wear a sweatshirt outside at recess times, it must be a school sweatshirt. All boys must wear a belt!

Tuition By this time you should have received a tuition packet in the mail (coupon booklets and envelopes). The yearly tuition is divided into ten equal payments--payable August 10 through May 10. There will be a \$30 fee assessed for all returned checks! If you have questions or problems, please call the school office (731-8400).

Plan P

A **participating parishioner** refers to those whose:

- Child is Catholic, and
- Parents are registered in the parish, and
- Parents contribute to the community life of the parish by participating in either a parish or a school ministry, and
- Parents regularly use the Sunday envelopes.

One child	\$ 5,300
Two children	\$ 5,300+ \$3,710 (30% discount) = \$9,010
Three or more children	\$ 5,300+ \$3,710 (30% discount) + \$3,710 (30% discount) = \$12,720

Plan NP

A **non-participating member** refers to those whose:

- Child is not Catholic, or
- Child is Catholic, but parents do not contribute to the community life of parish, and
- Parents do not use the Sunday envelopes regularly.

Per child	\$ 6,100
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Lunch Program We will continue to contract with LunchMaster, a part division of Nob Hill Catering, to prepare and deliver lunches on *Tuesdays and Thursdays* beginning September 7. There are 8 choices from which to choose each Tuesday and Thursday! Please check out the Hot Lunch flyer on the website for the prices. Reps from Nob Hill Catering will be in the auditorium on Registration Day to answer questions.

Parents should request a login and password at www.nobhillcatering.com Your password will be emailed to you within 48 hours. You may also call 650-596-8008 to request a login and password over the phone. Parents must place their order at least 1 week ahead and may change their order up to the day before! Parents may also order for up to two months at one time.

Parents must print out lunch tickets for each child. We recommend that parents place them in a Ziploc bag in their child's backpack, so that they will have them when they need them!

Hot Lunch Volunteers We need 8 volunteers each Tuesday and Thursday to assist students in picking up their meals. There is **NO COOKING OR FOOD PREP!** Volunteers are needed in the school cafeteria from **11:00 A.M. until 1:15 P.M.** Please email Kathryn_ann@dougery.com with the dates that you are able to volunteer or visit the school website www.stceciliaschool.org as of August 14 for the Volunteer form and return it to the school. You will receive **confirmation notices via email.**

The days for which we need volunteers are Sept 7, Sept 9, Sept 14, Sept 16, Sept 21, Sept 23, Sept 28, Sept 30, Oct 5, Oct 7, Oct 12, Oct 14, Oct 19, Oct 21, Oct 26, Oct 28, Nov 9, Nov 11, Nov 16, Nov 18, Nov 23, Nov 30, Dec 2, Dec 7, Dec 9, Dec 14, and Dec 16. Please include a phone number and your eldest child's name, grade and room number.

Drive-Through We encourage all families to drive through the gates on 18th Avenue in the morning to drop off their children and in the afternoon to pick-up. (There is no drive-through for dismissal of the A.M. Kindergarten. These parents meet their children at the 18th Avenue door.) Using the Drive-Through for both morning and afternoon is optional. However, if you choose not to use drive-through, please **do NOT double park on Vicente Street or 18th Avenue or cross in the middle of the street. All pedestrians MUST use the crosswalks!**

Arrival Drive-Through:

- Enter 18th Avenue from Vicente Street only. **Drive slowly!**
- Turn **right** into the schoolyard.
- Stop at designated area to unload passengers.
- Make a U-turn to exit the yard. **Be careful of pedestrians!**
- Turn **right** onto 18th Avenue.

Dismissal Drive-Through:

- If the line of waiting cars extends beyond 18th Ave. & Vicente St., cars should line up on 18th Avenue between Vicente and Wawona Streets. Do not block the intersection, Vicente Street, or private driveways.
- When the gates are open, turn **right** into the schoolyard. **Drive slowly!**
- Place a placard with your family name on the dashboard. For car pools--The driver must have the names on the dashboard of each family in the car pool.
- An adult will call the family name as the car approaches.
- Stop at designated area to pick up passengers.
- Make a U-turn to exit the yard. Be careful of pedestrians!
- Turn **right** onto 18th Avenue.

Volunteers Needed For Drive-Through Volunteers supervise both Drive-Through procedures, and we count on parent volunteers to assist. Arrival volunteers need to be in the school yard from 7:40 A.M. to 8:10 A.M., and afternoon volunteers need to be present from 2:55 P.M. to 3:10 P.M. (except Wednesday at 2:25 P.M.). Please email Siobhan Casey at smtncasey@yahoo.com or visit the school website www.stceciliaschool.org as of August 13 for the Parent Volunteer Sheet which should be returned to your oldest child's teacher on Registration Day.

Room Parent Volunteer The position of room parent is an important part of your child's overall school experience. The Head Room Parents are responsible for assigning volunteers to organize class parties, encourage involvement in the Parish Festival and Mother's Club Fundraiser and in organizing other class events. The Assistant

Room Parent is responsible for coordinating an assigned group of parents for a specific class party or event. If you are interested in volunteering for a room parent position, visit the school website www.steciliaschool.org as of August 13 for the form. Return this form to the Mothers' Club representative in your child's classroom on Registration Day or forward to the classroom teacher no later than Wednesday, September 1.

Men's Club Back To School Family Gathering Saturday, August 28 Watch for more info about a gathering sponsored by the Men's Club—5:00 Mass and 6:00 Family Dinner in the Pavilion!