

Assumption B.V.M. School

www.abvmeducation.org

920-822-5650

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Dear Assumption B.V.M. Families,

We hope everyone had a safe and relaxing summer and are very excited to begin the 2017-2018 school year!

Brown Envelope (Family Envelope)

Every Wednesday, the oldest child attending Assumption B.V.M. School will bring home a Brown Envelope. Please *read* the contents, *sign* the envelope, and send the brown envelope to school each week with your child. This process has been an excellent way to communicate between school and your family. One part of the brown envelope is the weekly school newsletter. You can receive a hard copy in your brown envelope, or you can read the newsletter on our school website www.abvmeducation.org. On the Home page, scroll down to the bottom and click on the Newsletter button. **On the top of the brown envelope, please indicate whether you prefer a hard copy -or- view it online/website.**

Contents of the First Brown Envelope

1. **September Lunch Menu** – also on the website. On the Home page, scroll down to the bottom and click on the Lunch Menu button. Assumption B.V.M. School is in our third year of the Independent Lunch Program, approved by our Board of Education. Students can enjoy their favorite, healthy lunches.

All Day Pre-School families - your child's lunch & snack fee are included in your tuition fee. You will not receive a monthly lunch account statement.

Kindergarten through Grade 5 – When you send lunch money to school, please place it in a sealed envelope with your child's first and last name, grade, amount enclosed, and "Lunch Account".

NOTE: All lunch money is placed in a **separate** lunch account and should **not** be combined on a check with fund-raising or other expenses.

Parents can use the ACH system to automatically pay for lunch. **ACH forms** are located on the Information Table in the school's main entrance. Please plan to make a payment on your account before school begins. Please maintain a minimum of **\$20.00** positive balance.

Wondering if you would qualify for Reduced Lunches? Reduced Meals Application forms are located on the Information Table in the school's main entrance.

If your child is **allergic** to any type of food, please complete a Medical Statement to Request Special Meals and/or Accommodations Form, located on the Information Table in the school's main entrance. *Our Food Service Staff must be informed of children with food allergies.*

Birthday Table - All Day Pre-School through Grade 5 students with birthdays in the month of September will celebrate during lunch at the "Birthday Table" on Wednesday, September 13th. Parents are welcome to join us. We continue this throughout the school year for each month. Watch the school newsletter for monthly birthday table dates.

2. **Letter for the Library** – welcome letter from Mrs. Sharon Holl, school librarian.

3. **Safe Environment/Protecting God's Children** – If you would like to volunteer in your child's classroom, on a field trip, etc., you need to attend a Protecting God's Children class. Enclosed are the date of Assumption B.V.M.'s class, instructions for how to register, and the Diocesan Code of Pastoral Conduct for Volunteers. If you have already attended the class, please sign the enclosed Agreement Form, and return that half to the school office.
4. **Home and School Association** – Did you know that all parents/guardians are members of the Assumption B.V.M. Home and School Association? You are encouraged to become active participants in this important organization. Enclosed are the Welcome Letter, a List of Home and School Events, and the Volunteer Form. The first Home and School Association meeting is Wednesday, September 6th at 4:30 p.m. in the Resource Room. Meetings last no longer than one hour. Complimentary Child Care is offered for children whose parents attend the meeting.
5. **Third Source Funding Tips & Examples Sheet** – For Kindergarten through Grade 5 students, each family is required to bring in at least \$450 of fundraising, with a maximum of \$650 for families with more than one child. For Preschool students, each family is required to bring in at least \$175 of fundraising. Please see enclosed sheet for tips with various fundraising opportunities, as well as 2 examples of how to use \$CRIP.
6. **Parent & Student Handbook - Kindergarten and families who are new to Assumption B.V.M. School** have a Parent & Student Handbook enclosed in your Brown Envelope. Please keep it in a convenient place in your home, as we will be referring to its contents throughout the year in the school newsletters. The Parent & Student Handbook is also accessible on our website, www.abvmeducation.org, on the Resources page. *If you are a returning school family and would like a handbook, please call the school office at 822-5650 to request one.*

At the end of the Parent/Student Handbook is a set of forms that need to be on file in the school office. They include:

- Safe Environment Social Communications Policy (new this year – **for returning families**, in the brown envelope)
- Parental Insurance Waiver
- Climbing Wall Liability Waiver
- News/Media Release Form
- Network Access Acceptable Use Form (Grades K-5)
- Walking Field Trip Consent Form
- Handbook Verification Form (**for returning families**, in the brown envelope)

Please list **ALL** of your children's names and their teachers on these forms, where applicable, and return them to the school office by the second week of September.

Other Notes

Student Emergency Information Form

Returning Families – Please update the enclosed form for each child. If there are no changes, please print "None" on the top of the form.

New Families – You received your form with the first newsletter that was mailed on August 4th.

All Families – For the safety of your child, please complete and return this form to the school office **by the first day of school.**

Before and After School Care

For parents who may need additional care beyond their child's school day, we offer Before and After School Care. The *Before Care* program is available from 6:30-7:35 a.m. The *After Care* program is available from 2:45-6:00 p.m. *Wrap Around Care* is also available for Part-Day Preschool families. These forms are in the brochure holder in our school's main entrance. You can also find them on our website, www.abvmeducation.org, on the Resources page.