

# **St. Luke School New Parents' SURVIVAL GUIDE**

*Updated May, 2010*

## **Saint Luke the Evangelist School**

2336 Fairhill Avenue, Glenside, PA 19038

School Phone: 215-884-0843

Child Check: 215-887-1236

School Closing: #332

Website: <http://www.saintlukeschool.org>

## **The Home and School Association**

All parents of Saint Luke students are members of the Home and School Association (H&S). Membership also includes the pastor, principal, and faculty. The Home and School Executive Board governs the association. The Board includes 12-14 parent volunteers, who serve a three year term. Although the Board directs the work of the group, it is vitally important that all parents take an active interest and become involved in the school's activities and programs. In large part, the quality of our school and our children's education depends on YOU!

### **Mission Statement of the Home and School Association**

We, the Home and School Association of Saint Luke the Evangelist Roman Catholic School, dedicated to fostering and enhancing the Catholic education of each child, commit ourselves to:

- Serving the physical, educational, spiritual, and emotional needs of the children
- Collaborating with parents, faculty, and staff to meet the children's needs
- Enriching the educational experience of each child
- Supporting parents by offering family-oriented programs

### **Home and School Association Dues**

Dues are payable at the beginning of each school year at \$25 per family. Dues can be paid at Back-to-School Night (*checks payable to St. Luke Home & School*) or sent to school in an envelope marked **Attn: Home and School - Dues**. Dues are used for such things as printing the *Student Directory*, providing speakers for H&S Meetings, teachers' gifts, etc.

## **Family Envelope**

This large manila envelope comes home each Thursday with the youngest or only child in each family. Important school related papers such as newsletters from the principal, calendars, milk order forms, and notices of upcoming events, activities, and volunteer opportunities are contained in the envelope. The envelope should be signed and returned to school the following day. Any correspondence or monies should be sent back to school with your child, in a separate, labeled envelope. Nothing is to be returned inside the family envelope.

## **School Calendar**

The yearly school calendar is included in the *Student Directory* and is available on-line at [www.saintlukeschool.org](http://www.saintlukeschool.org).

## **Volunteer Opportunities**

Throughout the school year, there are a variety of both H&S and non-H&S sponsored activities and programs, which rely on the help of our wonderful volunteers. Volunteers are requested at various times of the year. Early in the year, requests for volunteers include Homeroom Parent, Child Check, Teacher Luncheon, Hammer and Saw Committee, Marketing Committee, and Tech Team. At other times of the year, volunteers are sought as each activity approaches. Below is an alphabetical list of these events and activities for which volunteers are sought.

**Child Check:** Child Check is an important service which helps to ensure the safety of Saint Luke's children. Volunteers commit to one-week assignments per volunteer. Each morning during the assigned week, the volunteer reports to the child-check desk in the school library and compares absentee reports generated from the classroom with parent absence calls. Any child reported absent, but not called in by a parent, is checked on.

**Christmas Craft Fair:** Look forward to the Christmas Craft Fair in mid-November! Needed are talented crafters, kitchen support, staff, volunteer cooks and parents. The Christmas Craft Fair is one of the Home and School Association's major fundraisers.

**Hammer and Saw Committee:** This group meets as needed, on mutually convenient evenings, for 1-1.5 hours, to take care of minor repairs identified by the principal. Little experience is needed, though some tools may be necessary. Most important is a willingness to work on small improvements to keep our school looking and running great!

**Homeroom Parent:** At least three parents are needed to act as Homeroom Parents for each class. Duties include working with the teachers to organize various parties and activities throughout the year. Homeroom parents in K-2 organize the "Lunch with Santa" in December.

**Lunch Parent:** Parent volunteers are needed each day for each classroom, to supervise lunch for the children at Saint Luke's. This is a wonderful opportunity to meet other parents and to get to know the students in the school. Lunch parents are compensated with tuition discounts.

**Lunch with Santa:** The luncheon is held in the 3<sup>rd</sup> week of December. Parents, with the support of H&S Board members, coordinate this event for children in Grades K-2. Volunteers decorate, set up, clean up, run games, and chaperone. This is not a fundraiser, but a fun social event for the little ones, enjoyed by parents and children alike.

**Marketing Team:** This committee works with the Principal and Development Director to enhance strategies to market our school and increase exposure in the community. Interest and/or professional experience in this area are a plus!

**Mentor Moms:** Moms who are new to Saint Luke School are paired with moms of current students. This mentoring program is designed to help newer moms with questions and general information about the school.

**Penny Party:** In February, look forward to the Home and School Association's largest fundraiser, which pays the music teacher's salary. Volunteers are needed to call and pick up donations, decorate, clean up, and to serve as "runners" on the night of the event.

**Santa's Secret Shop:** Santa's Secret Shop is sponsored by the Home and School Association. This activity is not a fundraiser. Santa's Secret Shop provides Saint Luke students with the opportunity to do holiday shopping for parents, siblings, and family. All items in the Shop are priced at \$1, and each child brings in an envelope of money along with a list of gift recipients. Parent volunteers assist the shoppers, and act as cashiers. The time commitment is 1-2 hours. The children love the opportunity to "surprise" us with their gifts!

**School Directory:** The Home and School Association publishes the School Directory early in the school year, with the help of parent volunteers. The directory contains listings for school families, Homeroom Parent lists, and school organization contact information.

**Teacher Luncheon Team:** On the first Friday of every month, the Teacher Luncheon Team provides a luncheon for the entire faculty. This is a great way to say "thank you" to our hard working staff, and to boost morale, by providing a great meal in a social setting. Volunteers are not required to attend the luncheon, or to stay and serve. Rather, they can opt to send in a prepared dish or other needed item with their child. Cooking skills are not necessary, as recipes are supplied if needed. This is a great opportunity for busy parents who are unable to contribute spare time for other school activities to lend a helping hand.

**Tech Team:** Experience in hardware, software, networking, web design, etc. is needed for membership on our Technology Team. This advisory group assists the principal and technology teacher in brainstorming, looking for financial resources, maintaining all computers, and generally pursuing ways to improve our program. Inexperienced members are also welcome to work on the financial component of the committee.

## **Events and Activities**

Below is an alphabetical list and a brief description of Home and School Association sponsored events, as well as non-H&S events.

**Back to School Night:** This important meeting occurs at the beginning of each school year. Parents have the opportunity to hear valuable information about the upcoming year, meet the faculty, visit the classrooms, pay H&S membership dues, and volunteer for upcoming activities. St. Luke "trinkets", such as car magnets, pencil cases, etc. can also be purchased.

**Barnes and Noble "It's the Principal of the Thing" Story Hour:** This event is usually held in May or June, and coordinates with the release of the summer required reading list. Summer Smarts workbooks are required reading books, and are available for sale. Sr. William and Msgr. Flood read a few stories to the children in attendance. Even SLS alumni purchase their required summer reading on this night! Barnes and Noble donates a portion of the receipts to Saint Luke School. It is a fun evening to catch up with all of Glenside.

**Catholic Schools Week:** This exciting week in January/February is focused on celebrating Catholic Schools. Wonderful events are always planned, including assemblies, and treats for the students.

**Christmas Craft Fair:** Held in mid-November, this event is one of H&S's largest fundraisers of the year.

**Christmas Event:** This is an evening program, held every year near Christmas involving the students of Saint Luke, attended by parents and families. It is a wonderful opportunity to take a break and reflect on the true meaning of Christmas. See the school calendar for details.

### **Christmas and Spring Band Concert**

**Family Fun Night:** Family fun night is sponsored by local restaurants. Families can go out to eat, and the restaurant donates a portion of the proceeds to Saint Luke School.

**Field Day:** During the last week of school, Saint Luke School travels to Alverthorpe Park to enjoy Field Day. Parent volunteers and teachers supervise this physically active day for the students.

**General H&S Meetings:** Once or twice per year, H&S sponsors general meetings, at which board members give recaps of the year's events, and the principal and/or a guest speaks on relevant topics. These meetings are opportunities which allow parents to keep abreast of current school news and information.

**May Procession:** May Procession is a major event for the entire school that honors the Blessed Mother. The procession takes place during school hours on a chosen day in May. Graduating eighth graders wear their graduation attire. First Communicants wear their special outfits, and Confirmed seventh graders are specially recognized. Parents are encouraged to attend this special event.

**NUT Day:** NUT stands for No Uniform Today. Passes are given by the principal or teachers as a reward for various reasons.

**Penny Party:** In February, look forward to the Home and School Association's largest fundraiser, which pays the music teacher's salary. During this fast paced, bring your own food and drink, first come first serve event, participants are given the opportunity to bid on a variety of exciting prizes. Chances are priced at multiples of a penny. This unique event is very popular, and many volunteers are needed to help make it a success. Volunteers are needed to call and pick up donations, decorate, clean up, and to serve as "runners" on the night of the event.

**Pizza Day:** About once per month, Saint Luke School has Pizza Lunch Day. Pizza Day is organized by a dedicated group of parents. Order forms for upcoming Pizza Day lunches are sent home through the Family Envelope. Pizza must be ordered in advance. Not a fundraiser, monies collected offset the cost of the pizza.

**Reading Night:** This is a fun night for students and parents. Kids come in their pajamas, bring a blanket and a book to swap, and do crafts, hear a story and get a snack. A night centered on making reading fun. Siblings 3 and over are welcome!

**Summer Blast:** This is a fun-filled day of outdoor summertime activities for students, usually towards the end of the school year. School families secure pledges (with from their own friends/family or from their own outright donations), and the event serves as a major school fundraiser.

**TAG Day:** In return for a small monetary donation (usually between .50 and \$1.00), students wear regular clothes to school. Blue jeans and sweatpants are acceptable; however, low riders, short shorts and exposed midriffs are not. Some tag days are themed, and the proceeds are frequently designated for a specific charity.

**Trivia Night:** Trivia Night is a fundraiser sponsored by the Home and School Association. This is a Fall adult social event, where teams of 12 are assembled and pay a registration fee to compete in a fun night of trivia.

## **Uniform Information**

**Rose School Uniforms**  
**2132 Moreland Road**  
**Abington, Pa. 19001**  
**Telephone: 215-659-4822**  
**Website: [www.roseuniforms.com](http://www.roseuniforms.com)**

Rose Uniforms carries all appropriate St. Luke Uniform items. Orders can also be placed online, and will be shipped directly to the purchaser. Rose Uniforms does not sell shoes. Shoes need not be purchased at a specific store; however, they must meet school requirements.

See St. Luke School Handbook at [www.saintlukeschool.org](http://www.saintlukeschool.org) (click *Information*, then *Handbook*) for specific uniform requirements.

**Summer Uniform for All Students (May 1<sup>st</sup> through October 31<sup>st</sup>):** An optional summer uniform may be worn from May 1<sup>st</sup> through October 31<sup>st</sup>. The regular school uniform is acceptable at any time.

**Uniform Swap and Sale:** Once or twice per year, H&S sponsors the Uniform Swap and Sale. Gently worn uniforms are available either to swap (for your child's outgrown uniforms) or purchase. Various supplies such as St. Luke Pencil Cases are also available for purchase at this time. The swap/sale is usually held in the Seweryn Center (adjacent to the Upper School.)

## **Important Daily and Weekly Scheduling Information**

**School Hours:**

School Opens: 8:15 AM

School Dismissal: 2:55 PM

Students are supervised in the yard in the morning from 8 AM until the bell rings at 8:15 AM.

**Mass Schedule:** The students of Saint Luke School attend daily Mass once a week. Each grade is assigned one day per week to attend 8:30 AM Mass with their classmates. Classes will be informed of their day at the beginning of the school year.

**First Friday Mass:** On the first Friday of the month, the entire student body attends Mass. Each grade takes one month to plan the liturgy. Parents are always welcome to attend First Friday Mass at 10:30 AM.

### **Daily Lunch Schedule:**

Grade K: 11:30 AM - 12:30 PM

Grades 1-4: 11:40 AM - 12:20 PM

Grades 5-8: 12:20 PM - 1:00 PM

**Gym Schedule:** Children come to school wearing their gym uniform on the day that their class is scheduled for gym. Each class is assigned one day per week for gym. Classes will be informed of their day at the beginning of each school year.

**Library Schedule:** Each class is assigned one day per week for library class. Classes will be informed of their day at the beginning of each school year. Books checked out of the library are usually due the following week.

**Milk Orders:** Milk is ordered three times per year, each trimester. It is important that milk orders be submitted on time. Once the trimester order is placed for the school, there cannot be any changes made to the order.

## **Arrival and Dismissal**

**General Arrival:** School begins at 8:15 AM. Students are supervised in the yard from 8:00 AM until 8:15 AM, when the first bell rings. Grades K-2 assemble directly behind the lower building, Grades 3-4 behind the convent, and Grades 5-8 in the upper yard.

**Car riders:** Parents dropping their children off enter the lower parking lot from Roberts Avenue. **Do not drop your child off on Fairhill Avenue.** If you are waiting with your child, you may park in this lot and wait in the yard with the children, until after the Pledge of Allegiance. If you are not waiting with your child, continue toward the playground, drop off at the church driveway, and exit to the right, past the Church, and out onto Easton Road.

**Bus riders:** If your child takes the bus, he or she will be dropped off on Fairhill Avenue and will walk to the yard and enter the school.

**During Inclement Weather:** Students report directly to their classroom. Use same procedures for arrival, but students do not wait in the yard.

**General Dismissal:** School is dismissed at 2:55 PM

**Car line:** Enter the back parking lot via Roberts Avenue, and **back into a parking space to wait for your child.** School safeties and faculty will escort the children through the lot. Once the children are in their cars, the school safeties will then direct traffic out of the lot.

**Walkers:** Faculty members escort walkers, with the assistance of school safeties, to Easton Road, Sylvania Avenue, and Roberts Avenue. **If, for some reason, you are unavoidably late, a faculty member or safety will wait with your child for a reasonable amount of time, after which your child will be escorted to the school office to wait for you.**

**Emergency Dismissal:** In the event of an emergency dismissal, the school makes use of the GroupCast System, which automatically places a phone call to announce an emergency closing. All nine of the emergency numbers provided by you will be called simultaneously. Please inform your contacts that they will receive a call in the event of an early dismissal. In addition, you will receive a call to your home, cell phone, and work number. Please notify all of your contacts, as well as your child, of the early dismissal procedures that you have chosen. Students will be dismissed according to your instructions. Please do not call the school to find out if the school is closing early. The school phones must be kept open for busing arrangements. Please keep your phone open if the weather appears threatening.

## **Absences / Lateness / Early Dismissals**

The following are proper procedures to follow if your child is late or absent.

### **Absences:**

- If your child is absent, you must call Child Check at **215-887-1236**, prior to 8:15 AM on the morning of the absence.
- If your child is absent on consecutive days, you must call Child Check on each day your child is absent.
- When your child returns to school, you must provide written documentation of the reason for the absence to the classroom teacher.
- For planned absences, regardless of whether you have notified the classroom teacher, you are still required to notify Child Check on the day of the absence.
- If you forget to call the school, a Child Check volunteer will attempt to contact you to determine the location of your child. If they are unable to reach you, the school office will follow up with phone calls to your emergency contact numbers to confirm that your child is safe.

### **Lateness:**

If your child is late arriving to school, and it is after the first bell, you must report to the school office, in order to sign your child in. Students will receive a pass to enter the classroom.

### **Early Dismissals:**

Whenever possible, make appointments for your child outside of school hours.

In the event that a student must leave school during school hours, parents are required to send in a note with the student to the teacher explaining the circumstances. Parents then report to the school office at the appointed time to meet their child.

## School Cancellation Information

In the event that school is cancelled due to inclement weather, information will be available as follows:

- KYW-Channel 3 TV
- KYW A.M. Radio, Channel 1060. On this radio station, announcers will list school closing information by number. **The school number for Saint Luke School is #332.**
- School Closing Information will be posted on the Saint Luke's website, at [www.saintlukeschool.org](http://www.saintlukeschool.org). Once on the website, click on News, and then School Closing. Any relevant information will be posted here.
- Parents will be notified by GroupCast (*see Arrival and Dismissal Section.*)

## Tuition

All tuition payments are arranged through the parish Business Manager. Tuition may be paid in full before August 1, or a monthly collection option may be utilized for a small fee. A *multiple child tuition discount* is applied for families with more than one child in school.

## Scrip for Tuition

The Scrip for Tuition Program is an opportunity for families to earn credit toward tuition at Saint Luke School. Families purchase scrip from participating retailers such as CVS, Home Depot, LL Bean etc, and the retailer gives a percentage of the purchase back to the school. The parish uses 25-50% to fund this program, while the other 50-75% goes into an account toward tuition for your child. The accumulated tuition credit gets applied twice a year, in September and January.

To register:

1. Go to [www.ShopwithScrip.com](http://www.ShopwithScrip.com)
2. Go to the orange Member's Login box on the right hand side.
3. Click on "Not a member?-click here".
4. Follow the simple registration instructions; accept the terms and conditions using the site.
5. Next, you will see "Join an Organization". Here, you enter the Saint Luke the Evangelist Church enrollment code: **2CCL38B83434**
6. Once enrolled, you can order scrip.
7. To place an order, select items and quantities on the order worksheet, and press "add to cart".
8. Click "check out" when you have completed your order.
9. When you see the "Order Confirmation Page" print it out, and send it to school with payment or pay on the scrip website, using the Presto Pay option.
10. Orders placed by Monday are ready by Thursday or Friday and can be picked up at the rectory or the school office.

Information and contact information for the parish Scrip Coordinator is available through the Rectory 215-572-0128.

## Quick Reference Guide

My child's teacher is: \_\_\_\_\_

e-mail address: \_\_\_\_\_

My child will be in Room # \_\_\_\_\_

**Child Check Number (to call in the event of an absence):** 215-887-1236

**School Office:** 215-884-0843

**School Website:** [www.saintlukeschool.org](http://www.saintlukeschool.org)

**My Mentor Mom is:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Emergency Contacts and Early Dismissal Instructions:**

In the event of an early dismissal, these are the instructions that I have provided for my child:

\_\_\_\_\_ Walk as usual

\_\_\_\_\_ Bus as usual

\_\_\_\_\_ Wait at school and be picked up

**The Emergency Contacts that I provided for my child/children are:**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

**KYW AM 1060 Saint Luke's School Closing Number:** #332