

August 31, 2017

Dear Parents,

We are happy to welcome all of new preschool teachers:

Savannah Partin PreK3A

Rosie Swanson PreK3B

Amanda Lee PreK4A

Ashley Cunningham PreK4B

Some of our returning teachers will have a new job title:

Lisa McDuff, Assistant Principal

Brooke Ruffin, 2B

Silvia Stroud, 7B Homeroom/Jr. High Religion

Kathryn McDonald, PE Assistant Teacher

Returning as our Librarian is Emily Coate.

Thank you for your devotion to your child's education and faith formation. We had some wonderful parent meetings during the first days of school. I appreciate that many of you attended more than one meeting. Communication is very important and one of our goals is to keep you informed about what takes place here during the year. To accomplish this, we need your help.

1. When the **youngest child in your family** gives you the "**brown envelope**" (usually sent home at the end of each month) please do the following:
  - Read what is enclosed – sign papers that need to be returned.
  - Sign the envelope and return it, via your child, to the **teacher** the **next** morning.
2. Wednesday "**Take Home Folder**" – this will go home with each student. Please read, sign and return to the **teacher** the following morning.
3. Call the office when you wish to meet with a teacher or myself. We will return your call and set up a convenient time to meet.
4. You may also contact us through e-mail. Our email addresses are available on our website.
5. Check our web page for information.
6. Teachers check e-mails during planning period, and at the end of the day.
7. The Handbook is available online only.
8. The School Calendar is posted on our web page.
9. Links to the new Parent Plus Portal are on the school website as well as instructions to download the Portal App. If you did not receive your activation information you will need to fill out the form at <http://tinyurl.com/huet4cy>.

Ensuring the safety of your child and providing a secure environment for him/her is of the utmost importance for us, therefore we ask that you follow these procedures:

- Students who arrive before 7:30 a.m. will be required to wait in the gym. We offer a "Before School" program that is open daily from 7:00 – 7:30 a.m. If you wish to participate in this program *for a fee*, please make sure that your child has something to work on quietly.
- The time before class begins each morning is set aside for the teacher and students to have time to communicate, plan the day, and to take care of morning activities. This is not a time for parents to meet with the teacher. The teachers are responsible for the supervision of all the students at that time.
- When you volunteer, please check in the office to pick up a visitor's name badge, and sign out before you leave.
- You **must** wear a badge while on school campus.

- **Only those who have been trained in the Child Protection Program may volunteer.** Child Protection Training classes are held at St. Lawrence Church in Fairhope on the 2<sup>nd</sup> Tuesday of each month at 7:00 p.m.
- All personnel and volunteers who have had the initial Child Protection Certification class must complete **annual retraining** in the Archdiocesan Child Protection Program. You can log on to [www.mobarch.org](http://www.mobarch.org) and go to the *Office of Child Protection* page to find instructions for retraining. You must complete the retraining yearly.

### **Labor Day Holiday**

Please note from the enclosed September calendar that on Monday, September 4, there will be no classes due to the Labor Day Holiday (no extended care).

**Rainbows** is a support program for CTK students who have experienced a painful loss or grief in their lives. It is necessary for emotional healing to take place after a significant change in the family. The purpose of the support group is to provide students an opportunity to share their feelings in a safe environment supported by trained, caring adults. For more information contact Mrs. Jan Quint. Permission slips are available through classroom teachers.

### **School Pictures**

We will be using Jim Owen Studio this year for our school pictures. They will be at CTKCS on Tuesday, September 26, to take individual and class pictures (**dress uniform required**). You will receive a proof of your child's individual picture to review before placing your order. However, the ***class pictures must be pre-ordered*** and a \$15.00 payment is due on September 26. An envelope for payment of class pictures will be sent home prior to September 26. Please be sure to return this envelope with your payment on picture day if you wish to order a class picture for your child.

### **General Information**

- We will begin each day with a decade of the Rosary. Please join us in this prayer if you are on campus.
- All children will be dismissed each normal school day at 3:00 p.m. Bus riders, whose parents have provided written notification to the office, will be dismissed at 2:55 p.m.
- Please remind students that forgotten lunches, books, homework, etc. must be picked up from the shelf in the hall outside the front office.
- Medication that is required during the school day must be administered in the health room and prescribed by a physician. Please follow the procedures outlined in the Parent Student Handbook (on our web page at [ctheking.org](http://ctheking.org)) before you send medication to school.
- God has blessed us in many ways and has asked us to share with those who are in need. Our new Student Council and advisors are in charge of the monthly outreaches and are looking forward to your support. Our monthly outreach for September will be for the Burse Club.

Please pray for Christ the King Catholic School as we celebrate our 68<sup>th</sup> year of providing quality Catholic Education on the Eastern Shore.

Sincerely in Christ,  
Maxwell J. Crain  
Principal