

January 2012

Calendar



- Jan. 6:** St. Mark Students ½ day; child care available for afternoon with pre-registration.
- Jan. 19:** St. Mark Quarter ends.
- Jan. 20:** Orthodox Epiphany: No school; childcare available – must sign up by 1/9/11.
- Feb. 11:** Annual Open House; hours TBD.
- Jan. 27 - Feb. 10:** Early Registration for 2012-2013 school year; priority given to families currently enrolled.
- Feb. 20- 21:** School closed; Winter break. Child care available with pre-registration by Feb 3.

Student Safety and Building Security Review



In an effort to insure that we have a safe and secure environment for the benefit of our students, their families, and staff, we will review the following procedures:

Arrival and Departures

Arrivals: Children need to be at school no earlier than 8:20 AM to be in their classroom when school starts at 8:30 AM. Children who need to arrive earlier than 8:20 may be placed in Child Care. Please see an administrator to make these arrangements.



When coming to school, parents must park in the parking lot and walk their children into school. The Troy Fire Department has informed us that we must keep the area in front of the school free of cars, because this area is a fire lane.

Departures: For St. Mark Students Only!

When picking up your child at the end of the school day (3:30 PM), you may wait at the curb in your car for your child to be dismissed. Do not leave your car while parked at the curb.



Cars should NEVER be parked at the curb and left unattended. This is a drop off/pick up zone and the bus loading and unloading zone. The Troy Fire Department will ticket and fine those parking in the fire lane.

Reporting Absences to School



It is the parents' responsibility to notify the school if their child is going to be absent on any given day. Messages can be left at **248-619-0530**. Please try to call the school to notify us of your child's absence before 8:00 AM.



For building security, be sure the door shuts completely when you enter and leave the building.



Parent-Requested Early Dismissal for St. Mark Students

Any parent of a St. Mark student who must have an early dismissal for their child must sign their child out at the office before picking him/her up from the classroom. Parents should notify the office in writing or by a phone call to the office by 8 AM the date when an early dismissal is required.



Signing In and Out and Alternate Pick up Arrangements

Please note that St. Mark students do not have to be signed in and out unless they stay for child care before or after school. Parents whose children are in kindergarten or above may drop their children at the front door and watch them enter the building. If your child attends child care, you must come into the building to sign your child in regardless of your child's grade.

No St. Mary CDC child will be released to a parent unless they come into the building.

For all St. Mary and St. Mark students: Beside a parent, only those persons listed in writing on the child's information card will be allowed to pick up a child from school or the center. If someone other than those listed on the information card is to pick up a child, parents **must** notify the teacher or director of this change **in writing and in advance.** (Please see **Picture ID note below.**)



Door Policy: No child is authorized to open an exterior building door, not even for a parent or grandparent. Only adults are allowed to open exterior building doors. **Please note that doors are opened as promptly as possible.** Please be patient when waiting for an adult to open an exterior building door.



Picture ID May Be Required for Admittance



Any person wanting to enter the building who is not familiar to the staff must show a **picture ID**. He/she must also be able to verify his/her church or school business before being admitted to the building.



We welcome our new student
to St. Mary CDC:

Infants: Ereny Samy

Time-Out Award – December 2011



December's Time-out Award goes to Toddler Teacher, Carol Wilson. While very rewarding, teaching toddlers can be challenging. Carol does it with patience and grace. Thanks, Carol, for doing such a fabulous job teaching our toddlers!



Bee-Attitude Winners for December 2011



St. Mark: Lianara Garcia (Kdg), Phoebe Malak (Kdg), Mark Guirguis (1st), Amalia Basheer (2nd), Philopater Salama (2nd), Marco Mikhael (4th)

Scripture of the Week



At the beginning of the school year, staff members began sharing inspirational scriptures, reflections, and/or prayers by posting them on the bulletin board outside the Main Office. If you need a spiritual lift, you are invited to read these postings. The bulletin board is located on the wall to the right of the Main office.

justCATERit – Dinner Menus



To help our busy families, our hot lunch caterer, justCATERit, is offering dinner menus. A wide variety of dinners are available, including vegetarian and vegan selections. For ordering information, please stop at the main office or call Robert Stakitis at 248-224-8741.

Save the Date: February 11

Annual Open House – Time TBD

open house



Let friends know about this upcoming event, so they can visit our schools and meet our teachers!

2011 Tax Information



Year-end tax information was reported to families on the bottom of their December 2011 invoice. Use this record to report any tax-deductible childcare expenses. Please note that if you need to contact Hany Koulta regarding your year-end tax information, he is generally in the building from 9 AM to 11 AM and 1 PM - 3 PM, Monday through Friday.

Parent-School Communication & Bus



If your child rides that bus and you have a question for a teacher or the **administration**, please call the school to speak to us directly or send a written note. Please – Do not ask the bus driver to give us a verbal message from you – he is concentrating on getting your child to school safely. The bus driver would be happy to deliver a written note from you to the appropriate staff member. This method of communication will insure that your message is properly transmitted.

Wearing Boots to School



When the weather requires your child to wear boots to school, **you must also send your child's indoor shoes as well.** For you child's health and comfort, be sure to send in regular shoes when your child wears boots to school.

As always, label your child's clothing items, especially sweaters, coats, mittens, hats and other items which they take off when they come to school



Outdoor Recess for Toddlers - 5th Grade

Children will play outdoors unless temperatures with wind chills drop below the following levels. Please dress your child appropriately – dressing in layers is best.

- Toddler - Pre-K will go outdoors if the temperatures with wind chill are above 25°F.
- Kindergarten - 5th grade will go outdoors if the temperatures including wind chill are above 15°F.

Alternative Childcare Arrangements



Please make sure you have alternative child care arrangements set up in the event your child gets sick. Sick children will **not** be allowed to attend school or be in child care. Steps to help stop the spread of the flu virus include:

- Get vaccinated.
- Wash your hands frequently with soap and water.
- Cover your nose and mouth with a tissue when coughing and sneezing.