



3615 Livernois, Troy MI 48083
248-619-0530



September 2010

Welcome!



This year promises to be full of learning, enrichment, and growth. We look forward to getting know you and your child. We invite you to join us for school events and would love

to have you volunteer as your schedule permits. Your suggestions and comments are appreciated! Make this the best year ever by staying informed – check your child’s school bag daily for letters and other important information sent home from school.

In this newsletter, you will find:

- ★ Arrivals and Departures Information
- ★ Alternate Pick up Arrangements
- ★ Absences
- ★ Curriculum Night
- ★ Tuition Payments and Schedule
- ★ Invoice Delivery
- ★ Liturgy Information
- ★ Flu Shots

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.

Alternate Pick-Up Arrangements: If you plan to have someone who is not listed on your child’s information card pick up your child from school, you must notify your child’s teacher or an administrator in advance of the change. You must write your request out with the name and telephone number of the person picking up your child. Your child will not be released to anyone except you unless we have been notified in advance in writing and that person’s name has been added to your child’s information card.

St. Mary CDC Parents – Sign In: You must sign your child in when dropping your child off in the morning and sign your child out when picking them up at the end of the school day. Bus drivers will sign for children riding the bus.

Transportation Rules: These rules will be sent home by September 17. Please call the school to let us know if you have any questions regarding transportation. Additional copies of the transportation rules will be available in the school office.



Absences: Please call the school at 248-619-0530 before 8:00 AM if your child will be absent from school. Leave a message indicating why your child will be absent as well as what class your child attends.



Curriculum Night & “Bee Attitudes” Parent Meeting Thursday, September 23



St. Mary and St. Mark will host their annual Curriculum Night on Thursday, September 23 from 6:30-8:30 PM. Parents will hear the “buzz” about our school-wide “Bee Attitudes” program. Parents will also meet the school administrators and the teachers who teach music, Stretch-N-Grow, Spanish, and Coptic. During classroom sessions, teachers will explain the curriculum to parents and answer questions. Please Note: This evening is not the time for private parent-teacher conferences.

FREE Child Care for Curriculum Night Sign up forms due by Wednesday, September 15.



Limited child care will be available for preschooler - St. Mark students at St. Mark Church. You must reserve child care **by filling out the attached form** and sending it back to school no later than Wednesday, September 15. Your child can not be guaranteed a spot if you have not reserved a space for him/her by September 15. Child care will be available from 6:15 PM to 8:45 PM.

St. Mark Church is not an appropriate setting for infants & toddlers, so we cannot offer child care for them. If you cannot arrange child care for Curriculum night, please contact an administrator by Wednesday, September 15, and we will try to assist you.



Tuition Payments

The second tuition installment was due on Tuesday, September 7. A 10% late fee on the balance will be charged for payments received after the 7th of each month. When the 7th lands on a weekend or holiday, tuition is due by the first day school is back in session. Please see the parent handbook for additional payment information. If you have any questions regarding your bill, you may call Hany Koulta or school administrator.

Invoice Delivery: Please pick up your monthly invoice from your child's mailbox on the 15th of each month. The mailboxes are located to the right of the School News display bulletin board by the main entrance. Students who travel by bus and St. Mark students will receive invoices in book bags.

Payments: Please place payments in the payment box located to your left as you walk into the main office. Payments by check or credit card (Visa, MasterCard & Discover) are preferred. If you pay by check, write your child's name in the memo section of the check.



Cash Payments: If you must pay in cash, place the money in a unsealed envelope and hand the envelope to your child's teacher, Hany Koulta or a school administrator. The money will be counted to verify the amount, and the envelope will be sealed. The envelope will be given to the accountant so your account can be credited with your payment.

Liturgy



The first school liturgy for St. Mark students will be Thursday, September 23. St. Mary students will attend their first liturgy on Thursday, September 30. St. Mark students are not allowed to wear shorts to church on liturgy days.

Flu Update



Some important reminders regarding the flu are as follows:

- If your child is sick, keep them home at least 24 hours after they are free of fever without fever reducing medications.
- Get your child and yourself vaccinated against both seasonal and the H1N1 flu.
- Families need to teach and practice excellent hygiene as it is the best defense against this illness.
 - Wash hands often for at least 20 seconds.
 - Use hand sanitizer if soap is not available.
 - Cough or sneeze into sleeve or elbow – not hands!
 - Don't touch eyes, nose, or mouth.



We thank you in advance for your cooperation with our efforts to prevent the spread of this and other infectious disease.

Important School Policy Reminder, School Calendar, Financial Policies and Tuition Payment Schedule



If you did not receive this important document with your first invoice, you may contact the office to obtain a duplicate copy.



*"Come you children, listen to me;
I will teach you the fear of the Lord."
Psalm 34:11*