

ST. MARY SCHOOL KINDERGARTEN

We are excited to WELCOME the St. Mary School CLASS OF 2029!! We are so happy you are a part of the St. Mary School Family and are able to join us as we continue to celebrate educating students in our community for over 70 years!

Our faculty and staff work very hard educating our students in faith, academics and community service. St. Mary School continues to be committed to **Preparing Today's Students for Tomorrow's World** as we carry out our mission and motto of *Learning and Living in Christ*.

Below you will find information presented at our recent Kindergarten Orientation. You will also find additional information about our school throughout our website. We invite you to visit our site as often as you like and read about the wonderful Catholic education St. Mary School provides to our students.

If you would like further information or would like to register at St. Mary School, please contact Jackie Kern in the Advancement Office at advancementoffice@smarys.org or 856-629-6190 ext. 34.

From our Kindergarten Teachers:

Welcome to Kindergarten at St. Mary School!

First Day:

- Please make sure your child has a name tag and on the name tag please indicate how child your child is getting home.
- Make sure their book bag can fit their folder and lunch box.
- When you send in money please put it in an envelope with their name and what the money is to be used for. Please separate supply fee money and center fee money.
- Gym day is Friday so please make sure your child wears their gym uniform on all Fridays unless told otherwise
- Make sure you label all of your child's belongings: coats, sweaters, sweatshirts, lunch boxes etc.

Lunch:

- Lunch can be purchased each day. The cost is \$2.95 and there is a pre-payment plan available. The lunch includes milk, lunch and a choice of healthy sides. Any snacks, ice cream or water can be purchased for an extra fee. Each child will receive a card that they will use to purchase lunch.
- Please use the lunch slips that we will provide if you would like your child to purchase lunch. Also indicate on the slip if they are allowed to buy an extra snack.
- If you child has a food allergy please let us know at the Meet n Greet in September.

Snacks

- Please send one snack in a brown bag (not in the lunch box) with your child's name on it.

- For snack time we would like a small water bottle or juice box, so that it can be disposed of after snack. We have snack every day in the afternoon, except on early dismissal days.

Other Notes:

- Please visit the school website to familiarize yourself with it before school starts. Every Tuesday important communications will be posted on the website. Please check it weekly.
- Please make sure that the office has your correct email address and remember to check your email daily. Most communication between home and school will be through email.
- Make sure to read all the information that comes home the first few days of school.
- Practice over the summer fastening pants and belts so that your child is able to do this without assistance.
- Our behavior plan will start the first day of school once we have explained the classroom rules to your child.
- Birthdays: You may celebrate your child's birthday in school by purchasing a birthday treat from Nutri-Serve. The order forms will be posted in our on-line communication the first day of school. Because of federal funding and food allergies no birthday treats will be allowed to be sent in from home.
- If it becomes necessary to begin the year with remote learning, Kindergarten will implement the use of daily emails, access to online learning tools and student editions of certain school books, as well as video lessons taught by both the classroom teacher and teachers provided by the publishing companies.

We are looking forward to a great and memorable year. If you have any questions, please feel free to email us at:

Mrs. Silvestro – K1@smarys.org

Ms. De Costa- K2@smarys.org

Thank you!

Sincerely,

Mrs. Silvestro and Ms. De Costa

ADDITIONAL IMPORTANT INFORMATION:

--**Uniform Exchange**--Our Uniform Exchange will be held on Monday, July 20 from 5 pm to 7 pm in Marian Hall. This will give you the opportunity to acquire gently used uniforms at no cost.

--**Flynn & O'Hara**: Flynn & O'Hara is our uniform company. They are tentatively scheduled to be at St. Mary School on Wednesday, July 29 in Marian Hall.

You are also welcome to visit their website and order online at <http://www.flynnohara.com/school/NJ390>

-- **Kindergarten Meet & Greet** – Our Kindergarten Meet & Greet will take place on **Wednesday, September 2 from 9 am to Noon**. You and your child will have the opportunity to stop into school between 9 am and Noon to meet their teacher and classmates. Supplies can be brought to school on this day. More information regarding the details of this event will be sent via email in August. You can bring the Universal Child Health Record and if you have any updated immunization and Kindergarten booster records during this time as well.

--**Remind Text**: If you are not a current family or you have not signed up for our Remind Text messaging service—**please do so by texting the message @smsupdate to the number 81010**.

--**Missing Documents**: If you are missing any documents, please send them to us as soon as possible. This may include: birth certificates, baptismal certificates, immunization records, before or aftercare registration, and custody information. You may send them to us via:

-- Postal Mail: (please DO NOT send originals) to St. Mary School, 32A Carroll Ave., Williamstown, NJ 08094

--Email: scan the documents and email to Jackie Kern at advancementoffice@smarys.org

--**FACTS Tuition**: If you are on the monthly tuition plan, your first FACTS Tuition payment will begin to come out in July (either the 5th or 17th based on what you signed up in FACTS). For those paying in full, the first payment will be June 15. If you have not already, you will be receiving an email from FACTS—they will be taking out a 44 dollar administrative fee. They then will send you an email with the dates for all tuition withdraws throughout the year until April. We also encourage you to please review our school's Tuition Refund Policy. You can find this policy on our website.

--**Volunteers**: All volunteers need to be fingerprinted and attend a Virtus Class. Please check our website or contact Ann Marie Morales in the main office to find out more details. As of May 2020, we do not have any information regarding future dates and if there will be a change in the process for these two requirements.

--**Athletics**: St. Mary School offers a wide variety of sports for our students in grades Kindergarten-8th grade. As of this time, we have not been given information on how this will take place in the fall. As soon as we know we will communicate it to our families. Forms normally needed for sports registration are found on our website. Please do not register or send in any money for fall sports at this time.

-- **Summer Hours**: St. Mary School Office is open for limited hours during the summer usually Tuesday – Thursday 9:00 am – 12:00 pm. However, we do not yet know what restrictions will be in place regarding drop off of items and in person communication. Please visit our website to see any updates for the summer.

--**Website/Renweb:** We ask if you could please check our website, www.smarys.org on a regular basis throughout the summer for any updates. Instructions to set-up your log in and user name for Renweb will be given out during the first week of school. At that time, please set up your account as soon as possible.

Contact information:

Main Number: 856-629-6190

Melissa DiNunzio (Main Office)- Ext. 31, mainoffice@smarys.org

Ann Marie Morales (Main Office)- Ext. 33, mainoffice2@smarys.org

Jackie Kern (Advancement Office)- Ext. 34, advancementoffice@smarys.org

Mary Baron (Business Administrator)-Ext. 21, mbaron@olopp.org

Fax Number: 856-728-1437

Website: www.smarys.org

Facebook: **stmarysschoolwilliamstown**

Instagram: **Saintmaryschoolwilliamstown**

The following items are attached:

Kindergarten Supply List

2020-2021 School Calendar

Kindergarten Preparedness

Universal Child Health Record

Tuition Refund Policy

Transportation District Contact Numbers

We look forward to welcoming you in person at St. Mary School during our Meet & Greet at the start of school.

Please be sure to check your email, our school website, Remind text and postal mail for any further updates.

Once again—WELCOME TO ST. MARY SCHOOL!!!!!!!!!!!! WE ARE HAPPY YOU ARE HERE!

***St. Mary School Williamstown, NJ
Kindergarten Supply List (2020-2021)***

Supplies Bought in School

1 6 x 11 Zippered Pouch	\$3.75	Supply Fee =\$12.00
1 Copybook #8037	\$1.50	
1 Communication Folder	\$1.00	
Scholastic "Let's Find Out" Magazine	\$5.75	

\$8.00 Center Fee (separate from supply fee to replenish supplies as needed)

Supplies Bought Elsewhere

10 Boxes of (8) Count Regular Crayola Crayons (**Not the thicker** Crayola Crayons and NO dinosaur, princess, etc.)

2 Large Pink Erasers

24 Sharpened #2 **Ticonderoga** Pencils (yellow school pencils)

2 Glossy Type Two Pocket Folders

5 Large Glue Sticks

1 Package of Multicolored Heavy Duty Construction Paper- Boys 18 in. x 12 in
Girls 9 in x 12 in

1 Pair of Scissors (Fiskars blunt tip)

1 Backpack (large enough to fit folders)

2 Rolls of Paper Towels

2 Boxes of Tissues

2 Containers of Clorox or Lysol wipes

Supplies should be dropped off at the Meet and Greet scheduled for Wednesday, September 2nd.

We will have SUPPLIES BOUGHT IN SCHOOL ready for purchase on the first day of school. Please have the necessary money (cash or check payable to St. Mary School) in an envelope with your child's name and classroom teacher marked on the outside.

*It is **very important** that any money sent to school comes in an envelope clearly marked with the child's name and the purpose. In addition, please add full name to clothing and label all supplies.*

Saint Mary School

Calendar 2020-2021

32A Carroll Avenue, Williamstown, NJ 08094
Phone: (856) 629-6190 Fax: (856) 728-1437
School Hours: 8:15 a.m.—2:45 p.m.
Website: www.smarys.org

September

8—Opening Day of School—1:00 pm Dismissal
16—Back to School Night K-4 7:00 pm AH
23—Back to School Night 5-8 7:00 pm AH

October

2—Faculty Meeting—1:00 pm Dismissal
9—Teacher In-Service—No School
12—Columbus Day—No School

November

6—Faculty Meeting—1:00 pm Dismissal
18—Parent Conferences...evening 6:00—8:30 pm
20—Parent Conferences...9:00 am-12:00 pm and
1:00 pm—3:00 pm **No school for students**
25—12:15 pm Dismissal(No Lunch No Aftercare)
26,27—Thanksgiving Holidays- No School

December

8—Immaculate Conception—No School
23—12:15 pm Dismissal(No Lunch No Aftercare)
24-31—Christmas Vacation—No School

January

1— Christmas Vacation—No School
4—Welcome Back To School
8— Faculty Meeting—1:00 pm Dismissal
18—Martin Luther King Day—No School

February

5—Faculty Meeting—1:00 pm Dismissal
15—President's Day—No School

March

5—Faculty Meeting—1:00 pm Dismissal

April

1-9—Easter Vacation— No School
12—Welcome Back To School
23—Teacher In-Service— No School

May

7—Faculty Meeting—1:00 pm Dismissal
31—Memorial Day—No School

June

11—Faculty Meeting—1:00 pm Dismissal
21—12:00 Dismissal
22—12:00 pm Dismissal
23—10:30 am Dismissal—Last day of School
(No Aftercare)

Please refer to monthly calendar for any updates.

St. Mary School

32A Carroll Avenue, Williamstown, NJ 08094

Phone: 856-629-6190

Fax: 856-728-1437

E-mail: mainoffice@smarys.org

Web: www.smarys.org



Dear Parents and Guardians:

According to New Jersey State Law a complete physical is required upon entrance into Kindergarten. Attached is the Universal Child Health Record to be completed by your physician and returned upon entrance to school. Physical forms from your physician's office are also acceptable. Along with your physical form, please send in a copy of your child's updated immunization records.

Thank you in advance for your cooperation. If you have any questions, please feel free to contact me.

Sincerely,

Valerie Mallon, R.N.

Learning and Living in Christ

UNIVERSAL CHILD HEALTH RECORD

Endorsed by: American Academy of Pediatrics, New Jersey Chapter
New Jersey Academy of Family Physicians
New Jersey Department of Health

SECTION I - TO BE COMPLETED BY PARENT(S)			
Child's Name (Last)	(First)	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth / /
Does Child Have Health Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Name of Child's Health Insurance Carrier	
Parent/Guardian Name	Home Telephone Number () -	Work Telephone/Cell Phone Number () -	
Parent/Guardian Name	Home Telephone Number () -	Work Telephone/Cell Phone Number () -	
I give my consent for my child's Health Care Provider and Child Care Provider/School Nurse to discuss the information on this form.			
Signature/Date		This form may be released to WIC. <input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION II - TO BE COMPLETED BY HEALTH CARE PROVIDER			
Date of Physical Examination:		Results of physical examination normal? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Abnormalities Noted:		Weight (must be taken within 30 days for WIC)	
		Height (must be taken within 30 days for WIC)	
		Head Circumference (if <2 Years)	
		Blood Pressure (if >3 Years)	

IMMUNIZATIONS	<input type="checkbox"/> Immunization Record Attached <input type="checkbox"/> Date Next Immunization Due: _____
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MEDICAL CONDITIONS		
Chronic Medical Conditions/Related Surgeries • List medical conditions/ongoing surgical concerns:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Medications/Treatments • List medications/treatments:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Limitations to Physical Activity • List limitations/special considerations:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Special Equipment Needs • List items necessary for daily activities	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Allergies/Sensitivities • List allergies:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Special Diet/Vitamin & Mineral Supplements • List dietary specifications:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Behavioral Issues/Mental Health Diagnosis • List behavioral/mental health issues/concerns:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments
Emergency Plans • List emergency plan that might be needed and the sign/symptoms to watch for:	<input type="checkbox"/> None <input type="checkbox"/> Special Care Plan Attached	Comments

PREVENTIVE HEALTH SCREENINGS					
Type Screening	Date Performed	Record Value	Type Screening	Date Performed	Note if Abnormal
Hgb/Hct			Hearing		
Lead: <input type="checkbox"/> Capillary <input type="checkbox"/> Venous			Vision		
TB (mm of Induration)			Dental		
Other:			Developmental		
Other:			Scoliosis		

<input type="checkbox"/> I have examined the above student and reviewed his/her health history. It is my opinion that he/she is medically cleared to participate fully in all child care/school activities, including physical education and competitive contact sports, unless noted above.	
Name of Health Care Provider (Print)	Health Care Provider Stamp:
Signature/Date	

Instructions for Completing the Universal Child Health Record (CH-14)

Section 1 - Parent

Please have the parent/guardian complete the top section and sign the consent for the child care provider/school nurse to discuss any information on this form with the health care provider.

The WIC box needs to be checked only if this form is being sent to the WIC office. WIC is a supplemental nutrition program for Women, Infants and Children that provides nutritious foods, nutrition counseling, health care referrals and breast feeding support to income eligible families. For more information about WIC in your area call 1-800-328-3838.

Section 2 - Health Care Provider

1. Please enter the date of the physical exam that is being used to complete the form. Note significant abnormalities especially if the child needs treatment for that abnormality (e.g. creams for eczema; asthma medications for wheezing etc.)

- **Weight** - Please note pounds vs. kilograms. If the form is being used for WIC, the weight must have been taken within the last 30 days.
- **Height** - Please note inches vs. centimeters. If the form is being used for WIC, the height must have been taken within the last 30 days.
- **Head Circumference** - Only enter if the child is less than 2 years.
- **Blood Pressure** - Only enter if the child is 3 years or older.

2. **Immunization** - A copy of an immunization record may be copied and attached. If you need a blank form on which to enter the immunization dates, you can request a supply of Personal Immunization Record (IMM-9) cards from the New Jersey Department of Health, Vaccine Preventable Diseases Program at 609-826-4860. The Immunization record must be attached for the form to be valid.

- "Date next immunization is due" is optional but helps child care providers to assure that children in their care are up-to-date with immunizations.

3. **Medical Conditions** - Please list any ongoing medical conditions that might impact the child's health and well being in the child care or school setting.

- a. Note any significant medical conditions or major surgical history. **If the child has a complex medical condition, a special care plan should be completed and attached for any of the medical issue blocks that follow.** A generic care plan (CH-15) can be downloaded at www.nj.gov/health/forms/ch-15.dot or pdf. Hard copies of the CH-15 can be requested from the Division of Family Health Services at 609-292-5666.
- b. **Medications** - List any ongoing medications. Include any medications given at home if they might impact the child's health while in child care (seizure, cardiac or asthma medications, etc.). Short-term medications such as antibiotics do not need to be listed on this form. Long-term antibiotics such as antibiotics for urinary tract infections or sickle cell prophylaxis should be included.

PRN Medications are medications given only as needed and should have guidelines as to specific factors that should trigger medication administration.

Please be specific about what over-the-counter (OTC) medications you recommend, and include information for the parent and child care provider as to dosage, route, frequency, and possible side effects. Many child care providers may require separate permissions slips for prescription and OTC medications.

c. **Limitations to physical activity** - Please be as specific as possible and include dates of limitation as appropriate. Any limitation to field trips should be noted. Note any special considerations such as avoiding sun exposure or exposure to allergens. Potential severe reaction to insect stings should be noted. Special considerations such as back-only sleeping for infants should be noted.

d. **Special Equipment** - Enter if the child wears glasses, orthodontic devices, orthotics, or other special equipment. Children with complex equipment needs should have a care plan.

e. **Allergies/Sensitivities** - Children with life-threatening allergies should have a special care plan. Severe allergic reactions to animals or foods (wheezing etc.) should be noted. Pediatric asthma action plans can be obtained from The Pediatric Asthma Coalition of New Jersey at www.pacnj.org or by phone at 908-687-9340.

f. **Special Diets** - Any special diet and/or supplements that are medically indicated should be included. Exclusive breastfeeding should be noted.

g. **Behavioral/Mental Health issues** - Please note any significant behavioral problems or mental health diagnoses such as autism, breath holding, or ADHD.

h. **Emergency Plans** - May require a special care plan if interventions are complex. Be specific about signs and symptoms to watch for. Use simple language and avoid the use of complex medical terms.

4. **Screening** - This section is required for school, WIC, Head Start, child care settings, and some other programs. This section can provide valuable data for public health personnel to track children's health. Please enter the date that the test was performed. Note if the test was abnormal or place an "N" if it was normal.

- For lead screening state if the blood sample was capillary or venous and the value of the test performed.
- For PPD enter millimeters of induration, and the date listed should be the date read. If a chest x-ray was done, record results.
- Scoliosis screenings are done biennially in the public schools beginning at age 10.

This form may be used for clearance for sports or physical education. As such, please check the box above the signature line and make any appropriate notations in the Limitation to Physical Activities block.

5. Please sign and date the form with the date the form was completed (note the date of the exam, if different)

- Print the health care provider's name.
- Stamp with health care site's name, address and phone number.

Saint Mary School

2020-2021 School Year

Tuition Policy/Financial Matters

Parents/guardians are obligated to pay tuition in order to obtain educational services for their children. It is the parent's/guardian's responsibility to maintain their financial commitments to the school. In the event of a financial hardship resulting in non-payment, you must contact the principal. The school may, but is not obligated to, send reminders or other notices regarding outstanding bills. Failure to make payments when due, or to make arrangements with the school for payment of delinquent obligations, may result in the termination of RenWeb or discontinuation of educational services to your child, possibly leading to disenrollment. In those cases where students are in eighth grade, documents including transcripts and diplomas will not be provided if you have a delinquent balance with the school. All present year tuition must be paid in full before the last day of the school year or the student's placement for the upcoming school year will not be guaranteed. Unpaid bills may be referred to a collection agency. Costs associated with the collection will be added to the parent/guardian fees. There is no tuition responsibility for withdraw prior to June 30th for the upcoming school year. For withdraws on or after July 1, please see policy on next page..

Tuition payments are collected monthly through FACTS Tuition Management Services. Tuition is paid by automatic deduction from either your checking or savings account. FACTS will also accept payments using MasterCard, Discover or American Express. Please note there is a 2.85% convenience fee charged to the credit card holder. Confidentiality of all account information is guaranteed. Payments are deducted on the 5th or the 17th of each month beginning in July and ending in April. A late fee of \$30.00 will be assessed to your account if any payment is not received within 10 days from the payment due date. FACTS will charge a \$30.00 failed payment fee for any attempt that fails AND they will make a total of three attempts. New admissions during school year will be required to spread their payments over remaining months through April. All initial questions regarding the FACTS Tuition Program should be made to Mary Baron (629-6190 ext.21) in the Finance Office.

Tuition may also be paid in full through **FACTS Tuition only** and payment is expected before June 15th for the next school year. A late fee will be assessed if payment is not received by June 30th.

Tuition Assistance: Applications for tuition assistance must be done on-line only through FACTS. There is a \$20 non-refundable application fee to FACTS to apply for assistance.

Tuition Refund Policy

Grades K-8 Refund Policy

In the event of a student leaving St. Mary School during the school year (1st day of school to the last day of school) or during the months of July and August:

1-If tuition has been PAID IN FULL, based on the time of withdraw, only a percentage of tuition will be refunded. See schedule below for the tuition amount that will be owed (therefore not refunded if paid in full) to St. Mary School at time of withdraw.

2- If tuition payments are being done MONTHLY (July-April) or based on the schedule agreed upon at time of enrollment, a percentage of the total amount of tuition for the year will be owed/due to St. Mary School (see table below for specific dates)—there will be no refunds of tuition already paid in the prior months to the withdraw

There is no tuition responsibility for withdraw prior to June 30th for the upcoming school year. For withdraws on or after July 1st, please see policy below.

Withdraw/Transfer Prior to:	% Annual Tuition Refundable If paid in full	% Annual Tuition Owed		
August 1	90%	10%		
September 1	80%	20%		
October 1	70%	30%		
November 1	60%	40%		
December 1	50%	50%		
January 1	40%	60%		
February 1	30%	70%		
March 1	20%	80%		
April 1	0%	100%		

Grades K-8 Partial Year Policy

In the event of a student enrolling at St. Mary School during the year, tuition is due to the school, according to the following schedule:

Enrollment Prior to:	% Annual Tuition Owed			
Up to September 15	100%			
October 1	90%			
November 1	80%			
December 1	70%			
January 1	60%			
February 1	50%			
March 1	40%			
April 1	30%			
May 1	20%			

Pre-School Programs

In the event of a student leaving St. Mary School during the school year (1st day of school to the last day of school) or during the months of July and August:

1-If tuition has been PAID IN FULL, based on the time of withdraw, only a percentage of tuition will be refunded. See schedule below for the tuition amount that will be owed (therefore not refunded if paid in full) to St. Mary School at time of withdraw.

2- If tuition payments are being done MONTHLY (July-April) or based on the schedule agreed upon at time of enrollment, a percentage of the total amount of tuition for the year will be owed/due to St. Mary School (see table below for specific dates)—there will be no refunds of tuition already paid in the prior months to the withdraw

There is no tuition responsibility for withdraw prior to June 30th for the upcoming school year. For withdraws on or after July 1st, please see policy below.

For late enrollees, please see K-8 partial year policy from previous page.

Withdraw/Transfer Prior to:	% Annual Tuition Refundable If paid in full	% Annual Tuition Owed	
August 1	90%	10%	
September 1	80%	20%	
October 1	70%	30%	
November 1	60%	40%	
December 1	50%	50%	
January 1	40%	60%	
February 1	30%	70%	
March 1	20%	80%	
April 1	0%	100%	

If there is a change in the number of days a student is enrolled in preschool, the new tuition rate will become effective on the first of the month following the change. There will be no refunds of prior monies paid or increases in the month of change.

Note: For K-8 and Pre-School, registration and other fees are due regardless of date of enrollment.

Tuition Rates are determined by the Finance Committee based on information provided by the Diocesan Office. There is a Catholic and Non-Catholic tuition rate. The definition of each category is below:

Catholic: Parent/Guardian must be registered in a Catholic parish and the child must have a valid Baptismal certificate. At least one parent must be Catholic.

Non-Catholic: Religion other than Catholic. Greek Orthodox will be considered Non-Catholic. Children must still participate in Religion classes and participate in Liturgical events. Non-Catholic students participate in sacramental classes but are not eligible to make the sacrament.

**TRANSPORTATION DISTRICT
CONTACT TELEPHONE NUMBERS**

**Camden County Educational Services Commission
856-784-2100 x-118**

**Delsea Regional High School District
Phone: 856-694-0100 Press 5**

**Monroe Township Board of Education
Phone: 856-629-6400 x-1011, 1012 or 1013**

**Washington Township Transportation Department
Phone: 856-589-9190**

**Winslow Twp. Board of Education
Phone: 856-767-2850 Press 1**