

September, 2019

Dear Parents,

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 PlusPortal are on the school website as well as instructions to download the PlusPortals App.

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, please make sure that your child has something to work on quietly. There will be a fee for students arriving before 7:15 a.m.
- The time in the morning before class 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 <http://protection.mobarch.org/> and go to the *Office of Child Protection* page to find instructions for retraining. You must complete the retraining yearly.

Please welcome Mrs. Caitlin Kelley as our new 4B teacher.

### **Labor Day Holiday**

Please note from the enclosed September calendar that on Monday, September 2, there will be no classes due to the Labor Day Holiday (no extended care).

### **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. Preschool students are dismissed earlier.
- 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 70<sup>th</sup> year of providing quality Catholic Education on the Eastern Shore.

Sincerely in Christ,  
Maxwell J. Crain  
Principal