

**To: Parents of OLG Students**  
**Fr: Mrs. Chaimowitz**  
**Re: Week of September 7, 2009**

*After many years of wishing, years of planning, and a summer of intense construction, our school is newly improved! We thank our generous donors within the parish and the school for their faith in our Catholic school mission:*

**“Our Lady of Grace Parish School is committed to educating the whole child, nourishing each student’s God-given talents to learn, love, and live, while striving to build God’s kingdom.”**

*Our school looks fabulous!! We thank you for your generous support.*

*Welcome back to our returning families; a big welcome to our new families! September will be an exciting time for all of our families. We have back-to-school nights, a sports meeting, and a PTO Board meeting on the calendar. Teachers will be reviewing, assessing, and developing classroom procedures with their students.*

*New families to our school: **WE WELCOME YOU!** We hope you attended the “Boo Hoo Breakfast” today that took place on the Church Patio after our assembly, and that you met some new people that may become life-long friends! If you have any questions about anything, please contact the secretary in the school office at: (818) 344-4126, extension “0”.*

*Thank you to **Mark Bradley** for endless hours of constructing frames for our eighth grade art projects, which now hang in the school hallways. They are a wonderful example of the talents of our school children.*

*Additional thanks go out to the following people who so generously gave their time and talents throughout the last school year: **Damaris Lam**, Yard Duty Coordinator; **Janelle Stewart**, Website Coordinator; and **Glen Heffernan**, who kept our Nicole Parker Memorial Fountain crystal clean and free of mosquitoes all year!*

*More thanks to our 2008-2009 Yearbook staff, who worked together last year to create another fantastic memory book for our families: **Brandy Schaffels**, **Jim Iannarilli**, **Bill Hart**, **Barbara Seery**, **Anne Nicholson**, **Cathy Simen**, **Becky Platania**, **Sr. Michelle**; and our student Yearbook Editors, **Julia Regan** and **Mandy Mekhail**, who’ve now moved on to high school.*

*Thank you to **Carrie Gilmore**, who worked over the summer months in order to get the **PTO Directory** to you in the first family envelope!*

*So many parent volunteers went “above and beyond” last year, as always, and I thank each one of you, from the bottom of my heart.*

**Family Envelopes:** This “family bulletin” and other important information will be sent home with your child every week in the “family envelopes”. Please read the contents and place any communication that needs to be returned back into the family envelope. Please sign your name on the outside of the family envelope and remember that it should be returned to school by your child the following day – usually Wednesday mornings. I can’t stress enough how important it is to us that you return this envelope with any contents the day after you receive it. There will be a \$1.00 charge to receive a new envelope if your family envelope is not returned.

#### **VERY IMPORTANT INFORMATION:**

**PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE COMPLETING THE ENCLOSED BEIGE EMERGENCY EARTHQUAKE / DISASTER CARDS.**

The Emergency/Earthquake/Disaster Information forms are printed on **both front and back**. You are receiving two cards. **You are required to return both cards tomorrow with both sides completed**. In case of an emergency, it is necessary for the school office and the health room to have an emergency card on file for each child, thus the request for two cards. **Please be sure to sign your name in the space provided at the bottom of the back side of the card.** Please print or type all information and numbers clearly.

Please take the time to complete both cards in their entirety. **The “Medical Alert” section found on the front of the card is extremely important for you to complete.** (If your child/children have no medical conditions, please write “N/A” (not applicable) in the spaces provided.)

It is necessary that we have **all** the information requested. We may be unable to reach you due to the conditions that exist during an earthquake or other emergency. This may also be true for some of the people on your list. Therefore, **it is required that all FOUR (4) “Emergency Care” contact information areas are completed.** (Please note – this area is for contacts **other than parents**, so no parent information should be included in these four spaces. (Parent information is on the front of the card.)

It is also necessary that we have **all** your child/children's physician and dentist information completed on the cards. This includes **names, complete addresses, telephone numbers, and health insurance/subscriber number information, where applicable. In an emergency, having this information on file may be extremely helpful to us.** (If you do not have a pediatrician or dentist for your child/children, please write "No Doctor" or "No Dentist" in the spaces provided.)

The "family name" you write in the box located in the top left corner of the emergency card should be the child's last name, because that is the name appearing on all rosters. If the parent's last name differs, it should **follow** the child's name on the card in parentheses. Please be **very exact** when completing these cards. **Thank you for taking the time to correctly complete these cards neatly and legibly.**

**ALWAYS LET US KNOW when you have a change of telephone number or address.** Submit any new changes in writing to your child's homeroom teacher, the health office, and school office.

**Day Care:** Day Care started the first day of school, Tuesday, September 8, for those families who turned in a Day Care Contract and fee by the first day. If you would like your child to be part of Day Care, all contract paperwork must be completed and returned to the school office. Please be sure to remind your child that he or she will be going to Day Care after school, if applicable.

Day Care hours are from 7:00 to 7:50 a.m. (start of school) each morning, and from dismissal until 6:00 p.m. each afternoon. If you will be bringing your child to morning Day Care, aides will be standing by the gates between the two school buildings to receive the students. If your child is to attend afternoon Day Care, teachers will accompany those students to the Day Care area at school dismissal.

**Dismissal Times:** Students will be dismissed at 12:35 p.m. each day this week. Pre-Kindergarten will be dismissed at 12:00 p.m. each day this week. Next Monday we begin our regular schedule. Students will be dismissed at 2:45 p.m., Mondays through Thursdays; and at 12:35 p.m. on Fridays. Pre-Kindergarten will be dismissed at 2:00 p.m., Monday through Thursday, and at 12:00 noon on Fridays. (Teachers attend Faculty Meetings on Fridays.)

**Request for Medication Form:** This form has been included in this family envelope. If you need to have your child take prescription medication during school hours, please have the form completed and signed by a doctor. Please submit a second medication form for any over-the-counter medication your child should receive. **Any medication request forms must include a doctor's signature. PLEASE KEEP THIS FORM AT HOME UNTIL SUCH TIME YOU MAY NEED TO BRING IT TO SCHOOL ALONG WITH MEDICATION.**

**School Uniforms:** Students are expected to be in correct uniform on the first day of school. (I hope that everyone has had time to get a haircut if needed.) If there is a back order situation at Dennis Uniforms on any uniform item, students will not be penalized. Students who have their dress vest/polo's should wear them each Wednesday for Mass. Grades K – 8 students will attend their first school Mass tomorrow, Wednesday, September 9.

**P.E. Uniforms:** P.E. classes will not begin until next week. The students will learn which days they will attend P.E. class during the first days of school. Grades Pre-K and K will wear their regular school uniform for P.E. classes. Grades 1 – 4 will wear their P.E. uniform to school on their designated P.E. day. Grades 5 – 8 will bring their P.E. uniform to school and change at school on their designated day. More detailed information will be provided to you during Back-to-School Parent Meetings.

**Back-to-School Parent Meetings:** These meetings are just around the corner. During these important meetings, parents will hear from teachers about the exciting school year ahead. This is an adults' only evening.

- Grades **Pre-K, K, and 1** will be on **October 1 at 7:00 p.m.** in the classrooms
- Grades **2, 3, 4, and 5** will be on **September 17 at 7:00 p.m.** in the classrooms
- Grades **6, 7, and 8** will be on **September 10 at 7:00 p.m.** in the classrooms

**School Photos:** Please be advised that students will be taking their school pictures **next Thursday, September 17.** Students should wear their school uniforms as usual on picture day. All photo ordering information has been included in this family envelope. Please read the instructions thoroughly, and send back your order form with payment via your returned family envelope.

**Afternoon Car Line Pick-Up Reminder:** There are two driveway entrances. The White Oak entrance is for students in grades K through 3 and their older siblings. Students in grades 4 through 8 are to be picked up from the Alonzo Ave. entrance. If you are sending someone other than yourself to pick up your child, please be sure they know the correct driveway to use. They must also know that if they are in the drive-through line, they may not leave their car. When they get up close enough they can ask Sr. Michelle to summon the child. If someone wants to leave their car for any reason, they must park in the upper part of the parking lot.

**Lost Items:** There will no longer be a designated area for the accumulation of lost uniform clothing or other items. Anything left around the school grounds that is not clearly marked with a child's full name will be "disposed" of daily. If an article has a child's name on it, it will be given back to the child. **Please be sure that all clothing is marked with your child's full name (not initials). This includes any clothing removed for P.E., after school sports, during day care, and also lunchboxes.** Please remind your children to be aware of their own possessions at all times.

**Faculty/Staff Extension List:** Due to the remodel, telephone voice mail boxes and extensions are still in the process of changing. An updated list of faculty voice mail box numbers and staff extensions will be included in next week's family bulletin. Until then, if you need to contact any school staff, please call the main office number, 818-344-4126, extension "0", and the secretary will connect you.

**NEW LUNCH TIMES: 12:05 – 12:35 p.m. for Grades K, 1, 2, 3, 4; and 12:35 to 1:05 p.m. for Grades 5, 6, 7, 8,** beginning next Monday, September 14.

**Lunchtime Yard Duty Supervision:** We very much appreciate the parents who are faithful in helping us to supervise our students during lunch time. While our teachers are having their 30 minute lunch period, we look to our parents for help in supervising the children. If you have been scheduled to do Yard Duty during September, a calendar schedule will be sent home to you this week, for your reference. Please review it and report to the school by 11:55 a.m. to sign in for your shift and be in place before the lunch hour begins at 12:05 p.m. Please note, your shift will last approximately one hour.

If you have not done Yard Duty previously, please report to the school office and someone will direct you to where you will go. If you do not receive a Yard Duty Calendar Schedule this week, then you have not been scheduled for duty during September. Please be sure to read the section regarding Yard Duty supervision in the Parent/Student Handbook included on our website at: [www.ourladyofgrace.org](http://www.ourladyofgrace.org), (Once there, click on the word "school".) This is a very serious obligation, and we expect everyone who is scheduled to show up for their shift. If you are sick or have an emergency and are unable to make your scheduled shift, you are required to find your own replacement by calling other people on the Yard Duty phone list. (This list will also be forthcoming to you.) All Yard Duty scheduling questions should be directed to **Damaris Lam** at (818) 470-7135.

**Counseling Program:** Last year we started a new counseling program at our school. Intern counselors provided our students with extra support when and where it was needed. This program, *Outreach Concern*, will continue this year. Please read and sign the enclosed letter and return the consent form to the school office via your returned family envelope tomorrow.

**Work Day:** The first Work Day of the new school year is scheduled for **this Saturday, September 12, from 9:00 a.m. until 12:00 noon.** Every school year each grade is asked to sponsor and support one school work day. Parent volunteers are needed to share their time and talents to maintain a well-kept school. This month **Grades 7 and 8 parents are responsible for the first work day, but of course, all parents are welcome to come help.** **Mark Bradley, Oscar San Ramon, and Glen Heffernan** are the dads who will organize the day, with help from Grades 7 and 8 room parents. This is the first Saturday opportunity to earn volunteer service hours and to socialize with other parents, while helping us with various school maintenance projects. All you need to do is show up at school and you will be assigned a task. It helps if you can bring some of your own tools (and if you do, be sure they're marked with your name). Lunch and cold drinks will be provided. **Thank you for your support!**

**Back-to-School Social:** Our Back-to-School Night Social will be held on **Friday, September 18!** Save the date! More information to follow.

**Parent/Student Handbook:** The entire Our Lady of Grace School Parent/Student Handbook for the 2009 – 2010 school year should now be on our parish website. You may access our internet site at: [www.ourladyofgrace.org](http://www.ourladyofgrace.org). Once you've reached the site, just click on the word "school", and you will be directed to the handbook. Once you and your child/children have read the handbook together online, please sign and return the enclosed "**Parent/Student Policies Agreement**" form. We ask that you do this in a timely manner. Thank you for your cooperation. (Posting the handbook on our website is part of a resource-saving effort. If you do not have access to a computer, a printed copy will be provided to you upon your request.)

**2009 – 2010 School Year Calendar:** A copy of the calendar for the entire school year is on our website. A printed copy is also included in this family envelope, for your convenience. Please watch for calendar update pages once a month, and our "two weeks at a glance" printed at the top of most family bulletins.

**OLG Sports Program:** This year OLG has re-structured the eligibility requirements for playing team sports. The "**A**" teams will be made up of **6th, 7th, and 8th grade students.** The "**B**" teams will consist of **4th and 5th graders.** If you are interested in playing sports for OLG this school year, please read the flyer and complete the permission slip being sent home today with your child. For those interested students and parents, there will be a **mandatory Sports Registration/Orientation Meeting** on Monday, September 14 at 7:00 p.m. in the school's Parish Hall. Any questions can be directed to **Coach Fisher.**

**OLG Coaches Needed:** If you might be interested in coaching a sports team this school year, please read the flyer enclosed in this family envelope for more details, and contact **Coach Fisher.**

**"Mr. Jiffy" Hot Lunch:** We are happy to welcome back "Mr. Jiffy" for our hot lunch program. Please find hot lunch instructions and the first menu calendar in this family envelope. If you will be purchasing some or all of the hot lunches noted on the schedule for your child(ren), please complete and return the order form with payment no later than **Wednesday, September 16. Late orders cannot be accepted.** Any questions about the hot lunch program should be directed to **Coach Fisher.**

**Magazine Drive: Game On!** Our 2009 annual Magazine Drive officially kicks off THIS FRIDAY, September 12, but NOW is the time to start! Your official packet will be sent home with your child(ren) this week, so be on the lookout for that. It has your last year's sales records stapled to the front. If you haven't done so already, please go to QSP.COM to set up or access your parent account from last year, and get an email out to all family and friends ASAP. Our school ID is: 425003095, if you need it.

Please see the one and only insert you'll receive for this year in this family envelope regarding the exciting incentives and awards for everyone. You'll find prizes for parents, too! Be on the lookout for a special drawing for parents, also. As most of you know, this fundraiser is an incredible opportunity to raise money for our school because we retain **50 cents** of every **\$1.00** spent on the items in the catalog and on online magazine orders. In addition to directly benefiting our children, please note that **40% of each family's total sales will be credited to your Family Fundraising Obligation!** We need everyone to participate. Take advantage of this wonderful resource to enhance our school **and help fulfill your fundraising obligation at the same time.**

The first order "turn-in day" will be Friday, September 18. Additional order forms and/or catalogs will be available in the school office. **But online orders are the name of the game this year!** If we can assist you in any way, please contact us: **Erin McClure** at (818) 708-8456, or **Dewi Brahms** at (310) 529-7914.

**Give the Gift of Reading:** Please note the enclosed flier regarding the Los Angeles Radio Reading Service request for contributions. This is a wonderful cause and can help make the day of many visually-impaired people. It is tax-deductible as well. – *Erin & Dewi*

**Volunteer Opportunity – Magazine Drive:** If you wish to earn a couple volunteer hours right off the bat this year, we are looking to fill a couple of spots on Friday mornings: September 18, 25, and October 2, from 8:00 to 9:30 a.m. to reconcile Magazine Drive orders. Please contact Dewi Brahms at (310) 529-7914 for further information.

**SAFETY ISSUES: Last minute touch-ups will continue on the school during the month of September. Construction workers will sign in at the school office and will be wearing a school visitor pass. The workers will be using adult restrooms while here.**

**ALL visitors to our school MUST stop in the school office and sign in the "Visitors Sign-In" book and receive a "Visitor Pass" before continuing into the school.**

**FORMS CHECKLIST – Please find, complete, and return tomorrow, Wednesday, September 9,** the following found in this family envelope. Important Note: **NEW FAMILIES MAY HAVE ALREADY COMPLETED AND RETURNED SOME OF THESE FORMS. IF YOU HAVE ALREADY COMPLETED AND RETURNED ANY OF THESE FORMS, YOU DO NOT NEED TO DO SO AGAIN.** (Please send back any duplicate forms in your returned family envelope.)

- Two Emergency-Earthquake-Disaster Information Cards (if you haven't already returned them for **this school year**.)
- Medication Authorization and Permission (If needed now. If not, keep at home until you need to administer medications.)
- Parent Agreement (All new parents have already returned – only returning OLG parents must sign and return.)
- Parent/Student Policies Agreement (Sign and return after having read the handbook found online at our website, when possible)
- Parent's Authorization to Use Child's Image
- Guidelines for Adults Interacting With Minors (Also a brochure called "Working Together" for you to keep.)
- Agreement for Use of Electronic Communication and Equipment
- Child Custody Information
- *Outreach Concern* Consent Form
- School Photo Order Form

***Wishing all a very happy and healthy school year!***