



St. Michael School
56 Sewall Street
Augusta, ME 04330

August 24, 2009

Dear Parents and Students,

On Wednesday, September 2nd, I look forward to welcoming all of you to a new year at St. Michael School. I hope everyone finds this year to be a rewarding experience filled with challenges and growth - both physically and spiritually.

Please take a few moments to review some highlights of our new PARENT/STUDENT HANDBOOK.

The handbook will be available soon online at www.stmichaelmaine.org. There are several pages in the back of the book that need to be printed out, signed, and sent into the school office by September 14th. There is a Parent/Guardian signature page, Internet Policy form, Inclement Weather Form, and a Photo Release Form. If you do not have access to the website or a printer please call the school office as we do have a limited amount of handbooks available. *Please make sure to review the handbook for our procedures.*

BUS UPDATE: The City of Augusta School Department is changing bus routes, please see transportation flyer insert in the newspaper, to find out where your child(ren) will be picked up and dropped off. If you need more information please call the First Student at 626-5569.

WEBPAGE - www.stmichaelmaine.org is our web address, click on the school icon to get to school information and news. Anna Lyon graciously maintains this website, with the help of Clay Hoffman for the School and we are grateful for all of the time that they devote to this project.

SAFETY: All visitors need to stop by the office before entering any part of the school. A visitor sticker is to be worn by all visitors in the building. This is necessary so that the office knows who is in the building at all times. Individuals will be stopped by staff if they are not wearing a name tag.

EMERGENCY CARDS

White information cards will be sent home to all students on the first day of school. Please send these back to school as soon as possible, even if your information has not changed, these need to be updated every fall. Please note that if your work number has an extension please add this to the card. Thank you.

OPEN HOUSE/PARENT ASSOCIATION MEETING

September 10th we will hold an Open House that coincides with the first Parent Association Meeting. Parents will be able to visit classrooms at this time. Please look for more information to come home with your child.

The Faculty and Staff are listed below:

Pastor: Father Frank Morin
Principal: Mr. Jon Caron

School Secretaries - Mrs. Linda Albert
Mrs. Jane Carr

Pre-K Rm 109, Mrs. Katherine Boucher
Pre-K Assistant: Rm 109 Mrs. Maureen Zubrod
Kindergarten Rm 104, Mrs. Elaine Morin

Grade 1 Rm 106, Mrs. Kathleen Parlin
Ed. Tech Rm 106, Mrs. Kim Hachey

Grade 2 Rm 107, Mrs. Elise Patenaude

Grade 3 Rm 105, Mrs. Jennifer McGuire
Rm 108, Mrs. Milagros Caruso

Grade 4 Rm 103, Mrs. Deborah Vachon

Grade 5 Rm 208, Miss Elaine Lachance
Rm 209, Mrs. Jennifer Hoffman

Junior High

Grade 6 Rm 201, Mrs. Cynthia Shaw
Rm 202, Mrs. Kathryn Michaud

Grade 7 Rm 203, Mrs. Susan Moore
Rm 205, Mr. John Hickey

Grade 8 Rm 207, Ms. Maria Beaudoin (Trow)
Rm 204, Ms. Danielle Ringdahl

Computer Technician - Mr. Scott Fossett
Computer Teacher - Mrs. Christina Gill-Lindsey
Librarian - Mrs. Catherine Williams
Physical Education - Mr. David Hopkins
Music Instructors - Ms. Marcia Gallagher
Mrs. Joanna Dimeo (Pre-K only)

French Mrs. Louise Tanguay-Ricker
School Nurse Mrs. Shannon Russell

Hot Lunch - *Rebecca's Place* - Nancy and Leo Berg

Extended Day- Mrs. Andrea Sargent
Mrs. Joan Sturchio
Mrs. Angela Elliott
Ms. Susan Desjardins

Athletic Director - Mr. Rollie Pelkey
Maintenance - Mr. Armand Dostie
Cafeteria Set-up - Mr. Richard Sargent
Custodians- Mr. George Jones
Mr. Robert Gagne
Speech Therapist - Mrs. Storm Kelso

NEW STAFF MEMBERS:

I do wish to welcome our new staff members Mrs. Louise Tanguay-Ricker as the 3rd, 4th, and 5th Grade French Teacher. Louise taught French for grades 1-8 at the Ashwood Waldorf School in Rockport, Maine and she is delighted to join the St. Michael School family and looks forward to bringing a little bit of French culture to the children. Mrs. Joanna Dimeo has two daughters at St. Michael and has volunteered in the Kindergarten classrooms for the past few years sharing her Kennebec Music Together program with the students. We are very excited to have her on board for the Pre-K Music Program.

****Attention 3rd, 4th, & 5th Grade students will need to have a small 3-ring binder (8 ½ x 11 and a notebook (also 8 ½ x 11) for French class.****

ARRIVAL & DISMISSAL

School Hours- 8:15 A.M. Pre-K, K and Junior High
8:20 A.M. Grades 1-5

Playground duty begins at 7:40AM. All students are to come in the building via the playground. Students are **not** to be dropped off on Sewall Street unless they are tardy or are coming in to school to meet with a teacher.

Students need to arrive on time to enter the building with their class. **Students who are not on the playground when the bell rings are tardy and must stop at the office** for a pass. It is important for students to be punctual for the good order of the school. Tardiness disrupts.

DROP-OFF, PICK-UP & PARKING

With the increased number of families and the safety of all students, it is requested that the following procedures be followed:

DROP-OFF Supervision in the yard begins at 7:40 A.M. Therefore, students **are not** to be dropped off until then. **If the yellow gate on Lincoln Street is shut, that will indicate that a staff member is on duty. Please note: All students need to be dropped off on Lincoln Street.** The parking lot next to the gym will be reserved for the faculty and staff only. Parents please do not drive in that parking lot to drop off students.

We are asking parents, who drop off their children in the morning to pull up, and drop off your child/children and leave promptly. *With the exception of the first two weeks of school as we help the students transition*, we are asking that you not park your car and come in the schoolyard or stay at the entrances of the schoolyard as it will create congestion as more students and buses arrive. This will avoid having cars double park to drop off students. We also encourage our students not to play around the entrances of the schoolyard. Supervision becomes difficult for teachers wondering if the "grown-up" in or near the schoolyard is a parent or a stranger.

DISMISSAL: Walkers/Pick-up students will be dismissed at 2:30 P.M.
Bus Students will be dismissed at 2:35 P.M.
Extended Day will go to their assigned classrooms at 2:40PM

PICK-UP : In the Pastoral parking lot, South Chestnut Street, and Lincoln Street, across the street from the school. **To maintain an orderly dismissal,** please leave promptly as the buses will be arriving and need to park on the school side of Lincoln Street. **There will be no parking on Lincoln Street from the playground up to South Chestnut Street from 8AM to 3PM.** The City of Augusta School buses need to be able to pick up the students timely and safely. **We ask for your strict cooperation in this matter.**

HOT LUNCH PROGRAM

Rebecca's Catering will be servicing our students for Hot Lunch. The cost of lunch is \$2.75 a day (includes milk). Enclosed is the menu for the month and lunch slips. If paying weekly, please check off choices and send form with a check *payable to Rebecca's Catering*. Please put check or money in an envelope **clearly marked** with student's full name and grade. Students that do not order hot lunch are to bring their lunch to school in the morning. Milk will be available for 30 cents. Soup and dessert are also available on a daily basis, if you wish to order milk, soup, or dessert ahead of time please indicate on the enclosed lunch slip. We appreciate your cooperation.

EXTENDED DAY PROGRAM

The program will begin on the first day of school. The program runs from 2:40 P.M. to 5:30 P.M. Students may buy snacks for 50 cents. If desired, students may bring their own snacks and beverages. **Milk will not be offered.**

	<u>1 child</u>	<u>2 children</u>	<u>3 children</u>
Fees: 2:40 P.M. - 4:15 P.M.	\$6.00	\$9.00	\$12.00
2:40 P.M. - 5:30 P.M.	\$8.00	\$11.00	\$14.00

Payment for this service is due on Fridays. **Payment must not exceed a month.** There is no Extended Day service on Early Release days.

UNIFORMS

All students are expected to wear the uniform on the first day of school. If, for one reason or another, your child's uniform has not come in, we will make an exception until the uniform is received. Please adhere to the uniform policy indicated on the order form. Boy's uniform **shorts** may be worn until the end of October. Sweatshirts must be the school approved ones. If you are not sure, please contact the school office (students wearing other sweatshirts will be asked to remove them in the school building).

Footwear: students are **not allowed** to wear flip-flops, clogs, crocs, and Heeley's, even on dress down days. Socks must be worn at all times. Unusual or distracting haircuts and dyed hair as well as make-up are not allowed at school. We strive to help students to develop pride in themselves and in their personal appearance.

SCHOOL BAG CHECK

Please check your child's school bag daily for notes and notices. We will do our best to have Menus and Weekly's come home on Thursday's. These notices, along with the school calendar and supply lists, are also located on the school's website at www.stmichaelmaine.org

Please note: Students are not to bring I-pods (electronic games etc.) to school. Cell phones should remain off and out of sight (please see handbook for more information on cell phone rules). If for one reason or another a student needs to contact parents, the phone in the Office is to be used.

FUNDRAISING

This present year the St. Michael School Parent Association is expected to raise \$80,000 that supports the school budget. Two of our fundraisers take place in the early Fall. The Magazine Drive will begin on September 11th and the Innisbrook Gift Wrap begins on September 25th.

FALL SPORTS & PHYS. ED

P.E. Uniforms - Order forms for P.E. Uniforms are enclosed with this letter. Please return your order form promptly to facilitate a quick delivery of the uniforms. Gym shorts need to be purchased at Play It Again Sports on Bangor Street in Augusta.

Junior High Fall Sports

Fall sports sign-ups will be held on Wednesday, September 2nd during lunch. Practices may begin on Thursday, September 3rd. Practice information will be given out at the time of sign-ups.

Thank you for your attention to all of these matters. Your cooperation and support is greatly appreciated. It is my hope that new school year ahead will be an enriching and wonderful experience for your children. God bless each and everyone of you.

Sincerely,

Jon Caron, Principal St. Michael School