



August 2, 2018

Dear SRL Parents,

Welcome! We are thrilled to have your family join us for the 2018-19 school year! Our St. Rose of Lima teachers and staff members have a sincere interest in the care for your children and we look forward to the first day of school on Monday, August 20th!

This year's school theme is ***Love Is The Evidence***, which reminds us all that every act of love we witness is further reassurance that God is real and is forever by our side; we encourage you to reinforce this important message at home. As a partner in this fantastic educational journey, please help SRL enrich the lives of our children by encouraging a life filled with faith and love for each other and our God. Remember, parents are always a child's first teacher!

Please take time to review all information distributed by the school. The following items are essential reminders to ensure a great start!

- **SCHOOL STAGGERED DISMISSAL TIMES - IMPORTANT REMINDERS**

In our ongoing effort to make our campus safer for the children, we are continuing our staggered dismissal and the use of the *SafeDismissal* system. It's important that all families carefully review the enclosed arrival and dismissal maps and contact your child's teacher or the school office with any questions. We ask all families to do their best to arrive at school no earlier than 5-10 minutes before your oldest child's dismissal; children with older siblings will comfortably wait in their classrooms until their oldest brother or sister dismisses. The following are our normal dismissal times:

Grades PreK3- Grade 4	2:35pm (regular dismissal)	12:35pm (early dismissal)
Grades 5-8 (and younger siblings)	3:00pm (regular dismissal)	1:00pm (early dismissal)

IMPORTANT NOTES REGARDING THE FIRST DAY OF SCHOOL AND RAINY DAYS: *On the first day of school, August 20th, we will practice our rainy day dismissal; school will dismiss for all students at 2:45pm. Parents are asked to park their cars and enter the school building to pick up their child(ren) from each of their classrooms. Rainy days will release at 2:45PM (REGULAR DISMISSAL) or 12:45pm (EARLY DISMISSAL).*

- **IMPORTANT DOCUMENTS**

On the first day of school, **Monday, August 20th**, the following important documents are due to your child's homeroom teacher. Most of these documents are enclosed with this letter or will be available during Meet Your Teacher:

- Emergency Cards: Included with *Meet Your Teacher* documents
- Signed Parent & Student Handbook Form: Please thoroughly review the Parent & Student Handbook on our school's website (available August 16th), sign the provided Acknowledgement/Consent Form on the last page of the handbook and return it by Monday, August 20th. **Please be aware that your child may be prohibited from attending class on the following day, August 21st, if this form is not submitted.**
- Chromebook Handbook Form: Included with Meet Your Teacher documents and must be signed by both parents and students **Grades 6-8 only.*

- Dismissal Form: Signed by both parents. Families with children walking or riding a bike home must complete the Liability Release form on the reverse side (2nd page).
- Volunteer Code of Conduct: Signed by both parents **New families only*.
- Sports Waiver: Must be signed by doctor for any student **prior to trying out** for any sport.
- Immunization Forms: Florida State Law mandates that all students entering public and private school must have an updated record of immunization on file in the school office. Students entering grade 7 and Kindergarten must provide the Homeroom teacher with an updated record of immunization during the first week of school, if not already on file. Students may not be permitted in the classroom without this documentation completed.

Please note that all above forms do not relate to each student, as indicated. If you need a copy of any document, please visit the school office.

- **STAY CONNECTED**

In an effort to keep all **Cardinals** informed of recent happenings at SRL, please continue to read information shared in our **Communication Folder**, weekly **email blasts**, and our **SRL facebook** for parents. Please note that we must have your most current email address on file to receive our email blasts and you must log-in to facebook and “Like” our page to receive our most recent posts.

The PlusPortals and TeacherPlus gradebooks are our primary tools for recording grades and communications of grades, posting important calendar dates, homework, and other teacher and school communications. More information can be found at <http://www.redikersupport.com/documentation/parentplus.htm>. New families will receive an email from our Rediker PlusPortals System inviting you to activate your account the second week of school. When you receive this email, please follow the instructions to activate your account. If you do not receive an email by August 31st, please contact the school office.

- **PARENT NOTIFICATION SYSTEM**

If you would like to receive important notices via text, voice, and/or email you must verify your personal information within our PlusPortal system. Notices can only be sent if your contact information is entered and correct. Please take time to review this information and contact the school office of any needed changes. *Plus Portals codes for new families will be distributed after the first week of school.*

- **BACK-TO-SCHOOL NIGHT**

Our Back-to-School Nights will be held on two separate evenings. The first session will be for all parents with children in grades 5-8 on Tuesday, August 28th at 5:30pm; parents with children in grades PreK3- Grade 4 are required to attend on Tuesday, September 4th at 5:30pm. Important information regarding classroom procedures will be shared. Stay tuned for further details.

- **PICK-UP/DROP-OFF PROCEDURES- IMPORTANT REMINDERS**

Please follow these important procedures to help us ensure the safety of our children:

✓ Drivers are prohibited from using cell phones while in carline.

For safety reasons students are not allowed to walk between cars in carline. Therefore:

✓ Students must exit from the passenger side of the vehicle.

✓ Trunks cannot be opened in carline.

✓ The use of the main parking lot is only accessible during carline if you have a prearranged appointment or business in the school office.

For efficiency reasons:

✓ Please have your SafeDismissal Carline Pass (distributed during Meet Your Teacher) visible on your dashboard so our faculty may become familiar with your vehicle and driver. Families will receive their Carline Pass during our Meet Your Teacher event.

✓ Morning carline starts at 7:35am...the earlier you arrive, the shorter the wait in carline. We ask that all families enter our carline by 7:45 to ensure your child has plenty of time to calmly walk to class. Please follow our staggered dismissal times for after-school carline.

✓ Families with children in PreK3 only, may park on the preschool side of campus between 8-8:15am and walk their child to the classroom. If the PreK3 student has older siblings, the siblings must be in class by 8am; please use the regular carline, then circle around to park and walk.

✓ Please pull all the way up to the stop sign or to the car in front of you so that we can accommodate as many vehicles as possible behind you.

✓ Students must be ready with all their belongings in hand to enter or exit the vehicle immediately.

Rainy Day Dismissal:

If it is raining or a storm is approaching, students will remain in the classrooms and parents must park their vehicles to sign their child(ren) out from the rooms. **All students will be dismissed at the same time (2:45pm regular dismissal or 12:45pm early dismissal) when rain or a storm is approaching.** Please follow the directives of our school personnel.

- **HOME & SCHOOL ASSOCIATION**

All SRL parents are welcome to join us for our monthly Home & School meetings. Be a part of your child's education by volunteering for one of the many events throughout the school year.

- **TUITION REMINDERS**

All tuition is to be submitted via our online FACTS Tuition Management System. A \$25 late fee is assessed when tuition is not paid on time. Tuition is payable for the entire month. There will be no prorating of tuition for students who enroll or leave during any month.

- **PARENT VOLUNTEER REQUIREMENTS**

A. Virtus Training

In an effort to further protect our children, the Archdiocese of Miami requires all volunteers to be fingerprinted, complete a Volunteer Code of Conduct and attend the Virtus training prior to working with the school. Each parent volunteer must have the application & Code of Conduct completed and submitted to the Main Office before volunteering in any capacity at St. Rose.

Please note that all returning parents who have completed this process must be fingerprinted every five years. The Virtus training session and Code of Conduct only need to be completed once. If you are unsure of your status, we encourage you to contact our Main Office.

B. Parent Volunteer Hours

The success of SRL relies greatly on the volunteer support of our school parents. Families are asked to fulfill 25 hrs of service to SRL school and/or parish. Upon the completion of a specific task, parents must complete a Volunteer Voucher, have it signed by the appropriate moderator/teacher/committee chairperson, and return the signed copy to the school office. All hours will be tracked via the volunteer voucher and must be completed and submitted by the end of May 2019. **All families are also required to complete one carnival shift.**

- **CARDINAL CAFÉ-SCHOOL LUNCH PROGRAM**

Please take the time to add money to your child's lunch account. Students in grades PreK- Grade 8 may bring a bagged lunch or buy the regular lunch available in the Cardinal Café. It is the responsibility of the parent to keep a positive balance on their child's lunch account to purchase food on campus. Parents may use www.myschoolaccount.com, a convenient, secure meal account management platform to apply funds to their child's lunch account and remotely check account balances and purchases. Parents are also encouraged to speak with their children daily to ensure they are eating a balanced lunch and not excessively purchasing food.

Thank you for your support and cooperation. If you need any assistance, please do not hesitate to ask anyone on our faculty or staff. We are here to serve your family and provide an outstanding Catholic education for your children.

Sincerely,



Stephen Brown, Ph.D.
Principal