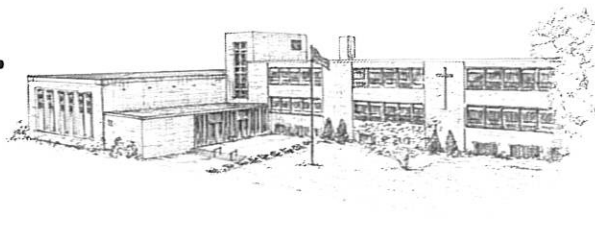


Our Lady of Mt. Carmel – St. Benedicta School

285 Clove Road
Staten Island, NY 10310



IMPORTANT SCHOOL REMINDERS

1. The school building opens at 7:30 am, No student should arrive to school before 7:30 am.
2. All students are asked to assemble in the school gym by 7:45 am. School begins at 7:50 am, students that arrive after 7:50 are considered tardy. Classes will run from 7:50 am to 2:45 pm.
3. Dismissal for grades K – 8th is at 2:45 pm.
 - a. Kindergarten students must be picked up from their classrooms at 2:45 pm. Please enter through the cafeteria. (Lower door entrance)
 - b. 1st– 8th grade students will be dismissed at 2:45 pm in the cafeteria.
4. Pre-K reports to school at 7:50 am. All Pre-K students go directly to their classroom. Classes will run from 7:50 am to 2:20 pm. Regular dismissal for Pre-K students is at 2:20 pm.
 - a. All Pre-K students must be signed in and out of their classroom by a parent or guardian designated in writing. Please be sure to have photo ID.
5. **Early Pick Up Policy** – Early pick up is not allowed except for medical and personal emergencies. Students may not be dismissed early without prior documentation. Please schedule all regular appointments for half days and days off or weekends.
 - a. If an appointment must be scheduled during school hours you must provide a note at least 24 hours in advance with proper documentation.
 - b. All early pickups must occur before 2:00 pm. No exceptions.
 - c. In case of an emergency, please call the school office directly. Do not contact your child directly.
 - d. Please note that your child will only be dismissed to the people whose names are listed on the emergency form, or someone designated in writing. Our school cannot release a student without proper identification.
6. Breakfast and lunch programs begin on the **FIRST DAY** of school. All students wishing to eat breakfast should arrive promptly at 7:30 am. No student will be admitted to breakfast after 7:40 am.
7. **ALL FAMILIES MUST** complete an application at www.applyforlunch.com. The lunch application must be completed by September 12th. Even if your child will not be receiving free lunch, you must fill out this application.
 - a. **All students must eat the lunch provided by the school unless a doctor's note is received and approved noting that a medical condition exists prohibiting your child from eating the lunch we provide.**
 - ★ Please be aware that new medical forms **MUST** be submitted to the school prior to the first day of lunch. **NO EXCEPTIONS WILL BE MADE!!!!** If your child is not able to eat school lunch then he/she will not be able to eat the school breakfast

8. Bus service will be provided for all returning students that received service last year. The stops remain the same until further notice.
 - a. All new students requesting bus service or public transportation bus passes must complete and return the bus form by September 12th. Service for new students will begin on September 18th.

9. Summer Uniform or Winter Uniform is acceptable for the first day of school. Please see Uniform Policy Sheet.
 - a. **All students entering Kinder and 1st Grade must purchase the current new uniform** (please see the uniform policy).
 - b. **All students entering 5th and 6th grade must purchase the upper school (5th, 6th) uniform.** (please see the uniform policy).

10. **PLEASE** remember that you are **not allowed** to park in front of the school when dropping off or picking up your child. The yellow school buses are the only vehicles allowed to stop and pick up children on Clove Road. The school's parking lot will be open for your convenience. You may park and then walk your child to the school. **Please remember, our children's safety is a priority.**

11. During the first few weeks of school there will be many notices and forms going home. We ask for your cooperation in promptly reading and returning all pertinent information as soon as possible.

12. The school calendar is posted on the school website olmcsb.org for the 2017-2018 school year. Please refer to this during the year for information on school events and other information. At the end of each month we will send the school calendar for the following month and a tentative calendar next month. Notices of different school events will also be given out on a regular basis. Please stay informed by reading the notes that your child brings home, by referring to the calendar and by visiting our school website olmcsb.org. All families must register with REMIND for important school notices. Please see the attached sheet.

13. Tuition and School Fees for the 2017-2018 school year must be paid directly to Smart Tuition. Depending on your option, payments are due either on the 5th or the 20th of every month. There will be a \$40.00 late fee posted to your account if payment is received after the due date. **TUITION PAYMENTS IN CASH CANNOT BE ACCEPTED IN THE SCHOOL OFFICE. PAYMENTS MUST BE MADE DIRECTLY TO SMART TUITION BY BANK ACCOUNT WITHDRAWAL, CREDIT OR DEBIT CARD, CHECK, OR MONEY ORDER.**
 - a. If you are mailing your payment, please send it 7 days before the due date.

14. Afterschool will begin on Monday September 11. All payments for afterschool must be made in advance. Please refer the separate letter about afterschool. The first payment is due on September 11th. You may send your payment in cash, but personal check or money order is preferred.

15. Please note that to maintain the safety of YOUR children, you should never open the door to others. We ask that anyone wanting to enter the building must enter through the Main Entrance and ring the doorbell. **EVERYONE MUST EXIT THROUGH MAIN DOOR AS WELL.**