

# Family Record Instructions

Each of the following five headings correspond with a section on the Family Record. Please read each section below and mark the corresponding section on the Family Record. When finished, please initial/sign the Family Record where indicated and return to the school office the first day of school.

## Family Contact Information

*Review and update the Family Record*

This section contains vital family contact information, emergency contacts, doctor and dentist contacts, and it lists those authorized to pick up your child/children from school and aftercare. Any pre-populated information reflects what is currently on file with the school office. Review the section completely and mark any necessary changes on the form.



## In Case of Accident

*Initial the Family Record*

In case of accident or serious illness, and the family contacts and designated emergency contacts are unable to be reached, MSHS needs authorization to contact the designated physician and follow their instructions. If the physician is unable to be contacted, MSHS needs authorization to make arrangements as deemed necessary.



- By initialing the Family Record you give your authorization.

## School Messenger System

*Initial the Family Record*

The emergency school information system is called School Messenger. This system will be used to send blast phone announcements when school is cancelled due to inclement weather or when important information and reminders need to be sent to school families (remember this information can also be found on the Principal's bulletin board on the school website).



- By initialing the Family Record you give your consent to receive school-related messages on the numbers provided in the Family Contact Information section.
- Please make sure your information is updated on the Fast Direct school website.
- Any new family enrolled in Most Sacred Heart School should contact the school office if you have not been given instructions to activate your family information on the Fast Direct website.

## Buzz Book

*Initial the Family Record to be included in the book*

We will be compiling a Buzz Book (telephone directory) which includes home address and home phone numbers for all school families. The information will come from the family information on the Fast Direct school website. Each family will receive one copy of the Buzz Book. Additional copies may be requested through the school office.



- **Initial the Family Record if you want your information included in the Buzz Book.**

## Parent Signatures (Family Verification & Parent/Student Handbook)

*Sign the Family Record*

The 2016-2017 Parent/Student Handbook can be found online at [www.MostSacredHeartSchool.org](http://www.MostSacredHeartSchool.org) under Forms/Documents. By signing the Family Record you are:



- Acknowledging the form information is accurate.
- Acknowledging the 2016 Parent Witness Statement.
- Acknowledging that you and your child have read and discussed the 2016-2017 Parent/Student Handbook. You agree to abide by the policies and rules as stated in the handbook. You further agree to be governed by the handbook.

# Student Information Record Instructions

Each of the following six headings correspond with a section on the Student Information Record. Please read each section below and mark the corresponding section on the Student Information Record. Be sure to review the medical comments noted on the Student Record (if any) and make necessary changes on the form. When finished, please initial/sign the Student Information Record where indicated and return to the school office the first day of school.

## Student Information

*Review and update the Student Info Record*

This section contains individual student information such as name, grade, and medical information. Any pre-populated information reflects what is currently on file with the school office. Review the section completely and mark any necessary changes on the form.



## After School Care Program

*If using, checkmark and initial the Student Info Record*

MSSH offers after school care for children Pre-School through 8<sup>th</sup> grade. Our program is coordinated by Mrs. Wilson. The program will run from 3:00-5:30 pm each school day.



There will be some school days when after care will not be offered, but parents will be notified well in advance in order to make other arrangements. **After care will not be offered on Fridays during Lent and any early dismissal days.**

The fee schedule for the after care program is:

	<u>1 child</u>	<u>2 children</u>	<u>3 children</u>	<u>4 children</u>
1 hour	\$6	\$7	\$8	\$9
2 hours	\$8	\$9	\$10	\$11
2 ½ hours	\$9	\$10	\$11	\$12

- **To register your child for the MSSH after care program, checkmark the after school care registration section of the Student Information Record and initial where indicated.** Even if your child is not going to use after care every day, please checkmark and initial the registration section. This will help the program be more organized and better able to serve you.

If you have any questions about the after care program, please contact Mrs. Wilson.

If you plan to use after care, please keep the following in mind:

1. Any child not picked up from school by 3:10 pm on a regular school day will automatically be taken to after care.
2. The fee is based on an hourly rate.
3. Registration must be turned in to the school office on the first day of the school year.
4. Any child not picked up by 5:30 pm will incur an automatic \$25 late fee.
5. After care statements will be emailed to you by the parish bookkeeper. Payment is to be made immediately. Please mark your check and envelope with "After Care."

*(After Care section continues on next page)*

### After Care Policies:

- Purpose -- The after care program allows for recreation, socialization, directed activities, and quiet time. Students may use quiet time for the completion of homework. This is not considered tutoring time for students.
- Medication -- NO medication should be scheduled for administration during after care.
- Sign in and sign out -- Parents/guardians must sign out child each day. A child can only be released to a person designated by the parents/guardian. Normally, sign in and sign out will take place in the dining room. Please knock for entry at the courtyard door to pick up your child since the building will be locked at all times.
- Illness or injury -- If a child becomes ill during after care, parents will be notified immediately. The ill child will be monitored by a staff person until the parent arrives. If a child is injured, first aid will be administered and the parent will be notified. If the injury is serious, emergency measures will be taken.
- Snack -- Children will be given a snack and a drink each day as soon as after care begins. Please list any restrictions in the after care registration section of the Student Information Record.
- Late payments -- Families more than one month behind in after care payment fees will not be able to use the program until all fees are paid.

### Daily After Care Rules:

- Children in the after care program are expected to abide by the rules set for them. Failure to do so will result in the child not being able to continue in the after care program. This determination, after consultation with parents/guardians, will be made by Mrs. Wilson and Fr. Joe Kempf.
- Children will not be allowed to use electronic devices during after care (examples: Game Boy, cell phones, etc.).
- Children will not be allowed to return to their classrooms for books, papers, etc.
- Children may not leave their designated play/activity area without permission of the staff person in charge.
- Each child is expected to tidy up their area after snack, activity, etc.
- After care staff will not require any student to do homework. Homework may be done at any time during after care.
- Children are expected to take part in the designated after care activities or do their homework.
- Children may not leave school, go home, and return to after care.
- Any complaints or concerns about after care should be brought to the attention of Mrs. Wilson or Fr. Joe Kempf.

## Media Authorization Release

*Checkmark and initial the Student Info Record*

Read the following release and four authorization levels. On the Student Information Record in the Media Authorization Release section, mark yes or no for each of the authorization levels and initial where indicated. One form covers all members of your family at the same school.



**Release statement:** For marketing and publicity purposes, there may be times when the school/parish/ archdiocese wishes to use your and/or your child(ren)'s image, name, recording, or academic work in various media for marketing and/or publicity purposes. As a parent, you may choose the appropriate level(s) of authorization.

*(Media Authorization Release section continues on next page)*

<b><u>4 levels of authorization</u></b>	
Parish/School	I grant permission to use my or my child's image, name, recording, or academic work in communications that include, but are not limited to, parish bulletin, school newsletter, student newspaper, admission videos, parish/school website and social media.
Archdiocese of St. Louis	I grant permission to use my or my child's image, name, recording, or academic work in communications that include, but are not limited to, archstl.org, <i>St. Louis Review</i> , <i>Catholic St. Louis</i> magazine, archdiocesan social media, <i>The e-Vangelizer</i> (newsletter published by the Catholic Education Office), and any publication(s) by agencies administered by the Archdiocese of St. Louis.
Sponsoring Organizations	I grant permission to use my child's image, name, recording, or academic work in websites, videos, and publications created by independent foundations and corporations that support Catholic education but are not legally connected to the Archdiocese of St. Louis, including but not limited to, Today and Tomorrow Educational Foundation, Roman Catholic Foundation of Eastern Missouri, Access Academies, English Tutoring Project, and United Way.
Secular Media Outlets	I grant permission to use my or my child's image, name, recording, or academic work in secular media communications, including but not limited to, print, radio, TV, and internet (examples: St. Louis Post-Dispatch, KMOX radio, and KSDK-TV).

## Student Handbook

*Student sign the Student Information Record*

The 2016-2017 Parent/Student Handbook can be found online at [www.MostSacredHeartSchool.org](http://www.MostSacredHeartSchool.org) under Forms/Documents. By signing the Student Information Record where indicated, the student is agreeing to abide by the policies and rules as stated in the handbook.



## Student Acceptable Use Policy for Technology & Internet

*Student sign the Student Info Record*

The student should read the following paragraph and sign the Student Information Record to acknowledge.



**Student:** I have read the Student Guidelines for Acceptable Technology and Internet Use (which can be found in the Parent/Student Handbook Appendix 1) and agree to use the internet and the school's technology in a way that is consistent with these policies. I understand that failure to do so will result in the loss of my internet and technology device privileges and/or other disciplinary action as deemed appropriate by school officials.

Students in grades 3, 4, 5, 6, 7, and 8 are permitted to ride bicycles to school. In granting permission, parents should carefully consider the safety of the route which will be used and the following rules for riding bicycles to school:



1. Bicycles must be in good working condition. This includes sound brakes and tires in safe condition.
  2. Students riding bicycles must wear helmets. Failure to wear helmets when entering and leaving the school grounds will be a violation of school rules.
  3. No child is permitted to ride their bicycle on the school grounds before school, during school hours, or during after care hours. Riders must dismount and push bicycles when they reach the top of the back hill. Students riding bicycles to school should use the back entrance, not the front entrance. Students are considered on school grounds as soon as they reach the top of the back hill.
  4. Students are to lock their bicycles on the bike rack located on the east side of the main school building.
  5. Students are not permitted to hitch or carry other children on the handle bars or on the seat of their bicycles either coming or going home from school.
  6. The school is not responsible for any lost, stolen, or damage done to bicycles while on school premises. Locking bicycles is highly recommended.
- **MSHS may revoke the bicycle riding privilege at any time the rules are violated.**
  - Student injuries while on bicycles are covered by parental insurance or by student accident insurance offered annually by the Archdiocese of St. Louis.

If your child plans to ride their bicycle to school, initial to indicate permission on the Student Information Record. Indicating permission acknowledges you are aware of the bicycle rules listed above. You understand MSHS will enforce the bicycle safety rules and will not be responsible for any lost, stolen, or damage done to bicycles.

# Additional Information & Forms

## School Events Volunteer Sign Up sheet

*Complete the volunteer sign up sheet*

- The School Events Volunteer Sign Up sheet for first semester must be completed and returned to the office the first day of school.
- A School Events Volunteer Sign Up sheet for second semester will be sent out in December.
- Each parent is expected to volunteer at least once or twice a year to help with events. Review the list of events and mark those you can help with.



## Hot Lunch Orders & Milk/Juice

*Place lunch orders online & mark Student Info Record with milk/juice preference*

Hot lunch is served five days a week. The cost is \$3 each day. You can order an extra half portion of the main entrée at \$0.75 a day. Place lunch orders online at <http://www.orderlunchesexpress.com/>



Milk/juice is provided daily at no additional cost, whether your child orders hot lunch or not.

- **Lunch orders** -- Must be submitted online and paid for before the 20<sup>th</sup> of each month. Two methods of payment are available:
  1. Online: <https://sacredhearteureka.weshareonline.org/> and scroll down to the School Hot Lunch section.
  2. Send a check to school: Send your payment to the school office. Make checks payable to Most Sacred Heart School. Write the lunch order number in the check memo. (Your lunch order number will be provided when you complete your lunch order online.)
- You will not be able to submit a new lunch order until the previous order's payment has been either paid online or a check has been received by the school office.
- Contact Sara Latall through Fast Direct with questions about the Hot Lunch Program.
- Contact Wayne Kissel with questions about using the online Hot Lunch Payment option.
- **Milk/Juice** – On the Student Information Record, please indicate if your child would prefer to receive white milk, chocolate milk, or juice daily or if your child will not be getting milk/juice. Children are expected to take only what has been ordered for them (they may not make a different selection daily).

## Fast Direct school email system

*Update your information online*

Fast Direct is the school's internal email system for teachers and parents to communicate via email. It is also the portal to keep your family and contact information updated. You can access Fast Direct from the school website by clicking on Parent Portal.

- Please make sure your family and contact information is updated on Fast Direct (log in and click on the View/Edit Parent Information button at the top). The School Messenger phone blast system uses this information, so keeping your contact numbers updated is critical.
- Any new family enrolled in MSHS should contact the school office if you have not been given instructions to activate your family information on the Fast Direct website.



## Before School Care Program

*No registration required, use as needed*

MSSH provides before school care each school day morning from 7:00-7:35 am.



- This is for Sacred Heart School students only.
- Any child arriving at school prior to 7:35 am **must** be taken to before school care.
- There is no registration required and no advance notice to use before school care.
- Students are free to use before school care as needed, either daily, regularly, or on an occasional basis.
- The charge for before school care is \$1 a day per child, regardless of what time your child/children arrive.
- Before care statements will be emailed to you by the school bookkeeper. Payment is to be made immediately. Please mark your check and envelope with "Before Care." (Note: If you use After Care, the Before Care charges will be included on your After Care statement.)

If you plan to use this service, please keep the following in mind:

- Before school care is held in the dining room. Please enter through the dining room courtyard door. Other doors will be locked.
- No child should be left at the door or on the parking lot prior to the 7:00 am opening of before school care.
- Students are expected to remain seated, talk quietly, do homework, etc. If need be, students will be assigned to a seat. Those who routinely misbehave will forfeit the opportunity to make use of the before school care program.
- Parents who attend the 7:30 am Mass at Sacred Heart may make use of the before school care program.
- Before school care is supervised by a staff member under the direction of Mrs. Wilson and Fr. Joe Kempf.
- Before school care is only held on those days when school is in session.

## Medication at school

*Health Care Provider Authorization form & Parent Consent form are required*

If your child will require prescription or over-the-counter medication while at school, a Health Care Provider Authorization form and a Parental Consent form are required.



**For prescription or over-the-counter medication:**

1. A physician must complete and sign the Health Care Provider Authorization for Prescription and Over the Counter Medication Administration form. This form can be found on the school website under Forms/Documents.
2. Parents must complete and sign the Parental Consent for Prescription and Over the Counter Medication Administration form (this is in addition to the Health Care Provider Authorization form in step 1). This form can be found on the school website under Forms/Documents.
3. Follow the instructions on the Parental Consent form for labeling the medication, appropriate packaging, etc.
4. Provide the Health Care Provider Authorization form, the Parental Consent form, and the medication to the school office.