

# Back to School Sign Off

This document contains important school information and procedures. Each of the following headings corresponds with a section on the Family Record. Please mark your responses and initials in the corresponding sections by the first day of School on August 16, 2023.

## Gradelink Student Information System

*Parent acknowledges information is correct on the Student Information Sheet*

*Parent gives consent to receive school-related messages on number provided in Gradelink.*

The school information system is called Gradelink, which contains vital family contact information, individual student information, emergency contacts, doctor and dentist contacts, and it lists those authorized to pick up your child/children from school and aftercare. Within this system you will receive/send email messages from and to school, view student grades and view student report cards. This system is used to send blast phone and text 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 weekly newsletter).



- By acknowledging you give your consent to receive school-related messages on the numbers provided in Gradelink.
- **Please make sure your information is up-to-date on the attached sheet and note any changes or initial if correct.**
- All families enrolled in Most Sacred Heart School can access Gradelink by using the login sent to your email address.



## In Case of Accident

*Parent initials on Acknowledgement Form.*

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 you give your authorization.**

## Buzz Book

*Parent initials on Acknowledgement Form.*

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 Gradelink system, Home address, email & phone numbers are included in the Buzz Book. Each family will receive one copy and additional copies may be requested through the school office.



- **Acknowledge if you want your home address, phone & email included in the Buzz Book. Please note any exclusions.**



## Parent Witness Statement

### Parent & Student Handbook

*Parent signs the Acknowledgement form.*

The 2023-24 Parent/Student Handbook can be found online at [www.MostSacredHeartSchool.org](http://www.MostSacredHeartSchool.org) under Parent Portal > Forms/Documents. Acknowledging the [2023 Parent Witness Statement](#).



- Acknowledging that you and your child/children have read and discussed the 2022-2023 Parent/Student Handbook. You and your child/children agree to abide by the policies and rules as stated in the handbook. You further agree to be governed by the handbook.

## Arrival/Dismissal Procedures

*Parent acknowledges on Form.*

Each School day begins at 7:50am for Pre-3 through 8<sup>th</sup> grade.

- 1. It is our expectation that by dropping off your child/children at school, you have screened their health prior to doing so and have found them not to have problematic symptoms.**
2. Drop-Off will take place at the **EAST ENTRANCE** near the 5<sup>th</sup> grade classroom (back parking lot). For the **EAST ENTRANCE**, vehicles will come up the back driveway, follow the loop around the old pump house, drop off students between the cones, and then exit either through the back drive. There will be a staff member outside and students may only be dropped off when the staff member is present.
3. For the **WEST ENTRANCE**, vehicles will come up the main entrance off Hwy. 109 and park. Parents may walk their child(ren) to the courtyard doors where a staff member will be there to greet them.
4. Late arrivals (anyone arriving after 7:50am) **MUST** in a designated parking spot on the front lot and accompany your students to the courtyard main school entrance. For the safety of the children, please do not park or drop children off at the curb.
5. Before Care users (those arriving before 7:30am) **MUST** park on the front lot and accompany students into the Dining Room entrance.

Because we need the cooperation of everyone for the safety of our children, anyone who does not follow the above procedures will be contacted by the school office.

## Daily Dismissal Procedures

*Parent indicates "EAST" or "WEST" on Acknowledgement Form.*

Each school day ends at 3:00pm for Pre-3 full day through 8<sup>th</sup> grade.



For the safety of the students, these are the dismissal procedures:

1. Students will remain inside the building and will be called to load into their cars at either the **WEST DOORS** near the kitchen (front parking lot) or the **EAST DOORS** near the 5<sup>th</sup> grade classroom (back parking lot). Families will inform the school of who will be picking up your child/children and which location (WEST DOORS or EAST DOORS) you will use for picking them up.
2. Parents/carpools will form lines around the perimeter of the front lot or lines around the driveway of the back lot. **If you are using the front lot, enter the front lot using Highway 109 entrance and you may ONLY exit out the front drive to Highway 109. If you are using the back lot, enter the back lot using 1<sup>st</sup> Street up the back drive, and you may ONLY exit out the back drive to 1<sup>st</sup> Street.**
3. Using the information you provide to us, families will be given 2 "Car Tags" that contain the family surname and those tags will be displayed on the passenger visor during dismissal so that teachers can radio family names into the building and students will be sent out as names are called to load the cars.



4. If someone other than the parents are picking up, it is the responsibility of the family to get the "Car Tag" to that designated person allowed to pick up your child/children. In the event someone needs to pick up your child/children and does not have a "Car Tag" they will need to park on the front lot, and come into the building through the courtyard doors to show proper ID after 3:15pm and then the child/children will be released to them.
5. Students riding bicycles to school will be dismissed AFTER carpool dismissal is completed.
6. At 3:10pm any child not picked up will be sent to the After Care Program.
7. On days when there is NO After Care provided, any child NOT picked up, families will be charged \$25.00 for each half hour per child. (Noon dismissal days charges begin at 12:15pm and Fish Fry Fridays charges begin at 3:15pm)

## Before & After School Care Program

*Parent initials the Acknowledgement Form*

### Before and After School Care Program 2023-2024



MSSH offers a Before and After School Care program for Most Sacred Heart School students only in preschool through 8th grade. *Please note the hourly program participation price increase for the 2023-2024 school year.* The price increase reflects only cost for staffing. Our before and after care program is a nonprofit program.

The **Before School Care program runs from 6:30 am - 7:30 am.** The **After School Care program runs from 3:00 pm- 5:30 pm.** **NO pre-registration is necessary.** These services are open to all students to use as needed. Both the before and after care programs will be held in the cafeteria.

**Please note below the change in fees for the 2023-2024 before and after school care..** Our Before and After care program is coordinated and supervised by additional staff members and Teachers.

The Before and After care programming is only available on those days when school is in session. There will be some school days when the before and after school program is not offered, however parents will be notified well in advance by the program coordinator to make other arrangements. *After care will NOT be offered on Fridays during Lent and on any early dismissal days.*

**The new rates are per child per day! We will no longer charge by the hour.**

<u>Daily Rate Per Child Per Day</u>	1 child	2nd child and up discounted rate
Beforecare	\$3	\$3
Aftercare	\$12	\$11
Before and Aftercare	\$15	\$14

**\*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 in full.

#### Before and After Care Policies:

**Purpose:** The Before and After Care program allows for transitional child care support. Students will enjoy opportunities of choice in recreation, socialization, directed activities and/or quiet time.

**Childcare:** Parents are invited for their child/ren to participate in the before or after school care as needed-either daily, regularly, or on an occasional basis. No pre-registration is required!

**Sign in/Sign out:** Parents/guardians must use the new electronic sign in and sign out system for attendance tracking purposes 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



cafeteria. Please knock for entry at the courtyard door to pick up your child since the budding will be locked at all times. NO child should be left at the door or in the parking lot prior to the 6:30 am opening of before school care.

**Illness or Injury:** If a child becomes ill during before or after care programing, 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.

**Medication:** NO medication should be scheduled for administration during before or after care programs.

**Snack:** *After Care Program Only.* Children will be given a snack and a drink each day as soon as aftercare begins. *Please list any restrictions in the After Care participation section of the student information record on <https://www.gradelink.com/>.*

## Media Authorization Release

*Parent checks permission levels on Acknowledgement Form.*

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.



**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)*

4 levels of authorization	
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. This includes online learning tools such as Zoom or Google Meet.
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, any 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 Acceptable Use Policy for Technology & Internet

*Student acknowledges Handbook & Technology Use Policy.*

The student should read the following paragraph and 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.

## Riding a bicycle to school

*Parent Initials on Acknowledgement Form.*

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. Those riding bicycles will be released from the back doors during dismissal time after the cars have departed.
  6. 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.
  7. 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, mark yes on the Google form. 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.

## Hot Lunch Orders & Milk Orders

*Please register your child for MySchoolBucks*



Hot lunch is served five days a week. Please refer to the letter included for instructions for registering your child and an August Menu. You may also add money to your child's account using the green button on the Parent Portal section of our homepage or <https://login.myschoolbucks.com/>



- **Lunch orders** – Lunch orders are taken at the beginning of each school day. The MySchoolBucks account will be debited for your child’s lunch order
- **Milk** – Milk and bottled water is offered daily for a cost of 50 cents.

For help with lunch related questions, please email our Kitchen manager at [foodservice@sacredhearteureka.org](mailto:foodservice@sacredhearteureka.org)

## Medication at school

*Health Care Provider Authorization form & Parent Consent form are required, if applicable*

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 Parent Portal> 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 Parent Portal> 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 prior to your child receiving any medication at school.

## Parent Volunteers / Home & School

*Parent Complete the Volunteer Google Form*

We ask each family to volunteer for a minimum of 2 Parish / Home & School Events per year. Please look for the Volunteering Google Form coming soon to sign up!

Prior to volunteering to work with the children in the classroom or go on Field Trips, Volunteers must complete the Prevent & Protect. This course is required one time only. If you have completed it in the past, it is still valid. Instructions for completing the training can be found here->

<http://mostsacredheartschool.org/wp-content/uploads/2020/09/Volunteer-PreventAndProtectSTL-MostSacredHeart.pdf>

