

TUITION: We thank all families who have their tuition current. This helps us meet our payroll and bills. As of December 1, all fees and (5) tuition payments should have been made. If your fees are still outstanding, please send to school ASAP. Parents with students in Nursery and Pre-K should have made (4) payments by December 1st. **Please do not wait until after the holidays to make your tuition current. We also have bills and salaries to pay each month. It is very difficult for us to carry tuition that is in arrears.**

There are 10 monthly installments of tuition payments, September through June for students in Nursery and Pre-K. Tuition must be received by the first of each month. If tuition is not current each month, you will receive a phone call from Sr. Patricia. If tuition is not made current, your child will not be able to return to the program.

In accordance with diocesan policy, all tuition must be current by December 1, 2009. Please contact the school office at 438-5854 if you have any questions.

SCHOOL ADVENT ACTIVITIES: Advent is our special preparation time for Christmas. It is a time of hope! We will be having an Advent prayer service each week of Advent along with a daily Advent prayer read over the PA system. Reconciliation services for Grades 3 through Grade 8 will be scheduled. Individual classes will focus on this special season of hope and peace. All of these activities hopefully will lead us to celebrate Christmas in a prayerful and giving way which is contrary to the world of materialism.

Starting on December 1, we will begin collecting hats, mittens, and scarves for our Christmas Tree. We will also be collecting in each classroom socks for children, men and women. These will be given to the Lincoln Park Shelter for the homeless. As always, thank you in advance for your continued generosity.

REPORT CARD DISTRIBUTION: Report cards were given out to students on Friday, November 13. Report cards can be kept and envelopes should be signed and returned to your child's home room. If you have not returned the signed report card envelope, please do so as soon as possible.

POWER SCHOOL: All Albany Diocesan Schools are now required to use a web-based program called Power School. This is the third year of implementation of this program for Blessed Sacrament School.

We are required to keep daily attendance and tardiness and to record all grades at the end of each school quarter. Report cards do not have to be returned to school, only the signed envelopes as a new card will be printed each school quarter.

Honor Roll is now posted outside of the school office.

HOME SCHOOL ASSOCIATION: The Home School Planning Commission gives a

substantial amount of money to the school budget which keeps the tuition from going higher. They also pay for teachers' workshops, in-services, teacher requests for supplies and educational materials. When they financially able they help offset the costs of our open house, Kindergarten's closing ceremony and class night for the eighth grade. I would like to thank the Home School Association for these activities that support and benefit our school and students.

THANK YOU: I would like to thank all the families who are sending in canned goods, groceries, etc., to school to support our parish food pantry. This is a school project and your support really helps those in need. We would also like to thank you for the items you sent in for the Freedom Boxes that will be sent overseas for our troops. I am sure you will be blessed by your generosity.

REMINDERS: When your child is absent from school, please call the office before 9:00 a.m. to report his/her absence. Also, it is a **STATE LAW** that when a child is absent from school, for whatever reason, a note must be sent to school with the child upon his/her return. The note must include the child's name, date of absence and reason for the absence. Many families are not sending in notes with their children. If a child is absent and a note is not sent in, that absence will be marked as an **"ILLEGAL ABSENCE"**.

TARDINESS: We know mornings can be very hectic, but we do need **ALL** students to arrive to school on time. This is beginning to be a very big problem for some families! Your child misses the home room class period when they arrive late. Morning work is missed! Your child is marked tardy if they arrive to school after prayers have begun at 8:10 a.m. **THIS IS NOT ACCEPTABLE!!**

As noted in our handbook (available on the website) our tardiness policy has changed.

1. Students who arrive after 8:10 a.m. are considered tardy. These students should report directly to the office and check in.
2. Students who are late for a legitimate reason should present a note explaining the tardiness to the office secretary. The note should be signed by a parent/guardian.
3. The following measures will be taken for all students who are chronically late:

STEP 1	PHONE CALL and/or NOTE FROM TEACHER
STEP 2	LETTER SENT HOME
STEP 3	A MEETING WITH THE PRINCIPAL
STEP 4	A CALL TO CHILD PROTECTIVE SERVICES

PLEASE MAKE SURE YOUR CHILD ARRIVES TO SCHOOL ON TIME. AS A PARENT/GUARDIAN, THIS IS YOUR RESPONSIBILITY.

EMERGENCY SCHOOL CLOSING: If our school is closed or all Albany Catholic Elementary Schools are closed because of snow/ice storm etc., it will be announced early in the morning that “Albany **Catholic** Elementary Schools are closed”. Please listen to the radio. The following stations will carry the announcement: WGY, WROW, WQBK, WFLY. It is also listed on all the television stations. **DO NOT CALL THE SCHOOL OR THE CHURCH RECTORY.** We do not have information ahead of the diocesan decision. Also, we do not wait for the Albany Public Schools to close since the time is often delayed.

Please note: It is possible that our Catholic schools could also be directed to go on a 1 hour delay because of early morning weather. If so, school will open at 8:55 a.m.

BROADBLAST EMERGENCY NOTIFICATION SYSTEM:

This system will be used to notify you of an unplanned school closing when children are already in the building. Please watch local television stations for school closings due to snow.

UNIFORMS: All students may wear solid navy blue sweater over their blue shirts/blouses. Sweatshirts and multi-colored **hoodies** are **not allowed** as part of the dress uniform. Please check your child’s uniform before they leave for school. Teachers give detention to all students who are not in complete uniform. When a child receives a detention, they are required to stay after school for one hour. Detention is held everyday (exception Friday). Students are responsible to inform their parents if they have to stay for detention. We appreciate your support in sending your child(ren) dressed appropriately. Part of the uniqueness of Catholic Schools is the “uniform look”. It’s a pleasure seeing our students well groomed and neatly attired...it’s also good for self-esteem. **Each piece of clothing should have the owner’s name inside. Sweaters, sweatshirts, coats and hats are beginning to pile up in the school office.**

As you know, for the winter the girls may wear the uniform plain navy blue dress pants **ONLY!** If any girl does not have the required slacks, she may wear the regular uniform skirt or jumper and warm slacks underneath. When she gets to school she must remove the slacks.

DISMISSAL: Our school dismissal is at **2:50 p.m. for students in Nursery - Grade 4.** For **students in grades 5-8 school dismissal is 2:55 p.m.** By staggering dismissal we have eliminated any problems with traffic, involving our daily bus students. If a child has to wait a few minutes after dismissal they may do so in the front entrance of school. Because supervision is not available for the children waiting in the front entrance, **we ask that all children be picked up no later than 3:05p.m.** This gives parents 15 minutes if they happen to be running late. **If the children are not picked up by this time they will be sent directly to the after school program and your tuition will automatically be billed \$10.00.** There are too many children waiting in the entrance way. If you cannot pick your child up in a timely fashion, please have a back up plan (someone else) to pick up your child.

PLEASE NOTE: All participants in the after school clubs must also be picked up promptly at **4:00 p.m.**

CHRISTMAS PAGEANT: Please note: Blessed Sacrament Church is sponsoring a Christmas Pageant on December 11th at 7:00 p.m. Our students are invited to be participants.

FABULOUS FEBRUARY RAFFLE: The Fabulous February Raffle has begun. For a \$10 tax-deductible donation, you receive 28 chances to win cash prizes. Winning tickets will be drawn daily, and the winner will be notified by phone. All winning tickets will be re-entered for another chance to win all remaining prizes. Please see enclosed raffle tickets. Please contact the school office if you would like more tickets. These make a great Christmas Stocking gift. **The prize for February 14, is \$1,000.00.**

SCHOOL BUCKS: We still need your help! Colonie Center wants to help us earn cash for our school. It's easy! Every time you, your family and friends shop at Colonie Center, have your receipts stamped at the Customer Service Booth in the mall near CVS to help Blessed Sacrament School get closer to winning valuable prizes. BSS can win prizes ranging from **\$500-\$8,000!** Receipts must be handed in and stamped within 30 days of purchase. If you are unable to stop by the customer service booth, send in your receipts and we will be happy to bring them to Colonie Center for you. We are currently a three way tie for first place, so please shop Colonie Center and spread the word to all your friends and co-workers.

VERIZON EXTRA CREDIT FOR SCHOOLS: Verizon will donate 5% of your monthly long distance spending to Blessed Sacrament School. Enrollment is easy - Just call 1-877-X-Credit. This program runs continuously.

HANNAFORD HELPS SCHOOLS: We have until Friday, December 4th. to get in all school dollar certificates to school. You receive these school certificates when you purchase selected General Mills products. Thank you for your continued support.

PRICE CHOPPER TOOLS FOR SCHOOL: If you have not already signed up your 10-digit advantage card number and would like to, please call Mrs. Kelly. If you registered last year, you are automatically re-registered this year. Check your receipts, it should show you the point balance on the bottom. This is a sure way to know if you are registered or not. By simply doing your everyday grocery shopping, points are earned for the school to put towards free school supplies.

CAMPBELL SOUP LABELS AND BOXTOPS FOR EDUCATION: Our Girl Scout troop is currently collecting all the Campbell Soup labels and Boxtops for Education for our school. Please send them to the main office.

BASKETBALL PRACTICES: I am requesting that parents wait with their children in their cars until they see the basketball coaches arrive. Students are arriving too early for practices and supervision is not available. **Students will not be allowed in school until the**

coaches have arrived. We would also like to request that the children are picked up from their practices in a timely manner. These rules are for the safety of your children.

WINTER ATTIRE: As winter approaches, please make sure your child is dressed properly for the upcoming cold weather. Warm coats, gloves and hats should be a must.!!

MENU - Menus will be posted on the website.