

October 26, 2011

IRIS Alert Test

Please refer to the message sent home earlier today. The Archdiocese of New York will send home a test message on Friday, October 28th. If you do not receive this message please notify our school office.

After School Clubs

Parents of students attending After School Clubs should not ring the bell or enter the school to pick up children. Students will be escorted to the Oval. Parents should park in a designated spot and walk to the Oval for pick-up. Please be punctual. Students not picked up will be sent to After Care and applicable fees will be charged. A separate email was sent home earlier today to parents of children attending Mad Science.

Absence

Please refer to the following information from the Parent/Student Handbook
In the event of a school absence:

Parents/Guardians are required to phone the Main Office by 9:00 a.m.

Absence notes are still required in addition to the phone call.

An illegal absence will be recorded if a note is not received or if the reason for absence is considered as a unexcused absence as defined by the State.

Excessive unexcused absences will be reported to the NYS Bureau of Attendance.

In the event of an emergency if a student must leave school early, a note should be sent to the teacher who will forward it to the office for approval by the administration.

Early pick-ups will not be permitted after 2:40 p.m. This disrupts the class/school dismissal process.

In the event of an absence please call the Main office. The Main office, not the Nurse, is responsible for recording attendance. You may call Nurse McDonnell for medical advise but please do not leave a message regarding absence on Nurse McDonnell's extension.

Parents are discouraged from picking students up early. Doctor's appointments should be made outside of school hours. If this is unavoidable a note must be sent first to the child's teacher who will send it to administration for approval. Students will not be sent to the office before a parent arrives at school. Parents should arrive to allow adequate time to send for the student and their belongings.

Parents should not arrive at school with the expectations of picking up a child if a note was not previously submitted.

Required Medical Information

If you have received a message from Nurse McDonnell regarding Immunizations or Physicals please take this seriously. Children who do not have required medical forms on file will not be allowed to attend school beginning Monday, October 31st.

Halloween - Monday, October 31st

In order to insure a fun and safe day please follow the instructions sent by the HSA, your class parents and teachers. Please follow food instructions very carefully. Bring your cameras for the parade!

After a very busy week the much anticipated Traffic Test has been attached to this email! You could win a N.U.T. card for you child if you complete your homework as directed.

DO NOT REPLY TO THIS **EMAIL ADDRESS**
COMMUNICATION TO THIS ADDRESS WILL NOT BE OPENED OR READ
Don't forget to check the School Website at
<http://www.icschoolonline.org>