



Notre Dame School Welcome Guide

A Quick-Start Guide for New Families

Welcome to Notre Dame School!

We are excited for you and your family to join our school family. We hope this guide will give you helpful information as you learn all about our community. So, let's get you started...

Finding Answers to your Questions is as easy as 1-2-3:

1.) Reach out to us directly!

- Email: schooloffice@notredameparish.org
- Telephone: 630-323-1642
- School Visit: 66 Norfolk Avenue, Clarendon Hills, IL, 60514
- Our Office Hours: 7:30a-3:00p (but voice-mail is available so call anytime to leave message!)
- Ask for our VIPs, including:
 - School Secretary: Meg Collins
 - School Principal for 2019/20: Thomas Smythe
 - Pastor: Reverend David Medow
 - School Board President: Shannon Morel
 - PTG President: Jennifer Moster
 - Your child's teacher

2.) Reach out to your family mentor, neighbors, and other school parents. We've all been new to ND & are happy to help with any questions or concerns!

3.) Go on-line to look at our resources!

- Visit our website at www.ndschoolch.org. Our site includes information on the bottom of main page, and in its Parents section (where you will find the link to access your School Speak account).
- Explore our [School Speak](#). School Speak is in the website's Parent tab and is login/password protected. It is where you will find all announcements, handbooks, calendars, grades and class information for your student. You will also receive emails from it once per week or more with Announcements, grade reports, etc. If you have questions regarding your login & password, please call the school right away as it is necessary to access School Speak!
- Read the Summer Newsletter entirely! It is found on our website www.ndschoolch.org, under Parents, and by logging into School Speak. From School Speak, it can be found on the left Quick Links menu under Announcements.
- Read the School Handbook entirely! It is found on the Parents page of the school website (no logging into School Speak necessary for this one). This handbook has all the answers.

Starting School is Fun with these Important Dates/Events:

June-August: Summer Reading & Math Packets

- Summer Reading lists and Math Packets for K-8th grades can be found on our school website (ndschoollch.org) by going into the Parents section, logging into School Speak and looking on the left-hand side under Quick Links. Grades 1-3 also have Reading Logs (explained in the packet). Children are expected to have all reading and math completed by the first day of school.

June-August: Prepare your School Supplies, Uniforms & Forms

- School supply lists per grade can be found in the Summer Newsletter on our school website (ndschoollch.org) by going into the Parents section, logging into School Speak and looking on the left-hand side under Quick Links/Announcements. Please note that the specific brand names for the required items are just suggestions and any brand can be used. Children are expected to bring these supplies to Get-Ready Day on August 19 (details below).
- Uniform, including shoe, requirements can be found in the website by going into the Parents section and looking at the School handbook or logging into School Speak and looking again at the Summer Newsletter. Children are expected to wear uniforms on their first day of school.
- Required Forms (medical, dental, sports, etc.) can be found by going to the Parents Section of the School Website, logging into School Speak, and looking on the left-hand side under Quick Links/Important Forms. Parents are expected to hand-in forms prior to the first day of school.

Monday, August 19: Uniform Give Away (all grades)

- Time/Place: 9:30am -12:00pm in ND O'Keefe Room
- What it is: Gently-used uniforms, including gym cloths, are made available on a first-come, first-serve basis, and feel free to drop off any gently used uniforms you no longer are using as well. This event is optional and just a nice opportunity to supplement your child's uniforms.

Monday, August 19: Get Ready Day (PK-8th Grades)

- Time/Place: 9:30am -11:00am (come anytime, plan on staying 30-45 minutes) in your child's classroom (if you have more than one child, you just do one at a time, no problem!).
- What it is: Children set-up their desks & supplies in their classroom. The parent or caregiver works with their child in the classroom to meet the teacher, find the child's desk, and prep supplies per teacher instruction. This day is very important to get your child off to an organized start, and is super fun as children meet/see other classmates, the teachers, their new classrooms, etc.! Everyone should plan to attend.
- Heads Up! If you ordered supplies via the school, they will be available this day in your child's room. If you are bringing your own supplies per the lists found on School Speak, please bring them on this day. If you cannot make this day, please call the school office to discuss. Younger non-school age siblings are welcome although you will need to help your ND child in a hands-on way.

Tuesday, August 20: First Day of School for 1st-8th Grades!

- Time/Place: Children start arriving for line-up on the school piazza at 8:00am. Teachers will walk students into school on teachers' signal (~8:05am), with the first bell signaling start of school at 8:10a. Children arriving after 8:15am will be marked tardy. Children will be dismissed at 2:45pm on the school piazza.
- Heads-up! If your child arrives to school after their class has gone in at 8:05am, please do not worry. They simply walk themselves into school and go to their classroom. No child will be marked tardy until after 8:15a.
- Heads-up! Many parents stay on the Piazza to cheer their kids on and take pictures on the first day of school. It is a fun & festive morning! However, to keep everyone safe, please follow the drop-off/walk-up procedures in the parking lot (details below).

Tuesday, August 20: Gathering on the Green (Parent & Tot Get-Together for PS3-K)

- Time/Place: 9:30am -11:00am at Prospect Park Pavilion in Clarendon Hills.
- What it is: An event for parents, children entering PS3, PK and K, and teachers to meet and greet!
- Heads-Up! No need for snacks, and younger siblings are of course welcome to attend with their parent.

Wednesday, August 21: First Half-Day of School for Kindergarten (Half-Day only):

- Time/Place: Children start arriving for line-up on the school piazza at 8:00am. Teachers will walk students into school on teachers' signal (~8:05am), with the first bell signaling start of school at 8:10a. Children arriving after 8:15am will be marked tardy. Children will be dismissed this day at 11:00am on the school piazza.
- Heads-up! If your child arrives to school after their class has gone in at 8:05am, please do not worry. They simply walk themselves into school and go to their classroom. No child will be marked tardy until after 8:15a.
- Heads-up! Many parents stay on the Piazza to cheer their kids on and take pictures on the first day of school. Please follow the drop-off/walk-up procedures in the parking lot (details below).

Back to School Nights:

- Time/Place: In each grade's homeroom:
 - 8/21 Gr. 1-3 6:30 Gr. 1, 7:00 Gr. 2, 7:30 Gr. 3
 - 8/28 PK-K 6:30 PK, 7:00 K
 - 9/4 Gr. 4-8 6:30 – 8:00 (Schedule will be posted)
- What it is: These nights are a very important time for parents to meet the teachers and learn about the curriculum & expectations for the year. These events are for parent(s) and caregivers only. Everyone should plan to attend.

Monday, August 26: Pre K begins modified day

- Details to be provided by Teacher. All drop-off and pick up procedures are detailed below.

Monday, August 26: Pre School 3's begins modified day

- Details to be provided by Teacher. All drop-off and pick up procedures are detailed below.

Thursday, August 29: PS3, PK, & K Grade Family Social

- Time/Place: 6:00pm – 7:30pm at Prospect Park Pavilion in Clarendon Hills.
- What it is: This event is an evening social for families of PS3, PK, & K to meet & play at the park! All parents, caregivers and children (& siblings) are welcome. Details will be provided via email closer to this event.

Important School Information:

ND has all important information on our school website (ndschoollch.org). It has the School Calendar, School Handbook and your parent access to School Speak (our main announcement & communication tool). The info below is intended as a quick-start guide, so please read all full details on the website.

School Calendar:

- The School Calendar can be found on our website (ndschoollch.org). A weekly & monthly view can be found on the main page on the bottom, or by logging into School Speak and looking under Quick Links on the left.
- Our calendar includes all dates for holidays, breaks, full days off, early dismissal days and school events.

School Handbook Info (Drop Off & Pick Up, Uniforms, Discipline, etc.)

- The School Handbook can be found on our website (ndschoollch.org) in the Parents section. It includes ALL your most important information on the school's daily schedule, drop off & pick-up routines, uniform rules, school discipline policies and more! Please read it carefully as it will answer many, if not all, of your questions.

Daily Schedule:

- Children start arriving for line-up on the school piazza at 8:00am. Teachers will walk students into school on teachers' signal (~8:05am), with the first bell signaling start of school at 8:10a. Children arriving after 8:15am will be marked tardy.
- Children will be dismissed at 2:45pm on the school piazza.

- Lunch & Recess is from 11:30am-12:00pm on Monday-Thursday, and 11:40am-12:10pm on Friday. School Mass is at 8:45am each Friday. Each grade has a separate daily schedule for their academic and special subjects which teachers will discuss at Back to School nights.

Drop Off & Pick-Up Procedures:

- Morning Start: Children start arriving for line-up on the school piazza at 8:00am, with each class having their own lines. Teachers will walk students into school on teachers' signal (~8:05am), with the first bell signaling start of school at 8:10a. Children arriving after 8:15am will be marked tardy.
- If your child arrives to school after their class has gone in at 8:05am, please do not worry. They simply walk themselves into school and go to their classroom. No child will be marked tardy until after 8:15a.
- If your child does arrive after 8:15am, they simply walk themselves into school and check in with Mrs. Collins prior to going to their class. 1st-8th graders do not need to be walked into school if tardy-they will know the way (PS3, PK, & K parents use your judgement of course!).
- Drop-Off Parking Lot Procedure: **Please follow the rules carefully for the SAFETY of all the children.** Please take a few minutes to learn the procedures as detailed in the Handbook. As a quick-start overview, please drive through parking lot per the map, pull your car forward to the drop off points, and allow your child to exit the car by themselves on the school-side only. Children then walk past safety cones to their class lines. If you want to/need to walk your child to the piazza, or if your child is not ready to get out of the car on their own, please park in the lot, and walk with them to the cross-walk area (marked by the cones & crossing guards) and follow the crossing guard's directions. Safety is our number one priority, so please:
 - DO NOT let your children walk through the parking lot unattended.
 - DO NOT walk through the car drop-off line at any point other than at the cross-walk with the crossing guards.
 - DO NOT let your children out of the car on Norfolk or Chicago Avenue.
- Drop-Off via Bus & Bike Riding details can be found in the Handbook.
- Pick-Up in Afternoon when School is done: Teachers walk students out to piazza at 2:45pm. Parents & caregivers of children in PK-4th grade need to make contact with the teacher before the child can go home (just an extra safety measure), while students in 5th-8th grade can leave school once released.
- Pick-Up Parking Lot Procedures: **Please follow the rules carefully for the SAFETY of all the children.** All parents must park their car in the parking lot stadium-style (all pulled forward into spots so no-one is backing out) and walk to piazza to pick up their child. Please do not park along Norfolk or Chicago, but come into lot. Please walk with your children to your car, holding hands depending on age. Please do not let children walk unattended through the parking lot. Safety first!
- Pick-Up via Bus & Bike Riding details can be found in Handbook.
- Pick-Up via friend, relative, etc.: If you are having your child go home with a friend, or be picked up by someone other than a parent, parents MUST write an email to schooloffice@notredameparish.com (the school secretary) or send a note to the teacher with the details.

Absences:

- If your child is going to be absent from school, or tardy, please send an email to Mrs. Meg Collins at schooloffice@notredameparish.org prior to 8:00am, or call her at 630-323-1642 (please just leave a voice-mail if you get the answering message...sometimes there are multiple calls).

Uniforms:

- Please see the School Handbook for all uniform, including shoe, details. If questions, no worries! Just call your mentor family, or the school at any time. We are happy to help!

Interesting Information about the ND Community:

ND is a vibrant school with an enthusiastic community-there are always fun things going on, new ideas being explored and traditions being lovingly kept. Here are some items we thought would be of interest. Of course, more information gets passed via teachers, students and of course via School Speak all the time.

- Events & Fundraisers: Events & fundraisers are done through the Teachers Endowment Fund (TEF), the Parents Teachers Guild (PTG), and the Student Council. There are lots of opportunities to give joy, time, talent & money throughout the year and all will be communicated via School Speak and emails! A few big ones:
 - TEF events change each year, so look for information on these fundraisers throughout the year. TEF raises money directly for our teachers.
 - PTG events run all year and include fundraisers, community building fun activities and in-school support. Fundraisers include everything from the Book Fair in October to our big Gala Night in March. All money raised directly supports our school. Community events include Family Fun Nights in the Fall, our Trunk- or-Treat event in October and much more! All events are for the whole school and provide fun for all. In-School support includes Teachers Luncheons and more, all to support our children and their teachers. There are tons of volunteer opportunities, so please call the school office or go to School Speak under the PTG link to find out more information.
 - Student Council plans events like out-of-uniform days, can collections, Pack the Place school pep night, 5th-8th grade Soc-Hop and other events to help the needy and build school community!
 - Please note, before working with students in the classroom, or in school-sponsored activities, all parents must take the Protecting God's Children Class. Classes can be found at virtusonline.org, or call the school office for questions.
 - There are also ways to get involved in the ND Parish, including volunteer opportunities, Choir, Women's Prayer groups, the Men's Club (many of our School Dad's love this club!), and more!
- Faith Based Events: There are lots of fun and moving ways students explore their faith and build our community!
 - Weekly Mass: Grades 1-8 attend school mass every Friday at 8:45am, with the different grades each planning and running a few masses per year. Teachers will communicate dates and student involvement, but please join us each week...it's so fun & meaningful to have parents there from all the grades each week!
 - Faith Families: Faith families are small groups of students & teachers (mixed up from all grades) who get together during school a few times per year to do a faith based fun activity! It's all within the school day, run by the teachers and is just a fun way to build our faith & community. It's a student favorite!
 - Living Stations of the Cross: Each year, the 8th grade students perform the Stations of the Cross in a solemn and moving performance open to the entire community at the end of Lent.
 - Living Rosary: The 5th-8th grade students form a full Rosary in the church. Each student leads the congregation as one of the beads from the Rosary.
- Other School opportunities for fun: birthdays (which are celebrated for PS3-4th grade in-school by a parent or caregiver coming to read a book &/or donating it to the class), the Mother-Son & Father-Daughter Dances, the School Play, the Christmas & Spring music concerts, Band Concerts, the Talent Show, 5th-8th grade sports games/meets (volleyball, basketball, cross-country & track when in-season...cheer on the teams!).

Welcome to Notre Dame School!

We hope this Quick-Start Welcome Guide gives you some good information to get you started at Notre Dame School! Please find all details on our website in the School Handbook and Summer Newsletter. If you have any questions, no matter how small, please reach out to the school office, mentors or friends. Everyone in our community is happy to help you. We hope all your years at Notre Dame are wonderful!

June 2019