

INFANT JESUS SCHOOL



September 1, 2009

www.ijschool.org



Dear Parents,

Welcome back to school! The summer certainly flew by quickly, as it always does. I hope you were able to spend some special time with your family over the wonderful summer months.

It was great to see so many of you at our Open House on Monday! We had a great day. The children are excited about being back in school. The teachers are enthusiastic, and we're all looking forward to a fantastic year! It's off to a great start!

Well, it's time to grab that cup of coffee or cold drink and spend some time getting reconnected with Infant Jesus School!

NEWSLETTERS

There is a lot of information in this newsletter. Please help us increase communication by reading each newsletter in its entirety.

It is extremely important that you mark your calendars with all important dates and times. We try to assure that all information is communicated in a timely manner.

After it is sent home in the shuttle, the newsletter is also published on our web page at: www.ijschool.org.

I encourage you to visit our website. It's a great resource for information about what's going on at our great school!

Please note that some of the web pages may be temporarily unavailable while our website is being updated. We apologize for any inconvenience during this process.

SHUTTLE ENVELOPES

As outlined in the August newsletter, the shuttle envelope system is our way of sending information home to you. The envelope will be given to the youngest member of the family unless you indicate otherwise.

When you receive this envelope please remove the contents and read the information!

Please **sign your name** next to the date stamped on the envelope and **return the envelope to school** with your child the next day. Please remind your child (grades 1-6) that if you are returning items inside this shuttle envelope, the child should assure that he/she removes the papers and places them in the appropriate place designated by their teacher.

IJS FOREIGN LANGUAGE CLASSES

Mrs. Anger will continue to offer French and Spanish classes to students in grades 1 thru 6 after school for a fee. **Please see the enclosed flyer for more details and to register.**

SCHOOL BOARD

I'd like to take this opportunity to introduce you to our Infant Jesus School Board members.

Chairperson: *Mr. Steve Lepore*

Facilities/Plant Committee:
Mr. Joe Cronin & Mr. Mike Kennedy

Finance: Mr. Steve Lepore and Mr. Paul Riviere

Public Relations: Mrs. Ellen Gratiano and Mrs. Irene Lackner

Development: Mr. Michael Morin

I am grateful to all our School Board members. I know that they will be a tremendous support and their expertise is invaluable as well. I appreciate their willingness to serve as members of the Infant Jesus School Board.

The School Board meets the **first Tuesday of the month, at 7:00 pm**, at the Infant Jesus rectory.

ASSIGNMENT BOOKS

Each student in grades 2-6 must purchase an assignment book that has been provided by the school. Assignment books were available at our Open House in your child's classroom on August 31st. **The cost is \$5.00 per book.** If you have not paid for your child's assignment book, please send a check (made payable to Infant Jesus School) or cash in an envelope with your child's name and homeroom marked on the outside of the envelope. Each child must have an assignment book by **Tuesday, September 8th**.

EMERGENCY CARDS

Enclosed in today's shuttle is an Emergency Information Record card. **Please fill out one card for each of your children in grades K - 6!**

Each card should be filled out completely. If a section is not applicable, please indicate this by writing **NA** in the box. The homeroom teachers will keep these cards with them on field trips, etc. Please assure that all the information is accurate. If you find that the information you are filling in is different from your initial registration information, **please notify the office of these changes.**

Please return these cards to school by **Tuesday, September 8th**.

IJS CROSS COUNTRY TEAM

Children in **grades 3-6** are eligible to participate on our school cross country team. We're pleased to announce that **Mrs. Cusack will be coaching the team this year.**

An informational flyer and registration form for the cross country team is enclosed in today's shuttle. Please read this flyer carefully. If your child(ren) are interested in joining the team, please return the registration form to the school office by **Tuesday, September 8th**.

PARENT/STUDENT HANDBOOK

All **new families** should have received a copy of the IJS Parent/Student Handbook at our Open House on August 31st. Please read the handbook carefully. We ask that you sign the pink sheet included with the handbook and return it to the school with your child by **Friday, September 11th**. If you need clarification, please don't hesitate to call the school office.

IJS RELEASE FORM

You received a release form to grant permission to the school to photograph, videotape, release your child's name to a classroom parent or place your child's picture on our web site in June. If you have not completed this form yet, please fill it out and return it to the school by **Friday, September 11th**.

If you are in need of an additional copy of this form, please request one from the office. We appreciate your cooperation.

HOT LUNCH PROGRAM

We have run a very successful hot lunch program here at Infant Jesus School for many years. In order to continue this success, we need your cooperation. We follow the guidelines for the **National Hot Lunch Program** set forth by the State of New Hampshire. We have extensive

reports to submit on a monthly basis. **How can you help us?** Please be faithful in meeting the deadline established for returning the monthly order form and payment.

Unless a student is absent from school on the date the order form and payment are due, we expect the order form and payment to be returned on the designated due date.

The due date for lunch order forms/payments is printed on the order form.

If we receive the order form and payment after the designated due date, we will NOT process the order for that month and we will return your payment.

In the past we have experienced some problems with lunch orders arriving late when they are sent to school in the same envelope with other correspondence (i.e. Before and After School payments, notes to teachers, tuition payments, etc.). Occasionally the order form and payment may not make their way to the main office until after the due date. **For this reason, we would like you to send your lunch order and payment separately from any other correspondence being sent in with your child.**

If your order arrives after the due date, the family would then be responsible for supplying a cold lunch for the student for that month. Please feel free to contact me with any extenuating circumstances.

Our hot lunch program will begin on **Monday, September 14th**. You will find the October menu and order form in your child's shuttle envelope today. **Please return the October orders and payment to the school by *Monday, September 21st*.**

As mentioned in the August newsletter, **we are changing the way you will be paying for milk/juice. There will now be a one time payment of \$45.00 for the year.** If you misplaced the Prepaid Milk Order Form, please contact the school office.

The cost per student for hot lunch has now decreased to **\$2.15 per day**. This is because milk or orange juice is **NOT** included with the purchase of hot lunch. **If you would like to have a drink for your child, you will need to order milk/juice for the year.**

Although hot lunch will not be available until September 14th, **there will be milk and orange juice available beginning on the first day of school.** The following choices will be available: whole milk, 1% milk, skim milk, low fat chocolate milk, and orange juice.

Please follow these instructions when filling out your child's hot lunch order form:

We ask that each blank item on the form be filled out completely. When filling in your child's name please use the first and last name. When filling in your child's class, please use the grade number

and letter that identifies your child's homeroom. Please refer to your family shuttle envelope for your child's classroom identification.

We have provided an example for you to follow:

HOT LUNCH ORDER FORMS						
NAME	<u>JOHN SMITH</u>					
CLASS:	<u>3C</u>	AMOUNT \$	<u>\$7.20</u>			
WEEK OF SEPTEMBER 14 th						
<u>CIRCLE</u> THE DAYS YOU WILL HAVE LUNCH						
M	T	W	T	F	Extra Slice	
\$2.15	\$2.15	\$2.15	\$2.15	\$2.15	\$.75	__

PARENT INFORMATION NIGHT

The Parent Information Night for grades 1-6 is scheduled for **Tuesday, September 15th**. You will meet with your child's homeroom teacher to hear about their classroom procedures, homework policy etc. This night also gives you the opportunity to sign up for Parent Teacher Conferences which are scheduled in November. If you wish to set up a conference with Mrs. Hebert or Mrs. Litch, please visit their classroom during the evening.

The schedule is as follows:

Grades 1&2 6:30-6:50 p.m.
Grades 3&4 6:55-7:15 p.m.
Grades 5&6 7:20-7:40 p.m.

Please report directly to your child's homeroom. I would like to remind you that this

Information Night is for parents/guardians only.

Kindergarten Parents: the orientation session you attended on September 2nd or September 3rd was your information session. Your child's teacher will notify you of conference dates and times.

PHYSICAL EDUCATION CLASSES GRADES 1-6

Physical education classes (GYM) will take place on Tuesday or Wednesday each week for students in grades 1-6. The first day of classes will be **Tuesday, September 8th and Wednesday, September 9th.**

The schedule for gym classes is as follows:

Tuesdays:

4L, 4T, 5A, 5B, 6A, 6N

Wednesdays:

1A, 1C, 2A, 2R, 3A, 3C

Students must wear their **gym uniforms and sneakers** on their designated gym day.

PHYSICAL EDUCATION FOR KINDERGARTEN

Gym will be held every **Wednesday** for the kindergarten children. The first day of class will be **Wednesday, September 16th.**

Students must wear their **gym uniforms and sneakers** on Wednesdays.

SCHOOL LITURGY

On **Tuesday, September 15th** we will be celebrating our first school liturgy with **grades 1-6** at **9:30 am** at Infant Jesus Church. Father Pierre will be our celebrant. Please join us!

NEW FALL FUNDRAISER EVENT

As many of you know, the Nashua Country Fair has retired after 20 years. Declining participation and rising costs forced this decision by ourselves, St. Christopher, and Nashua Catholic Junior High. However, planning has been underway for a different and exciting community/family event!

Beginning in September, all three schools will be selling a fundraising calendar full of great items such as gas cards, restaurant gift certificates, iPods, cash, and more! **These calendars will cost \$10 each and offer the opportunity to win daily prizes.** The calendar will run for the entire month of October.

On **October 17th**, the three schools are coordinating a family concert that will be held at Bishop Guertin High School. This concert will feature a nationally known a cappella group, **"Ball in the House"**. You can hear their music on their website: **www.ballinthehouse.com**. All of the music, including the "instrumentals" is done with

their voices. As an extra special treat, *a combined Infant Jesus, St. Christopher & Nashua Catholic chorus will be the opening act of the evening!*

Finally, at this October 17th event, we'll be holding an incredible raffle for \$2,500 in cash! Tickets to the raffle can be entered into the drawing in two ways: for every 10 calendars a family sells, you will receive 1 FREE entry into the drawing or you can purchase entries for \$10 a piece.

You should have received your fundraising envelope which includes an information sheet and 10 calendars today.

Please don't hesitate to call the office if you are in need of more calendars or any other information.

DRAMA CLUB REMINDER

Our Christmas play this year, **"On Christmas Day in the Morning"**, will be held on **Friday, December 4th at 7:30 pm and Saturday, December 5th at 1:00 pm.** The Drama Club is open to students in **grades 4-6.** Audition scripts were handed out at our Open House on Monday, August 31st and on the first day of school Tuesday, September 1st by your classroom teachers.

Auditions will be held on **Thursday September 3rd** as follows: **6th graders, 7:30-7:45 am, 5th graders, 7:45-8:00 am,**

and 4th graders, 8:00-8:15 am in Mrs. Noyes' room.

Scripts for participants will be handed out on Tuesday, September 8th, and **rehearsals will begin on Thursday, September 10th and every subsequent Tuesday/Thursday beginning promptly at 7:35 am in the cafeteria.** Hope to see many of you at tryouts!

The Drama Club is looking for a couple of volunteers who might be able to help out with the costumes. The basic responsibilities include fitting students with appropriate costumes and altering/possibly sewing a few simple costumes. You would have to be present during the rehearsals on Tuesdays & Thursdays 7:30 - 8:30 am. If anyone is interested, please send a note in to Mrs. Hebert. Thank you.

CHORUS

Students in **grades 3-6** are eligible for participation in the IJS Chorus. The chorus sings at liturgies and concerts.

The first meeting date is Wednesday, September 9th. Members should report to the cafeteria by 7:50 am.

If your child is not currently a Chorus member, and is interested in joining, they should attend this first meeting to sign up.

BAND

Students in **grades 4-6** are eligible for participation in the IJS Band.

The first meeting date is Friday, September 11th. Members should report to the cafeteria by 7:45 am.

If your child is not currently a Band member, and is interested in joining, they should attend this first meeting to sign up.

OFFICE HOURS

The school office hours are **8:00 am to 3:30 pm.** If you are in need of any additional information such as another copy of the 2009-2010 school calendar, please request one from the office.

BEFORE AND AFTER SCHOOL PROGRAMS

The Before School program will begin immediately on **Tuesday, September 1st at 7:30 am.** Please use the parking lot entrance, ring the buzzer and proceed directly to the first floor, room 106 (same classroom as last year).

The After School program is available to our students from **3:00 pm** (2:45 pm for our kindergarten students) through **6:00 pm** and meets in the cafeteria.

Each family who wishes to use these programs must register.

Please contact the office for registration forms. All registration forms should be in the office by **Tuesday, September 8th.**

ARRIVING TO SCHOOL ON TIME

Please be sure that your children arrive on time for the opening exercises of the school day.

The children will be able to enter the building at 8:30 am.

Kindergarten class starts at 8:30 am sharp, but the children should be in their classroom by 8:25 am.

Grades 1 through 6 start at 9:00 am sharp, but the children need to be in their classrooms by 8:50 am. **Attendance is taken at 8:55 am.**

This gives the children time to unpack their backpacks, settle in etc. If the children are late to begin the school day, they often experience anxiety, nervousness, and a sense of insecurity. It is extremely important that you adhere to this policy for the sake of your children.

IMPORTANT MORNING DROP OFF

All students should enter the building in the morning from the parking lot entrance. Please do not ask your child to enter from the Crown Street entrance.

Thank you for your cooperation with this matter.

VOLUNTEER AND VISITOR POLICY

During school hours all parents, volunteers, and visitors are asked to **report to the office.**

You will be asked to sign in and pick up a badge identifying you as a visitor. We continue to be proactive in providing your child with a safe and secure environment!

Please remember that in order to volunteer at Infant Jesus School, you must have completed the Protecting God's Children Workshop.

This workshop helps to educate and train adults about the dangers and warning signs of abuse. It also explains ways to prevent abuse. Dates and locations for workshops are on the Diocesan website at www.catholicnh.org. You may then click on “**Child Safety**” tab at the top of the website, scroll down to “**How the Diocese Works to Protect Children**”, and then scroll to “**Protecting God's Children Workshops**”. You must then scroll down to the final paragraph and click on the highlighted words: “**Protecting God's Children Workshop Calendar**”. Then click on the letters “**PGC**” on the calendar dates to find out more information on where and when the workshop is offered.

DISMISSAL PROCEDURE

Dismissal, at first, will seem complicated to you but trust us it works. Experiencing the procedure just a few times will make you an expert. Dismissal will be as follows:

Kindergarten (Full): 2:45 pm
First Graders: 2:50 pm
Carpoolers: 2:50 pm
Early Riders: 2:50 pm
Walkers: 2:55 pm
Cars: 3:00 pm
Buses: 3:05 pm

The safety of your children is our primary concern. Your cooperation to the following is crucial:

1. Please park your car and be sure that you stand & wait in front of the yellow student drop off lane.
2. Do not park your car in the travel lane.
3. Please leave the parking lot as soon as your child is dismissed.
4. Do not allow your child to play or run in the parking lot.

Remember: Our goal is to always create a safe environment for your child!

Kindergarten

The first group of children to be released is full day kindergarten. If you are picking up a kindergarten child you need to park your vehicle, walk

to the teacher on duty and claim your "precious little one".

Once you have your child, please clear the parking lot as quickly as possible.

First Graders

The second group of children to be released is grade 1. Please park your vehicle, walk to your child's teacher on duty and claim your child. **Once you have your child, please clear the parking lot as quickly as possible.**

Carpoolers

The third group of children to be released is the “carpoolers”. These are students in grades 1-6 who carpool with a kindergarten or first grader. They will be dismissed at 2:50 pm.

Early Riders

The next group of children to be dismissed, at 2:50 pm, is the “early riders”. Students in grades 2-6 qualify as early riders if you are always in the parking lot at 2:50 pm. Once you have parked your car, please stand with the parents who are waiting to pick up their children.

Walkers

The walkers will be released at 2:55 pm.

Cars

All other remaining riders are dismissed at 3:00 pm.

Buses

The last students to be dismissed are the bus riders.

For the first week of school, we will ask the older siblings to

“pick up” their younger brothers and sisters in their classrooms at dismissal time. This will help to alleviate fear of the unknown.

In addition, please be aware that the buses may not be on time during the first few weeks of school, while the bus drivers familiarize themselves with their routes.

Please be faithful and adhere to the procedures set in place for the safety of the children.

Please Note:

1. All traffic enters the lot from Harvard Street and exits to Allds Street.
2. Do not park in front of the rectory garages. It is clearly marked **NO PARKING OR STANDING AT ANY TIME.**
3. The available parking spaces, in the back of the church, and near the rectory wall are reserved for church business.
4. The area near the church is reserved for the school buses.

Please do not park in the school bus area. This area is marked for “Buses Only”. The school buses need a larger turning area when they pull into the parking lot.

Please do not exit from the Harvard Street bus area as well. When the school buses swing into the parking lot they

should not be encountering cars coming at them head on leaving the parking lot.

In all situations please clear the parking lot safely and as quickly as possible.

MORE ON SAFETY

I am sure you will agree that safety is one of our top priorities. The teachers on duty at dismissal will be wearing an **orange vest**. This will allow you to quickly identify them if you need any assistance.

CROWN STREET PARKING LOT

You will notice that the parish has a parking lot on Crown St. **Please do not park in that parking lot.** I know you will be tempted especially when you are having difficulty finding a parking space on Crown Street. Do not give in to this temptation! We must be good neighbors and respect the needs of the parish. Visitors and volunteers are asked to park on the side streets. Thank you for your cooperation.

EARLY DISMISSAL

If you need to dismiss your child early from school, please send in a note to your child’s teacher so she will be prepared to dismiss your child. Please come into the office and sign out your child in the dismissal book. The office staff will call

your child to the office to meet you for dismissal.

ABSENCE CALLS

Any day a student is absent, parents **must notify the school office at 889-2649.** **All calls must be received by 9:15 am.** For your convenience, an early morning message can be left on the answering machine.

Also, if you know that your child will not arrive to school on time due to an appointment etc., please notify the office. Thank you for your cooperation.

RETURNING TO SCHOOL AFTER AN ABSENCE

You must send in a note with your child on the day he/she returns to school and the note should state the reason your child was absent from school.

CARPOOLS

All families who have made carpool arrangements must put those arrangements in writing and submit them to the office. These notes will be attached to your child’s registration form on file in the office. A copy of the carpool arrangements will also be given to the homeroom teachers.

A child will not be allowed to leave the school with another child unless a written note has

been received. Thank you for your cooperation in this matter.

DIOCESAN MEDICAL PROCEDURE FOR MEDICATION ADMINISTRATION

The Diocesan medication policy and medication permission forms are available in the school office for those children who will need to receive any type of medication during the school year.

This policy covers all prescription and all non-prescription medication! (This includes: Tylenol, Advil, cough medicine, allergy medication, inhalers, epi-pens, etc.)

As the cold and flu season slowly creeps upon us please assure that you have the paperwork signed by your physician. **Everyone must be in compliance with this policy.**

CUSTODIAL/NON- CUSTODIAL PARENTS

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to the academic records and to other school related information regarding the child.

If there is a court order specifying that there is to be no information given, it is the

responsibility of the custodial parent to provide the school with an official copy of the court order.

All divorced parents are requested to furnish the school with a copy of the custody section of the divorce decree. This information will help the school in determining when, if ever, the child can be released to the non-custodial parent.

Parents who have joint legal custody of their children must agree on procedures to be used during an emergency situation. Both parents must sign the agreement.

CARTRIDGE WORLD RECYCLING PROGRAM

We will continue to use the printer cartridge recycling program offered by Cartridge World this year. We received checks from Cartridge World totaling **\$138.81** for the 2008-2009 school year! We're looking forward to another successful year. Please continue to send your used printer cartridges to the school office. Thank you so much for your support!

PAPER RETRIEVER RECYCLING REMINDER

Just a reminder: **please bring your recyclable papers to the green and yellow Paper Retriever bins in the Infant Jesus or St. John (Hudson)**

parking lots. You'll be helping the environment and raising money for Infant Jesus School! The more paper we collect, the more money we can earn!

Paper suitable for this program includes ONLY CLEAN and DRY:

**Newspapers
Magazines
Shopping catalogs
Office and School papers
Mail**

Please consider helping our environment and our school by recycling. **A great big thank you to all of our families who have been using this program, especially during the summer months!**

Last year our profit was over \$200!

SHOP 'N SAVE PROGRAM

I would also like to make you aware of another opportunity to benefit our school. Infant Jesus has been registered in a fund raising program sponsored by Shop 'n Save called **"Hannaford Help Schools"**. Their stores will be issuing **"School Dollars"** when you purchase participating products. This program allows us to receive a dollar for dollar return on all certificates. **Our profit for the 2008-2009 school year was \$195.00!** Additional information regarding this program will be included in our September 15th newsletter.

STOP & SHOP A+ BONUSBUCKS PROGRAM

Infant Jesus School will be participating in this program again this year. **Last year our profit was \$127.56.** More information will follow in our September 15th newsletter. Stay tuned for another easy way to earn “funds” for our school.

TARGET

Infant Jesus is also enrolled in the Target Stores Program to support schools. Each time you use your Target Guest Card, and designate our school, Target will donate 1% of qualified purchases to our school. **Our profit for the 2008-2009 school year was \$284.75!**

INFANT JESUS SCHOOL GIFT CARD PROGRAM

Infant Jesus School will be running our Gift Card Program once again this year. **Enrollment and order forms will be included in the September 15th shuttle.** This is a great opportunity to plan for Christmas, birthdays, special occasions, and everyday purchases. The best part is that it's a great opportunity to raise additional funds for our school! Please consider using this wonderful program. **Our profit for the 2008-2009 school year was \$1709.75!**

HOW TO MAKE A REPORT OF SEXUAL ABUSE

Child sexual abuse is a crime in the State of New Hampshire and the Church. New Hampshire law requires that anyone who has reason to suspect that a child is being or has been abused or neglected must make a report to the **Division for Children, Youth & Families ("DCYF") of the State of New Hampshire**, 1-800-894-5533.

Any person who suspects or alleges child abuse on the part of a priest, deacon, employee, or volunteer of a parish, school, or institution of the Diocese of Manchester is also encouraged to make a report to the **Office for Ministerial Conduct** at 603-669-3100.

Church personnel--clergy, paid employees, and volunteers--have additional reporting requirements if they believe that Church personnel have sexually abused a child.

To learn more about the reporting requirements, see **Mrs. Mary Dalton, the Safe Environment Coordinator for our school** or the diocesan website under Child Safety: **www.catholicnh.org**.

IN CLOSING...

Thank you so much for taking time out of your busy schedules to read everything that we've included in this shuttle. If you have any questions about any of

this information, please be sure to call the school office.

It was wonderful to welcome the children back to school. Thank you for sharing them with us. The hallways have been brightened once again with all of their beautiful smiles!

We're looking forward to another successful school year. We sincerely appreciate all of your support! *The Infant Jesus School community is so great because of all of you!*

I'd like to leave you with a “Back to School” prayer:

Loving God, our creator, our savior, and our companion; bless this journey of a new school year that we undertake today. Refresh our souls and renew our spirits as we embrace the beautiful ministry you have called us to.

We welcome those who are new to this community and ask that you strengthen them to share the wonderful gifts you have given them.

Lord, make our hearts pure as we prepare for the return of our students to this school, and may You guide them to return with open hearts and minds eager to learn.

*We ask this in Your name,
Amen*

Saint Mary's Press
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God Bless,

Estelle S. LaFleur

