

# MEMO

TO: PARENTS  
FROM: BARBARA COLE  
DATE: August 27, 2009

*Welcome  
Back to  
School*



Aug 29<sup>th</sup> Thursday Cherie Smith from the Parish Office will offer a VIRTUS training class in the school cafeteria. Sign up at [www.virtus.org](http://www.virtus.org) to attend.

## Notes to Notice

**Altar Server Training:** If you are a 4<sup>th</sup> grade boy or girl and wish to be trained as an Altar Server, please call Gene Mayer, 788-9539. The next Training Session will be on Saturday, September 19, at 10:15 AM – 12:30 PM in the church.

**Appointments:** If the need arises for you to pick up your child prior to the end of the school day, please come to the school office. The office staff will go to the classroom to get your child while you wait in the office.

### **CAR POOL:**

**Name in the Window:** Please make sure your student's last name and the name of his/her teacher is in your car window when driving through the carpool line. This helps your child and the teachers to identify your car quickly.

**Drop OFF:** In the mornings, all children are to be dropped off in the front of the school. **No** children should be dropped off in the parking lot and allowed to walk up the hill by themselves. There isn't a **drop off location at the gym building**. Please use both lanes up the hill to keep traffic off Polo and Miles Roads. Please stagger every other car as you merge at the top of the hill.



**Dismissal: Everyone** is expected to drive through carpool line at dismissal. It is only fair that everyone does the same thing. **Do not walk** up to the school to get your child(ren). **No child** may leave and meet a car down the hill. A child **may not be picked up at the gym parking lot**. Use both lanes coming up the hill, and at the top, stagger every other car as you merge.

**Passing:** Please **do not pass** other cars once you have picked up or dropped off your child(ren).



**Seat Belts:** If you need to help your student put on a seat belt, please proceed through carpool, then pull off in the parking spots at the bottom of the hill. Do not stall the carpool line while you try to belt your child into his/her car seat.

**Check-In:** If you are coming onto the school property for any reason, always check in at the office. You must wear a volunteer/visitor tag. These tags are at the front desk in the office.

**Forms:** All school forms in the plastic sleeves were due in the office on Wednesday, August 26<sup>th</sup>.

September Lunch Menus were due in the office on Wednesday, August 26<sup>th</sup>.



**Girl Scouts:** If you are interested in being in a Girl Scout troop, call JoAnn Policoski at 735-3697. She is the Girl Scout contact for St. John Neumann Parish.

**Health Room News:** If your child(ren) has/have an allergy that may require the use of an EpiPen, be sure to send it to the office as soon as possible with the Diocesan Medical Form. Make sure all medicines come to the office in the original packaging, unopened, with the student's name on the pharmacy label.

**If your child(ren)'s immunization schedule has been updated please send in a copy to the office.**

**Physical Education Dept.:** If your older child has grown out of his/her junior size tennis racket, Mrs. Ray would appreciate donations to her tennis program. Donations can be dropped off in the school office.

**WLTX News Article:** To see the recent article go to [www.wltx.com](http://www.wltx.com) and at the top search for St. John Neumann Catholic School, then click on the link and see the article that recently ran on the school.