

Immaculate Conception School
New Family
Frequently Asked Questions

This information is to assist new families in getting acclimated to our community.

Please refer to the ICS Handbook or search our webpage for detailed information.

School Hours- School/ Office Hours are from 7:30- 3:30, Monday -Friday.

Class Hours are:

Preschool classes begin at 8:30 a.m. Kindergarten begins at 8 a.m.
Main Building grades 1-8 from 8:00 AM - 2:45 PM.

What time should the children be at school?

Morning gathering begins at 8:00AM in the Multi Purpose Room (MPR).
Anytime after that please accompany your child to the main office.

At NO time should children be dropped in the parking lot and left to walk across the lot by themselves no matter their age or grade.

Please note that there is no supervision before 7:30 AM.

Early dismissal hours are from 8:00 AM - 12:15 PM

The 1st Thursday of every month is an early dismissal day.

All children should wear their formal uniform as they will attend mass.

Where do children go upon arrival to school?

Children should go directly to the Multi Purpose Room for gathering.
Parents are welcome to attend morning gathering and join in the prayer,
Pledge of Allegiance and a patriotic song daily practice.

Where do the children line up in bad weather?

Arrival - normal daily procedure is followed going directly to the MPR.

Dismissal - if you pick up your child on carline please have a family last name card handy to display from your driver side window for the Crossing Guards to see and go get your child for you.

Where should a student report to if they are late?

Late students should report to the main office with their parent to sign them in and receive a pass to bring to their teacher.

Sick days –

Please call the main office and teacher's voice mail if your child will be out ill and with any information on the type of illness and if they are contagious. Refer to the handbook for details on when the child can return to school depending on the illness.

Transportation

Drop off

If you drive your child(ren) to school-

Curbside drop off - please follow carline procedure and watch for the crossing guard directions to guide your child and car safely along the line.

Parking - you are required to walk them across the walkway- do not allow for them to walk alone in the parking lot.

At NO time should children be dropped in the parking lot and left to walk across the lot by themselves no matter their age or grade.

Pickup

If you pick up your child(ren) from school

Early dismissal arrangements must be made by note or a phone call no later than 2 p.m.

Earlier than 2:45 – please park your car in the lot and sign your child out in the main office.

* * If someone other than parents are picking up please send a note or call the main office with the name and time.

Bus Transportation

Busses arrive at the school and only ever drop off and pick up in the front. After students are dropped off at the main building it drives around to the Early Education Building to drop off students there.

How will I know if school is closed due to snow or inclement weather?

An automated phone service is used to announce messages pertaining to: closings and delays due to inclement weather and other pertinent messages.

Your phone number preferences to be loaded into the system to receive these messages will be requested of you if they have not already on paper work you were to complete for the main office at time of registration or the first week of school.

Before Care

Children should not arrive before 7:30 AM.

After 7:30, students should go directly to the Multi Purpose Room and sit quietly and wait for gathering.

After Care

Care is provided for grades K thru 8, for a fee, in the MPR from 2:45-5:30. It is offered daily including half days unless announced otherwise. Information is made available the first week of school. Students are encouraged to bring a snack and drink. Appropriate coats/gloves/ hats should be worn depending on the weather.

How do I contact my child's teacher?

There are three ways to contact a teacher:

- 1) Send a note through your child to the teacher indicating your request and where you can be reached during the day.
- 2) Call the school's main phone and leave a message on their voicemail with a number where you can be reached and when is a good time to return the call.
- 3) Send an email to the teacher at the address on their webpage on www.icsclinton.org

Any urgent messages should be sent by calling the school's office.

What if I need to speak to my child during the day?

Simply call the school's office and either dictate a message to be given to the child, or ask for the child to be brought to the office, or your call will be returned when your child is available to take your call.

How or when should I schedule a doctor's appointment for my child?

We recommend scheduling doctor's appointments after school. However, that is not always possible.

If you need to take your child out of school, send a note in with your child specifying the date and time of the doctor's appointment.

As requested by the state, someone will need to sign out the child in the school's office before the child can leave. If the appointment is early morning, the child is required to be accompanied into the main office, signed in and will be sent to their class.

Cafeteria menu –

Each month's menu is posted on the website with details on meal costs, meal ticket details and item costs.

If your child forgot their lunch or money – the cafeteria will credit their account then the amount should be sent in to pay your bill.

School calendar – the monthly and annual calendars are posted on the website.

Tuition Questions and Information –

Answers and information can be obtained by contacting the main office or in the handbook.

What time is lunch and recess?

Each time is different for each class and is the same the entire year.
These times are announced by the teachers the first week of school.

Do students bring lunch on half-days?

Grades 1-4 should bring a snack on half-days.
If you child is going to After Care they should pack a lunch to eat there.

Uniforms –

Guidelines by grade, season and gender can be found in the handbook.

"New" Uniform Sales-

In June every year the outfitter is onsite for fitting incoming and upcoming needs of current students. The approved uniform vendor is Flynn & O'Hara <http://www.flynnohara.com/>

"Used" Uniform Sales-

Sales occur three times a year (Back to School Nights, Catholic Schools Week and Spring Art showcase week) in anticipation of needs due to weather changes and growth spurts and are advertised in the Friday packet. Donations are collected in a bin in the school lobby.

SHOULD YOU NEED an article of clothing until the next sale contact Siobhan Reeder or Ellen Schilke who will check the inventory for you.

Service Hour Requirements/ TIPS

For a full program description visit the SCRIP section of the webpage. Opportunities for fulfilling your service hour requirements are advertised by the event coordinator via flyers in the Friday packet. With every event there are before, during and after needs to choose from to earn hours. Download and complete a service hour form and submit it for record keeping after it is signed by the event coordinator to the main office.

Scrip Card Purchase Program Requirements/ TIPS

Purchase SCRIP gift cards to many local and chain businesses for your purchases that in exchange ICS receives donations from those businesses. Each family is required to purchase or buyout their annual requirement.
Planning your purchases weekly and monthly in anticipation of holiday and gift giving needs helps meet your obligations or reduce the amount of payoff at years end. (See the webpage for all program details and fulfillment log)

Can parents attend First Thursday mass?

Yes, everyone is invited to attend First Thursday mass usually held at 9:00AM.

Power School logon – ID information will be distributed to new student's parents within one month after school begins and more information can be found in the school handbook or by calling the main office.

Birthday Celebrations-

Birthdays are celebrated at lunchtime with snacks for the child's class only.

Church Questions- Visit the IC Church website at <http://www.icc-clintonnj.org/>
The church bulletin is posted on that website.

Social Concerns

Donation & collection efforts are advertised via Friday Packet flyers
Box Tops – collection boxes are in the office, classrooms & lobby
Food Pantry – a collection bin is always in the lobby.
Dress Down Days – are advertised by flyers

Spirit Wear Program

Car Magnets are available and on sale in the main office for \$5.00 each.
ICS branded clothing, etc. different than the uniform is advertised for sale twice throughout the school year.

Friday Packets

Weekly a packet is posted to the school webpage containing the weekly Principal's letter, event information flyers and registration forms for events and programs inside and outside the IC school community.

What is a Out of Uniform Day?

An Out of Uniform Day is an opportunity for a student to wear his or her own **appropriate** clothing on a scheduled day. Donated money is sent to a charity designated by the Student Council or Social Concerns committees organizing the day.

These days are always optional to participate in. The following items are considered **inappropriate to wear**, so please monitor what your child is wearing before they leave the house:

- dirty/torn clothing
- tee shirts with inappropriate logos
- mini skirts & mini shorts
- bare midriffs - bare shoulders

The Home & School Association (H.S.A.) -

A full description of the Mission, Vision, Goals and Board and Committee Members can be found on the school website.

Executive Board meetings are held monthly.

Families can become involved by contacting any board or committee member and volunteering to make every event a success and fulfill their service hour requirements.

Activity ideas are always welcomed and can be communicated to the Board and Committee members.

Extra Curricular Activities-

Children are made aware of after school programs (CYO, Cheerleading, Band, IC Singers, Street Hockey, and DI-Destination Imagination, etc.) via teachers, Friday Packets and back pack mail.

Volunteering/ Protecting God's Children Registration -

Everyone who plans on volunteering with children at the school is required to complete forms and be fingerprinted thru the "Protecting God's Children" program. Information on registering for classes is distributed by the main office.

Last Updated Jan 2012