August 1, 2014

Dear Holy Spirit Families,

Happy Summer! I hope that you have been enjoying the time away from school and that you and your students are ready to embrace the new school year and all of the excitement that it holds. To those who are new to our school community, we welcome you and look forward to getting to know you.

I would like to take the opportunity to also welcome our new faculty and staff members. In the fifth grade, Mrs. Madeleine Brooks is joining us; Ms. Betty Franchi will be in our Resource Center; and Mr. Tom Howard will fill the important role of bookkeeper.

If, by chance, your student has not completed his/her summer work, now would be great time to finish everything. It is difficult to produce quality assignments once the “regular” school days, homework, and other responsibilities kick into gear.

Mrs. Wild, our school nurse, has asked me to remind families with rising kindergarteners and sixth graders and all new students that the required medical forms must be returned by August 11th. School law prohibits school attendance without the required documentation. If you have any questions, please contact Mrs. Wild.

You will soon notice if you have not seen it already, that we have a new school website. The design and intent of the new page is to assist us with automating many of the required forms and much of our communication along with streamlining teacher pages and other features. As we move towards a more efficient, less paper driven office, we will be sending out information on registering your family. At a minimum though, please continue to check the online school calendar for updates on events throughout the year.

If you are interested in either Morning Care or Extended Day, the registration documents are available on the website and you may send those in with the registration fee now.

On August 22nd there will be an opportunity to meet the teachers and take a peek at the classrooms. Please join us at school from 1:00-2:30 pm. We look forward to seeing all of you then and ask that you please not come to school for an extra early sneak peek prior to August 22nd as the teachers and administration will be very busy with meetings and classroom set-up. This year the beginning of the year family packets will be available for pickup at the front office in order to give families the weekend to fill out the many required forms. Please return all forms on Monday, August 25th.

School for grades 1-8 begins on August 25th at 8:00 am. Please make every effort to begin the good habit of arriving on time. Teachers will meet the students outside and escort them to their classrooms. Parents are asked to say their goodbyes as they drop their children off in the carline. (If you want to park a*fter* you drop off your children you are welcome to.) Please refer to the handbook posted on the webpage for complete directions on arrival and pickup procedures. During the first week of school the vanpool slots for last year will be used with the EXCEPTION of kindergarteners who are now first graders. These students will be dismissed with the regular carpool unless they are in a group vanpool. Applications for vanpool slots will be sent home in the beginning of the year packet.

Monday, August 25th is an 11:30 am dismissal. Tuesday, Wednesday, and Thursday are 3:15 pm dismissals and Friday, August 29th is an 11:30 dismissal with no Extended Day Care. School lunches will begin on September 2nd. Please pack a lunch for your child the first week.

A **kindergarten parent meeting** is scheduled for Monday, August 25th at 8:30 am. Kindergartners’ first day will be August 26th, from 8:30 – 11:30 am.

The **preschool parent meeting** is at 9:30 am on August 25th. The preschool orientation for the students and parents is on August 26th. Students with the last name beginning A through L are asked to come from 9:00 – 9:45 am and students with last names beginning with M through Z are asked to come from 10:00 – 10:45 am. Classes begin for PreK on August 27th from 8:30-11:30 am.

**Morning Care** will be open at 7:00 am on the first day of school. Morning care is located in Room 4. Please use the western set of doors (Exit 11). Afternoon Extended Care for PreK and Kindergarten will be in Room 1. Extended day for grades 1-8 remains in the cafeteria. If you are planning on using Extended Day or Morning Care please fill out the registration forms found on the school website and send them in so we can anticipate who is coming.

Information regarding the calendar, uniforms, supplies and reading lists can all be found on the webpage [www.holyspiritflames.org](http://www.holyspiritflames.org).

I am looking forward to the start of the new school year. Thank you allowing us to be a partner in the education of your children.

Blessing always,

Maureen C. Ashby

Principal