



Palmer Catholic Academy

New Family Information Sheet



SCHOOL START TIME: 8:00 am for ALL STUDENTS

ADMINISTRATIVE

Paperwork - You will receive your orientation packet of paperwork via e-mail the day before your child's Meet and Greet. Be sure to print all forms and complete them to turn into the front office or to the teacher as soon as possible. This helps the office to put together the Student Directory for the year as well as provide them with vital information.

RenWeb System - This is PCA's computer program for attendance, grading, and parent classroom links. Most of the classroom information you need will be posted on your child's classroom page and/or through Microsoft Teams. There is an app available for most devices.

Security Clearance - Anyone volunteering with students must be cleared through the Diocese of St. Augustine. Information on how to obtain a clearance can be found on the PCA website at www.pcapvb.org, from the dropdown on the **Parents** tab, choose **Forms/Info**. You will need to create an account on www.virtusonline.org, electronically sign 3 required documents, register and complete a Protecting God's Children class and complete LiveScan fingerprinting. Any questions, contact Lynn Woyt in the PCA office at lwoyt@pcapvb.org.

Parent/Student Handbook - Please refer to the handbook (posted on our website) regarding general rules, uniform requirements, etc.

Pikmykid - PCA Uses the Pikmykid Carpool Dismissal Application. This application is required to properly notify the school of your arrival for pickup. You will receive your Pikmykid number on your Carpool Card. Use this to get yourself logged on to Pikmykid.

STUDENT INFORMATION

Carpool - Be aware that carpool will take a little longer than normal during the first several weeks of school. It happens every year and really does lighten up once sports and afterschool activities start up and parents begin carpooling and getting used to the new year. Please plan to come at your child's designated dismissal time. This also helps! It **WILL** get better 😊

Rise and Shine Club - This is a before school program which operates on regularly scheduled school days from 7:00 to 7:35 am. More information on our website.

Angels After Hours - This is an after school program which operates on regularly scheduled school days from 3:00 to 6:00 pm on regular full school days. (School Improvement/Early release days [SEE School Calendar] hours are 12:30 - 3:30 pm, unless otherwise designated.) There will be no Angels After Hours on Holiday early release days. There will be a limit to the space available and will be on a First Come First Served basis. More information is available on our website.

Student Athletics - All students interested in participating in an after school sport must have a Catholic Sports Physical Form (available on our website under Forms) on file at school (**completed by your doctor and dated after 6/1/2022**). This physical is good for one academic year (must be notarized).

Birthday Celebrations - All birthday celebrations are handled by Homeroom Teachers. Please contact your teacher for specific information. In general, parents can bring in a birthday treat (only store bought and in original packaging - **no frosted treats please**) for the entire Grade during your child's lunch period.

School Mass - Every **Tuesday** at 9:45 am in the Gym—mandatory uniforms required for students.

Lunch Program – Palmer has an array of restaurants that prepare food for our students daily (except Early Release days). Meals can be ordered through at www.pca.boonli.com or go to our web-site at www.pcapvb.org under Parents tab and “Lunch Program” (tab also found on home page of the website) and can be ordered or cancelled until 5:00pm the night before. For current lunch information check our website. Password is palmercatholic1.

OOPs – **Forgotten Lunches** – If your child forgot their lunch, we will offer a healthy snack alternative for them for an additional charge.

Other – **Forgotten Items, etc.** – If your child forgot their homework, PE Uniform, Water Bottles, etc. they may be brought to the school with your child’s name on it.

Medications: It is mandatory that any student needing to receive medications during school hours must have a **Medical Authorization Form (found on the website)** filled out including the physician’s signature. **This applies to both prescribed and over-the-counter medications.** The medicines must only be received in the original container, which is clearly labeled with the child’s name and the medication name, dose and frequency. Any medication received without the proper labeling or completed forms will be the responsibility of the parent to administer in school.

VOLUNTEER INFORMATION

Service Hours/Lunch & Recess Duty – All families are required to complete 25 service hours of service to the school for the year. 2 Lunch duties and 2 Recess duties are required, and these hours will go toward your required 25. Failure to show up for a lunch/recess duty assignment or to get a substitute will result in a fine. There is an opt out fee of \$625 per family available--see your registration packet for more information (OPT OUT must be completed by September 1st, or the total OPT OUT price will increase to \$750).

Volunteer Sign In – All volunteers who enter the school must sign in the tracking system on the front office “check-in” computer to get a nametag.

Home School Association (HSA) – Please help our school by becoming a member of the HSA. You will receive a membership card for discounts to local business and have the opportunity to support your school in many ways.

If interested in attending HSA meetings or would like to get involved in volunteering more at the school, please contact the HSA co-Presidents: Natasha Royer and Liz Tenenbaum at hsapresident@pcapvb.org

Fundraisers: We have several main fundraisers tentatively planned for this year:

- Fall Festival, October 22nd
- Angel Ball in March 25th
- The Tennis Mixer in Spring
- There are also social activities and smaller fundraising opportunities throughout the year.

Hospitality – To help bring our families together (New and Old)

- Palmer Prayer Warriors (Located on Facebook): Vivian Garcia at viviangarcia@me.com.
- Traveling Mary: Welcome Mary into your home for a week for family prayer. Schedule a week with Alexis Finnis at laxlexi@hotmail.com
- New Family Mentors
 - New Families will be assigned a veteran parent as their Mentor. This person is a great resource for questions as you start off the year.
 - Need more information, contact Tonya Crabtree tonya_vt@yahoo.com or Jill Rattigan jill.rattigan@gmail.com.

COMMUNICATION

Weekly Update - The Weekly update is an email sent home every week to share general school information and calendar updates.

Communication Between School and Parents

Our school maintains communication with parents and students via the Palmer Catholic Academy website and email:

- Website (pcapvb.org), RenWeb Family Portal, Facebook and E-mail.
 - Preschool teachers send a weekly newsletter and a monthly calendar.
 - Grades K-3 send home newsletters to keep parents up to date on classroom activities via email.
 - Grades 3-8, information (homework, test dates, projects, etc.) can be obtained through the classroom pages on the RenWeb Parent Portal and/or through Microsoft Teams.
 - All school information including the School calendar and Weekly Updates can be obtained on the Palmer website.
- Student Planners – students in grades 1-5 each receive a school supplied student planner at the beginning of the school year. Daily assignments and notes are made by the students in these planners and should be taken home each day.
- Other forms of communication include Scheduled ZOOM meetings, the parish bulletin, New Family Orientation and parent/teacher conferences by request when permitted.

Website and Facebook – Our website and Facebook are dynamic! They are updated routinely. We do our best to keep information current and add new information as quickly as possible.

Please “Like” our Facebook Page today! FYI, student names and personal information are not added to our Facebook page without prior written authorization.

If you have any questions/concerns regarding the website, please email Lynn Woyt at lwoyt@pcapvb.org

Helpful Hints:

- Be sure to **write your child's name or family name on every item sent to school**: sweaters, jackets, hats, gloves, lunch box, backpack, and thermos.
- Send water in a reusable bottle with your child every day so they can access easily in class, in the lunchroom, and after recess or Physical Education.
- Stay informed by checking school website, Facebook page and RenWeb system often.
- Really become part of the Palmer Catholic Academy family by becoming involved in the school.
- Try to attend a school Mass - it will mean a lot to your children and again, will keep you connected to the student's environment.
- When in doubt, contact your Mentor Family or your Student's Teacher for information.

The MANDATORY uniform is:

Preschool and Kindergarten:

- Girls must wear the R.C. Uniform **Navy Blue Polo dress** or the school's plaid jumper with peter pan collared blouse. Navy bike shorts are to be worn under the dress and jumper, but not showing. Plain black, navy or white tennis shoes (soles must be white). Mary Janes, oxfords and Sperry-type shoes are acceptable. The following shoes are NOT allowed: shoes above the ankle, Crocks, backless shoes, light-up shoes or sandals. Footie socks are not permitted.
- Boys must wear navy trousers or shorts with the R.C. Uniform. Kindergarten boys wear the white oxford shirt and black or navy blue belts. For Preschool students, the navy/green polo shirts are acceptable or the white oxford shirt. Plain black, navy or white tennis shoes (soles must be white). Oxfords and Sperry-type shoes are acceptable. The following shoes are NOT allowed: shoes above the ankle, Crocks, backless shoes, light-up shoes or sandals. Footie socks are not permitted.

Grades 1 – 4:

- Girls must wear the school plaid jumper (no shorter than 3” above the ground when kneeling), peter pan collared blouse, and navy bike shorts which are to be worn under the jumper, but not showing. Black, navy, brown, or tan dress, loafer, or Sperry-type (solid with no design) shoes and black&white or navy&white saddle shoes are acceptable, with no more than a 1-inch heel. **HIGH TOP AND CANVAS SHOES ARE NOT ALLOWED.** Socks should be white or navy, ankle or knee socks without a logo (must be solid, with no design). Footies are not allowed. All hair accessories are to be in school colors (black, white, navy, or hunter green). During cold weather, white or navy tights may be worn as well as the school’s navy blue V-neck sweater.
- Boys must wear navy trousers. White oxford shirts and black or navy blue belts must be worn. Black, navy, brown, or tan dress, loafer, or Sperry-type (solid with no design) shoes and black&white or navy&white saddle shoes are acceptable, with no more than a 1-inch heel. **HIGH TOP AND CANVAS SHOES ARE NOT ALLOWED.** Sport shoes of any style are not permitted. Socks must be plain white or navy in color and can be crew socks or athletic socks (must be solid, with no design). **FOOTIES** are not allowed. During cold weather, the school’s navy blue V-neck sweater may be worn.

Grades 5 – 8:

- Girls: must wear the school’s plaid pleated skirt (no shorter than 3” above ground when kneeling), navy bike shorts to be worn under the skirt but not showing, and a white oxford blouse. Black, navy, brown, or tan dress, loafer, or Sperry-type (solid with no design) shoes and black&white or navy&white saddle shoes are acceptable, with no more than a 1-inch heel. **HIGH TOP AND CANVAS SHOES ARE NOT ALLOWED.** Sport shoes of any style are not permitted. Knee socks must be worn and may be solid white or navy in color without logo (sheer knee socks are not permitted). All hair accessories are to be in school colors (black, white, navy, or hunter green). During cold weather, white or navy tights may be worn as well as the school’s navy blue V-neck sweater.
- Boys must wear navy trousers. White oxford shirts and navy or black belts must be worn. Black, navy, brown, or tan dress, loafer, or Sperry-type (solid with no design) shoes and black&white or navy&white saddle shoes are acceptable, with no more than a 1-inch heel. **HIGH TOP AND CANVAS SHOES ARE NOT ALLOWED.** Sport shoes of any style are not permitted. Socks must be plain white or navy in color without logo/design and can be crew socks or athletic socks. **FOOTIES** are not allowed. During cold weather, the school’s navy blue V-neck sweater may be worn.

OPTIONAL UNIFORMS are not to be worn for Mass, but are allowed any other time on campus and include:

- School logo polo shirts in navy or green for girls and boys in all grades
- Plain black or white tennis shoes (soles must be white) for grades K-2 are allowed as an option. 3rd grade students may wear sneakers on P.E. days only (black sole sneakers are not permitted). **NO SHOES SHOULD BE ABOVE THE ANKLE.**
- Plaid skorts worn with the polo shirts may be worn for girls in grades Preschool-4th grade.
- Navy walking shorts may be worn by boys in all grades (shorts are never permitted on mandatory uniform days). Shorts are not to be worn on cold, winter days.
- Navy blue fleece jackets and V-neck sweaters with Palmer logo (purchased from RC Uniforms), and Palmer sweatshirts (from CP&S) may be worn during cold weather.

-Skorts and skirts may not be rolled at the waist. Hemlines are to be no shorter than 3” above the ground when kneeling.

Waistlines must fall on the student’s waistline, and not below.

-All polo and oxford shirts and blouses are to be tucked in fully at the waist at all times during school hours, for both boys and girls.

-For safety reasons, shoes laces must be tied.

Physical Education Uniform***Students not in the proper physical education uniform will be sent to the office and receive a zero grade for the day.*

– Grades Preschool – 4 are not required to change clothes for PE but must bring gym shoes (no black soles) to wear during this class. Grades 5 – 8, navy shorts with Palmer logo, gray shirt with Palmer logo, and gym shoes (with no black soles) is the only uniform to be worn during P.E. These may only be purchased at *RC Uniforms*. Girls may not roll their shorts at the waist. Navy blue sweat shirts and pants may be worn during cold weather. SEE Parent/Student Handbook for PE Uniform guidelines.