



Palmer Catholic Academy

New Family Information Sheet



SCHOOL START TIME: 8:00 am for ALL STUDENTS

ADMINISTRATIVE

Paperwork - You will receive your orientation packet via e-mail the day before your child's Meet and Greet. Be sure to print all **forms** and complete them to turn in to the teacher as soon as possible. This is mandatory information we must keep on file.

RenWeb - This system is used 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 family 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 car line. Please plan to come at your oldest child's designated dismissal time. This also helps! It **WILL** get better 😊 Drop-off begins at 7:20am and **classes begin at 8:00am**.

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 is limited 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 6/1/2023**). This physical is good for one academic year (**must be notarized**). School Administrative staff, Mrs. Lynn Woyt and Mrs. Laura Kokos are Notary Publics and available for your convenience.

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.
AGAIN - No Cupcakes or Frosted Treats!

School Mass – Every **Thursday** at 9:45 am in the Gym (or on designated Holy Days of Obligation – SEE School Calendar) —mandatory uniforms required for students. DOSA Volunteer Cleared parents and family members are invited to attend Mass.

Lunch Program – Palmer has an array of restaurants that prepare food for our students daily (except Early Release days). Meals can be ordered through 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, please bring their lunch to the front office (with their name on it) before their lunch time (SEE your child’s schedule for lunch times). If you are unable to bring them lunch, we will offer a healthy snack alternative for them at an additional charge billed through FACTS.

Other – **Forgotten Items, etc.** – If your child forgot their homework, PE Uniform, Water Bottles, etc. they may be brought to the school please put 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

Volunteer Points/Lunch & Recess Duty – Each family is required to provide 30 volunteer “points” to the school during the 2023/2024 school year. All volunteer commitments are to be completed in a single school year (unless special accommodations have been arranged with the principal). Volunteer commitments performed at your parish that do not include the school will not be counted.

Various opportunities come with assigned point values. You are required as a family to meet your point total during the school year including your lunch and recess duty requirements. All families are required to complete 2 Lunch duties and 2 Recess duties and these points will go toward your required 30 points.

- 10 points are from Lunch and Recess Duties
 - 2.5 Points per shift. 1 Lunch & 1 recess per the months of August - September; 1 lunch & 1 recess per the months of January - May.
 - Failure to report on assigned date will be subject to a **\$150 fee**
 - You may do additional lunch and/or recess duties at 2.5 points per shift to earn more points towards your total.
- 20 points from various other opportunities (see chart below)
 - No more than 10 of these 20 points can come from monetary donations during fundraisers, class party donations etc. *Indicated in the chart below with (\$)*
- For a cost of **\$750, which increases to \$875 if not paid by September 1st**, you are able to buy your 30 point total. Families choosing to opt-out are still encouraged to assist with at least one of our major fundraisers and support other PCA events and fundraisers.
- Other opportunities will be communicated throughout the school year, and a category will be assigned.
- SEE Last Page for more details on Volunteer Point process.

Volunteer Sign In – All volunteers who enter the school must sign in to Raptor system in the front office.

Home School Association (HSA) – All of members of our PCA community are automatically members of the HSA. You will have many ways to support the school during the year. More info will be sent via e-mail, available on our website or on the PCA weekly newsletter sent via e-mail. There are so many ways to support your school.

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:

- Color Run Fundraiser
- Day of Giving in November
- Angel Ball on February 10th
- 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 Finniss 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 Newsletter - The **Blue Angel Weekly Newsletter** 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 PCA 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 Blue Angel Weekly Newsletter can be obtained on the PCA 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 meetings in person or via ZOOM, the parish bulletins, New Family Orientation and parent/teacher conferences by request.

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.

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 (you must be a DOSA Cleared Volunteer) - it will mean a lot to your children and again, will keep you connected to the student’s environment.

UNIFORMS:

PCA has a mandatory uniform and some optional uniform options. See photos and detailed information below for MANDATORY and OPTIONAL UNIFORM guidelines. **Students are expected to follow the uniform policy. Please see the Code of Conduct for information about uniform violations and consequences.**

**GIRLS' UNIFORM
PRE-K AND KINDERGARTEN**



MANDATORY UNIFORM



OR

OPTIONAL UNIFORM



**BOYS' UNIFORM
PRE-K**



MANDATORY UNIFORM OPTIONS



**BOYS' UNIFORM
KINDERGARTEN**



MANDATORY UNIFORM



OPTIONAL UNIFORM ITEMS



**GIRLS' UNIFORM
GRADES 1-4**



MANDATORY UNIFORM



OPTIONAL UNIFORM



**GIRLS' UNIFORM
GRADES 5-8**



MANDATORY UNIFORM



OPTIONAL UNIFORM



**BOYS' UNIFORM
GRADES 1-8**



MANDATORY UNIFORM



OPTIONAL UNIFORM



**BOYS' AND GIRLS'
PE UNIFORM
GRADES 5-8**






**BOYS' AND GIRLS'
SWEATERS AND SWEATSHIRTS**





Boys' Uniform Shoes - Grades 1-8

Acceptable - dress shoes, loafers or Sperry-style shoes in SOLID black, brown, tan or navy



Not Acceptable - Hey Dudes or Vans style shoes in any color



Girls' Uniform Shoes - Grades 1-8

Acceptable - dress, loafer, or Sperry-style shoes in SOLID black, navy, tan or brown OR saddle shoes in black/white or navy/white



Not Acceptable - Vans or Hey Dudes style shoes in any color



SEE **Parent Student Handbook** for more detailed information. We do have a "Uniform Closet" located on our campus to purchase gently used uniforms at a discount.

Mission: Palmer Catholic Academy of Our Lady Star of the Sea Catholic Church provides a Catholic and Christ-centered educational environment that inspires all students to reach their full spiritual and academic potential and become responsible, respectful, and reverent disciples of Christ.



Palmer Catholic Academy Volunteer Policy 2023/2024 School Year

Each family is required to provide **30 volunteer “points”** to the school during the 2023/2024 school year. All volunteer commitments are to be completed in a single school year unless special accommodations have been arranged with the principal. Volunteer commitments performed at your parish that do not include the school **will not be counted**.

Various opportunities come with assigned point values. You are required as a family to meet your point total during the school year. Please use the provided tracker to help document your hours during the year. You will submit them via Google form no later than May 15, 2024. Volunteer commitments are to be performed by the students’ caregivers if they have completed the security clearance, NOT by the student.

- 10 points are from Lunch and Recess Duties
 - 2.5 Points per shift. 1 Lunch & 1 recess per the months of August - September; 1 lunch & 1 recess per the months of January - May.
 - Failure to report on assigned date will be subject to a **\$150 fee**
 - You may do additional lunch and/or recess duties at 2.5 points per shift to earn more points towards your total.
- 20 points from various other opportunities (see chart below)
 - No more than 10 of these 20 points can come from monetary donations during fundraisers, class party donations etc. *Indicated in the chart below with (\$)*
- For a cost of **\$750, which increases to \$875 if not paid by September 1st**, you are able to buy your 30 point total. Families choosing to opt-out are still encouraged to assist with at least one of our major fundraisers and support other PCA events and fundraisers.
- Other opportunities will be communicated throughout the school year, and a category will be assigned.

Category A: 20 Points	Category B: 10 Points	Category C: 5 Points	Category D: 1 Point
HSA Executive Board	Room Parent	Starbucks Runs (<i>minimum 5 during the year</i>)	Each \$50 gift card donation to class party (\$)
HSA Committee Chair	HSA Committee Member(<i>see list in previous category</i>)	Field Trip Chaperone	Volunteer at class party
<ul style="list-style-type: none"> ● Angel Ball ● Book Fair ● Room Parent Coordinators ● Fund Run ● Hospitality ● Teacher Appreciation ● Sports Tournament ● Sponsorships 	Day of Giving Opportunity (\$)	Angel Ball Class Basket Maker	Donate Angel Ball Item (<i>committee approved</i>)
Yearbook Coordinator		New Family Mentor	Each \$50 donation for Fund Run (\$)
Volunteer Coach of PCA Team		Field Day Volunteer	Carline Duty
PCA Club Sponsor/Coordinator		Alumni Liaison	Teacher Luncheons
		Parish Liaison	Complete Parent Survey
		Manage Spirit Rock/Traveling Mary	Various At-Home opportunities as needed by HSA
		Hospitality Event Volunteer	
		Musical Production Volunteer	

A fine of \$35 per point will be assessed for any unfulfilled volunteer points.

For example, if a family completes 20 volunteer points during the school year, a fine will be assessed on the amount of \$350 (\$35 x 10 = \$350).

PCA Volunteer Point Tracker

2023-2024 School Year

Completing all 4 of your required Lunch & Recess duties will earn you 10 points.

	Fall Semester	Spring Semester
Lunch Duty		
Recess Duty		

Using the reference chart below, fill in other volunteering & donations your family has made during the 23/24 school year.

Opportunity	Date(s) if applicable	Points
HSA Committee Chair		
Room Parent		
Starbucks Runs (minimum 5)		
Field Trip Chaperone		
Angel Ball Class Basket Maker		
New Family Mentor		
Field Day Volunteer		
Volunteer @ Class Party		
Carline Duty		
Complete Parent Survey		
Additional Lunch/Recess Duty		
Angel Ball Basket Item		
Assist with Teacher Luncheon		
Hospitality Event Volunteer		
Yearbook Coordinator		
PCA Team Coach		
PCA Club Sponsor		

You are able to earn a maximum of 10 points for monetary donations

Opportunity	Total Amount	Points (\$50 per 1 point)
Class Party Donation <i>(1 point per \$50)</i>		
Fund Run <i>(1 point per \$50)</i>		
Day of Giving <i>(completed calendar 10 points)</i>		