



Palmer Catholic Academy New Family Information Sheet



NEW START TIME: 8:15 am for ALL STUDENTS

ADMINISTRATIVE

Paperwork - You will receive a packet of paperwork at your first orientation. Be sure to turn it 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. There is an app available for most devices.

Security Clearance – Anyone volunteering with students must have security clearance. Mrs. Lynn Woyt, in the Palmer Office, can answer any questions about obtaining your clearance. Packets are available in the front office or can be sent home via backpack upon request. These forms cannot be posted on our website, as they must be originals. The *Protecting God’s Children* Class is offered throughout the year, see the Virtus System via Forms on the PCA website to find out more information.

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

STUDENT INFORMATION

Carpool - Be aware that carpool will be frustrating for everyone the first 10 days of school. It happens every year and really does lighten up once sports and afterschool activities start up. It WILL get better ☺ Also, on early release days the traffic can be very heavy again.

Rise and Shine Club – This is a before school program which operates on regularly scheduled school days from 7:15 to 7:40 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. (School Improvement/Early release days hours are 12:30 – 3:30 pm.) There will be no Angels After Hours on Holiday early release days. More information on our website.

Student Athletics – All students interested in participating in an after school sport must have a Sports Physical Form on file at school. This physical is good for one academic year (not dated before June) and can be found on our website under Forms.

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 Friday at 9:45 in the Gym—mandatory uniforms required for students. All Parents are welcome.

Lunch Program – Palmer has an array of restaurants that prepare food for our students daily (except Early Release days). Meals can be ordered through our web-site at www.pcapvb.org under Parents tab and

“Lunch Program” (tab can also be found on the home page of the website) and can be ordered or cancelled until 8pm the night before. For current lunch information check our website.

OOPs – Forgotten lunches, etc. – Bring to School Office: If your child left something at home, you can bring in and leave it for the front office staff to contact your child.

VOLUNTEER INFORMATION

Service Hours/Lunch & Recess Duty – All families are required 25 service hours per year. 2 Lunch duties and 2 Recess duties are also required, and the hours go toward your required 25. Failure to show up for a lunch/recess duty assignment or to get a substitute will result in a \$75 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).

Volunteer Sign In and Tracking System – All volunteers who enter the school must sign in the tracking system on the front office “check-in” computer to get a nametag. This system will also track hours worked in the school. If you chaperone on a field trip or other off-campus event (including “at home” hours), you will need to enter your hours directly on this same computer.

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 President: Heather Geary or HSA Vice President: Joanne Loiseau at joanneloiseau@gmail.com

Fundraisers: We have three main fundraisers each year:

- Fall Festival in October
 - This is a family event held on campus.
 - Class baskets are raffled.
 - Winners announced from Family Raffle ticket sales.
- Angel Ball in March or April
 - This is an adult only dinner party with an auction.
- The Tennis Mixer in Spring
- Family Fun Night
- There are also social activities and smaller fundraising opportunities throughout the year.

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

- Occasional family nights at various restaurants, coffees, & other socials.
- **Monthly Faculty Luncheons are served to our fabulous Faculty and Staff in the concession area of the Gym. Parents bring in food and work the luncheon. We all have a fun time working together, you get service hours for food and time, and the teachers get a great thank you.**
- Prayer Angel Network: Annelie Welch at anneliewelch@comcast.net
- 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 Aimee Fennell aimeefennell@yahoo.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.
 - New Family/Mentor Breakfast is held in September so parents have a chance to meet face to face. It is a great way to meet new people, as well as ask questions.
 - Need more information, contact Joanne Loiseau joanneloiseau@gmail.com.

COMMUNICATION

Thursday Update - The Thursday update is an email sent home every Thursday afternoon 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 Parent 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.
 - All school information including the School calendar and Thursday 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 Thursday Updates, newsletters (sent via email for certain grades), meetings and communications, the parish bulletin, open house 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.

If you have any questions or concerns regarding the website or Facebook page, please email Mariana McGarry at web@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 with your child every day so they can access easily in class, in the lunchroom, and after recess or Physical Education.
- Have girls wear hair up as much as possible especially in lower grades because of those friendly creatures: lice. It does happen and it is not pleasant.
- 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 once a month or whatever suits your schedule—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.