



Annunciation School

465 WESTCHESTER AVENUE
CRESTWOOD, NEW YORK 10707
TEL: (914) 337-8760 • FAX: (914) 337-8878

September 7, 2011

Dear Parents:

We will continue to offer our early morning drop-off program. The program will begin on Monday morning, September 12, 2011 and will be in session each school day. The following pertain to the before school program:

- Registered (completed form per child and \$10.00 per child fee) children may be dropped off between 7:15 and 8:05am at the doors to the gym off St. Eleanora Lane.
(Pre K 8:20am)
- Students will be supervised by a teacher, and they may bring a light breakfast to eat at the early morning program. At 8:10, they will either be brought to the schoolyard for morning lineup, or sent directly to their classroom on days of inclement weather.
- The cost is \$45.00 per month, per child, payable at the beginning of each month. There are no refunds for days your child is absent.
- If you believe you will need to use the program occasionally, you must still register using the form below. On the days you send your child, you must provide the teacher in charge with the \$3.00 per day, per child fee.

Please complete the tear-off below to register for the early morning program and return it along with your \$10.00 registration fee by Thursday, September 15, 2011.

Thank you,
Mrs. Noonan

Please register my child, _____, of
class _____ for the early morning program. I understand that my child must abide by all
guidelines of Annunciation School as outlined in the handbook.

Emergency Contact: _____

Emergency Contact: _____

Allergies: _____

Medical Concerns: _____

Enclosed is our registration fee of \$10.00 and the first month's fee of \$45.00.

Parent's Signature: _____

Date: _____

Will you use the program all week _____ or occasionally _____

ANNUNCIATION SCHOOL EXTENDED DAY PROGRAM 2011-2012

Annunciation School is happy to provide an extended day program for those parents who are interested. Annunciation will maintain the same rates as last year.

General Information

- The program will run Monday through Friday from 2:40-5:40. It will follow the school calendar.
- The program will also be available on First Fridays/ 12:00 dismissal days. The program will run on those days from 12:00pm until 5:40pm.
- The Program will NOT be available when school is closed due to inclement weather, holidays, holy days. It will not be available on the half days before Christmas and Easter and on the full day before Thanksgiving.
- In case of emergency after 4PM, please call 980-1977.

Program

- **Children should bring their own drinks and snacks.** On early dismissal days, students are expected to bring their own lunch.
- Quiet time for homework, reading and studying.
- Board games/reading/art
- Students may bring sneakers and/or play clothes each day.

Program Fees*

*Fees are computed on an hourly basis only and are non-refundable.

One Child	\$8.00 per hour daily \$100.00 per week (15 hours)
Two Children (in one family)	\$12.00 per hour daily \$150.00 per week (15 hours)
Three Children (in one family)	\$15.00 per hour daily \$180.00 per week (15 hours)

Director

Mrs. JoAnn McNamara will oversee the Extended Day Program. Mrs. Joyce Schelle, the Art teacher, will be working in the program.

Other

- Schedules will be emailed home one week in advance.
- Your schedule and check must be submitted each Friday in order for your child/ren to participate in the program the following week.
- Only those children of parents who have registered for the program may use it.

If you are interested in using this program, please fill out the attached registration and schedule form. (There is a once-a-year registration fee of \$35 per family.)

If you have any questions or concerns, please call Mrs. McNamara in the school office (337-8760).

**ANNUNCIATION SCHOOL
EXTENDED DAY PROGRAM
2011-2012**

**THIS PROGRAM WILL BEGIN ON MONDAY,
SEPTEMBER 12th FOR GRADES PreK - 8**

**PLEASE SEND IN YOUR
REGISTRATION FORM
SCHEDULE FORM
CHECK (\$35 registration fee + weekly fee)**

**ALL PARENTS INTERESTED IN USING THIS
PROGRAM MUST BE REGISTERED.
IF YOU HAVE
ANY QUESTIONS, PLEASE CALL THE SCHOOL
OFFICE AT 337-8760.**

**ANNUNCIATION SCHOOL
EXTENDED DAY
REGISTRATION FORM**

Family Name _____ Date _____

Address _____ Fee Paid _____

Home Phone _____

Cell Phone _____

E-mail _____

(Your schedules will be sent home via e-mail each week.)

Child/ren's Name(s) _____ Grade _____

Person Picking Up Student _____ Relationship _____

Mother's Name _____ Father's Name _____

Home Phone _____ Home Phone _____

Business Phone _____ Business Phone _____

Cell Phone/Beeper _____ Cell Phone/Beeper _____

In case of emergency, please list someone who should be contacted if you are unavailable.

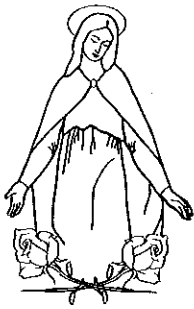
Name _____ Phone _____

Address _____

Doctor's Name _____ Phone _____

Address _____

***A \$35.00 registration fee must accompany this form.**



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September 7, 2011

Dear Parents:

Annunciation School will continue to offer milk and chocolate milk to our students. As you may know, this program is supplemented by New York State funds.

The fee is \$40.00 for the school year. Please note that if your child wants two milks per day, the cost is \$80.00.

If you would like your child to receive milk each day for his/her lunch, please complete the tear-off below, and return it with your payment to the main office, attention Mrs. McNamara by Thursday, September 15, 2011. Milk will begin on Monday, September 19, 2011.

Sincerely,

Maureen Noonan

Maureen Noonan
Principal

My child, _____, of class _____
would like to purchase milk for lunch each day.

_____ Regular milk _____ Chocolate milk

Enclosed is payment of _____ \$40.00 one per day _____ \$80.00 two per day

Parent's Signature: _____



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ANNUNCIATION SCHOOL
465 Westchester Avenue, Crestwood, NY 10707
(914) 337-8760

Telecommunications Policy Agreement for 2011-2012 School Year

User/Student:

I understand and will abide by the telecommunications policy as stated in the family handbook. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action initiated.

User name(s) (please print): _____

User signature(s): _____ Date: _____

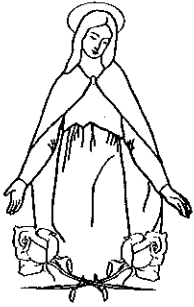
Parents/Guardian:

As the parent of this student, I have read the telecommunications policy. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my child's use of school's technology resources is not in a school setting. I hereby give permission for my child to use the school's technology resources and certify that I have reviewed this information with my child.

Parent's or guardian's name (please print): _____

Parent/Guardian Signature: _____ Date: _____

Return by Thursday, September 15, 2011



Annunciation School

Annunciation School Family Handbook Agreement 2011-2012

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We have read the Annunciation School Family Handbook and will to abide by its policies, including but not limited to, those regarding academics, student discipline, and computer and internet usage.

(Parent's signature)

(Parent's signature)

(Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

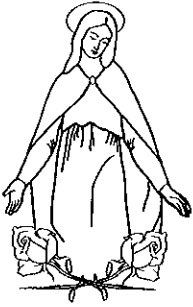
(Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

Please return to Mrs. McNamara by September 15, 2011.



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Photo/Video Release Form for 2011-2012 School Year

Dear Mrs. Noonan,

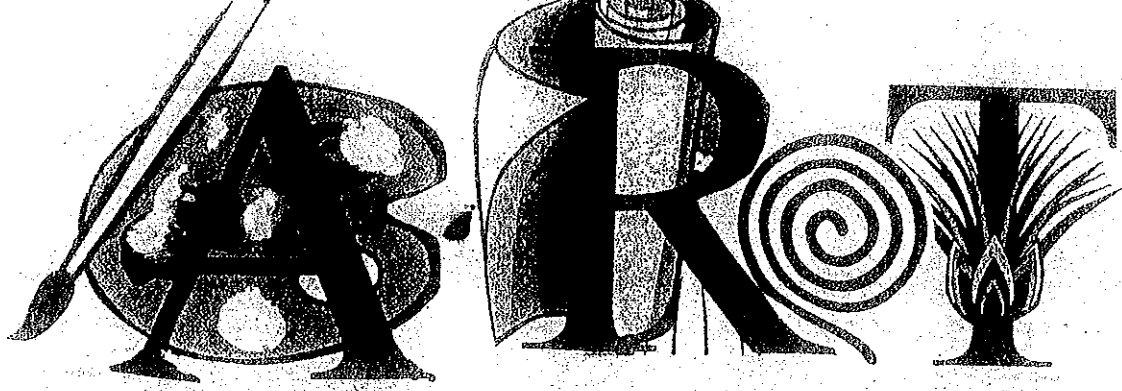
I hereby give permission for my child(ren) _____
to be photographed or videotaped at Annunciation School. I realize that the photo may be published in the newspaper, a magazine, or other publication. The video may be used for educational or informational purposes regarding the programs or curriculum at Annunciation School.

Signed _____

Relationship to Student: _____

Date _____

Please return to Mrs. McNamara by September 15, 2011.



September, 2011

Dear Students and Parents,

Welcome!! I am thrilled to be your art teacher! There are a few art supplies that you need for art this year. These items will be used from year to year. They can be replenished as needed.

A box (suggestion: A Spacesaver stretch 13 X 5- a plastic box) works well and can be found at most stores – Staples, Office Depot, Office Max, Value Drug Store etc.

A box of crayons (any size)

A box of watercolors with at least one brush (suggestion: Prang and Crayola work well)

A box of colored pencils (your choice)

A box of thick markers (your choice)

A ruler and an eraser

A glue stick and safety scissors

A smock (old T-shirt labeled with name/grade)

A sketch pad (approx. 9 X 12- no spirals please)

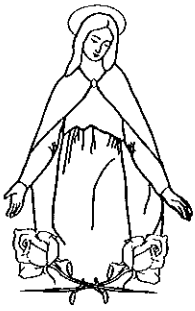
An art notebook and a folder (your choice)

Thank you so much for your cooperation. These supplies will be needed by your student's first art class the week of September 12th!

Sincerely,

Mrs. Schelle

P.S. Please send in your photos and drawings of what you did this summer, where you went, who you met or visited, and pictures of nature for our annual exhibit of Summer2011! Photos will be returned! Please send in an envelope to Mrs. Schelle, and label the photos on the back with your name, class and the location of the photo or drawing! Please send them as soon as possible! Thank you!



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September 7, 2011

Dear Parents:

As you know, this year, the administration and faculty will be supervising the students during recess. This means that it will no longer be necessary to ask for parent volunteers in the yard. However, it is still necessary to have parent volunteers in the kitchen and lunchroom.

We are asking that each parent help during the lunch periods by volunteering in the Kitchen / Cafeteria. The number of parents necessary for kitchen / lunch room coverage will vary depending on the day of the week. For kitchen coverage, we'll need 2 volunteers most days; 4 – 5 on pizza days. While there will be an administrator or faculty member in the lunchroom during each lunch shift, we will also need 2 parents per day to help out monitoring the students. This will allow for sufficient faculty coverage in the yard.

At this time, we are being asking that volunteers commit to a maximum of 10 days; however, **that number may be less depending on the number of families that volunteer.** Volunteers are asked to be at school at 11:30 on pizza days (Mondays and Fridays) and 11:40 on Tuesday, Wednesday and Thursday. The lunch period ends at 1:00.

If you cannot volunteer, please complete the section below and return it to school with your \$80 fee.

If you can volunteer, please return the attached to school by Thursday, September 15, 2011.

For the purposes of safety and liability, parents may not bring younger siblings to lunch duty.

If you have any questions, please contact Sue DiPanfilo at sdipanfilo@msn.com.

As always, your continued support and dedication to this program and our children is greatly appreciated. Thank you.

Sincerely,

Maureen Noonan
Principal

Erin McHale
Assistant Principal

Sue DiPanfilo
as Lunch Volunteer Coordinator

Please detach and return this portion by September 15, 2011, with your check, only if you cannot volunteer. I am not available to volunteer for Lunch Duty. Therefore, I am enclosing the annual fee of \$80.00.

Parent Name _____

Youngest / Only Child _____

Class _____

ANNUNCIATION SCHOOL
LUNCH DUTY
2011 – 2012 SCHOOL YEAR

Thank you for agreeing to help with Lunch Duty. Each parent will be responsible for a maximum of **10** days during the school year. Lunch Duty begins at 11:40 (11:30 on Pizza days) and ends at approximately 1:00. We ask that all parents enter through the front doors and sign the Lunch Duty book in the office. The sign in sheets are reviewed periodically, **and if you have not signed in, you will be scheduled a make-up date.**

To keep things running smoothly in the cafeteria, it is important that you do the dates that are assigned. If for any reason you cannot make a particular date, you are responsible for finding someone to cover for you. A responsible adult over the age of 21 can volunteer on your behalf (grandparents, aunts, uncles.....). By volunteering, you are acknowledging that you read and understand the expectations as stated in the cover letter and above.

Please detach the below form and send it to school no later than Thursday, September 15, 2011.

Dates / calendars will be sent home via email prior to the beginning of each month. Please check your email each month for your dates.

As always, your continued support and dedication are greatly appreciated. Please complete the form below and return it to school labeled "**Lunch Duty**". Thank you.

Parent Name: _____ Email address _____
Please print clearly – all communication will be sent via email

Volunteer Name (if different from Parent) _____ Best Contact Phone # _____

Children:

_____ class _____ class _____
Child's name Child's name

_____ class _____ class _____
Child's name Child's name

_____ I am available any day. Please schedule my maximum of 10 days as needed over the course of the school year

_____ I am available on the following days; to be scheduled over the course of the school year

Monday Tuesday Wednesday Thursday Friday

_____ I am available on these specific dates. Please list 10 dates in your order of preference. We will do our best to accommodate your preferences. *******Please choose dates beginning Monday, Oct 3; September calendar is complete.*******

***** _____ Please indicate here if you are available to be on the sub list*****