



# Annunciation School

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August 15, 2011

Dear Families,

It is with a great deal of enthusiasm that I write to you as your new principal! I have worked in the Archdiocese of New York for over twenty years as teacher, assistant principal, and principal encompassing grades PreK-12. I come to you with a great deal of leadership experience as well as a lifelong commitment to Catholic education. I am blessed now to be a part of the Annunciation School community!

I hope that your summertime has been filled with many blessings and opportunities for family time, rest and relaxation. Ms. Erin McHale, our new Assistant Principal, and I have been working closely during July and August to prepare for September. I am grateful for her commitment to Annunciation School. We look forward to the year ahead and to many opportunities to come to know you.

As we gear up for the 2011-2012 school year, please be mindful of the following:

**Schedule for Opening Days of School (Students will line up in the play yard)**

|                         |                                      |  |
|-------------------------|--------------------------------------|--|
| <b>Grades 1-8</b>       | Wednesday, September 7 <sup>th</sup> | 8:15-12PM  |
|                         | Thursday, September 8 <sup>th</sup>  | 8:15-12PM  |
|                         | Friday, September 9 <sup>th</sup>    | 8:15-2:40PM <b>Full Day</b>                              |
| <b>Kindergarten</b>     | Thursday, September 8 <sup>th</sup>  | 9-10AM Parent/Student Orientation                        |
|                         | Friday, September 9 <sup>th</sup>    | 8:15-12PM  |
|                         | Monday, September 12 <sup>th</sup>   | 8:15-2:40PM  |
| <b>Pre Kindergarten</b> | Friday, September 9 <sup>th</sup>    | 9-10AM Parent/Student Orientation                        |
|                         | Monday, September 12 <sup>th</sup>   | 9-11AM   |
|                         | Tuesday, September 13 <sup>th</sup>  | Regular Schedule begins:<br>8:30-11:30AM and 8:30-2:15PM |

### **Calendar Information and September Highlights**

Please note that there have been some changes to the September calendar that was sent home in June. Please refer to the attached revised September calendar for complete details. The annual school calendar will be posted on our school website and updated accordingly throughout the year.

Please note the following for September 16<sup>th</sup>:

|                         |                                      |
|-------------------------|--------------------------------------|
| Class Parent Meeting    | 8:30AM                               |
| New Parent Meeting      | 9:15AM                               |
| Mass of the Holy Spirit | 10:30AM (All are welcome to attend). |

High School Information Meeting *Grade 8 Parents Only* Thursday, September 22<sup>nd</sup> at 6:30PM, Lower Church

Back to School Night *Parents Only* Thursday, September 22<sup>nd</sup> at 7:15PM, School Gym

Regarding Holy Days please note that we WILL have school on All Saints' Day and Ascension Thursday but will remain closed for the Feast of the Immaculate Conception.

### **Morning Care/Extended Day**

Both the Morning Care and Extended Day programs will begin on Monday, September 12<sup>th</sup>.

### **Family Handbook**

Your children will receive a copy of our Family Handbook on the first day of school. Please familiarize yourself with all of its contents as some updates were made this summer.

### **Forms and Fees**

Your children will receive numerous forms on the first day of school. Please give these forms immediate attention and return them by their due date, September 15<sup>th</sup>, with any necessary fees.

### **Uniforms**

Please be sure that your children are in proper uniform not only on our first day of school but throughout the school year.

### **Building Updates**

Construction is under way in our new Early Childhood wing for brand new bathrooms. New age appropriate materials and furniture have been ordered and are scheduled for delivery on August 18<sup>th</sup>! I am grateful to our faculty for all of the work it took to move classrooms in order to prepare for our new Pre Kindergarten program. Our custodial staff is working above and beyond ensuring that our building will be ready for opening day.

### **Grades PreK and Kindergarten News**

Welcome! Please refer to the attached welcome letters from the teachers.

### Grades 6-8 News

I had an opportunity to meet with a transitional team of faculty in June and I also had the opportunity to speak to our current grades 6-8 faculty during July. After much consideration and additional conversations with both Msgr. Keane and Ms. McHale and in keeping the best interests of the students in mind, we have decided that grade 6 will be departmental at that grade level; grades 7 and 8 will remain departmental.

### Lunch Program

After many conversations and much feedback from both faculty and parents, I have implemented some improvements to our lunch schedule. I have added an additional period so that grades PreK-2 will spend their lunch time together, grades 3-5 will be together and grades 6-8 will be together. Also, administration and faculty will be responsible for recess supervision. Details regarding student expectations at lunchtime can be found in the Family Handbook.

### Communication

In order to facilitate an organized means of communicating, you will receive a weekly e-mail on Wednesdays. These e-mails will contain any updated information regarding dates and events as well as any flyers or attachments that need to be sent home. E-mails will ONLY be sent on WEDNESDAYS. Any emergency communication, such as a school cancellation due to inclement weather, will be sent as necessary.

### Technology Update

It is our hope that our existing school website will be updated by September 7<sup>th</sup>. We are moving forward with a plan to redesign our school website to include more current information for parents, students and prospective families. We are also going to be implementing a program called *Moodle* which is currently being used by schools around the globe to enhance learning. A plan is in place to provide professional development for our faculty in the use of this new tool. As with any new technology it will be phased in over a period of time. More information regarding *Moodle* will be provided throughout the year.

Although I too enjoy the pace of summer days, I am excited to welcome your children to school in September! So until then, take time to enjoy the remaining days of summer vacation and remember all summer reading should be completed before the first day of class.

I most especially look forward to carrying out our school philosophy in collaboration with Msgr. Keane, Ms. McHale, and our entire faculty and staff for the young children entrusted to us for their education.

God Bless!



Maureen Noonan

Principal