



St. Cassian School

National Blue Ribbon Exemplary High Performing School
Accredited by the Middle States Association of Colleges and Schools



Mrs. Maria Llanes, Principal
190 Lorraine Avenue
Upper Montclair, New Jersey 07043

Telephone (973) 746-1636
Fax (973) 746-3271
Email: info@stcassianschool.org

Dear Students, Parents and Staff,

I am excited in knowing that the plans to open our school in September are moving forward. It's going to be wonderful to finally see most of our students in person again! Although the health crisis has presented many tribulations since its start in March, we have seen our school community come together and achieve great success. With collaborative efforts, we implemented a successful and comprehensive remote learning program at the end of last school year. Now, as we prepare for our school's reopening, I am confident that together we will again succeed in achieving an academically productive and exciting school year.

The following are a few reminders about the start of school:

- School begins on Thursday, September 10th. Please note that **September 10 and 11th will be half session days (8:00 AM through 12:00 PM) and fully remote for all students.** Following the first two days, we will begin the rotational schedule. Instruction will take place every **Monday through Thursday from 8:00 AM to 2:40 PM, and on Friday from 8:00 AM to 12:00 PM.** Homeroom teachers academic schedules on the first day of school. In addition, fully remote students will receive instructions on joining their classes on Google Meets.
- It is important that parents review the attached **Student and Parent Handbook** with their child/ren before the start of the school year. The Handbook acknowledgement page, along with all other Back to School forms needing signature must be returned on the first day students attend in-person instruction. Students participating in full remote instruction, have several options for returning the forms: 1) drop forms off in the mailbox found by the front door of the school, 2) email the forms to Ms. Santana at info@stcassianschool.org, 3) fax the forms to the school (973-746-3271). We ask that students attending in-person classes return all forms to their homeroom teacher and not use the alternative methods for returning the forms.
- With the exception of novels and storybooks, **the school provides every student in kindergarten through eighth grade online subscriptions to all curriculum materials**, textbooks and workbooks. In addition to the books and resources available online, the school also provides the actual printed copy. Students who are participating in the blended model of instruction, will receive the books on the first day of in-person instruction. Those who are enrolled in full remote instruction, will be notified of a pick up day by the homeroom teacher.

- **Our first school Mass will take place on Thursday, September 17th at 8:15 AM.** Seventh and eighth graders attending in-person instruction that week will attend the Mass at the church, while all others in kindergarten through eighth grade will watch the livestream of the Mass either from home or from school. Please note that it is our intention to have all classes alternate in attending Mass in person. We ask parents to join us virtually on this the first school Mass of the year, and as much as possible, for all of the others throughout the school year.
- Please read the arrival and dismissal procedures carefully. The procedures described in the attachment have been carefully planned, but like anything attempted for the first time, adjustments might be necessary. We ask for everyone's patience, as we fall into a rhythm and work out any flaws in the process.
- Parents of students attending in-person instruction, will need to complete a Health and Wellness Form every morning their child attends school by 7:30 AM. This is one of the many measures we have in place to help promote a healthy school environment. The form takes one to two minutes to complete. Please save the [link](#) on your device for easy access. The form is also available on the main page of our website.
- **Due to the current health concerns, students will not share school supplies**, such as pencils, erasers, etc. Each student is responsible to have all the supplies requested by the teacher. Please check regularly to ensure replenishment is not needed.
- **Face masks must be worn at all times by students, teachers, staff and anyone entering the building.** Gaiters are not permitted due to their questionable effectiveness in preventing the spread of disease. Students, who can not wear a mask due to health reasons, should participate in our full remote option. Face shields will be donated by one of our school families. All students attending in-school instruction will receive a face shield on the first day. The face shield provides extra protection against the spread of disease. Although they are highly recommended, their use will be optional except when participating in the weekly choral Music lessons.

Please note that the requirements and measures established to prevent the spread of illness may change as we receive updated guidance from the CDC, the Department of Health and the Archdiocese of Newark.

Whether it's virtually or in person, I am looking forward to seeing everyone soon! Thank you for your ongoing support and trust.

Yours in education and faith,

Mrs. Maria Llanes
Principal



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Dear Pre-K Families,

I am excited in knowing that the plans to open our school in September are moving forward. It's going to be wonderful to finally see most of our students in person again! Although the health crisis has presented many tribulations since its start in March, we have seen our school community come together and achieve great success. With collaborative efforts, we implemented a successful and comprehensive remote learning program at the end of last school year. Now, as we prepare for our school's reopening, I am confident that together we will again succeed in achieving an academically productive and exciting school year.

There will be several **informational meet and greet sessions** on **Thursday, September 10th and Friday, September 11th**. If possible, please bring your child with you to your assigned session. We are hoping for the children to meet their teachers and the staff. We also ask that your child bring a family photo to share at orientation. It can include parents, grandparents, siblings. We will use the photo to help engage with your child. Photos will be collected for a classroom display. The schedule for the sessions is attached. If you can not attend at your assigned time, please notify Mrs. Santana, our office manager, and she will try to schedule you at an alternate time. The schedule is listed below.

Attached please find the **Pre-K information packet**. Please review it before coming to session. It is important that parents review the attached **Student and Parent Handbook**. The Handbook acknowledgement page, along with all other forms needing signature must be returned on the first day students attend in-person instruction. Students participating in full remote instruction have several options for returning the forms: 1) drop forms off in the mailbox found by the front door of the school, 2) email the forms to Ms. Santana at esantana@stcassianschool.org. If your child is attending in-person instruction, please send the paper copy to school. We ask that you do not use the alternative options.

Parents of students attending in-person instruction, will need to **complete a Health and Wellness Form every morning their child attends school by 7:30 AM.** This is one of the many measures we have in place to help promote a healthy school environment. The form takes one to two minutes to complete. Please save the link on your device for easy access. The form is also available on the main page of our website.

Due to the current health concerns, **students will not share school supplies.** Each student is responsible to have all the supplies (such as pencils , crayons, etc.) requested by the teacher. Please replenish as needed. Please see the attached supply list created by the teachers.

Face masks must be worn at all times by students , teachers, staff and anyone entering the building.

Gaiters are not permitted due to their questionable effectiveness in preventing the spread of disease. Students, who can not wear a mask due to health reasons, should participate in our full remote option. Face shields have been donated by one of our school families. All students attending in-school instruction will receive a face shield on the first day. The face shield provides extra protection against the spread of disease. Although they are highly recommended, their use will be optional.

Please note that the requirements and measures established to prevent the spread of illness may change over time, as we receive updated guidance from the CDC, the Department of Health and the Archdiocese of Newark.

Thank you for your continued support. I am looking forward to seeing you soon!!

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Dear Parents and Students:

Please place appropriate signatures in the spaces provided and return to homeroom teachers no later than **the first day of In School instruction or, if partaking in the 100% remote learning instructional option, please mail your completed form so that it is received by Monday, September 21, 2020.** Students participating in full remote instruction, have several options for returning the forms: 1) drop forms off in the mailbox found by the front door of the school, 2) email the forms to Ms. Santana at info@stcassianschool.org, 3) fax the forms to the school (973-746-3271). We ask that students attending in-person classes return all forms to their homeroom teacher and not use the alternative methods for returning the forms.

ACKNOWLEDGMENT AND RECEIPT STUDENT HANDBOOK

I acknowledge receipt of the Handbook containing the policies, rules, and regulations for St. Cassian School. I have read the Handbook. I understand and agree that the Handbook content is binding on the students and parents during the current academic year. I understand and agree that the administration of the School will have the authority set forth in the Handbook.

I understand that the policies, rules, and regulations contained in the Handbook are established for the welfare and benefit of all students. I understand my responsibility to support the School in the policies it has established and to see that my child adheres to the rules and regulations set forth in the Handbook.

(Name of student) (Please print)

(Signature of parent/guardian)

(Signature of student)

(Date)

STUDENTS AND PARENTS MUST BOTH SIGN AND RETURN THIS SHEET



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September 2020

Dear Parents/ Guardians,

All students in grades one through seven should be picked up at the end of the school day by a parent or a designated adult. If you would like for someone other than the designated adult/s listed below to pick up your child, please provide prior notice to the office.

Students in 8th grade may leave the school on their own **only with a signed permission** by their parent/ guardian.

Thank you for your cooperation as we keep our students' safety in mind.

Please place appropriate signatures in the spaces provided and return to homeroom teachers no later than **the first day of In School instruction or, if partaking in the 100% remote learning instructional option, please mail your completed form so that it is received by Monday, September 21, 2020.** Students participating in full remote instruction, have several options for returning the forms: 1) drop forms off in the mailbox found by the front door of the school, 2) email the forms to Ms. Santana at info@stcassianschool.org, 3) fax the forms to the school (973-746-3271). We ask that students attending in-person classes return all forms to their homeroom teacher and not use the alternative methods for returning the forms.

Student's Name: _____

Grade: _____

_____ I pick up my child every day after school.

_____ my child is picked up by a designated adult after school.

Please list the persons that may pick up your child and the relationship to your child:

Eighth Grade only:

My child, _____, has my permission to walk home by himself/ herself after school.

Parent's Name (Please Print) _____

Parent's signature _____ Date: _____

Important: Students in eighth grade need to have the above form signed in order to continue walking home beginning their first day of in-person instruction (Monday, September 14, 2020 or Monday, September 21, 2020).

AGREEMENT FOR STUDENT ENROLLMENT

All parents and guardians (herein “parents”) who believe that a Catholic School is a proper educational and religious environment for their child, and would like their child to attend a Catholic School, must adhere to the following agreement with their Catholic School:

Parents agree that the learning environment and religious nature of the school are guided by the

Catechism of the Catholic Church.^[1] Among other things, the Catholic Catechism states: *“By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity. (2393 Catechism of the Catholic Church.)*

Further, they acknowledge that a Catholic School looks to the recent encyclical, *Laudato Si*, wherein Pope Francis stated *“Our body itself establishes us in a direct relationship with the environment and with other living beings,” and that “learning to accept our body, to care for it and to respect its fullest meaning, is an essential element of any genuine human ecology.” “Valuing one’s own body in its femininity or masculinity is necessary if I am going to be able to recognize myself in an encounter with someone who is different. In this way, we can joyfully accept the specific gifts of another man or woman, the work of God the Creator, and find mutual enrichment.”*

If serious concerns arise as to a student’s and/or parent’s position or action(s) with respect to the tenets of the Catholic faith, then parents will be counseled by School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw the child(ren) from School and they agree to do so immediately. If they fail to do so, parents understand that the child(ren) will be expelled from the Catholic school.

Parents understand and acknowledge that prior enrollment in a Catholic School does not establish a precedent for further schooling by Catholic School nor constitute a guarantee of placement for subsequent years.

Parents agree to share with the Principal and classroom teacher(s), in writing if requested, professional recommendations and/or treatment reports regarding their child’s medical, psychological and/or social situation.

Parents understand and acknowledge that the policy and doctrine of Catholic Schools are firmly rooted in the Catholic Faith. Accordingly, parents acknowledge and agree that in the case of disagreement as to parents’ or students’ obligations hereunder, or regarding the tenets of the Catholic Church, the matter will be presented to the Archbishop or his designee for interpretation and/or decision. Any decision of the Archbishop or his designee shall be final, conclusive and binding.

^[1] The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops: www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church/epub/



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CONTRACT GOVERNING APPROPRIATE BEHAVIOR

1. I will display respectful behavior towards all teachers and administrators throughout the school.
2. I will conduct myself with my peers in an appropriate fashion throughout the school day on a regular basis.
3. I will be fully familiar with all rules and regulations at St. Cassian School and will abide by all of them.
4. I will demonstrate a positive attitude towards my academic responsibilities.
5. I will not engage in any acts of a violent or destructive nature.

Failure to fulfill the conditions of this contract may result in suspension or exclusion.

 Student _____
Date

 Parent/Guardian _____
Date

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APPROPRIATE USE OF TECHNOLOGY POLICY

The **Appropriate Use of Technology Policy** includes all school policies governing the use of technology by students within the school building and during remote learning. In particular, the Appropriate Use of Technology Policy governs student use of the school telephone/ cell phone, personal cell phones and other electronic devices while in school, technology during remote learning, school Chromebooks, and the school's social media policy.

To acknowledge receipt of and agreement to adherence of the Appropriate Technology Policy, please initial each pertinent section listed below:

- _____ I. School Telephone/ Cell Phone Usage Policy
- _____ II. In School Policy on Personal Cell Phones and Other Electronic Devices
- _____ III. Remote Learning Technology Policy
- _____ V. Social Media Policy

- _____ IV. School Chromebook Use Policy (4th-8th Grade Only)*

*Please note that this form must be signed and returned to school in order to be assigned a Chromebook device.

Please place appropriate signatures in the spaces provided and return to homeroom teachers no later than **the first day of In School instruction or, if partaking in the 100% remote learning instructional option, please mail your completed form so that it is received by Monday, September 21, 2020.** Students participating in full remote instruction, have several options for returning the forms: 1) drop forms off in the mailbox found by the front door of the school, 2) email the forms to Ms. Santana at info@stcassianschool.org, 3) fax the forms to the school (973-746-3271). We ask that students attending in-person classes return all forms to their homeroom teacher and not use the alternative methods for returning the forms.

Student Name (print first and last name) _____

Student Signature: _____ Grade: _____

Parent's Signature: _____ Date: _____

STUDENTS AND PARENTS MUST BOTH SIGN AND RETURN THIS SHEET

COVID-19 ADDENDUM TO PARENT-STUDENT HANDBOOK

The School has taken necessary steps, utilizing CDC guidelines, for maintaining a safe educational environment, which include but are not limited to:

- Requiring that face masks be worn by all employees, students, and visitors, and providing face masks to those who need one
- Providing hand sanitizer and encouraging washing of hands regularly
- Providing cleaning products and cleaning frequently touched areas regularly
- Encouraging social distancing
- Advising employees and students to monitor their symptoms daily and to stay home if they are sick or experiencing any symptoms related to COVID-19
- Advising parents to monitor their children's health daily, to keep them home from school if they experience any COVID-19 symptoms, and to promptly report any health changes to school administration

All parents are required to sign the Acknowledgment below that they have received, reviewed, and understand this COVID-19 Addendum to the Parent-Student Handbook before their child will be permitted to attend School. In doing so, parents acknowledge that serious health risks exist due to the COVID-19 pandemic, that School attendance includes possible exposure to illness from infectious diseases including COVID-19, and that parents knowingly and freely assume such risks.

COVID-19 Testing. The School in its sole discretion may require any student to remain out of school, and/or undergo a COVID-19 test and produce the results to the School, if circumstances require.

Positive COVID-19 Case. If the School becomes aware of an instance of a positive COVID-19 result in the School community, notification will be provided to all parents and employees while making efforts to maintain the privacy of the individual(s) known to have tested positive.

Virtual Instruction. To the extent any School instruction is conducted virtually as a result of the COVID-19 pandemic, certain rules apply with regard to virtual instruction. Any livestream into or from classrooms is for the exclusive use of students only. If parents wish to engage with the teacher, communication should be made separately. Furthermore, students' images that are available via virtual instruction shall not be used for any other purpose.

ACKNOWLEDGMENT

By signing below, I/we acknowledge that I/we have received, reviewed, and understand this **COVID-19 Addendum to the Parent-Student Handbook**.

Student's Name: _____

Parent's Name (print): _____

Parent's Signature: _____

Date: _____



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PARENT PERMISSION FOR WALKING TRIPS

Dear Parent or Legal Guardian,

In order for your son/ daughter to be eligible to participate in a school-sponsored walking trip to a location near the school building, please sign this release to give blanket authorization to leave the building with a teacher for short educational experiences throughout the year. All short excursions will be with consent of the administration.

If you would like your child to participate in the event, please complete, sign, and return the following statement on consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions by the named student.

I hereby request participation by my child (name & grade) _____ in the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee or volunteer on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

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 (Print Parent/ Guardian)

 (Signature of Parent of Guardian)

 DATE

Peanut Allergy

Peanut allergy is a common allergy among children. Approximately 0.6% of American children have a peanut allergy. Peanuts are a common allergen reported to cause fatal and near-fatal allergic reactions. It is important to know the [symptoms of a severe allergic reaction called anaphylaxis](#). Peanut allergy is usually life-long once acquired. Studies show that about 20% of peanut allergic children will outgrow their peanut allergy.

Children with a peanut allergy must avoid peanuts in all forms. This includes all peanut products. Children with a peanut allergy also must avoid anything containing traces of peanut ingredients in it.

Tree Nut Allergy

Tree nut allergy is the second most common allergy in infants and young children. Approximately 0.4- 0.5% of American children have a tree nut allergy. Tree nuts are a common allergen reported to cause fatal and near-fatal allergic reactions. Tree nut allergy is usually life-long once acquired. Approximately 9% of children allergic to tree nuts may outgrow their allergy. Children with a tree nut allergy must avoid that tree nut and all products containing that type of tree nut. Children with a tree nut allergy also must avoid anything containing traces of ingredients containing that tree nut. There is a potential of tree nut products having cross-contact other tree nuts and with peanuts. For this reason, your child's doctor may advise you to avoid all tree nuts and peanuts.

INFORMATION FOR SCHOOLS AND PARENTS

Many children are allergic to foods, and peanuts and other nuts are the most common and most serious offenders. This letter is being sent to your school because at least one of the children in your school has already manifested a serious reaction to nuts. We encourage you to share this information with the parents.

IS THE FOOD/PEANUT/TREE NUT ALLERGY COMMON?

Yes, statistically: it is most likely that there will be at least one child in your school who could become very seriously ill and require emergency treatment if he or she ate peanuts/tree nuts. It is more common than any other life-threatening problem that you might encounter in a school situation!

SUPPOSE THERE IS A REACTION IN THE SCHOOL SETTING?

The reaction can be quickly reversed by an injection of adrenaline given with an Epi-Pen (supplied by the parent). There would be no significant harm if this were given and not truly needed, but very serious complications could follow if the caretaker were not to give it. Every adult in the school setting should learn the instructions in its use.

WHAT IS THE IDEAL TREATMENT?

PREVENTION!!! Avoid the triggers. Obviously the parents and children with food allergy know not to have peanuts/tree nuts around. Considerate classmates and their parents will not bring peanuts, peanut butter, or foods containing peanuts into the classroom. How would you feel if you were the responsible party to bring a food that triggered a life threatening situation! Just as a child is not allowed to bring a weapon into the school, potentially lethal foods (to some children) should be avoided. If a child must (??) bring peanut foods into the classroom, be sure the foods are adequately labeled.

SHOULDN'T THE CHILD KNOW NOT TO EAT PEANUTS?

Children with food allergies generally know which foods to avoid. Unfortunately, sharing of foods and the inadvertent mixing of foods between children in school is very common. Also, some children can have a life-threatening reaction to just a fraction of a peanut.

IF THE REACTION IS SO SERIOUS, WHY IS THE CHILD IN SCHOOL?

The reaction is always avoidable with appropriate care, as outlined above and reversible if a reaction should occur. Also, the Americans with Disabilities Act legally protects.



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PHOTO/MEDIA RELEASE

Dear Parents,

By enrolling my child (_____) at St. Cassian School, a Catholic school in the Archdiocese of Newark, I understand that my child will be photographed and/or audio/video-recorded at various events throughout the year by St. Cassian School.

I agree that the Archdiocese of Newark and St. Cassian School have the right and permission to use and publish such media — which may include my name, likeness, voice, city/state of residence, and/or photograph — for any purpose in any format, online and/or offline, now and hereafter without further compensation, permission, or notification.

I understand that all official recordings and photographs from events are the exclusive property of the Archdiocese of Newark and St. Cassian School, and I do not ask for nor expect compensation or notification of the use of official recordings and photographs in which my child appears or speaks.

Please fill out the bottom portion and return it to the school office no later than Monday, September 14, 2020.

PHOTO/NAME RELEASE PERMISSION FORM

STUDENT'S NAME _____ GRADE _____

Please Check One:

_____ I **give my permission** for Saint Cassian School to release my child's photo and/or name to the news media and our website Facebook page.

_____ I give permission to release the photo, but **NO NAME**.

_____ I do **NOT** want my child's name or photo used.

Signature of Parent/Guardian

Date

Emergency Contact and Medical Information for a Child

Grade: _____ M _____ F

Child's Name _____

Date of Birth _____ Sex _____

EMAIL ADDRESS: _____

Parent's/Guardian's Name _____

Parent's/Guardian's Name _____

Home _____ Work _____

Home _____ Work _____

Cell Phone: () _____

Cell Phone: () _____

Address _____

Address _____

City, ST ZIP Code _____

City, ST ZIP Code _____

Alternative Emergency Contacts

Primary Emergency Contact _____ Relationship _____

Secondary Emergency Contact _____ Relationship _____

Home _____ Work Phone _____

Home Phone _____ Work _____

Cell () _____

Cell () _____

Address _____

Address _____

City, ST ZIP Code _____

City, ST ZIP Code _____

Medical Information

Physician's Name _____

Phone Number _____

Allergies/Special Health Considerations _____

Parent's/Guardian's Signature _____

Date _____

***PLEASE PROVIDE INFORMATION FOR CENSUS:**

RELIGION: ___ Catholic ___ Non-Catholic Christian
 ___ Non-Christian ___ Unknown

RACE: ___ White ___ Native American ___ Asian
 ___ Black ___ Native Hawaiian/Pacific
 ___ Hispanic/Latino ___ Two or More ___ Unknown
Ethnicity: ___ Hispanic ___ Non-Hispanic

****It is very important for all families to fill in the Census information in order to ensure the school receives funding from the Department of Education for Textbooks, Technology, Nursing, and Special Services**



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Dear PreK Parents,

Welcome to St. Cassian School! We are looking forward to getting to know and working with your child this year. We will be learning all sorts of new things and having lots of fun too! Below is a list of supplies that will be needed for each child.

- | | |
|---|--|
| 1 box of large Crayola crayons (8 count) | 1 box gallon size Ziploc type baggies |
| 1 folder labeled with child's name | 2 packages of hand sanitizing wipes |
| 12 glue sticks | 1 bottle of hand sanitizer |
| 1 bottle of glue | 1 spare change of clothing in a Ziploc type bag labeled with your child's name |
| 2 containers of Clorox wipes | 1 art smock labeled with your child's name |
| 1 box of tissues | |
| 1 roll paper towels | |
| 1 lunchbox that can fit a snack/lunch, thermos or water bottle labeled with the child's name 1 backpack that your child should easily be able to unpack a folder and lunch box. | |

Please label the backpack, snack/lunch bag, jackets/hats with the child's name.

If your child stays a full day, a small blanket is needed in a ziplock bag labeled with name. You will also need to purchase a padded mat for your child to use at rest time. Please fill out the attached form and return to school. Mats are purchased through the BUY NOW Buttons from SMART.

You do not need to purchase a mat for rest time if your child does not stay a full day.

We look forward to starting an exciting new journey together in faith and fun!

Thank you,

Mrs. Rafferty and Miss Quinn

St. Cassian Pre-K Rest Mat

Please return to the school office if you have not already returned.

Every child attending a full day session will need to purchase a rest mat. A link will be sent to your email address for purchase with Buy Now from SMART tuition.

Child's Name _____

Parents Email address: _____



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Extended Care Program (ECP) 2020-2021

Rates for Non – Registered / As Needed:

After Care: Hours 3:00 – 6:00 pm

FEE: \$15.00 per child for the first hour (**this is for Emergency purposes only, not on a regular basis.**) \$30.00 per child in full session.

Rates for Registered Children:

Aftercare: **Hours 3:00 – 6:00 PM**

FEE: DAYS	1st Child	2nd Child (20% Disc)	3rd Child (35% Disc)
5	\$350	\$280	\$228
4	\$300	\$240	\$195
3	\$250	\$200	\$163
2	\$170	\$136	\$111
1	\$105	\$84	\$68

In order to secure these discounted rates, you must commit to 5 or more months of ECP, in a row. Otherwise you will be charged the per hour rate retroactive. Also in order to qualify for the month of June free, you must have met the above requirements also as a monthly registered student.

Extended Care Phone: 973-632-8294

CHILDREN MUST BE PICKED UP BY 6:00 P.M.

LATE CHARGES: \$10 FOR THE FIRST 10 MINUTES \$30 FOR THE SECOND 10 MINUTES

IF YOU ARE 2 OR MORE TIMES LATE PICKING UP YOUR CHILD YOU WILL BE CHARGED AN ADDITIONAL \$30.00 LATE FEE.

St. Cassian School

Extended Care Program (ECP) 2020-2021

I am interested in enrolling my child/children in the Extended Care Program.

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Home Address: _____ City, State, Zip: _____

Home Phone # _____ Cell Number: _____

NAME OF PERSON THAT HAS PERMISSION TO PICK UP MY CHILD

(Other than parent) _____

ONLY Check Days of Attendance for Monthly usage:

Monday ___ Tuesday ___ Wednesday ___ Thursday ___ Friday ___

If using "As Needed" service please contact the school office 48 hours in advance to make sure space is available.

As Needed _____

Emergency Contact (if parents or guardians listed above cannot be reached.)

Name: _____ Phone # _____ Relationship Child _____

Name: _____ Phone # _____ Relationship Child _____

If you are making any changes to the ECP/After Care arrangement please notify the office in writing at the beginning of the month of changes. (I.E. you signed up for a Monthly Rate and need to change to "As needed" services instead. A written notice must be sent at the beginning of the monthly billing cycle or the adjustments will not be able to be made.

PARENT SIGNATURE

DATE



St. Cassian School
National Blue Ribbon Exemplary High Performing School
Accredited by the Middle States Association of Colleges and School



Mrs. Maria Llanes, Principal
190 Lorraine Avenue
Upper Montclair, New Jersey 07043

Telephone (973) 746-1636
Fax (973) 746-3271
Email: info@stcassianschool.org

CONSENT FOR PARTICIPATION

CHILD'S NAME _____

I hereby consent that my child, whose name appears above may engage in any and all activities sponsored by St. Cassian's Pre – K Center, including working with student teachers, under the direction of the Head Teacher.

I also give permission for my child to participate in short walking trips assisted by the teacher, within the school complex.

In addition, I give permission to have my child's picture taken while engaged in school activities. I understand that these photographs may be used for class projects, newspaper, or other appropriate publication.

Signature of Parent /Guardian _____

Print Name of Parent/Guardian _____

Date _____