



Notre Dame School Welcome Guide!

A Quick-Start Guide for New Families

Welcome to Notre Dame! We are excited for you to join our school family!

The information below is intended to serve as a Quick-Start guide and help with common questions.

Where to Find Answers to your Questions:

Reach out to us directly!

- Telephone: 630-323-1642
- School Visit: 66 Norfolk Avenue, Clarendon Hills, IL, 60514
- Our Office Hours: 7:00a-3:00p (but voice-mail is available so call anytime to leave message!)
- Ask for our VIPs, including:
 - School Secretary: Mrs. Meg Collins schooloffice@notredameparish.org
 - School Principal: Ms. Mary Ann Feeney school@notredameparish.org
 - Pastor: Reverend David Medow
 - School Board President: Mr. Kevin Killeen
 - PTG President: Mrs. Helena Lambke
 - Your child's teacher
 - Your family mentor, neighbor, other school parents...we've all been new to ND & are happy to help with any questions or concerns! ☐

Go on-line to look at our resources!

- Our Website: www.ndschoolch.org includes information on the main page (keep scrolling down), and in its Parents section (where you will find the link to access your School Speak account).
- School Speak: <http://www.schoolspeak.com/CompanyV4/default.aspx> School Speak is a login/password protected website that serves as a portal for Notre Dame Announcements, handbooks, calendars, grades, and class information for your student. You will receive emails from it on Fridays with updated information. If you have questions regarding your login & password, please call the school right away as it is necessary to access School Speak!

Important Dates for Summer & August:

Summer (all dates): Summer Reading & Math Packets, and School Supplies, Uniforms & Forms

- Summer Reading lists for K-8th grades can be found on our school website ([ndschoolch.org](http://www.ndschoolch.org)) by going into Parents section and logging into School Speak with your login & password. It is under Announcements. Grades 1-3 also have summer reading logs.
- Any Math Packets that need to be completed will also be in School Speak under your child's grade specific information.
- School supply lists per grade can be found on the website by going into the Parents section and logging into School Speak. It is under Announcements. Please note the specific brand names for the items required are just suggestions, but any brand can be used.
- Uniform requirements can be found in the website by going into the Parents section (it is right there labeled School Handbook, you do not need to go into School Speak).
- Details on any forms required for your child's specific grade can be found in the School Handbook (under the Parents section on the website), with the forms being available for download in School Speak under Announcements.

Tuesday, August 8: Uniform Give Away (all Grades)

- Time/Place: 10:00am -12:00pm in ND O'Keefe Room
- What it is: Gently-used uniforms, including gym cloths, are made available on a first-come, first-serve basis. There are a few of these each year, with the next one on Get Ready Day (8/21)!

Monday, August 21: Get Ready Day (PK-8th Grades)

- Time/Place: 9:30am -11:00am (come anytime, plan on staying 30-45 minutes) in your child's classroom (if you have more than one child, you just do one at a time, no problem!).
- What it is: On this day, the children set-up their desks & supplies in their classroom. The parent or caregiver works with their child in the classroom to meet the teacher, find the child's desk, and prep supplies per teacher instruction (labels, etc.). This day is very important to get your child off to an organized start, and is super fun as children meet/see other classmates, the teachers, their new classrooms, etc.!
- Heads Up! If you ordered supplies via the school, they will be available this day in your child's room. If you are bringing your own supplies per the lists found on School Speak, please bring them on this day. If you cannot make this day, please call the school office to discuss. Younger non-school age siblings are welcome although you will need to help your ND child in a hands-on way.

Monday, August 21: New Family Welcome Reception (all new family parents)

- Time/Place: 6:30pm – 7:30pm in ND O'Keefe Room
- What it is: An evening event for you to meet other new school families and veteran Notre Dame families. You will hear from Ms. Feeney, Fr. David, members of the School Board, the PTG, and the TEF. Many questions will be answered regarding school at Notre Dame.
- Heads-Up! This night is ideally for adults, and is a nice welcome to the school! It is a highly recommended event as many important pieces of school life are discussed.

Tuesday, August 22: Parent and Tot Get-Together (PS3, PK, and K families only)

- Time/Place: 9:30am –11:00am at Prospect Park Pavilion in Clarendon Hills.
- What it is: An event for parents, children entering PS3, PK and K and teachers to meet and greet-a fun way to kick off the school year!
- Heads-Up! No need for big snacks, and younger siblings are of course welcome to attend with their parent.

Tuesday, August 22: First Day of School for 1st - 8th Grades!

- Time/Place: Please see below for all details. Children can start arriving for line-up on school piazza by 8:00am, with Ms. Feeney's 'whistle' □ calling teachers to walk the students into school at 8:05 am. Children will be dismissed at 2:45pm on the school piazza.
- Heads-up! Sometimes Ms. Feeney calls students into school a bit earlier than 8:10, but no worries! If your child arrives to school after their class has gone in, they can simply walk into school and go to their classroom. No child will be marked tardy until after 8:15a.

Wednesday, August 23: First Half-Day of School for Kindergarten (Half Day only):

- Time/Place: Please see below for all details. Children can start arriving for line-up on school piazza by 8:00am, with Ms. Feeney's 'whistle' □ calling teachers to walk the students into school at 8:05am. Children will be dismissed at 11:20am on the school piazza.
- Heads-up! Sometimes Ms. Feeney calls students into school a bit earlier than 8:10, but no worries! If your child arrives to school after their class has gone in, they can simply walk into school and go to their classroom. No child will be marked tardy until after 8:15a.

Back to School Nights:

- Time/Place: In each grade's homeroom,
 - August 23 for 1st-3rd grades-
 - 6:30 Gr. 1
 - 7:00 Gr. 2
 - 7:30 Gr. 3
 - August 30 for PS3, PK & K
 - 6:30 PS3
 - 7:00 PK
 - 7:30 K

- September 6 for 4th-8th grades-
 - 6:30 –8:00 (a detailed schedule will be communicated closer to this night)
- What it is: These nights are a very important time for parents to meet the teachers and learn about the curriculum & expectations for the year. These events are for parent(s) and caregivers only.

Thursday, August 24: Kindergarten First Full Day of School

- Time/Place: Same as Full Day for 1st-8th Grades (See Below for all details □).

Monday, August 28: Pre K begins modified day

- Parent and child meet with the teacher for an hour at designated time sent to you. Regular days begin on Tuesday.

Tuesday, August 29: Pre School for 3's begins modified day

- Parent and child meet with the teacher for an hour at designated time sent to you. Regular days begin on Wednesday.

Thursday, August 31: PS3, PK, K & 1st Grade Family Social (PS3, PK, K & 1st Grade families only)

- Time/Place: 6:00pm – 7:30pm at Prospect Park Pavilion in Clarendon Hills.
- What is it: This event is an evening social for families of PS3, PK, K & 1st grade to meet & play at the park! All parents, caregivers and children (& siblings) are welcome. Details will be provided via email closer to this event.

Important School Information:

ND has all important information on our school website (ndschoollch.org). It has the School Calendar, School Handbook and your parent access to School Speak (our main announcement & communication tool). The info below is intended as a quick-start guide, so please read all full details on the website!

School Calendar:

- The School Calendar can be found on our website (ndschoollch.org)! A weekly & monthly view can be found on the main page (scroll down to Calendar section), and the full year page (for easy planning) can be found by logging into School Speak and looking at Announcements.
- Our calendar includes all dates for holidays, breaks, full days off, early dismissal days and school events.

School Handbook Info (Drop Off & Pick Up, Uniforms, Discipline, etc.)

- The School Handbook can be found on our website (ndschoollch.org) in the Parents section. It includes ALL your most important information on the school's daily schedule, drop off & pick-up routines, uniform rules, school discipline policies and more! Please, please, please read it cover to cover as it will answer many, if not all, of your questions. The information below is intended as a quick start reference, and does not replace the Handbook.

Monthly Newsletter:

- Each month the school publishes a Monthly Newsletter. This newsletter will be available on School Speak the last Wednesday of every month. The September Newsletter will be posted on Wednesday, August 30th. You will find news, photos and important information about the coming month.

Wednesday Envelope

- Notre Dame School uses a family envelope system for hard copy communiqué every Wednesday. Parents please remove all correspondence, sign and date the front of the envelope and return the empty envelope to school the next school day. Please do not return forms in the family envelope.

Daily Schedule:

- School starts at 8:10am, & ends at 2:45pm. Lunch is from 11:30am-12:00pm on Monday-Thursday, and 11:40am-12:10pm on Friday. Each grade has a separate daily schedule for their academic and special subjects (teachers discuss this at Back to School night).

Drop Off & Pick-Up Procedures:

- Drop-Off in Morning: Children can begin lining up in the school piazza at 8:00am, with teachers coming to bring their classes into school when Ms. Feeney blows her whistle at 8:05am. Please note, sometimes Ms. Feeney calls the school in a bit prior to 8:10am start for various reasons, but do not worry! If your child's class has already gone in, your child can simply walk into school themselves and go to their classroom. They will not be marked tardy until after 8:15am. If your child does arrive after 8:15am, they simply must check in with Mrs. Collins prior to going to their class. 1st-8th graders do not need to be walked into school if tardy-they will know the way (PS3, PK, & K parents use your judgement of course!).
- Drop-Off Parking Lot Procedure: Please take a few minutes to learn the procedures as detailed via maps in the Handbook. Please follow the rules carefully for the SAFETY of all the children. As a quick-start overview, please drive through parking lot per map, pull your car forward to the drop off points, and your child will exit the car by themselves on the school side (right side). Children then walk past safety cones to their class lines. If you want to/need to walk your child to the piazza, please park in the lot, and walk with them to the cross-walk and follow the crossing guard's directions. DO NOT let your children walk through the parking lot unattended. And DO NOT let your children out of the car on Norfolk or Chicago Avenue. Safety is our number one priority.
- Drop-Off via Bus & Bike Riding details can be found in the Handbook.
- Pick-Up in Afternoon: Teachers walk students out to piazza at 2:45pm. Parents & caregivers of children in PK-4th grade need to make contact with the teacher before the child can go home (just an extra safety measure), while students in 5th-8th grade can leave school once released.
- Pick-Up Parking Lot Procedures: All parents must park their car in the parking lot stadium-style (all pulled forward into spots so no-one is backing out), and walk to piazza to pick up their child. Please do not park along Norfolk or Chicago, but come into lot. Please walk with your children to your car, holding hands depending on age. Safety first!
- Pick-Up via Bus & Bike Riding details can be found in Handbook.
- Pick-Up via friend, relative, etc.: If you are having your child go home with a friend, or be picked up by someone other than a parent, parents MUST write an email to schooloffice@notredameparish.com (the school secretary) or send a note to the teacher with the details.

Absences:

- If your child is going to be absent from school, or tardy, please send an email to Mrs. Meg Collins at schooloffice@notredameparish.org prior to 8:00am, or call her at 630-323-1642 (please just leave a voice-mail if you get the answering message...sometimes there are multiple calls!).

Uniforms:

- Please see the School Handbook for all uniform details. If questions, no worries! Just call your mentor family, or the school at any time. We are happy to help! ☐

Other Topics you might have Questions About (a collection of FAQs about ND!):

ND is a vibrant school with an enthusiastic community - there are always fun things going on, new ideas being explored and traditions being lovingly kept. Below are some things we are working on for this school year. Information will be sent home in the teachers' weekly newsletters, the Friday School Speak emails, and notes coming home from school. You can always call the school or your mentor family with questions! ☐

- Events & Fundraisers: Events & fundraisers are done through the Teachers Endowment Fund (TEF), the Parents Teachers Guild (PTG), and the Student Council. A few big ones:
 - TEF events include the Parent Back-to-School Cocktail party (a party for parents at the beginning of the school year with proceeds going directly to the fund...a fun night!), and the Fun Run (an in-school fun run event the children do to raise money for the fund....a school favorite!).
 - PTG events include the Book Fair in October, a new Trunk or Treat event (a Halloween party where kids dress up and get treats from parents manning their decorated car trunks), the Christmas Teacher's luncheon, the Italian Dinner in the gym for the entire parish, Parent Nights Out (progressive dinner, bowling, etc.), the Spring Fashion Show (our biggest PTG fundraiser), Candy Sales, and more!
 - Student Council plans events like out-of-uniform days, can collections, Pack the Place school pep night, 5th-8th grade Sock-Hop and other events to help the needy and build school community!
 - Please note, before working with students in the classroom, or in school-sponsored activities, all parents must take the Protecting God's Children Class. Classes can be found at https://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=17156&theme=0 or call the school office for questions.
 - There are also ways to get involved in the ND Parish, including volunteer opportunities, Choir, Women's Prayer groups, the Men's Club (many of our School Dad's love this club!)
- Faith Based Events: There are lots of fun and moving ways students explore their faith and build our community!
 - Weekly Mass: Grades 1-8 attend school mass every Friday at 8:45am, with the different grades each planning and running a few masses per year. Teachers will communicate dates and student involvement, but please join us each week.
 - Faith Families: Faith families are small groups of students & teachers (mixed up from all grades) who get together during school a few times per year to do a faith based fun activity!
 - Living Stations of the Cross: Each year, the 8th grade students perform the Stations of the Cross in a solemn and moving performance open to the entire community at the end of Lent.
 - Living Rosary: The 5th-8th grade students form a full Rosary in the church. Each student leads the congregation as one of the beads from the Rosary.
- Other School opportunities for fun: birthdays (which are celebrated for PS3 - 1st grade in-school by a parent or caregiver coming to read a book &/or donating it to the class), the Mother-Son & Father-Daughter Dances, the School Play, the Christmas & Spring music concerts, Band Concerts, the Talent Show, 5th-8th grade sports games/meets (volleyball, basketball, cross-country & track when in-season...cheer on the teams!).

We hope this Quick-Start Welcome Guide gives you some good information to get you started at Notre Dame School! We are so excited you are joining our community and Welcome! ☐