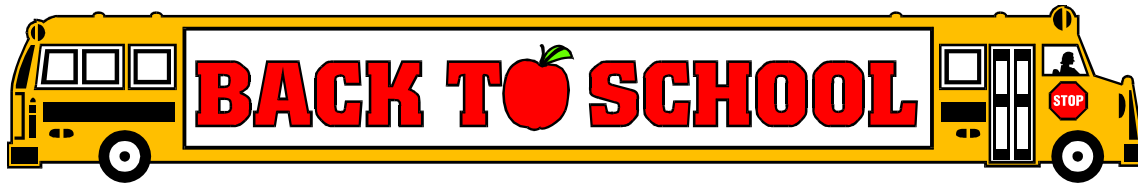


- WELCOME -



ORIENTATION

Website - Please check the BKCS website at www.bishopkelleylapeer.org for general information and updates. Also, like us on FaceBook for reminders, school closings, events, pictures and other fun items. Please check your email often, as updates and important information will be emailed to parents. This will ensure that information is received promptly and will conserve our natural resources. An additional mode of communication we will use this year is the "Remind App". More information to follow.

School Day – The tardy and prayer bell will ring at 8:30 a.m. Students may enter the school at 8:20 a.m. Doors will not be unlocked until 8:20 a.m. Any student arriving between 8:10-8:20 a.m. must wait in the parking lot behind the school or with a parent in the school foyer. Students should be in the classroom ready for the day by 8:30 a.m.

Dismissal will begin at 3:35 p.m. Please be prompt in picking up your child. Students are not allowed to wait after school unsupervised or to wait for a sibling participating in an activity. *Students not picked up by 3:40 will be sent to After School Care and all charges will apply.*

Before & After School Care is available on a daily basis for students in Kindergarten - 8th grade. Registration fee: \$30 per family. Half-hour or less will be \$5 per child. Hourly rates are \$6/hour for the first child, \$5/hour for the second child, \$4/hour for each additional child. *Before School Care has been added this year starting at 7:00am.* After School Care hours are 3:35-6:00 p.m. If you have any questions please contact Audrey Nutt at 664-5011 ext. 5 or anutt@bishopkelleylapeer.org. Open registration will begin on August 22nd at Orientation.

Security System - In order to enter the school during school hours you will need to enter at the main entrance, push a buzzer, speak to whoever is in the office and they will release the door buzzer to let you in. We still ask that all visitors stop in the school office to get a pass before proceeding to the rest of the school. We have a new security camera located outside the main door entrance so we can now see who is entering our building. Our goal is to purchase more cameras to have at all entrances of the building. There is a screen in the school office where they are monitored.

Preschool parents will be allowed to drop off and pick up their child without a pass. 4-Year-Old-Preschool will enter at 8:20 a.m. when main doors are unlocked. *All other times - doors will be unlocked 5 minutes before drop-off and pick-up by the teacher or aide.* We ask parents to wait in the foyer by the gym until that time. It is our hope that these extra safety measures will keep our children as safe as possible.

Arrival – Buses arrive on and depart from St. Joseph Drive (between Church and School). Bus students will enter through the East doors. Other students enter school through the North doors. Parents dropping off students may do so on Church Street. **Please do not park – drop off child and keep moving.** Parents dropping off students and entering building – please park behind the church. *Please do not use the area between the Church and School. This area needs to be kept open for buses, emergencies and for the safety of the students.*

We welcome you to walk your young student to their classroom. Please let them put their things away themselves and start seatwork promptly as it fosters independence. **Parents wishing to speak with a teacher in the morning should call the office or email the teacher to make an appointment, as the teachers must be attentive to the students' needs.**

Dismissal - Bus riders will be dismissed first through the South doors (by Religious Ed. Dept.) Walkers/Car Riders will then be dismissed and exit through the East doors. Students who are car riders in grades K-3 will be picked up in the gym at their designated area. Please look for the grade sign on the wall to know where to pick up your child and exit through the small East door in the gym. Grades 4-8 will walk over to the church parking lot. Please use the crosswalks. Parents coming into the school to pick up their children are asked to wait in the gym and not in the foyer. We need to keep this area open for safety purposes.

Visitor Passes – The safety of our students is important. All visitors (anyone who is not a BKCS student or staff member) must report to the school office and obtain a visitors pass. With everyone (visitors, faculty and staff) wearing a badge it will be easier to teach the children how to identify and report strangers.

Policy Book - The BKCS Student Policy Book is available online. To conserve paper we will no longer send home a hard copy. **Please read through it carefully, sign and return the Parent Signature Page (enclosed).** There has been a change to the Student Policy Book:

- **Page 2 - Staff Page**
- **Page 27 - Uniform Code**- Black socks have been added.

I.C.H.A.T.'Protecting Gods Children' Workshop – All parents who volunteer in the school, coach or chaperone field trips are required by the Archdiocese of Detroit to have their background checked by the I.C.H.A.T. (Internet Criminal History Access Tool) AND attend a "Protecting God's Children" Workshop. To attend a "Protecting God's Children" Workshop, please go to www.virtus.org, click on "Registration", there you will be able to view a list of sessions. We are in the Detroit Archdiocese. **There is one coming up that is close by:**

St. Cornelius Catholic Church, Dryden – September 13th, 6:00-9:00pm

Student Insurance – Student Insurance is available for a minimal price. Please go to www.sas-mn.com for more information and to apply.

Crisis Management Calling Tree – We will be putting together the new “calling list”. **If you would like to be a “team leader”, please send in a note, email or call the office by Sept. 7th.** As a team leader, you would receive a list of parents (10-15 families) home, work and cell phone numbers. If an emergency arose and/or we had to exit the building, a staff member would call each team leader and they would in turn call parents and let them know where to pick their children up. We hope we never have to use this, but it is best to be prepared.

Directory/Auth. to Use Student Images – Once again we will be publishing the Bishop Kelley Catholic School Directory. This Directory is intended solely for the personal use of our Bishop Kelley families. Please do not use this information for business purposes. **A signed release form must be on file. See enclosed “Authorization to Use Student Images” form.**

Emergency Cards – If there has been a change of address, email address, telephone number, or cell phone number, please let the office know.

Beacon/Newsletter – The weekly “Beacon” will be emailed on Friday's. The purpose of the “Beacon” is to simply inform you of the upcoming week’s events.

At the end of each month the Newsletter & Calendar will be emailed. This publication is intended to be more informational. All articles to be published are to be submitted to the Principal for approval by Tuesday morning.

Tuition Statements will be sent home at the end of each month in the Monthly Envelope.

The Beacon, Newsletter, & Calendar will be sent out directly to your email address. Please make sure the office has your correct email address. See enclosed Email Address form.

Immunizations – All students entering Kindergarten, 7th grade or attending Bishop Kelley for the first time, must have their immunizations up-to-date by the first day of school. Waivers must be stamped and signed at the Lapeer Co. Health Department. Please bring in your child’s immunization record or waiver form to the office no later than Friday, September 7th.

Hot Lunch – Lunch slips will be sent home on Wednesday of each week and must be turned in on Friday by 11:00 a.m. This program is intended to be a service to parents and not a well-balanced nutritious lunch. ***The hot lunch program will begin on Tues., September 4th.*** Lunch times have changed this year.

4th-8th Grade at 11:20am-12:00pm
K-3rd Grade at 12:05pm-12:45pm

Milk Program – Children from households whose incomes are at or below the levels shown below are eligible for free milk. Please contact the office for a form if your child is eligible.

Household size	Yearly	Monthly	Weekly
1	22,459	1,872	432
2	30,451	2,538	586
3	38,443	3,204	740
4	46,435	3,870	893
5	54,427	4,536	1,047
6	62,419	5,202	1,201
7	70,411	5,868	1,355
8	78,403	6,534	1,508
Each additional	7,992	666	154

Milk for Sept/Oct will begin Tues., Sept.4th. If you are paying by check, please write separate checks for hot lunch and milk orders.

Concussion Awareness – A Concussion Awareness form must be signed and returned for each new student before they will be allowed to participate in any sport, practice or physical education class.

PTG (Parent/Teacher Guild) - You can make a difference! Join our PTG!! If you are interested in being a part of the PTG please contact Beckie Hoppe, PTG President, at 810-813-1354 or blhoppe@med.umich.edu. **Please take a few moments and fill out the enclosed PTG Raider Hours Volunteer Form and return it by Friday, September 7th.** For more information, please

see the Raider Hours Policy in the BKCS Policy Book. If you have headed an event in the past and are willing to continue, please put your name in the spot as well. It is a great way to make friends and have fun while helping the school. We are so appreciative of all you do for our children and the school.

Box Tops for Education – Please collect your “Box Tops for Education.” The school receives 10 cents for each one. We will be having a contest in September to see which class can bring in the most box tops.

Pesticide Application – As required by Michigan Department of Agriculture and as part of Bishop Kelley Catholic School’s pest management program, pesticides are occasionally applied after school. If you have any questions regarding this matter, please contact the office.



We would like to thank Teresa Garcia and Heather Powers, our custodial staff, for their hard work over the summer. The classrooms are so clean and bright. Our Building Manager, Rip Beam, maintenance staff, Fred Green and Evan Green, have also worked very hard fixing and painting the school building. We get many compliments on the condition and cleanliness of the school and it is due to their efforts.

**If you begin right, you will end right.
If you plant good seeds, good things will grow...
If you begin with God, you are likely to end with God.**

Bishop Francis Clement Kelley