



St. Philip Neri  
Office: 718-365-8806 Fax: 718.365.1482

September 4<sup>th</sup>, 2020

Dear Parents/Guardians:

I hope time was also taken out for some rest and relaxation, as well as preparing yourself physically, mentally, and most of all spiritually for the upcoming school year.

This year we have made a few adjustments in order to accommodate social distancing but also to ensure students and faculty are staying safe during their time in the school building. Some of the things we have done to meet NYS regulations, DOH regulations and Archdiocesan policies are the following:

When students and staff enters in the morning they will be required to submit a CoVid-19 health check form as well as have their temperature checked daily. Trained health and safety aides were hired to help monitor temperature /health check, as well as sanitize frequently used areas of the building. We installed automatic hand sanitizing dispensers to the entrance of every classroom, we installed automatic soap and paper towel dispensers as well to all restrooms, we have laid down social distance circles in every hallway to indicate 6ft standing is required and will be a guiding tools for your children. Every classroom was setup to also allow for social distancing. Students will be sitting every other seat which allows for 6 ft distancing. A disinfectant company has been contracted with our school and we will have someone here sanitizing every day Monday through Friday during the day and at the end of the day.

We have , and a few new faces within our school community as well. Even though there are changes taking place around our school community, I encourage each and every one of you to work together with the administration, faculty, and our children to help make our school year a successful one. Please make sure you sign up for Class Tag, to see your child's homework and to keep up with important messages:

<https://school.stphilipneribronx.org/class-tag-parent-sign-up>

## Important reminders

**Important documents:** please be certain that all necessary documents are submitted on the first day of school (*Have your child's name and grade on documents and hand in at temperature check station*) or please send in an email to: [marmenta@stphilipneribronx.org](mailto:marmenta@stphilipneribronx.org)

**Tuition:** the first tuition payment was due to Smart tuition by August 20. Friendly tips: If you are mailing this payment you are strongly encouraged to send it at least 7 to 10 days before the due date in order to be sure it arrives on time this will help you avoid the \$40 late fee. If you are having the payment withdrawn directly from your account be sure to maintain sufficient funds in order to avoid the \$25 penalty for insufficient funds and a late fee of \$40. These fees cannot be waived.

***All outstanding balances must be paid in full before the first week of school.***

***Your child will not be able to begin if there is an outstanding balance.***

**Please contact Ms. Grace for any questions regarding tuition.**

**Summer Reading:** all students in grades K-8, received a summer reading assignments. These assignments are due the 1<sup>st</sup> week of school, not unless a later deadline was given by your child's teacher. The summer reading assignments will count as the first grade in reading assignments please make sure your child completed their summer work.

**School uniforms:** all students entering Pre- K 3, Kindergarten and all new students in grades 1 to 8 are required to purchase the school uniform at LuDel's. A LuDel's order form was included in registration packets. Contact us if you need an order form. Uniforms have been updated for the new school year. Please do not wait to pick up your child's uniform the last two weeks of August, it is extremely busy during that time.

### **General Appearance Guidelines:**

~ **Boys 1<sup>st</sup> -8<sup>th</sup>:** Pants must be worn at the waist and must wear a belt. Boys must wear their uniform shirt tucked inside their pants waistband.

~**Girls/Boys:** Students must be neatly groomed at all times. Hairstyles should be neat and clean at all times; *hair must remain natural color*. Hair must not impede the student's vision. Boys hair length may not exceed the collar.

~Non-uniform undergarments, such as graphic t-shirts, winter layering garments, etc., should not be noticeable to the casual eye. The shirts worn under uniforms should be a plain white so it blends under the uniform.

- ~**PreK 3, Kindergarten – 8<sup>th</sup> grade:** Students must wear the appropriate gym uniform with St. Philip Neri's logo on it, anything other than the school uniform is unacceptable.
- ~Students should not wear expensive or sentimental jewelry to the school. Students may wear 1 bracelet and/ or 1 ring. Only one pair of stud earrings or small hoop earrings (no bigger than a penny) may be worn by girls, no dangling style earring are permitted. Boys may not wear earrings.
- ~Cosmetics, including nail polish and lip-gloss, are not permitted.
- ~Students may not wear hats inside the school building.
- ~appropriate school shoes must be worn, *flats are not allowed. Black sneakers cannot be worn as a school shoes. Hush Puppies, Mary Janes, Oxfords are acceptable*
- ~Boots may be worn to school in inclement weather, but must be changed to appropriate school shoes upon arrival at school, no exceptions.
- ~School polos may be worn until November 2<sup>nd</sup>.

### **First Days of School:**

~The **First Day of School is Wednesday, September 9<sup>th</sup>, 2020**. It will be an early dismissal for students in Grades PreK3 through 8<sup>th</sup>. **Pre-K 3 will dismiss at 11:00 am.**

### **Staggered Dismissal for Wednesday 9/9<sup>th</sup>:**

Kindergarten to 2<sup>nd</sup>: dismissal will be 11:40 am

3<sup>rd</sup> to 5<sup>th</sup> grade: dismissal will be 11:50 am

6<sup>th</sup> to 8<sup>th</sup> grade: dismissal will be 12:00 pm

~Arrival on the **First Day of School September 9<sup>th</sup>** : **We updated the arrival for Pre-K 3 and UPK 4.** Your child's teacher will meet in the school yard. You will need to complete the health form in advance and have their temperature checked for safety purposes. Dismissal will occur the same way.

~ **UPK 4** will also begin on **Wednesday, September 9<sup>th</sup>, 2020**. A separate letter was sent out to families. Email or call Mrs. Hearse with any questions or concerns [mhearse@stphilippneribronx.org](mailto:mhearse@stphilippneribronx.org).

### **Arrival for Kindergarten through 8<sup>th</sup> will be as follows for Wednesday, September 9<sup>th</sup>:**

If your child was assigned Cohort A, they will be attending on this day. Students who were assigned full day should also come on this day. Please arrive **NO EARLIER** than 7:45 am. They must be wearing a mask and socially distance while waiting to enter. Students will be admitted beginning at 7:50am and will have their temperature taken. Please make sure you complete the health form in advance.

**Second Day of School for Pre-Kindergarten 3 only:**

**Thursday –September 10<sup>th</sup>, 2020**

**Children will have class from 8:00 and dismissed at 11 am.** Your child's teacher will meet in the school yard. You will need to complete the health form in advance and have their temperature checked for safety purposes. Dismissal will occur the same way.

\*\*Please make sure you have their favorite toy, a picture of you and your child, and a change of clothes in their book bags. This will help them transition into school. You will be receiving a call through zoom on Tuesday to meet your child's teacher.

\*\* Lunch Program begins for grades PreK 3 to 8<sup>th</sup> on the September 9<sup>th</sup>

**Second Day of Thursday, September 10th for Kindergarten to 8<sup>th</sup> :**

If your child was assigned Cohort B, they will be attending on this day. Students who were assigned full day should also come on this day. Please arrive NO EARLIER than 7:45 am. They must be wearing a mask and socially distance while waiting to enter. Students will be admitted beginning at 7:50am and will have their temperature taken. Please make sure you complete the health form in advance.

**Staggered Dismissal for Thursday 9/10<sup>th</sup>:**

Kindergarten to 2<sup>nd</sup>: dismissal will be 11:40 am

3<sup>rd</sup> to 5<sup>th</sup> grade: dismissal will be 11:50 am

6<sup>th</sup> to 8<sup>th</sup> grade: dismissal will be 12:00 pm

**Full Remote Students:**

Children who are attending remotely, will have an opportunity to pick up their learning material from 1 to 3pm, or Friday September 11<sup>th</sup> from 9 am to 1 pm. Students participating on remote must log in at their assigned time to join their class live. Uniform shirt must be worn. All children must be live with the video on. A child not logged in at the designated time will be considered absent. If you are having wifi issues, please notify your child's teacher and school office immediately.

**Learning Platforms:**

Grades K through 8, will be using Google Classroom for Grades K to 8<sup>th</sup>. A user is being created for your child if they are new to the school or did not use Google Classroom last year. This will be available for pick up for any child going full remote from Grades K -8<sup>th</sup> when picking up their learning material from 1 to 3pm, or Friday September 11<sup>th</sup> from 9 am to 1 pm.

Prek 3 and UPK 4 will be using Class Tag and SeeSaw. Your child's teacher will email you once you have signed up for Class Tag:

<https://school.stphilipneribronx.org/class-tag-parent-sign-up>

~**Art, Music, and Gym Classes:** These special classes will begin the week of September 14th. Students will have their gym schedules posted on Class Tag once it is finalized.

### **Financial Responsibility:**

If you have an outstanding balance from the previous school year, your child will not be able to begin classes until the balance is satisfied. Please contact Ms. Grace Otieno to settle your balance before the school year begins. *\*All outstanding balances must be paid in full before the first week of school. Your child will not be able to begin if there is an outstanding balance.\**

### **Immunizations/ Physicals:**

**Physicals:** All students must have on record evidence of a completed immunizations. All new students must show proof of having received a complete medical evaluation within the previous 12 months. **All documents must be sign by your child's physician and dated in order to be accepted by the Dept. of Health.** *All students are required to have an updated physical on file.* Please bring in all updated physicals and immunization as soon as possible.

It is also important to note the immunizations that all students must receive annually. If a student does not meet the guidelines [linked here](#) for their grade after the first 14 days of school, the principal must by law, exclude the student until they have proof of such immunization. We have been informed by the State Department of Health this applies to students who are in school and who are attending remotely. We strongly encourage all students receive their flu shot as soon as possible during the month of September.

More than ever, the health of our schools and the greater community are primary, and we are grateful for your partnering with us to maintain a safe environment in which to pray, learn and grow.

### **IESP Forms:**

If your child has an IESP for services SETSS , you will need to submit your P4 form to Ms. Charolette Snyder at : [fivefarms@netscape.net](mailto:fivefarms@netscape.net)

If your child needs speech you will need to submit an RSA form to Ms. Nancy Swartz at: [nswartz88@gmail.com](mailto:nswartz88@gmail.com)

*Services will take place virtually. Please reach out to our providers as soon as possible.*

### **504 Forms:**

504 Forms must be completed and submitted by the parent as required by the school nurse. If a student needs any kind of medication during the school day, it is the parent/guardian's responsibility to bring the medication to the school nurse (or school office in the absence of a nurse) and kept there. A written statement from the child's doctor requesting administration of the medication in school as ordered by the licensed prescriber is required.

### **Communication Folders**

~Newsletters will be posted every Thursday on the school website: [schools.stphilipneribronx.org](http://schools.stphilipneribronx.org)  
In the communication folder (found under the tab school updates) you will find a weekly newsletter, updating you on special events taking place in the school, as well as important reminders, and an updated calendar for each month, etc. It is important that we keep an open communication between all parents and the school.

**We are looking forward to seeing you and your children in September. May God bless you and watch over you always.**

**Sincerely,**

Mrs. A. Beebe, Principal  
Mrs. M. Armenta, Administrative Assistant

Mrs. M. Hearse, Early Childhood Director  
Ms. G. Otieno, Financial Administrative Assistant