Dear Parents,

We, the faculty and staff of St. Mary PSR, welcome you to a new school year! We are looking forward to working with you, the primary educators of faith, in helping your children “grow in wisdom, age and grace,” as they learn more about what it means to live as a Catholic Christian each day of their lives. Children learn best through your example. Please extend their weekly lessons by praying with them as well as attending mass and receiving the sacraments regularly.

The following points will provide you with helpful information this year.

1. Faculty for 2019-2020
   Grade 1A/1B Ms. Bittner and Mr. Sandy
   Grade 5A Mr. Dickson
   Grade 5B Miss Guzik
   Grade 2A Miss Kissel
   Grade 6A Mrs. Verlei
   Grade 6B Mrs. Leachko
   Grade 3A Mr. Matias
   Grade 7A/7B Mr. Verlei/Mrs. Gallo
   Grade 3B Mrs. Coughlin
   Grade 4A Mrs. Petersen
   Grade 8A Mrs. Mangan
   Grade 4B Mrs. Janosik
   Grade 8B Mrs. Littell

2. Calendar and Handbook
   The calendar and handbook are available on the St. Mary’s Website at https://stmaryavon.org/psr. Please check the website regularly for updates on PSR!

3. Attendance
   Class sessions for Grades 5-8 meet from 6:30-7:30 PM Mondays.
   Class sessions for Grades 1-4 meet from 6:30-7:45 PM Tuesdays.
   Please be prompt in bringing/picking up your child. Students are expected to be in attendance for the full session. Tardiness interrupts learning. Please report absences On Mondays and Tuesdays by emailing cbrooks@stmaryavon.org or handwritten note. Please do not call the school or parish office.

4. Drop-off and Pick-up on Monday and Tuesday
   Enter St. Mary’s parking lot from Detroit Road via Church Street (adjacent to Buck’s Hardware.)
   Exit through the driveway to Stoney Ridge Rd. For the safety of your children, do not enter from Stoney Ridge Rd. at any time during drop-off or pick-up. Students should enter the
building through the door opposite the Church. **Do not use the Parish Center doors at any time during PSR classes.**

**Monday evening**-students can be picked up at the door nearest the school hall. Drive your vehicle to this door. One of our staff will ask your name. Your child will be called and dismissed to your vehicle. **Tuesday evening**-parents must park vehicles behind the Church and come into St. Mary Hall to pick up students. Your children will be waiting for you.

5. **Early Dismissal of Children**
   When it is necessary for your child to be dismissed from class early, the child should bring a note from you to the Office before class begins or send an email to Mrs. Brooks at cbrooks@stmaryavon.org. The note should state the fact that 1) you wish the child to leave early, 2) the time the child will leave, 3) name and phone number of the person picking up the child, 4) your signature. When you or the designated person arrives to pick up your child come to the Door 1, knock or call the Office 440-934-6246. You will be admitted by a Staff member. Proceed directly to the Office where proper identification may be requested. Do not proceed to your child’s classroom. A Staff member will bring your child to the Office to meet you. If a child tells us that she/he is to leave early and does not have a note, we will call the emergency number you provided. If we are unable to reach you, we will not release your child until we hear from you. This is out of the concern for the safety of our children.

6. **Music at PSR**
   Music will become a part of Tuesday night classes! Students will arrive normally and head to their classrooms. After attendance and prayer, weather permitting, students will head to the Church with Mrs. Nelson, Music Director at St. Mary’s. We hope to encourage students to participate in mass by singing and possibly join the children's choir with Mrs. Nelson.

7. **Helpful Suggestions**
   Please have your child use the restroom before coming to class. This will allow your child to be present in class for the entire session. We discourage the wearing of flip-flops, sandals, clogs, crosks or moccasins since floors and step surfaces can be unsafe especially when wet.

8. **Volunteers Needed**
   We are still in need of a second 7th grade teacher and aides to help in various classes. Adults, high school students or confirmation candidates interested in serving in this way please contact me as soon as possible. Thank you for your consideration!

If you have any questions or concerns, please refer to the Parent/Student Handbook or email me at cbrooks@stmaryavon.org. We look forward to working with you and your children in achieving a spiritually rewarding school year! God bless you and your family!

Sincerely,
Mrs. Christine Brooks