

St. Edward the Confessor School
2 Teibrook Avenue, Syosset, NY 11791
www.stedwardconfessor.org.



FAQ



Frequently Asked Questions

This document is designed to answer some of the most common questions about our school. During pandemic times, we have made some adjustments. You will see an asterisk at the beginning of some questions which have a pandemic-specific answer.

BASICS & COMMUNICATION:

What grades does St. Edward the Confessor School offer?

St. Edward's offers three tiers of education: Early Childhood, for students in Nursery and Pre-K (turning 3 and 4 by Dec. 1st of the current school year), Elementary School (Kindergarten - 4th grade), and Middle School (5th, 6th, 7th, and 8th).

***Where can I find additional information about the school?** We are frequently updating our website, www.stedwardconfessor.org, with relevant information for current and prospective families. The main menu includes tabs on Admissions, Calendar, Academics (class pages), and Parents (services, resources, PASE). As we move toward becoming more environmentally friendly, look for all announcements and notices to be placed on the website.

*Pandemic adjustment: There is also a COVID-19 section on our website.

Does the school have a Facebook page? Yes, news, reminders about upcoming events, and alumni updates are posted frequently during the school year. Like us at www.facebook.com/Stedwardconfess.

Does the school have any special accreditation?

Yes, St. Edward's Cognia-Advance-Ed

Who are the school's administrators and how do I contact them?

Mr. Vincent Albrecht – Principal – 516-921-7767 – valbrecht@stedwardconfessor.org

Ms. Taylor Moran – Administrative Assistant – 516-921-7767 – tmoran@stedwardconfessor.org

What are the best phone numbers to reach the administration, health office, and main office?

The school's main number is 516-921-7767. You can reach all other offices by dialing that number and following the prompts.

What is the best way to contact a teacher or an administrator? Communicate however you are most comfortable. You can contact both teachers and the administration via e-mail or call the main office and leave a message. Also, you are welcome to write a note and send it to school with your child. Some useful contacts are:

techhelp@stedwardconfessor.org; tuition@stedwardconfessor.org; health@stedwardconfessor.org;
lunch@stedwardconfessor.org; pase@stedwardconfessor.org, and secschooloffice@stedwardconfessor.org.

If parents have a question or concern about a classroom situation, what should they do? Please contact the teacher via e-mail, handwritten note, or phone call as soon as you are made aware of a situation that needs to be addressed. If further action is needed, please contact the administration. If necessary, then contact the school psychologist and, as a last resort, the principal.

Does the school have a policy related to teacher e-mails? During the school week, teachers will return an e-mail within 48 hours. If a teacher receives an e-mail over the weekend or during a vacation break, they will return the e-mail within 48 hours of school resuming.

How are we informed about emergency situations and snow days? We use School Messenger, an automated program that will notify you by phone and/or e-mail in the event of any emergency or closing. In order for School Messenger to work effectively, your contact information must remain current in the school office at all times. Please email secschooloffice@stedwardconfessor.org to inform us of any changes.

SCHOOL SCHEDULE/HOURS:

What are the school hours? A typical school day is from 8:30 am – 3:00 pm. Sometimes the students have abbreviated days, ending at 11:30 am. Parents of children in the Early Childhood Program (Nursery and Pre-Kindergarten) will be given information directly from their teachers about shortened days.

What time does the school office open? The school office opens at 8:00 am.

Does St. Edward School offer before and aftercare? Yes, St. Edward's offers both before and aftercare. Information on this program can be found at www.stedwardconfessor.org under the Parents tab.

***Where and at what time do the students have lunch?** Lunch is eaten in the cafeteria and recess takes place outside (weather permitting) over one 40-min period. Grades are grouped K-4th and 5th-8th. Nursery and Pre-K students eat in their classrooms.

*Pandemic adjustment: Lunch in the classroom begins at 11:25am for grades 3, 4, 5; 12:06pm for K, 1 and 2; and 12:47pm for grades 6, 7, and 8. Outdoor recess takes place at a different time, depending on each grade's schedule and weather.

What other services or professional help does the school offer? We have a full-time nurse, a school psychologist (4 days/week), a Resource Room..... All grade levels up to Kindergarten have a full-time teacher assistant, while other grades have assistants based on need, class size, and class dynamics.

SCHOOL PROCEDURES:

What are the procedures for children who are absent? Please call the school nurse at (516) 921-7767, ext. 130 by 8:45 am and inform her that your child will be absent. It is essential that this call be made. An absent note stating the reason for the absence is required when the child returns to school. A doctor's note is required if the student has been absent more than two days.

***Is remote learning a possibility?** During pandemic times, students may opt to attend school in person or remotely. If you choose remote learning, the student stay remote until the end of the term. If you opt for in-person schooling, you may switch to remote learning at any time (and stay remote for the rest of the term). Remote students must be on-camera and visible to the teacher at all times. Please contact the teacher or Administration for further details.

***Can students log in to remote learning if they are home sick?** Remote learning is designed for students who are well/healthy but cannot attend school on a regular basis during the pandemic. If a student is sick or not feeling well, it is generally preferable the student be absent and take the time to rest and heal. Assignments will be posted on Google Classroom.

How do I know if my child has homework? Homework assignments are posted on Google Classroom. Teachers also use the Remind app to inform parents of homework, special projects, and test dates.

How do I access Google Classroom? A list of classroom codes is emailed to school families at the beginning of the school year. Please email the teacher if you have any questions.

How can I keep track of my child's grades? Grades are posted regularly on PowerSchool. Some teachers also post grades on each assignment on Google Classroom. To access PowerSchool, please use your student's individual log in information. Navigating instructions are available on the school website under Parent Portal Guides in the Parents tab.

Does the school provide a Chromebook or other device to each student? Yes, each student in grades K to 8th is assigned a Chromebook for instructional purposes. There are strict policies on the use of school-supplied devices and families are responsible for these devices.

Are cellphones, tablets and other devices allowed in school? Students may bring these devices to school. However, they are not allowed to use them during the school day and the devices must remain safely stored. Please see our School Handbook for further detail.

What are the procedures for children arriving late to school? If a student arrives late, he/she must go to the nurse's office first, with a note explaining the lateness and receive a late pass. The student will then go to his/her classroom with the late pass and present it to the teacher. A parent or guardian should park on Teibrook Avenue and use the main entrance to accompany the student to the front door and watch the student safely enter the school building.

If my child leaves lunch or an assignment at home, can I bring it to the school? In an effort to promote responsibility, we suggest that you do not bring assignments to school. If your child forgets lunch, you may bring it to the Main Office, with your child's name on it, and it will be delivered to the child. You may also inform the school office and we will provide lunch (for the usual fee), based on availability. This is only intended as an emergency resource.

What is the procedure if my child wants to go home with a friend after school? You must write a note addressed to your child's teacher informing him/her that your child is permitted to go home with another family. No student is allowed to ride on another child's bus. These students should be picked up after school.

***How do I pick up my child after school?** Please inform the school at the beginning of the school year of your child's dismissal plan (walker, buser). If on any given day your plan is different from the usual, please send a note to your child's teacher advising him/her of the change and email Ms. Moran at the school office prior to 11 am. Students in K-8 are picked up from the parking lot from the designated area for each class. Please leave the premises following dismissal to alleviate congestion. If you are picking up your child early from school due to illness or another reason, please go to the Main Office to sign your child out*. Also, please note that the moderators of clubs and sports team, and the aftercare teachers, will advise participants of pick-up procedures. Early Childhood teachers will explain their procedures during orientation.

*Pandemic adjustment: please ring the doorbell at the Main Entrance and wait there for your child to be walked downstairs.

***How are birthdays celebrated in the school?** Students in grades Nursery to 4th grade may bring in a toy, book, or some other non-edible favor to celebrate a birthday. In Middle School, the students may bring a nut-free special birthday snack and celebrate during lunchtime. Please make sure the snacks comply with our Nut-Free Policy and that there are enough birthday snacks for every child in the class. Early Childhood teachers will inform parents of their policies at orientation.

*Pandemic adjustment: The snack must be pre-packaged (not home baked/made) and will be distributed at a time designated by the homeroom teacher. Please make sure there are enough birthday snacks for every child in the class.

Can my child distribute Christmas cards and birthday party invitations in school? Yes, however, in the spirit of inclusion, every child in the class should receive a card and/or invitation. If every child is not being invited, please mail the invitations from home.

CATHOLIC EDUCATION:

Tell me more about St. Edward the Confessor Parish. Who is the Pastor? Rev. Michael T. Maffeo is the Pastor of St. Edward the Confessor Church, a thriving parish with a wide variety of ministries, including Parish Social Ministry, Religious Education, and CYO. Weekend Masses are held on Saturdays at 5:00 pm, and on Sundays at 7:30 am, 9:30 am (Family Mass), 11:30 am. The Parish also has a 9:00 am daily Mass. The Church address is 205 Jackson Ave., Syosset, NY 11791 and the telephone number is (516) 921-8030.

Pandemic adjustment: St. Edward's will return to having a Sunday evening mass after the pandemic.

***How can our family get involved in the Parish?** All school families are welcome to participate in many parish activities, whether they are parishioners here or not. Each fall the Parish hosts a "Volunteer Thank-You Dinner" to which every volunteer is invited. This includes parents who help at the school in any volunteer capacity. There are programs such as Youth Ministry, Children's Choir, Altar Servers, Boy Scouts, CYO, and many more that welcome student participation. In addition, each year the Parish "Celebrate the Spirit" Dinner Dance is well attended by school families. The best way to keep up-to-date about parish events is through the church bulletin, which is distributed at weekend Masses and posted online weekly at www.st-edwards.org. To register as a parishioner, please call or visit the Rectory Office.

*Pandemic adjustment: Most of the above-mentioned programs are currently on hold or with limited activities.

Are there school Masses? Can parents and siblings attend? We have School Mass every Wednesday at 9 a.m. throughout the year. Families are welcome to attend!

Pandemic adjustment: The school is attending Mass virtually from each classroom and Communion is brought to the classrooms after Mass.

If I have a question about Sacraments, whom should I talk to? Please contact Mrs. Rosemary Pettei, Director of Religious Education all questions regarding Sacraments.

GENERAL INFORMATION:

Where do St. Edward School graduates attend high school? On overwhelming majority of our graduates attend a Catholic High School.

What is School Board? The School Board is made up of parents and representatives of the parish, as well as the Pastor and Administration. The School Board is an advisory board. School Board meetings are closed to the public.

What is PASE? PASE is the Parents Association of St. Edward's. PASE is responsible for fund-raising and fun-raising! PASE is responsible for building community amongst our families as well as raising a significant amount of funds to make up the gap between tuition and the actual cost of educating our children. Visit the PASE section of our website (under Parents) for additional information, event flyers, etc.

Are parents and guardians required to volunteer? Yes, all families at St. Edward's are required to volunteer 10 hours per school year (5 hours for Early Education-only families), including a shift at the Christmas Tree sale. We strongly encourage all families to participate, but families may opt to pay their way out of volunteering. Assistance is especially needed daily at lunch and during recess*. As is required by the Diocese of Rockville Centre, all volunteers must be background checked and Virtus trained. Tuition and yearly contribution to St. Edward Church or your home parish (required to receive the "supportive family/in-parish" tuition rate) are the only financial obligations of every school

family. From time to time, participation certain fundraisers may be mandatory for every school family. This will be indicated in the tuition contract. Any questions about tuition or parish contributions should be addressed to the Administration or Pastor. Any questions volunteering should be addressed to PASE.

*Pandemic adjustment: In order to reduce the potential spread of COVID-19, we do not currently need lunch volunteers.

What is Virtus Training? Virtus Training is a three-hour one-time course required of all school parents who volunteer for any position that involves the supervision of children. Classes are offered at St. Edward's and many other parishes several times throughout the year. For further information, visit the Diocesan website at www.drvc.org, under the "Protecting Our Children" link.

*Pandemic adjustment: There are currently no volunteer opportunities which require supervision of children and therefore Virtus training.

Is participation in fundraisers required? Fundraising is an important part of meeting the budget in a Catholic school. We encourage you to participate to the level that you can. Every year, financial participation in certain events is mandatory. Please see the tuition contract and/or the PASE section of our website for details.

***How do I get involved as a parent?** There are many ways to become involved. The best way to begin is to attend the PASE meetings and become involved in the many events that PASE runs. We are also in need of cafeteria volunteers and class parents. Information regarding all volunteer opportunities can be found on the website. In addition, St. Edward School Board has various committees that are open to all parents. Look on the school website for more information about upcoming meetings during the school year.

*Pandemic adjustment: In order to reduce the potential spread of COVID-19, we do not currently need cafeteria volunteers.

Does the school have a lunch program? Yes, St. Edward's offers daily hot lunch sourced from local restaurants. Orders are placed monthly in advance and paid through our online platform <https://stedward.hotlunches.net>

Do the children have snack time? Students in Kindergarten – Grade 2 have a morning snack time. Older students may have a snack while working, at a time designated by the teacher. The Early Childhood teachers will inform parents about those students' snack schedules.

Who wears a uniform? All students wear a uniform. Nursery and Pre-K students wear the gym uniform every day. In grades K – 8, the gym uniform is worn on gym days while the formal uniform is worn the rest of the week. There is no changing at school. The school uniform supplier is Flynn O'Hara. Please see Uniform Information under the Parents tab of our website for further detail.

Do you sell uniforms at school? You may shop by appointment from the school's stock of gently worn uniforms. Kindly make a monetary donation to support our school. We also encourage families to donate their gently worn uniforms so other families can benefit from them. Contact lunch@stedwardconfessor.org for additional information.

Are there collections at Christmas and end of year for the teachers? The Class Parents organize the Christmas and end-of-the-year collections for classroom teachers and assistants. PASE organizes the Christmas and end-of-year collections for "special" teachers and staff. Participation in these collections is not mandatory. Any gift you give is at your discretion.

***How do I find out about extracurricular activities at school?** Information about all extracurricular activities will be posted on the website. Registration forms will also be sent home with students.

*Pandemic adjustment: there are currently no extracurricular activities.

Is there a school handbook? Yes, the handbook is available under the Parents tab of the school website.

Are school tours for new families available? Yes. If you are interested in a tour, please request it on our website in the shortcuts area on the left of the home page. Once we receive your form, a staff member will contact you within 48-72 hours to set up your private tour.

Is there an open house for new families? Yes, there will be several Virtual open Houses. A scheduling tool will be on the home page starting January 28th to make an appointment at one of a series of Virtual Open Houses or to schedule a 1 on 1 meetings with Administration.

How do I register for St. Edward the Confessor the Confessor School? The registration form for next school years will be posted on our school website on January 31st, 2021. Please check Registration Information for required documents and submit them via email. The Registration fee will be paid via link on the school website .

Please note that this FAQ supplement is provided to inform current and prospective parents and guardians with answers to frequently asked questions about St. Edward the Confessor School. This supplement is not intended to replace the school handbook. In the best interest of the school children, policies and procedures outlined in this FAQ may change during the school year.

– Mr. Vincent Albrecht, Principal