**Trinity Catholic School**

**Preschool – Sixth Grade**

**115 East Fifth Street**

**Oswego, NY 13126**

**(315) 343-6700**

**www.oswegotrinitycatholic.org**

July 22, 2016

Dear Parents,

I hope that your summer has been enjoyable and relaxing. At school, we have been busy preparing for your child’s transition into a new school year. With that in mind, here is some information to help get your school year off to a good start:

**Uniform Exchange:**  We have an assortment of used uniforms available at school. Feel free to stop by to look over the selection. We welcome donations of uniforms in good condition that no longer fit. Please call the school office, 343-6700, prior to stopping by to ensure the building will be open.

**Meet & Greet**: Our Meet and Greet for parents and K-6 students will be held on Wednesday, September 7th, from 11:00 until 1:00 p.m. Our teachers will be available to meet with you and answer any questions you may have. Students will have the opportunity to become acclimated to the new classroom and to start bringing in school supplies. School supply lists for each grade can be found on our website ([www.oswegotrinitycatholic.org](http://www.oswegotrinitycatholic.org)).

**Opening day:** Our first day of school for grades K-6 is **Thursday, September 8th**. It is a full day of school (8:45–3:15), and students should report to their classrooms at the beginning of the day. Any parent wishing to walk their child to the classroom must sign in.

**Welcome:** Father Morisette will lead us in an opening prayer service at 9:15 AM in the gym. Students will then return to their classrooms with their teacher. Our first school Mass will be Friday, September 9th, at 2:00 p.m. in St. Paul’s Church. All parents and friends are cordially invited to attend.

**Early arrivals:** Students arriving at school before 8:45 a.m. should wait inside the front entrance until the bell rings at 8:45 AM. Students arriving after 8:45 AM may then go directly to their classroom. Any student dropped off prior to 8:30 will need to sign in at latchkey.

**Student drop-off:** When dropping students off in the morning, please use the parking lot entrance. Avoid parking in the area in front of the door that is designated “Student Drop-off.” If you have to park, please do so behind the drop-off area or in one of the parking spaces. Please use caution in our parking lot and watch for little ones who may not be watching for you.

**Parking:**

We remind everyone to please adhere to all signage. The school will not be responsible for parking tickets. For the safety of our students, please avoid parking in any bus zones, student drop off, or no parking areas.

**Dismissal:** All students will be dismissed at 3:15 p.m. Students who are picked up by car will report to the car line at the parking lot door of the school. A faculty member will always be present to supervise the pick up of students. We urge parents who pick up by car to be prompt. If a child is not picked up by 3:30 he/she will be signed in at latchkey. **Parents who pick up their student in the car line should not leave their car at any time.** Never back up when in the car line. This policy ensures the safety of our students and effectiveness of our car line procedures.

Bus students are dismissed from the gym as their buses arrive and are supervised by staff members at all times.

If you need to change your child’s usual dismissal routine, please send in a note or call the office in the morning. **Please avoid calling to make changes after 2:30 unless it is an emergency**. Attached is an “Authorization to Release” form to be filled out and returned to the school office on or before the first day of school. Please note that although we have these names on file, the office should be notified of any changes made to your child’s normal pick up.

**Uniforms:** The school uniform policy may be found on our website [www.oswegotrinitycatholic.org](http://www.oswegotrinitycatholic.org). Note that on Friday, September 9th, students should wear their Mass uniforms to school. Uniforms are available for purchase at Lands’ End and Sears. The Lands’ End plaid is called Hunter/Classic Navy Plaid. The girl’s navy polo dress is NOT part of our uniform.

**Before/After Care:** Supervised care for our students is available both before and after school. The hours are from 6:30 am to 8:45 am and 3:15 pm to 5:30 pm after school. Enclosed is a registration form that you may fill out and either mail or bring to the school. There is a one-time registration fee of $25 per family for Before/After Care that covers the entire school year. This fee must be paid at the time of registration. Families will be charged a flat rate based on usage. The registration form must be submitted to the school office prior to the use of the Before/After Care program. No registration will be accepted from a family with an outstanding balance.

**Gym Class:** Physical Education classes will begin on Monday, September 12th. All students must wear appropriate sneakers to participate in gym. Students in grades K-4 do not have to change, however, girls must wear pants on gym days or shorts under their uniform. Students in grades 5 and 6 do have to change for gym class. Students may wear any clothing suitable for athletic activities.

**Absences:** We ask all parents that if your child will be absent from school on any day please call the school office at 343-6700 by 9:15 a.m. to let us know. **Upon the child’s return to school a written note giving the reason for the absence is required by law.**

**Photographs**: From time to time, student photos are used in school publications or by local media. If you prefer not to have your child’s photo included in those kind of publications, please put your request in writing and submit it to the school office.

**School lunch program:** The hot lunch program will begin on Thursday, September 8th. The menu will be the same as for the Oswego City School District. The cost for our hot lunch will be $2.25. White and chocolate milk will also be available for $.60 for those that bring their lunch. Parents may pre pay for lunches by sending in a **check made payable to the Oswego City School District**.

If you should have any questions, please don’t hesitate to call me at 343-6700 or e-mail me bsugar@syrdiocese.org.

Enjoy the rest of the summer, and we look forward to seeing everyone in a few weeks.

Sincerely,

Barbara E. Sugar

Principal