**Immaculate Conception School**

**New Family Frequently Asked Questions & Information**

This information is to assist new families in getting acclimated to our community. Please refer to the ICS Handbook or search our webpage for detailed information.

**School & Office Hours**

Office Hours: 7:30am – 3:00pm Monday-Friday

School Hours are from 8:00am - 2:15pm Monday-Friday

Preschool classes - morning session 9:00am-11:30am

afternoon session 11:30am-3:00pm

**What time should the children be at school?**

Students may begin to arrive for school day at 7:30am. Morning gathering begins at 8:00am in the Cafeteria for children in grades K-8. Any time after that please accompany your child to the main office through the church lobby. For the safety of the children, at NO time should they be dropped in the parking lot and left to walk across the lot by themselves, no matter their age or grade.

Early dismissal hours for grades K-8 are from 8:00am - 12:15pm

**Children in grades K-8 attend mass on the 1st Friday of every month.**

All children should wear their dress uniform. The students attend 9:00am Mass.

\*Parents and families are invited to attend First Friday masses with the students.

**Where do children go upon arrival to school?**

Children in grades K-8 should go directly to the Cafeteria for gathering. All of ICS join together in prayer, Pledge of Allegiance, and special announcements. From there, the teachers bring their students to their individual classrooms.

**Where should a student report to if they are late?**

If you arrive with your student after 8am, they are considered late. K-8 late students should report to the main office with their parent to sign them in and receive a pass to bring to their teacher.

**What should I do if my child is sick?**

If your child will be out sick, please call the main office and send an email for the teacher to let them know your child will be absent. Please include any information on the type of illness and if they are contagious. Refer to the handbook for details on when the child can return to school.

**Transportation**

**How does morning drop off work?**

For Grades K-8 curbside drop off, please follow the carline procedure. You will enter on South street making the first left into the side(Preschool) Parking lot and proceed to Door 2. Children should exit the vehicle on the building side for safety purposes. Children will need to be able to exit the car on their own. There will be NO PARKING in this area during drop off.

If you would like to walk your child to the door, please park in the main church parking lot. Please do not allow children to walk alone in the parking lot.

If you arrive after 8am, you will need to park in the church lot and walk your child in to the office for a late pass.

Parking - you are required to walk them across the walkway- do not allow them to walk alone in the parking lot.

**How does afternoon dismissal and pick up work?**

Car Procedure:

Last Names A-L will dismiss from the side parking lot as per morning drop off. Children will exit through alley way between church along Preschool playground.

Last Names M-Z will dismiss from Gym Parking lot located at back of building (entrance off of South Street)

\*Early dismissal arrangements must be made by note or a phone call no later than 1 p.m. in order to pick up your child before 2:15, please park your car in the church lot and sign your child out in the main office.

\* \* If someone other than parents are picking up please send a note or call the main office with the name and time.

Bus Transportation: Buses arrive at the school and always drop off and pick up in the front of school along Immuculata Way (main Church Entrance).

**How will I know if school is closed due to snow or inclement weather?** An automated phone service is used to announce messages pertaining to closings and delays due to inclement weather. This system is also used on occasion to convey other important reminders or notifications from ICS. The phone numbers you wish to use for these announcements will be requested via paperwork in your child’s folder the first week of school, unless these forms have already been filled out during registration. They will then be loaded into the automated system and a test of the system is usually performed shortly thereafter.

**Do you have a Before Care program?**

Yes, Before Care is available for all children (preschool 3-8th grade) and opens at 6:30am.

**What happens if I am unable to pick my child up at 2:15? Do you have After Care?**

After Care is provided for Preschool 3 thru 8th, for a fee, in the Aftercare Classroom from 2:15- 6:00p.m. It is offered daily including half days, unless otherwise announced. Information is made available the first week of school. Students are encouraged to bring a snack and drink to After Care.

\*Please be sure to have a Before/After Care packet filled out and filed with the school office to use this service. *(It is better to have a packet on file and never use it then to need it in an emergency)*

Appropriate coats/gloves/ hats should be worn depending on the weather since the children will have time to play outside.

**Communication**

**How do I contact my child's teacher?**

There are three ways to contact a teacher:

1) Send a note through your child to the teacher indicating your request and where you can be reached during the day.

2) Call the school's main phone and leave a message with the school security or on the school voicemail with a number where you can be reached and when is a good time to return the call.

3) Send an email to the teacher at the address on their webpage on www.icsspotswood.org.

\*Any urgent messages should be sent by calling the school office.

**What if I need to speak to my child during the day?**

Simply call the school's office and either dictate a message to be given to the child, or ask for the child to be brought to the office and your call will be returned when your child is available to speak with you.

**How or when should I schedule a doctor's appointment for my child?**We recommend scheduling doctor's appointments after school. However, we understand that it is not always possible. If you need to take your child out of school, send a note in with your child specifying the date and time of the doctor's appointment.

As requested by the state, someone will need to sign out the child in the school's office before the child can leave. If the appointment is early morning, the child is required to be accompanied into the main office, signed in and will be sent to their class.

**Snack & Lunch**

**Do you have a hot lunch program?**

Yes, our school serves a hot lunch on all full school days. On half days lunch is not served. If your child is staying in After Care on a half day, please provide a bagged lunch for them.

**Can I send a bagged lunch for my child?**

Absolutely. However, we ask that you remember that ICS is a peanut free school and that you avoid sending nut products in your child’s lunch.

**How do I know what is being served in the cafeteria?**

Each month, a lunch menu will be sent home via IC Express email. The menu will also be posted on the ICS website.

**What does a hot lunch consist of?** Daily lunch consists of a main entrée, a drink, fruit and/or vegetable/side. Snacks are also available for purchase.

**How much does lunch cost?**The cost of lunch is $3.75 per lunch per day. If you decide to buy lunch tickets, the price of lunch per day goes down to $3.35.

**How do I pay for lunch?** Lunch payment options include: cash, check (made out to ICS). or ICS Lunch Tickets. Additional item cost and details are on the menu. If your child forgot their lunch or money, the cafeteria will provide lunch and send a note home with the child. The amount should then be sent in to pay your bill.

**How do I order lunch?**

Lunch order forms are available on the school website. Please fill out the form and place it in an envelope along with your chosen method of payment. Lunch envelopes can then be sent school in your child’s folder.

**What time is lunch and recess?**

Each time is different for each class and is the same the entire year. These times are announced by the teachers the first week of school.

**Do the children eat a morning snack?**

Grades K-5 do have a snack every morning. We ask that you remember that we are a peanut free school and try to avoid packing your child a snack with nuts.

**My child’s birthday is coming up. Are they allowed to celebrate in school?**

Birthdays are celebrated with the child’s class only. Parents are allowed to send in a sealed, peanut free snack for the class to enjoy. Plans for this snack should be made with the child’s teacher in advance. The teacher will be able to tell you what day is appropriate for the snack and will be able to provide snack ideas.

**School Calendar**

**Where do I find the school calendar?**

Each month, a monthly calendar is sent via the IC Express email system. The monthly and annual calendars are also posted on the website.

**Tuition Questions and Information**

**I have a question about my tuition.**

Answers and information can be obtained by contacting the main office or the church rectory.

**Uniforms**

**What should my child wear to school?**

Please refer to the handbook for uniform guidelines by grade, season and gender.

The approved uniform vendor is Flynn & O'Hara http://www.flynnohara.com/

**What is a Tag Day?**

A Tag Day is an opportunity for students to come to school out of uniform dressed in their own appropriate clothing on a scheduled day. Students bring in $1 donation for a designated charity and donations are sent to a charity designated by the Student Council or alternate committee organizing the day.

These days are always optional to participate in. The following items are considered inappropriate to wear, so please monitor what your child is wearing before they leave the house: - dirty/torn clothing - tee shirts with inappropriate logos - mini skirts & mini shorts - bare midriffs - bare shoulders

\*If a child’s birthday falls on a school day, the child will be allowed to use that day as a free Tag Day.

**Volunteering & Fundraising**

For a full program description, please visit the PARENTS and PROGRAMS sections of the webpage.

Parents are invited to volunteer with the school in a number of ways, including: fundraisers, joining Parent Organizations (HSA, Father’s Club, Bulldogs), signing up to be a Room Parent, or signing up to be a lunchroom monitor. Additional information about these programs are available on the school website.

**I want to Volunteer! Are there any requirements?**

Everyone who plans on volunteering with children at the school is required to complete forms, be fingerprinted by the State of NJ and attend the Diocese’s "Protecting God's Children" program. Information and required form for volunteers can be found on our website.

I don’t know if I want to help with fundraising. Are there any perks if I do?

A family’s tuition will be discounted if they choose to participate in fundraising activities for the school as follows:

Vouchers:

◦ For every $2500 of vouchers purchased, a family will receive a $125 credit on the tuition up to $500

Service Hours

◦ For (6) hours of Service at the 2017 Carnival a family will receive a $200 discount on its tuition for the 2017-18 School Year

\*ALL DISCOUNTS WILL BE CREDITED TO YOUR ACCOUNT ON DECEMBER 1, 2017 AND APRIL 1, 2018.

**Tell me more about the Scrip Program.**

The IC Shop with Script program is an easy, no-additional-cost fundraising program designed to generate revenue for our Parish/School through normal, everyday expenses like groceries, clothing, toys, or gifts. Cards for restaurants and gas stations are also available for your dining and travel needs.  Every purchase earns money for our Parish/School. For more information, please see our website.

Please visit the Fundraising section under PARENTS on the website for additional fundraising programs ICS participates in year round.

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