



## Sacred Heart School

148 Windsor Highway  
New Windsor, NY 12553

(845) 561-1433

<https://shsnewburgh.org/>

*Mrs. Erin Contrady, Principal*

*Mrs. Heather Casale, Administrative Assistant*

September 2018

Dear Sacred Heart Families,

We hope that you have all had a relaxing and rejuvenating summer. I am honored and excited to join the Sacred Heart Family as principal, and we are all looking forward to welcoming our new and returning families. This has been an exciting summer for Sacred Heart School, getting new floors, a fresher look, and many safety upgrades. We hope that the information in this letter will help your student have the best possible first day of school!

### IMPORTANT DATES

Classes begin on Wednesday, September 5, 2018. Busing begins for Newburgh and Marlboro students on Thursday, Sept. 6. School doors open at 7:45. Please note that supervision of students is not available before 7:45 am. Arrival will be from 7:45-7:55 am. Students should line up in the gym by class, and prayers begin at 7:55 am. Students arriving after prayers begin will be considered tardy. Dismissal is 2:45pm.

***Please note this important change in traffic patterns: Buses will line up and dismiss students to the door nearest the ball field. Cars should line up in a single lane to dismiss students at the main entrance. Teachers will be there to greet the students, so it is not necessary to park and walk students in. If there is a special circumstance and you need to park for some reason, please park in the lot to the left of the school, outside of the flow of traffic. The same traffic pattern will be observed at dismissal time. Bus riders will be released first.***

The yearly calendar is available on our [website](#) and [Facebook](#) page. Half days, vacation days, and other important dates for the school year will be listed for your convenience. Hot lunch will be offered beginning the first day of school. The after school and intervention programs will begin on Monday, September 10, 2018.

### AFTERCARE PROGRAM

The Aftercare Program will begin on Monday, September 10, 2018. The Aftercare team is already gearing up for a fun filled school year! Aftercare includes snack time (Please be sure to send an extra snack and drink if your child is remaining after school.), homework help, free play, organized games, arts & crafts, the use of the playgrounds and gym, plus access to all other after school activities. Students attending this program ***must be registered*** in the program before they can attend. Registration forms can be found on our website, as well as information about fees and payment.

### UNIFORMS

Sacred Heart School has selected [Lil Darlings Uniform Shoppe](#) to supply our uniforms. All students are expected to be in **full uniform** on the first day of school. This is also a good time to review the policy on jewelry, make- up, **hairstyle and coloring found** in the parent/student handbook. **A reminder that boy's hair MUST be above the collar and not represent any type of hair fad and both boy's and girl's hair must be out of their eyes and be free of dye and coloring. Additionally, artificial nails, or nail polish are not permitted in school.** Please remember that school shoes may not resemble sneakers in any way. Please be sure your student complies with the school rules. It is very upsetting for students to be removed from classes during the first week because they are still sporting a summer hairstyle, hair color, or nail polish. A full explanation of school policies and uniform guidelines can be found in the Parent/Student Handbook on our website.

### **MILK, LUNCH & SNACK**

This school year we are pleased to partner with the Newburgh Enlarged City School District in offering hot lunch to our students on a daily basis.

Lunch will be available beginning September 10th, the first full week of school. The cost of lunch, which consists of an entrée, side, fruit, and milk is \$3.00 for the coming school year. Lunch orders must be placed by Friday for the following week. Billing is through Smart Tuition, so students will not need to bring lunch money to school. Please be aware of the following guidelines if you elect to use the lunch program. ***When your child is absent, lunch money will not be refunded or credited to the following week.*** (Only in the event of snow days will lunch money carry over.) Please be sure to return your first lunch menu by Friday, September 7, 2018. Additionally, please be sure to pack a healthy snack and water for your child each day.

***All students in grades PK-5 have a snack break during the morning. Please be sure to pack a nutritious snack and water for your child. Water is the only beverage students are permitted at their desks- including snack time. Students are welcome to bring juice, milk, etc...for lunch.***

### **SUPPLIES**

Your student needs a lunch box and a backpack to begin the school year. Supplies needed for each grade level are listed in the welcome letter from your children's teachers.

### **VOLUNTEERS**

Any amount of time your family can give to our many events is sincerely appreciated. **Any adult who wishes to volunteer in any capacity (lunchroom, playground, field trips, classroom helpers, etc...) at Sacred Heart School must complete an Archdiocesan background check and Safer Spaces on-line training.** (If you attended a session during a previous school year, you do **not** need to repeat the training.) Please contact Ms. Heather at 561-1433 for more information. Please note that until you have completed the on- line training and background check, you will not be able to volunteer at Sacred Heart School..

### **MEDICATION POLICY**

Please review our medication policy in the handbook. (The Parent-Student Handbook can be found on our website.) As always, children may not carry medication with them at any time during the school day.

### **FAMILY COMMUNICATION**

Each Wednesday all of the information your family needs for the coming week will be posted on the "Current Updates" section of the Sacred Heart School web site and e-mailed to you at your e-mail address in our TADs educate system. (If your e-mail address has changed, please be sure to let our office know.) Here you will find all you need to know about upcoming events, activities, and programs. You will also find weekly lunch order forms, signup sheets for after school activities, and much more. Please be sure to check this section of the web page each week, read the contents carefully, and print anything your family needs to send to school and return.

### **THE SACRED HEART SCHOOL PARENT-TEACHER ORGANIZATION (PTO)**

The PTO is a vital service organization of Sacred Heart School. This group of dedicated parents and school staff plan educational enrichment activities, social events, and help fundraise to support the school and its programs. ***All Sacred Heart parents are welcome to be part of this important group.*** More information will be available at Back-to-School Night.

### **\*\*BACK-TO-SCHOOL NIGHT \*\***

Back-To-School Night will be held on Tuesday, September 18th at 6:00 – 7:00pm. This is an important event and is designed to get your students' school year off to a great start! I urge every parent to attend this evening, meet your children's teachers, and learn what is ahead for this school year. ***Please remember that this event is informational in nature, and not a time for teachers and staff to discuss individual students.***

We realize that this letter contains a great deal of information! If you have any questions or concerns, please do not hesitate to call school at 561-1433. Ms. Heather, the faculty, staff and I look forward to a productive and rewarding school year!

God Bless us all, as we work together as the hands and feet of Christ, to grow and nurture the children of His Kingdom,

***Mrs. Contrady, Principal***