



## OUR SAVIOUR SCHOOL

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[oursaviourshamrocks.com](http://oursaviourshamrocks.com)

MRS. AMY EVANS, PRINCIPAL

July, 2024

Pre-K – 8<sup>th</sup> families,

I hope each of you are enjoying your summer. As August is right around the corner, we wanted to provide you with information for the start of the 2024-25 school year.

I wanted to take a minute to introduce myself, as many of you may not know me. My name is Amy Evans and I will be the new principal for Our Saviour School. My husband, Sean, and I have three children who have all attended Our Saviour School and Routt. I have taught for 26 years and have spent the last 13 years at Our Saviour. I feel very blessed to be a part of the Our Saviour community and look forward to building relationships with all our families!

As you may remember, last year, rather than having a school theme, we began the school wide House Theme for our kindergarten through 8<sup>th</sup> grade students. The program ran very smoothly, and I believe the kids enjoyed the House meetings and events. The school wide "House System" allows our older kids to socialize and interact with our younger students. There is something very sweet about a first grader and an 8<sup>th</sup> grader playing a game of Uno and seeing the smiles on their faces! Returning students will be in the same House as they were last year. Within the first few weeks of school, new students will know their House – a totally random selection process. There will be opportunities to order shirts at the start of the school year for those new families or just to get newer attire. We are changing the day of our House shirts – we will be wearing them mostly on Thursdays. Please see the calendar as once a quarter we will wear them on Wednesday when we have "House Masses". This year we will continue with our friendly competitions to help raise money or give canned food items to our local community. I am so excited to kick off our second year!

If you are a parent of a Pre-K student, you will receive this letter as well as a Pre-K letter. If you do not receive both letters, please let the office know.

**Final Registration/"Meet and Greet":** We are continuing with our "Meet and Greet" approach for the 2024-25 school year as we received favorable comments that this individual time with the teacher was valuable. Our "Meet and Greet" times with the student/parent/teacher are on Monday, August 12th from 2:30 to 6 and Tuesday, August 13 from 8:30-4:30. You will receive a link to schedule a 20 minute "Meet and Greet" time. During this time, you will be able to bring your child's school supplies, receive additional information, meet the teachers, explore the room, and make sure all necessary office forms are turned in. At the "Meet and Greet", any 3rd-8th grade students and any NEW students will need to stop by the office and pay any additional fees. (Please see fee schedule below.) Also, you will receive your calendar/handbook and any additional paperwork.

**School Day:** For the 2024-25 school year, our hours of operation will be 8:05am - 2:50 pm. Notice the new start time. For K- 8, our first student attendance day will be Wednesday, August 14th and our first Pre-K attendance days will be Friday August 16<sup>th</sup> from 8:05 to 11:00 and Monday August 19<sup>th</sup> 8:05 to 11:00. We are offering half days for the PreK, so they can practice the procedures/ schedules in a half day setting. We are hoping this offers a smoother transition for the PreK students, so when they attend **Tuesday, August 20<sup>th</sup> as a full day student they are not so overwhelmed**. On August 14<sup>th</sup>, 15<sup>th</sup>, and 16<sup>th</sup> our K-8 students will dismiss at 2:00 pm. We will begin our regular dismissal time of 2:50 pm beginning on Monday, 19<sup>th</sup>. Please note - we will NOT have after-school care until the week of August 19th.

**Arrival procedures:** We will continue with our arrival procedures like last year. The school building will open at 7:45 am and students will enter the building at the main entrance for Pre-K - 6 (Jr High will enter at the Jr High doors at Routt Catholic). Students will go directly to their classrooms. Pre-K students will be able to enter at the south alleyway door as another option, but this option is only for Pre-K only students. More information will be discussed at the Meet and Greets.

**Water Bottles:** We continue to encourage students to bring their water to school each day. Disposable plastic water bottles are acceptable, or a reusable water bottle can be brought back and forth daily. Water bottles should be plastic and spill-proof. You must ensure your child's name is on the water bottles. The metal water bottles are distracting when knocked over/sat down – please refrain from using those when possible. No glass bottles are allowed.

**After School Care:** We will continue to offer after-school care for our students. Our fees are \$12.00 a day for the first student of the family and \$6.00 a day for each additional child in a family. Students must sign up before they can attend after-school care. I have attached a form for your convenience; however, you may also pick one up in the office or obtain one from our website. Also, our After School Director is Mrs. Jess Arnold, and her assistant is Ms. Haley Haarmann. Also, please remember - any day that we dismiss early (whether planned as in an early dismissal or unplanned as in weather related), we will NOT have after school care.

**Spirit wear:** Parent Club will continue to offer school approved sweatpants that can be worn during Spirit Wear Days and **beginning this year – on non-uniform days.**

**Communications:** Typically, each week, I send a Parent Letter via our TeacherEase system. This parent letter will go to the email(s) that you have specified in TeacherEase. Please make sure you provide a valid e-mail to receive these important communications. Also, it is very helpful to have a Teacherease account to check lunch

balances, after school balances and grades (for 3rd-8th grade), etc. SchoolMessenger will also be used to complete calls and reminders of upcoming events.

**Uniform Exchange Program:** During our “Meet and Greet”, the uniform exchange will be available for families to use and take any needed school apparel. We will have a staff member in attendance to help find the correct sizes.

**Office Hours:** Beginning July 29th, our office hours will be 9:00 am - 3:30 pm, Monday through Friday. Beginning Monday, August 12th, our normal office hours will resume as 7:40 am - 4:10 pm.

Also, except for the Pre-K parents, who may walk their child into their classroom UNTIL Labor Day, parents will not be permitted to come into the school, except to the office. Please use the phone on the wall in the entryway to communicate with the secretary. If she is away from her desk, you will need to wait.

**Calendar:** The school calendar is now available on the school website at [oursaviourshamrocks.com](http://oursaviourshamrocks.com). Please realize the calendar is subject to change. Also, please note, we do not always follow the Jacksonville School District 117 in terms of snow days, early out days. We will communicate any weather cancellations via our TeacherEase/SchoolMessenger systems.

**Staff:**

We have several changes to Our Saviour School family this fall. The faculty/staff for this school year are:

Pre-K - Mrs. Becker, Mrs. White and Ms. Haarmann

K - Mrs. Chumley and Mrs. Flynn

1 - Mrs. Dietrich and Mrs. Arnold

2-Mrs. Gibson and Mrs. Graham

3- Mrs. Worrell and Mrs. Wellenkamp

4 - Mrs. Davis

5/6 - Mr. Whelan, Mrs. Anderson, Ms. Koleczek and Mrs. Fritz

7/8 - Mrs. Beeley, Mrs. Peters (part-time), Mrs. Fritz(part-time), Mrs.

Morrow and Mrs. Shade

Computers and Technology Coordinator- Mrs. Betsy Brown

P.E. Mr. Gibson

Music/Band/Mixed Choir and OSP Youth Choir- Mr. Rose

Pre-K Music - Mrs. Lanie Davis

K-8 Instructional Aide - Mrs. Johnson

Pre-K Instructional Aide - Mrs. Orris

Pre-K Instructional Aides (2) – To Be Determined

Office - Mrs. Burgess

Janitorial/Maintenance/Security - Mr. West

Athletic Directors -- Mr. Gibson & Mr. Vaughn

I am so thankful to be working with this amazing staff as we continue to grow our school and focus on

student success!

**Protecting God's Children** is a program created to help us watch over our children's safety. The Bishop requires everyone who volunteers at church, school, or parish activities, complete this training. (This includes parents wanting to drive on field trips, assist with classroom parties, etc.) I have attached the procedures for all parents interested in volunteer to complete. **This year, teachers will be given a list of parents who can assist with field trips/come in for classroom parties – so it is imperative for our parents to complete this training prior to school starting.**

**Handbook changes:** I want to specifically make parents aware of a few changes to our handbook; however, I do encourage you to read the handbook for all information. We have made major changes to the handbook in accordance with the Springfield Diocese recommendation. While our current local practices are basically the same, we encourage all families to review the handbook.

**Supply Lists:** The supply list is available on the school website.

**Calendar and Dates:** The full calendar and handbook will be given out at our "Meet and Greet". Pre-K - 8 families. Included in the handbook will be a sign-off sheet stating the handbook policies have been read and accepted. Please give yourself time to read those policies prior to signing off on them. All forms will need to be returned by August 23rd to the classroom teacher.

**Helpful hints:** We have found these helpful hints may help parents in terms of communication, etc. during the school year. If you feel your child is not being treated nicely by another student, please talk with the teacher first. Often times, the teacher can provide parents with additional information for what they see in student interactions. Second, please follow the "chain of command", first speaking with the teacher, then the principal, etc. Third, please schedule meetings with teachers / principal. It is very difficult to honor requests when "popping in". Fourth, please plan vacations according to the school calendar - it is very difficult for the student - even in the younger years to catch up. Fifth, for 3rd – 8th grade parents, please work with your classroom teacher to get access to our TeacherEase student management system. This access will allow you to check your students' grades frequently

**Magic Match:** We are so grateful for the tremendous outpouring of support with our 2024-25 MAGIC MATCH supporters. MAGIC MATCH is an acronym for "Making a Generous Incentive Commitment." Businesses, alumni, parents, grandparents, parishioners, and friends of Our Saviour School make a statement of support by choosing to partner-up with a classroom or department with a \$500 or \$250 contribution that enriches the lives of Our Saviour School students by providing enrichment activities and materials. If you are interested in becoming a MAGIC MATCH supporter, please contact Mrs. Amy Evans at [aevans@oss-shamrocks.com](mailto:aevans@oss-shamrocks.com). We would like to thank the following individuals/businesses for being Magic Match sponsors this year: Hometown Veterinary Clinic, Graham & Hyde Architects, Inc., Cors Electric, Carolyn and Bob Bonjean, In Loving Memory of Rachel Beeley by Don & Rose Marie Beeley, In Loving Memory of James and Louise Angelo by John and Margaret Little, Doyle Plumbing and Heating, Peak Insurance Agency – Pat VanDeVelde, (owner), Lincoln Land Animal Clinic, Kyle and Sara Schumacher, Father David Ryan in memory of Thomas F Ryan, Watts Copy Systems, and Jacksonville Kiwanis. Thank you for your support and generosity!

**Bus Form:** JSD117 requires busing information prior to the start of school. If you live in Jacksonville School District more than 1.5 miles from Our Saviour School, you are eligible to ride their bus. If you plan to ride the bus, please complete the transportation form attached to this email. It needs to be returned by August 12th. There is a locked mailbox outside of the main doors to return forms if the office is closed.

**Important Dates:**

August 6<sup>th</sup>- Scheduling for Meet and Greet to open - more information to follow

August 12 - Teacher's Institute and Meet and Greet with student/teacher/parent -- each student will have a specific time

August 13 - Meet and greet with student/teacher/parent - each student will have a specific time

August 14- First day of school for K-8-2:00 dismissal - No PM bus service

August 15 and 16 - Early dismissal – 2:00 pm - No PM bus service

August 19 - After School care begins

August 20 - First day of school for Pre-K

**Attendance:** Just a reminder that the "Attendance for Tuition Assistance" policy states that any student receiving tuition assistance must have an acceptable attendance record from the prior school year in order to qualify for tuition assistance the next year. The acceptable attendance is no more than 15 days of absences and no more than 10 unexcused tardies. Furthermore, attendance is an important part of learning, while we want you to keep your child home if they are truly sick, we also want to make sure that students are attending regularly. As stated in our handbook, after 30 days of absences, a child may not be promoted to the next grade level.

**Upgrades:** We have many great things happening during the summer and fall at Our Saviour School. As with many non-public schools, Our Saviour School received EANS grant funding (funding to help non-public schools recover from hardships due to Covid) and we have been busy with many projects. We have purchased new SMART Panels for grades K- 2 and 5-7, and computer class. With different grant monies we were able to purchase a retractable fence for the west blacktop/playground and a storage shed for the playground equipment.

We continue to focus on individual student success. Over the last few years, we have developed many tools to assist teachers in determining where your child is at academically and how to move them forward. Each year, we utilize student portfolios, MAP assessment, Benchmark Assessment System reading records, Math Facts assessments, Sight Word checks, etc. to assist us in determining what skills we need to work on with each student. This is not a new process for us, and we take great pride and effort to ensure your child is successful and shows academic growth!

I look forward to seeing you in August!

Many Blessings,

Mrs. Amy Evans

Attachments:

1. Bus form
2. After-school care form
3. Protecting God's Children
4. Service hour sheet

**Fee Schedule for 2024-25:**

**3rd Grade**

Bible	\$14.00
Purchase Recorder	\$7.00

**4th Grade**

**– New students only**

Recorder	\$7.00
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**5th Grade**

Band (Optional)	\$75.00
Choir (Optional)	\$75.00

**6th Grade**

Band (Optional)	\$75.00
Choir (Optional)	\$75.00
Calculator	15.00

**7th Grade**

Band (Optional)	\$75.00
Choir (Optional)	\$75.00

**8th Grade**

Band (Optional)	\$75.00
Choir (Optional)	\$75.00

Additional Assignment Notebook - \$8.00

**5th thru 8th Grade Students NEW to Our Saviour School must pay for a Bible. 7th & 8th Grade NEW to Our Saviour School must buy a Calculator.**

**\*\*\* Fees must be paid by cash or check only.**