

Academy of St. James of the Marches

400 Totowa Rd.

Totowa, NJ 07512

973.956.8824



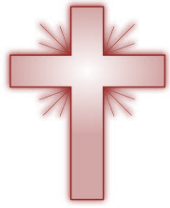
August 2017

Dear Parents,

I am looking forward to the start of another exciting school year. Here is information that will be helpful to you as we begin this new year.

- School begins with a **full day on Wednesday, September 6th**, breakfast and lunch will be available as well as *Before and After Care*. The breakfast & lunch menus are posted on our website, which is now academyofstjames.org.
- **Our regular school hours are 8:00am to 2:30. Preschool and Kindergarten classes will be released from the door between the church and the school at 2:25. Siblings will also be picked up along with Preschool and Kindergarten students.**
- Before care begins at 7am at an additional cost. We will be changing the entrance for Before care to the Totowa Road door. This change will allow parents to see children enter the building. Please do not park across the street. Students should exit your vehicle directly onto the sidewalk for safety reasons. Please note that if your child enters through this door, you will be charged for morning care. If you do not wish to be charged, you must wait until a teacher opens the Killian Rd entrance at 7:45.
- After Care ends at 6:00 p.m. After care pick up is from the Totowa Road door.
- Please read the revised Parent/Student Handbook from our website. You must acknowledge that you have read it and the Technology Acceptable Use Policy contained within it by signing the form in the first Tuesday folder. This folder will be sent home on the very first day of school. Please be sure to fill out and return all contents as soon as possible.
- In the folder you will find the Free and Reduced Meals Application. Please complete this and send to the school office immediately. You will be charged full price for cafeteria meals until you are approved... so you do not want to wait! Even if you qualified last year, you still need to reapply.
- Breakfast is only served until 8:15. Students who wish to eat at school need to arrive before this time.
- New school uniforms may be purchased through COED. ASFA uniforms may be worn this year only. Picture day will be September 20th, it would be appreciated if students had at least one St. James uniform shirt for that day.

The mission of the Academy of St. James of the Marches is to guide our students to grow in their Catholic faith, knowledge, and to be of service to others.



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Uniform policy will be strictly enforced this year. Be sure that pants are not form fitting; they must be uniform-type khakis.

- Our drop-off procedures can be found under “Forms” in the admission section on our website. If you are using the express drop off line on Killian Rd. your children should be exiting the car quickly. If your child needs extra time or assistance you must use the parking lot.
- Class supply lists and summer reading lists are posted on each class page on our website.
- To eliminate any confusion please let your child know how they are getting home. **For Kindergarten through grade two students it is suggested that you send a note to the teacher regarding your child’s dismissal procedure on the first day of school.**
- **Please check the school calendars on our website.**

We communicate through:

- **Website:** www.academyofstjames.org . Here you find the most up to date information provided by our staff.
- Please note that our email addresses have changed. If you are communicating via email, you must use our new emails located on the staff page.
- **Alert Solutions:** Emergency information and important messages-sign up through PowerSchool
- **Weekly News and Notes – posted on the website**
- **Tuesday communication folders-** These folders are sent home every Tuesday with your oldest child. **On the first day of school folders will contain several time-sensitive materials. Please be sure to look for the folders and address the contents immediately.**

If you have any questions, please call the office at (973) 956-8824.

Thank you for choosing the Academy of St. James of the Marches. God bless!

Ms. Leslie Dreps
Principal

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