



# **ST. MEL'S CATHOLIC ACADEMY**

154-24 26<sup>th</sup> Avenue

Flushing, NY 11354

(718) 539-8211

Website: [www.stmelsacademy.org](http://www.stmelsacademy.org)

# **Student/Parent Handbook 2019 – 2020**

## **Philosophy**

At St. Mel's Catholic Academy we promote and enhance each individual's wholeness in an academic environment with Christ as our primary model. Catholic teachings and values, initiated in the home, are reinforced by our examples of kindness, respect and religious beliefs as a faculty and staff and are made an integral part of the students' everyday life in diverse communities.

We hope to foster in each child a sense of self-esteem by providing a quality Catholic education. This is accomplished by assisting the student to discover and use the tools to develop his/her full potential spiritually, intellectually, physically, emotionally and socially.

This entails monitoring individual and group progress and communications with faculty, administration and parents to assure continued progress. Working together, academy, parents and children will be mutually supportive and responsible for the growth of all.

## **Mission Statement**

St. Mel's Catholic Academy fosters the spiritual, social, emotional, and academic growth of our students in a nurturing Christ-centered environment. Collectively, our community works toward meeting today's challenges through creative thinking and technology, so that our students develop a strong foundation of academic excellence. We aspire to graduate spiritually alert, morally aware, and ethically-empowered individuals.

*St. Mel's Catholic Academy does not discriminate by sex, race, color or national origin.*

**St. Mel's Catholic  
Academy 2018 – 2019  
FACULTY AND STAFF**

Reverend Joseph Fonti, Pastor  
Mr. Richie Diaz, Chairperson of the Board of Directors  
Mrs. Amy Barron, Principal  
Mrs. Daniela Volpe, Assistant Principal

Secretary: Sister Barbara Gregorek  
Financial Secretary: Mrs. Lucille Alessandro

Toddler Time / Mommy & Me: Ms. Lisa Sheehan  
Para: Ms. Pat Viscovich

Nursery: Mrs. Krista Laurenzano  
Para: Mrs. Phyllis Frey

Pre-K: Mrs. Laurie Drazevic  
Para: Ms. Jeanine Brady & Mrs. Roseanne Werthmuller

Pre-K: Mrs. Fiona Diago  
Para: Mrs. Anita Garcia & Mrs. Gigi Kisch

Kindergarten: Mrs. Jacqueline Lioacono  
1<sup>st</sup> Grade: Ms. Samantha Murphy  
2<sup>nd</sup> Grade: Ms. Cheryl Nelson  
4<sup>th</sup> Grade: Mrs. Shannon Kitzen  
5<sup>th</sup> Grade: Ms. Jennifer Boccia  
8<sup>th</sup> Grade: Ms. Laura Castelli

Art: Ms. Michelle Goguen  
IT: Mrs. Julie Mansour  
Music: Mr. Rudy Albert  
Physical Education: Mrs. Cathy Quinn

## ***TIME SCHEDULE***

### **Arrival: Grades K-8**

- Students in Grades 1 through 8 MUST be on their class line in the yard by 8:00 AM. Morning Prayer is a vital part of the day, not an option.
- Parents are invited to join us for morning prayer but asked to remain outside school yard.
- Classes begin at 8:15.
- Late passes will be issued at the discretion of the principal/pastor.

### **Arrival: Nursery and UPK**

- Parents are invited to enter through the 27<sup>th</sup> Street entrance between 7:50-8:00
- Classes begin at 8:15. Students will be considered late if they arrive after this time.

### **Indoor Arrival**

When the weather does not permit outdoor morning assembly:

- Grades K through 8 will enter the 26<sup>th</sup> Ave. school doors. These doors open at 7:50 AM.
- Grades Nursery and Pre-K will enter through 27<sup>th</sup> Ave. school doors as per normal arrival procedures. In case of snow, Nursery and Pre-K will enter via 26<sup>th</sup> Ave. school door.

### **Dismissal: Grades K-8**

Parents may wait for their children inside the school yard. Students will be brought into the school yard and lined up by their teacher at 3:00. Children must stay with the teacher until a parent is seen. It is necessary to have the sidewalks clear for order and the safety of all children.

### **Dismissal: Nursery and Pre-K**

Students will be dismissed to their parents through the 27<sup>th</sup> Street school doors.

- Nursery dismissal – 2:40
- UPK dismissal – 2:20
- UPK students who are staying for extended time will be dismissed through the school yard at 3:00

### **Safety Procedures**

- At no time should there be children unattended or running on school or church property.
- There is no parking on 26<sup>th</sup> Avenue from 7:50 TO 8:15 am and from 2:30 TO 3:00 pm. Please park in the Church parking lot and walk to the school entrance. This is for the safety of your children. Please cooperate.

## ATTENDANCE

Regular attendance is necessary for students to have continuity in their instructional areas. Children must report to the academy on time.

- A **written excuse** from a parent or guardian is required when a student is late or absent. This must list **dates absent and reason for absences**. It must accompany the student when he/she returns to the academy. **Use provided form** (on [www.stmelacademy.org](http://www.stmelacademy.org)). Any unexcused absence is to be recorded as *illegal* on academy records.
- A parent must call the academy between 7:45 A.M. and 9:00 A.M. when the child is absent at (718) 539-8211. Parents of 7<sup>th</sup> and 8<sup>th</sup> grade students will be called if they do not notify the academy of their child's absence. Homework and class materials will be ready for you to pick up between 2:30 and 5:00 P.M. Work must be completed in a reasonable amount of time.
- If a child **in any grade** is absent for a length of time, please notify the office. A doctor's note is required if a student is absent **three or more consecutive days**.
- Chronic lateness is not acceptable. A child who is constantly late begins the day poorly. If tardiness becomes frequent, consequences will be at the teacher and principal's discretion.
- If a child becomes ill during academic hours, the office will notify you. Please keep your emergency phone numbers up-to-date. Notify the academy of any changes.
- If it becomes necessary for a child to leave the academy early a **written request** must be sent. Parents must meet child in the Main Office and sign the child out in the book provided.
- Classes may not be interrupted once they are in session. If a child forgets an important item, bring it to the office, indicating the child's name and grade and someone will see that the child receives it. Students are not permitted to call home unless an emergency exists.

## PROMOTION POLICY

Students who pass the year's course of study are promoted to the next grade. Students who receive a failing grade for the year (4<sup>th</sup> column on report card) in 2 or more subjects, excluding Art, Gym, Computer, and Foreign Language, will not be promoted.

**Diplomas are not issued to eighth grade students who fail any major subject for the year until they are remediated in summer school.**

## COMMUNICATION BETWEEN THE ACADEMY AND HOME

You are encouraged to communicate with your child's teacher. If it is necessary to arrange an appointment, please send a note to the teacher requesting an appointment and give some available times. A meeting may be arranged at a time convenient for both.

- Teachers are **not** to be approached at dismissal, as the teachers are responsible for the safe dismissal of all students at this time. Please schedule an appointment if you need to see the teacher or contact them via email.
- The academy also encourages the use of email, the daily checking of teacher and academy web sites, and OptionC. Please save the academy and your child's teacher web sites, so you can access them frequently and often.
- Please inform the academy of any change in home, cell or work phone numbers, email address, as well as a change in home address. It is essential that we be able to contact you in case of an emergency.

Every effort is made to keep parents well-informed of both academy events and your child's progress. Please read all communications carefully. We urge you to take advantage of the following methods used for communication by St. Mel's Catholic Academy:

- Option C: test grades, assignments and Progress reports, parent alerts
- Weekly parish bulletin and quarterly *Herald*
- Parent Academy Association Meetings
- Google Classroom/Class Dojo
- Report cards
- E-mail communication via principal and/or teacher
- School web page at [www.stmelsacademy.org](http://www.stmelsacademy.org)
- School calendar – will be distributed monthly in electronic and hard copy format
- Student/Parent Handbook

## CELL PHONE POLICY

### Includes all forms of electronic signaling devices

St. Mel's Catholic Academy administration would prefer that students **leave all cell phones and electronic signaling devices at home**. However, if a student brings a cell phone to the academy, the following conditions apply:

- Cell phone and electronic signaling devices must be turned off and placed in a plastic sandwich bag labeled with the child's name. The phone will be collected in the morning and returned at dismissal by the homeroom teacher. All phones will be secured in the school office.

- Camera phones **may not** be used to take pictures on academy or parish grounds for the **safety and privacy of our students and staff.**
- Cell phones may be turned on after the student has left academy or parish property.
- The academy is not responsible for lost or stolen phones or electronic signaling devices.
- **Cell phones and electronic devices that are seen during the day will be confiscated. Student will serve detention.** On the first offense, parent may retrieve the item after detention is served or at the discretion of the principal. If it happens a second time, the phone/device will be confiscated until the end of the academic year in June.

### **STUDENT INTERNET AND COMPUTER USAGE CONTRACT** *(must be signed by all students in grades 3-8)*

Students are responsible for good behavior on the school computer Internet network and while using school provided devices such as Chromebooks and iPads. Access to the Internet is provided for students to conduct research for educational purposes and to communicate with others. It is not being provided to access chat rooms, instant messaging or inappropriate websites. Access to the Internet is provided to students who agree to act in a considerate and responsible manner as defined in this contract. Parent permission is required for Internet access. **This access is a privilege, not a right, and may be revoked.**

Individual users of the school's Internet network are responsible for their behavior and communications over this network. It is presumed that users will comply with school standards and will honor the agreements which they have signed. Individuals will strive to act in all situations with honesty, integrity, and respect for the rights of others. It is the responsibility of the students to verify that they are authorized to use the Internet.

The following are not permitted:

- sending, receiving, accessing, or displaying offensive messages, pictures, or other inappropriate material
- using obscene language
- accessing chat rooms, instant messaging, games or other items not pertaining to school needs
- accessing a web site with a social networking component (facebook, twitter, instagram, etc)
- altering another student's work

- hacking
- dissemination of personal information

Students that have websites or post information to a website such as, but not limited to myspace.com, facebook.com or ratemyteacher.com that portray the school, parish, or any member of the parish/school community in a negative light or threaten any individual are subject to disciplinary action which may lead to dismissal, even if the posting is done outside of school during non-school hours.

Violations will result in loss of computer and/or Internet access. Additional disciplinary action may be determined by the nature of the violation. Final decisions are at the discretion of the administration.

**PLEASE GO TO THE LAST PAGE OF THE HANDBOOK AND SIGN THE FORM WHICH STATES THAT YOU UNDERSTAND THESE RULES AND AGREE TO ABIDE BY THEM. IT IS TO BE HANDED IN TO YOUR HOMEROOM TEACHER.**

It is the responsibility of the parents and guardians to closely monitor what the students do on the computer in the homes so that problems do not carry over to school. Conduct, whether at school or outside of school, that is detrimental to the school IS school business, including activity on social networking sites. This school reserves the right to search anything brought onto our school property including, but not limited to backpacks, cell phones and electronic devices if there is reasonable cause to do so.

### **DISCIPLINE POLICY**

If we expect our children to be reliable members of our society, we must help them today to balance their sense of responsibility with freedom. Appropriate behavior should be praised while inappropriate behavior must be acknowledged and corrected immediately.

Self-discipline is the Christian ideal, which our students ought to be encouraged to achieve. In order to form proper habits and attitudes, rules of conduct must be emphasized. Obedience to all authority, courtesy at all times, respect for all people and property, unselfishness towards others, and a sense of honesty, fair play and trustworthiness are among the values which must be imparted to our students. Students are taught to show the utmost respect to one another, in word and in deed. No student may push, hit or fight with another student.

Failure to comply with this policy may result in the following consequences depending on the severity and number of times the offense has occurred. This is at the discretion of the principal.

- Parent being notified and asked to come to the office to discuss a plan of action



to improve behavior.

- Loss of privileges including but not limited to recess, computer/internet use, class trips, school events, etc.
- Detention (either at school or in home)
- Expulsion from St. Mel's Catholic Academy

## **DIOCESE OF BROOKLYN BULLYING PREVENTION POLICY**

**Purpose:** The school and academy communities within the Brooklyn Diocese believe in the sanctity of human life and the inherent dignity of the human person. We believe that all students, academy employees and volunteers have a right to a safe and healthy environment. All members of the academy community, in turn, have an obligation to promote mutual respect, tolerance and acceptance. Research shows that students who learn in a safe and supportive environment succeed academically. Students have a right to learn in an environment free of any harassment that substantially interferes with their education.

**Definition:** Bullying, bias-based harassment/intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. It usually involves an actual or perceived imbalance of power which can be physical, emotional or verbal.

If not addressed, bullying can lead to the creation of a hostile, offensive or intimidating environment and can affect a student's educational opportunities. The behaviors include but are not limited to:

- **Physical:** physical violence, stalking, threats, aggressive or menacing gestures, exclusion from peer groups which is intended to humiliate or isolate the target (relational bullying)
- **Verbal:** taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors
- **Written:** written or graphic material including graffiti containing comments or stereotypes that are electronically written and transmitted via internet, social messaging sites, blogs, instant messaging, text messages, cell phone, webcams. This would also include forwarding such messages if received.

**Reporting Procedures:** The targeted student, parent/guardian of a student, or other students in the academy (bystanders), or any academy staff who believe that bullying has occurred should report the incident to the principal and complete and incident report.

- The targeted student, parent/guardian of a student or other students in the academy (bystanders), or any academy staff who believe that bullying has occurred should report the incident to the principal and complete an incident report.
- The principal will conduct an investigation by interviewing all parties separately.
- The parents of all parties will be notified.
- If it is determined that bullying has occurred the child who bullied is to be subject to consequences per the academy's disciplinary code.
- Parents should be advised to contact the appropriate law enforcement agency if the situation warrants such a report.
- Referral to counseling should be made for all parties if deemed necessary.
- The principal must follow up to see that the offending conduct has stopped.
- All students should be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary

## **ACADEMY BEHAVIOR**

Students are taught in an atmosphere of cooperation, honesty, and respect for classroom rules. The rules are determined by the teacher and communicated to students at the beginning of each year. It is in an atmosphere of mutual respect that students learn in a caring and respectful environment.

Students learn to be responsible, make good choices, and participate in St. Mel's Catholic Academy community life in a mature manner, which is reflective of their deepening faith and religious development, together with the guidance from their parents.

Some of the expectations that demonstrate this progression are:

- Being considerate and respectful of other students.
- Respecting class and academy policies.
- Looking neat and clean at all times.
- Wearing the uniform with pride and dignity.
- Speaking to one another with respect and care.
- Controlling anger at all times.
- Respecting academy and parish property
- Keeping academy and parish grounds free of litter and graffiti.
- Showing responsibility by doing homework neatly each night and preparing for class and tests.
- Only submitting one's own original ideas and work
- Speaking and acting respectfully to teachers and other parents.

- Arriving to the academy on time.

### **GUM CHEWING**

Gum chewing is not permitted at any time during academic hours or any after school activity sponsored by SMCA.

### **UNIFORMS**

**By choosing to attend St. Mel's Catholic Academy, you are agreeing to wear an academy uniform.** Students are to be in complete uniform at all times.

Otherwise, the student will be required to call home for the proper attire to be brought to the academy. On the first offense, a warning will be issued. After that, detention may be served at the discretion of the teacher and principal. **JEWELRY IS NOT PART OF THE UNIFORM.** Girls may wear **small** hoop or post earrings, one pair of earrings at a time. They are not permitted to wear make-up. Both boys and girls are required to have moderate hairstyles. Nails must be a moderate length and nail polish in natural, neutral colors. Flip-flops, mules, sandals, etc. may not be worn on dress down or dress up days. Shoes must always have a back and either tie, buckle or have Velcro straps. This is for safety reasons.

**UNIFORM SHOES:** May be purchased at: Da-Bar Too 70-05 Grand Avenue Maspeth, New York 11378.

- BOYS-GRADES 1-8: Black regulation laced shoe (optional Velcro uniform shoe for Grades 1 through 4)
- GIRLS – Grades 1-8: Black regulation laced shoe Grades (1 through 4 may wear optional black uniform Velcro strap shoe)
- Grades 7 and 8 may wear optional black uniform Penny Loafer ***No suede shoes...no buckled shoes...no flat/ballet style shoes...no high heels... no boots or sneaker-like shoes***

**UNIFORM:** We purchase the academy uniform from: Flynn & O'Hara The Shops at Atlas Park 8000 Cooper Avenue (lower level) Glendale, New York 11385 (718) 326-2704

**GYM UNIFORM - BOYS AND GIRLS** Regulation sweat pants, sweatshirt, tee shirt, gym shorts (mesh or sweat shorts) **WHITE SNEAKERS- plain white with white laces only** **OPTIONAL** -From September 1st to October 15<sup>th</sup> and May 1 to the end of June, **all students** may wear uniform gym shorts (maroon) in place of the sweat pants.

**UPK AND KINDERGARTEN UNIFORM- BOYS AND GIRLS** UPK and Kindergarten students will wear the regulation gym uniform every day. They may wear the regulation gym pants, sweatshirt, and tee shirt. From September 1st to October 15<sup>th</sup> and May 1 to the end of June, students may wear uniform gym shorts (maroon) in place of the sweat pants.

## **BOYS' UNIFORM – GRADES 1 TO 8**

- White shirt, short or long sleeve with sweater
- Uniform pants with black belt
- Plaid regulation tie – grades 1 to 4, Solid regulation tie - grades 5 to 8
- Black uniform shoe
- Summer uniform – September – October 15 and May to the end of June
  - Uniform knit shirt, khaki walking shorts, white socks, white sneakers
  - Exception – class photos will be taken with regular uniform

**OPTIONAL – for ALL BOYS – grades 1 to 8 ALL YEAR – SCHOOL SWEATER** (cardigan or v-neck). Sweatshirts may be worn on dress down days or with the use of nut cards ONLY.

## **GIRLS' UNIFORM – GRADES 1 TO 5**

- Plaid jumper with white short or long sleeve button down collared blouse, uniform tie, maroon tights or knee socks, and black uniform shoes.

## **GIRLS' UNIFORM – GRADES 6 TO 8**

- Plaid wrap-around kilt, white short sleeve/ong sleeve polo, gray knee socks or tights, black uniform shoe (see above)

**OPTIONAL for ALL GIRLS - grades 1 to 8 ALL YEAR – SCHOOL SWEATER** (cardigan or v-neck). Sweatshirts may be worn on dress down days and with the use of a nut card ONLY.

- Gray slacks may be worn in place of the jumper or kilt in December, January, and February.

**SUMMER GIRLS UNIFORM:** September to October 15<sup>th</sup> and May to the end of June

- Knit shirt, khaki walking shorts, white socks, white sneakers
- Exception - Class photos will be taken with regular uniforms.)

In addition to the uniform regulations the following rules regarding appearance apply:

- Modest skirt lengths are expected (knee-length). Do not hem or change appearance or roll up skirts.
- Shorts should be a reasonable length and modest.
- All dress down attire must be modest: no tank tops or tight pants
- Boys' hair length should not extend beyond the shirt collar.
- Students should look clean, neat and well-groomed at all times.
- Students' hairstyles should not obstruct vision.
- Hair sprays, gels, colognes etc. should be used in moderation.

**Final judgment on what is appropriate and modest will be made by the administration. Parents are expected to give guidance before child comes to**

**school.**

### **EMERGENCY CLOSING**

In the event that it will be necessary for the academy to close due to emergency or bad weather, there may be a general announcement that all of the schools in the Diocese of Brooklyn are closed or the announcement will be sent out via the optionC text and email alert system. DO NOT CALL THE RECTORY or the ACADEMY for information. ***It will be posted on our school website and parents will receive a PARENT ALERT using e- mail, voice mail and/or text message.***

### **DRUG AND ALCOHOL POLICY**

Any students discovered to be under the influence of drugs or alcohol or with a substance in their possession will be subject to the following:

- The principal and parents will be notified.
- Students will not be allowed to attend classes.
- Professional help will be mandatory.
- Student may be suspended from school, school related activities or expelled.
- Proper authorities will be notified.

### **ADMINISTRATION OF MEDICATION**

If your child must take medication:

- Board of Health form must be completed.
- Medicine must be in the original prescription packaging.
- Note signed by the doctor indicating the amount, time, and how medicine is to be administered must be on file. This note may also indicate if the child may self-medicate.
- Medication must be kept in the nurse's office.
- **Field trips** – Parents/guardians of students who require medication are required to accompany the student on field trips.
- In the absence of the parent /guardian, medical professionals are the only ones who may administer medication.

### **PARENT ACADEMY ASSOCIATION**

Members of the Parent Academy Association meet monthly with the administration. The PAA information is frequently sent home and is posted on the academy website. Membership dues are \$20.00 per family. This money is used

for PAA assemblies, events, guest speakers. The following are the objectives of the organization:

- To draw the home and academy into a closer relationship in order that parents and teachers might fully share in the education of the child.
- To provide both parents and teachers with the opportunity to discuss and explore aspects of the child's development and aspects essential to the better understanding and handling of children.
- To develop united efforts between educators and the general public, so as to secure for every child the best advantage in physical, mental, social and spiritual education.

### **FIELD TRIPS**

Field trips are planned at the discretion of the teachers. Parent must sign a permission note before a child may attend a field trip. Money for field trips must be submitted to the academy prior to the trip or event. It is requested that all trip money be paid by check or money order, which is to be made payable to St. Mel's Catholic Academy. All other financial obligations should be paid first. Chaperones must be Virtus trained. All policies regarding student behavior at SMCA also apply when off site on field trips or other school sponsored events.

### **Lunchroom Procedures**

All lunches brought by parents must be delivered to the office by 10:00 am. Your child must stay for lunch each day. Students will have these options:

- Bring his/her own lunch (**soda or glass bottles and junk food are not permitted**). No "fast food" is permitted
- Students in grades K-8 may participate in our vendor lunch program. Please fill in the monthly calendar and send to school along with payment.
- **Students are expected to observe good table manners and must observe all behavior expectations as stated earlier in the handbook.**
- Students will be dismissed from lunch only when Father O'Malley Hall is neat and clean.

### **REPORT CARDS**

**REPORT CARDS** are distributed three times a year. The first and second report cards are distributed within the context of a parent-teacher conference. Evaluation is based on achievement and program objectives as measured by class work, homework, independent study, projects and formal tests.

**INTERIM PROGRESS REPORTS** will be posted on students' private Option C page

midway through each semester. Dates are listed on the calendar. All families will be asked to confirm that they have viewed their children's progress. Families without Internet access may request a printout from the homeroom teacher. We strongly urge you to check [www.stmelsacademy.org](http://www.stmelsacademy.org) frequently for updates and announcements, and check OptionC weekly for your child's academic progress.

## ACADEMIC HONORS

**PRINCIPAL'S LIST** Grades 1 to 4 – ALL A+ Grades 5 to 8 – 97% average with no grade less than 95%

**FIRST HONORS** Grades 1 to 4 – ALL A+ and A Grades 5 to 8 – 93% average with no grade less than 90%

**SECOND HONORS** Grades 1 to 4 – B+ to A+ Grades 5 to 8 – 89% average with no grade less than 85%

**PERSERVERANCE AWARD** This award is given to those students who exhibit persistent effort in and out of the classroom and is given at the discretion of the teacher.

**STUDENT OF THE MONTH** This award is given to the student who best exemplifies the value/virtue of the month and is given at the discretion of the teacher.

**❖ ALL AWARDS REQUIRE “3” OR “4” IN HOMEWORK, CONDUCT, EFFORT, SPECIAL SUBJECTS AND PERSONAL PROGRESS or AS DETERMINED BY THE ADMINISTRATION.**

**PERFECT ATTENDANCE** This award is given to those students who have perfect attendance for the trimester, (never absent or late). Excused lateness is not taken into account.

## CELEBRATIONS

If a child is celebrating a birthday, the parent is permitted to send in treats for the class, which will be distributed and brought home by students. Please remember that classrooms are nut free. If you are making a treat such as homemade cupcakes or treats, please send in a list of ingredients to protect students with allergies. PLEASE CONTACT THE TEACHER BEFOREHAND. However, **NO parties** are permitted in the classroom. Please do not send in balloons, gifts, etc.

## TEXTBOOKS AND BOOKBAGS

Textbooks belong to the academy or are on loan from New York State. These books must be clean and covered at all times (no contact paper on textbooks). Any book that is damaged or lost must be replaced at the expense of the student responsible for the damage or loss. Textbooks on CD's are also on loan and must be returned in June. Books must be carried in some type of school bag in order to protect them. Wheeled schoolbags are not safe on the steps and through the hallways, therefore they are not permitted in school.

## EARLY DROP-OFF AND AFTER-SCHOOL PROGRAMS

A separate application, available in the academy office, must be filled out. For the Early Drop Off program the fee is \$5.00 for one child and \$10.00 for two or more children in a family. Students may be dropped off between 7:30 and 8 am. For afterschool the fee is \$15 a day for one child, \$20 for two children and \$25 for three. Early Drop Off and Afterschool money is **due every Monday**. These programs are open to all full day students. All students must be picked up from after school program by 5:30 or additional charges apply.

All academy rules pertaining to student behavior apply to these programs as well.

If a student is participating in a school-sponsored club after school which requires a fee, he or she may remain in the afterschool program at no additional cost if the student is picked up by 5:30.

## VOLUNTEERS

St. Mel's Catholic Academy has been greatly assisted by many wonderful and generous parent volunteers. We need and appreciate this service. If you can volunteer any service, please do so when the list is sent in September. **All volunteers (anyone in contact with the children) must attend the Virtus Program, sign a Code of Conduct Form, and have a background screening. This is required by the Diocese of Brooklyn- Safe Environment Office.**

## TUITION FOR 2019-2020 SCHOOL YEAR

A one-time registration fee of \$100 is due from each new family registering at SMCA, with the exception of Pre-K. In addition, an annual \$250 per student education fee is due at registration or reregistration. Both the registration fee and education fee are non-refundable.



<b>K-8</b>	<b>Catholic</b>	<b>Non-Catholic</b>
One Child	\$4,800	\$5,800
Two Children	\$7,900	\$9,850
Three or more Children	\$9,900	\$11,500

\*\*\*\*There is no charge for Pre-K for all program\*\*\*\*

<b>Nursery</b>	<b>Tuition</b>
Five full days	\$4,800
Three full days	\$4,200
Five days (AM)	\$4,200
Three days (AM)	\$3,800

Tuition is collected via Facts and is **DUE** in the by the **3rd of each month, STARTING JUNE 3<sup>rd</sup>, 2019 UNTIL March 3, 2020. The last tuition payment for 2019-2020 will be due MARCH 3 2020. Students will not be admitted to class in September unless 4 payments have been received by September 3, 2019.** Payments received after the 3rd of each month will incur a late fee of \$30.00. A fee of **\$20** is charged for all returned bank checks. **St. Mel Church weekly envelopes should be used. Parishioners are expected to contribute \$6.00 per week to the support of the parish and the Church.**

In order to secure a spot for your child in the 2020-2021 school year, the education fee is due by April 15, 2020.

### **FUNDRAISING**

During the course of the academic year three (3) major fundraisers will be held. The three for this year are:

- Catalogue Sale – September (\$65 minimum required each child)
- Candy Bar – February (\$50 minimum required each child)
- Walk-a-thon – May (\$65 minimum required each child)
- The Student Council will continue to collect General Mills box tops for Education, food for the poor, toiletries for the retired sisters in Amityville, used computer cartridges and other items for those in need. We also receive a percentage of the purchase when you use your Stop & Shop Card, Amazon Smiles and shop online

via School Store.

## **ACTIVITIES**

We strongly encourage your children to join one of the many sports or activities sponsored by the St. Mel's Catholic Academy Community and/or Parish: Daisies Girl Scouts, Brownies, Yearbook – 8<sup>th</sup> grade students, Student Council, Service Society Nursery Help, Sports Programs (run by parish/parents) various after school clubs and Altar Servers

**For further information please check the Church bulletin, parish Herald or call.** Important phone numbers:

School Office 539-8211 ext 210  
Financial Secretary 539-8211 ext 213  
Principal 539-8211 ext 212  
Nurse 661-0989 ext 214  
Sports Association 767-3472  
St. Mel Rectory 886-0201

