

IMPORTANT INFORMATION FROM THE OFFICE

WEBSITE: Please familiarize yourself with the school website www.hfsj.org (user: hfecparent; password: hfec). Your student's homework assignments, class announcements, as well as the bi-monthly E-News and Notes containing important school announcements is posted there.

FINGERPRINTS: ***ALL VOLUNTEERS MUST BE FINGERPRINTED*** – no exceptions. If you already have cleared fingerprints on file with the school, you do not need to have them redone. If you have NOT been fingerprinted, contact the office. There are no exceptions to this policy. Parents who are in law enforcement, teachers outside the Diocese, lawyers, etc. are required to be fingerprinted through Holy Family School. Do not wait until the week before an event to contact us. It may take 2 weeks to receive clearance.

SCHOOL START TIMES & TARDIES: The official start time of school is 7:55 a.m. Our morning gathering at the cross begins at 7:55 a.m. and is part of the school day. *Please have your child on campus before prayer begins.* Junior High students have a different policy. Please check the Junior High School Handbook. Drive-thru opens at 7:35 a.m. and closes at 7:55 a.m. Students are marked tardy when they are not in line by 7:55 a.m. Please note that excessive tardies will result in Tardy Party for both child *and* parent. Tardy Party is scheduled on Saturday mornings once a month in conjunction with our Community Care Day.

UNIFORM REQUIREMENTS: Uniform requirements are strictly enforced. Please refer to the enclosed uniform brochure for details. Crew socks that rise 3 inches above the anklebone are the required sock style for *all* students. Ankle or quarter socks are not allowed. Navy or white knee socks may be worn in all grades. Shoelaces must be white - colored shoelaces are not permitted. Shoes may be any color *EXCEPT* neon colors. They cannot have wheels, blinking lights, skulls or graphics. Checkered shoes are acceptable, however they cannot be slip-ons or boots. **Formal Dress:** *navy V-neck sweater, white polo, navy pants for boys, navy pants or plaid skirt/jumper for girls.* The V-neck sweater is available for purchase at the Merry Mart. Each uniform piece of clothing is to be in good repair. Hairstyle guidelines will be enforced the first day of school.

UNIFORM ORDERS: School logo wear may be purchased through the school's website through July 10. P.E. t-shirts, shorts, and sweatpants as well as the navy V-neck sweater and sweatshirt are available for direct purchase at the Merry Mart Store as well as the website. Visit the store for correct sizing if you plan to order any uniform item via the website. Internet orders will be shipped directly to your home. **Fifth-eighth graders are expected to be in P.E. uniforms the first day of P.E.** *P.E. uniform includes: logo wear navy t-shirt, logo wear navy mesh shorts with logo navy sweatpants for cold weather. All P.E. uniform pieces must be Holy Family School logo wear.*

5th - 8th grade students are REQUIRED to wear logo P.E. uniforms which must be worn their first day of P.E.

MEDICATIONS: If your student will require medication this school year (i.e. prescriptions, inhalers, Epipens, pain relievers, etc), a form signed by your child's physician must be on file. The form is included in this mailing and needs to accompany your child's medication when it is brought to the office. One form per child, please. *This policy holds true throughout the school year and it includes all prescription as well as over the counter medications.* A new form is required each year – forms are destroyed at the end of each school year.

CLASS SUPPLY LISTS – 5% REBATE: When purchasing class supplies, please consider Office Depot. Our school receives 5% back on all purchases. Our Office Depot Identification number is located on the class supply list. Please give this number to the cashier at check-out. This is a year-round program so please give this number to the cashier each time you make a purchase at Office Depot – it is not limited to class supplies.

If you have questions, feel free to call us. Please allow us a day or two to respond to your call.
General Questions -- 978-1355 Billing/Tuition, Liz Hebert -- 978-1376
Volunteer Coordinator, Jackie Albin -- 978-1378