



# Welcome to St. Mary School

www.stmaryhp.org

513-321-0703

normal school day hours: 8:40 am - 3:30 pm

## Important Start of the Year Dates

**Date: Monday, August 18 / Time: 3:30 - 4:30 PM**

**Details:** Kindergarten-Grade 5 students are invited to visit their classrooms, meet their teacher, and drop off school supplies.

**Date: Thursday, August 21 & Friday, August 22 / FIRST AND SECOND DAYS OF SCHOOL**

**Details: Noon Dismissal** both days. Lunch will not be served. Please pack a snack. On the first day of school, teachers will meet students on the back parking lot at 8:20 by the school door. Most parents walk their children to the lot. Please allot plenty of time for drop-off and pick-up on the first few days.

**Date: Thursday, August 28 / Time: 6:00- 8:00 PM**

**Details:** Meet the Teacher / Back to School Night for Parents. Learn about your child's day at SMS.

## Uniforms

Approved uniform attire may be purchased through Lands End or U-Sports. U-Sports is also the vendor for St. Mary Spiritwear.



Lands' End



U-Sports

- Kindergarten girls wear uniform plaid jumpers from Lands' End. Socks, tights, and leggings worn under the uniform must be white, navy blue, or black. **PTO Tip:** Tights do not hold up as well on the playground.
- Girls may wear cotton navy "tumble shorts" or leggings under the uniform. Capri pants, yoga pants, and stretch knit pants are not permitted.
- Uniform pants worn by male and female students must be khaki with NO rivets or patch pockets. Boys and girls will wear navy uniform soft knit shirts with the St. Mary logo.
- **PTO Tip:** The logo polo will not show under the jumper for girls, so any navy polo will work. Look for solid polo shirt sales at stores like Gap, Old Navy, and Target.
- Khaki dress shorts may be worn before November 1, after April 1, or in 70 degrees or higher weather.
- On P.E. days, all students must wear gym shoes.
- **PTO Tip:** The children do not change, but the girls do remove their jumpers. It can be helpful to wear athletic shorts underneath their jumper on those days.
- On spiritwear days (typically on a Friday once a month), students may wear any bottoms, including leggings. These dates will be publicized in the eNews. Purchase spiritwear from U-Sports. **PTO** will also have a booth selling spiritwear at the St. Mary Fun Fest the weekend of August 15-17.

## CAFETERIA LUNCH SERVICE

- Lunch service is prepared on-premise using fresh ingredients.
- Lunch is a pre-pay program. **In August, we will share instructions on setting up your child's lunch payment account with their unique student ID**
- **COMING! BACK TO SCHOOL 2025- A NEWLY RENOVATED CAFETERIA!! Thank you to our families, grandparents, and friends for making this project a reality through your support of the St. Mary School Annual Fund!**

## PTO Tips - LUNCH

- It is helpful to include ice packs as lunches stay in cubbies until around 11:00 a.m.
- Bento boxes are a popular choice in lunch boxes. It's helpful to remove all trash and packaging of items for ease. The lunch bell is quick!
- Food may be reheated in a microwave, and lunch aides can assist, if needed.
- Pack an afternoon snack every day, separate from the lunch bag.

## Other Items of Note

**EARLY DISMISSAL DAYS** - Once a month, we have an early dismissal day at 1:30 pm to allow for faculty meetings/workshops. These dates are noted on the school calendar, and reminders will be included in our weekly school newsletters. Lunch is not served in the cafeteria; students pack a snack. Champions, our before/after school care provider, offers a special early dismissal after-care option.

**Mass** - Kindergarteners attend an All-School Mass (9:00 am) once a month. Please check the school calendar for dates. You are welcome to join us and sit with your child during Mass. All Kindergarteners are seated with their specially assigned eighth-grade buddies during Mass.

**Class Parties** - Kindergarten parties are open to all parents to attend unless otherwise designated as a "class only" party by the teacher. For other grades, this is on a class-by-class basis. These parties will be communicated to parents through the teacher and/or the PTO Room Liaison. Teachers may have different preferences, so if this guidance conflicts with direction from the school, always defer to the school and/or student handbook.

**Sports** - St.Mary Athletic Commission (SMAC) offers opportunities for coed recreational soccer in the Fall (Little Cougars), basketball in the Winter (Little Dribblers), volleyball in late Winter (Little Spikers), and soccer in the Spring (SAY Soccer). Softball and baseball are also offered in the Spring through SMAC. Football (Bandit) is run through the Cougar Football program. See the weekly school newsletters for information on signing up and dates for these programs.

**PTO** - There are many committees and ways to volunteer and get engaged in the school. Scan the QR code or email the PTO president, Jennifer Reed: [jennifermariereed@gmail.com](mailto:jennifermariereed@gmail.com).



## BUS SERVICE AND DAILY PICKUP/DROP-OFF PROCEDURES

### BUS SERVICE

- You are eligible for transportation if you reside in the **Cincinnati Public School District** and are over 1 mile from school. The school office communicated with you in May about CPS transportation, as that information was needed by June 1. If you have any questions, please email [lkoslovsky@stmaryhp.org](mailto:lkoslovsky@stmaryhp.org). Thank you. *Current students who have used the CPS bus service will remain on their rosters.*
- If you live in the **Forest Hills School District**, please complete a form on the Forest Hills website.
- The teacher aide escorts younger bus riders to their bus in front of school.

### PICKUP/DROP-OFF PROCEDURES

**DROP-OFF BEGINS AT 8:20 am** at the playground. There will be faculty on duty to facilitate traffic flow.

The car lines for morning drop-off are:

- Pull down Shady Lane to the playground entrance at Ashmont and Shady.
- Montieth to Ashmont to Shady Lane
- Drive down Welling Way to the playground entrance near Astoria.

Parents are welcome to park and walk their students to the playground. Students will begin to enter the building at 8:30 am under the direction of the teacher on duty. The teacher on duty arrives at 8:20 am. *If the weather is inclement, students enter the building and wait in the cafeteria until they are dismissed to their classrooms at 8:30 am.* Children dropped off in front of the school are to walk around to the playground and wait to enter the building at 8:30 am. **On the first day of school, all the teachers will be on the playground to greet their students.**

**AFTERNOON PICKUP BEGINS AT 3:30 pm.** Students can meet parents in the back lot or the front of the school.

- Please do not park on Erie Avenue in front of the school. Our school buses use this area to park and board students.
- Shady Lane is blocked off at Erie Avenue at dismissal to provide a safe environment. Parents might need to park and walk a block or two, as parking is limited immediately on campus. Please respect our neighbors, do not block driveways, and obey all parking signs. Kindergartners are released by their teacher at the back door when teachers see the parent/caregiver.
- For parents with older children who prefer a pickup car line, you can access the playground pickup spot from Montieth to Ashmont to Shady.

### PTO Tips - Drop off/Pick up

- For drop-off, kindergartners line up outside behind the school in the lot between 8:20- 8:30 a.m.
- In the first few weeks of school, kindergarten parents or caregivers typically walk their child to the homeroom line and wait for the teacher on duty to allow them entrance into the building.
- On days with inclement weather, students are allowed to enter the building and wait in the cafeteria until being released to their homerooms.
- For pick-up, kindergartners are released by their teacher at the back door in the parking lot **when teachers see the parent/caregiver.**
- If children will vary between Champions (after-school care) or pick-up (car rider), indicate with a note to the teacher in their folder in their backpack.

## Other Items of Note continued

### Safeparish

The Archdiocese of Cincinnati Child Protection Program requires EVERY School Volunteer, Coach, Teacher and staff members to be registered and current on quarterly online video training in SafeParish. Please scan the QR code to register for a SafeParish account. The registration passcode is **protectcincy**.



### St. Mary Contacts

- School Office: Lisa Koslovsky, School Office Manager 513.321.0703
- School Attendance: Email Lisa in the office and HR teacher: [lkoslovsky@stmaryhp.org](mailto:lkoslovsky@stmaryhp.org)
- School Nurse: Beth Mannix 513.321.0703, Press 2
- Parish-Related Questions (sacraments, meeting space, parish calendar) / Carrie Brigger, Parish Office Manager 513.321.1207
- Tuition Related Questions (Non EdChoice): Lisa Habel / [tuition@stmaryhp.org](mailto:tuition@stmaryhp.org)
- Ed Choice Questions: Beth Mock, Vice Principal 513.321.0703, Press 5
- Parent Teacher Organization (PTO) Questions: Jennifer Reed 513.257.8320 [jennifermariereed@gmail.com](mailto:jennifermariereed@gmail.com)
- Parent Advisory Council (PAC) Questions: Maggie Wuellner / [maggie@usabrad.com](mailto:maggie@usabrad.com)
- St. Mary Athletic Commission (SMAC) Questions: Chris Palermo / [cpalermo@midlandatlantic.com](mailto:cpalermo@midlandatlantic.com)

### School Communications

- St. Mary sends out school news via an email newsletter every Wednesday starting in early August and throughout the school year. **PTO Tip: Reading this every week is the best way to stay on top of school news and events.**
- Your kindergarten teacher may choose to send out class emails on a periodic or regular basis.
- From time to time, you will receive updates and reminders via email from your child's class PTO Room Liaison and/or Room Parent.

### Calendar & ENews

The School Google Calendar and School Newsletter Archive can be found in your FACTS portal and on the school website on a password-protected page. The password is **ReginaRose**. The School Calendar & Newsletter page can be accessed under the About SMS Tab or from the Quick Link Calendar & ENews icon on the front page.

### School App

Our school app is free in the App Store or Google Play. Search St. Mary School, Cincinnati, OH. We occasionally will communicate with a Push Notification through the school app.

On the St. Mary School app, you will find Quick Links to Lunch info, FACTS tuition, teacher webpages, and more. Push Notifications that are occasionally sent can be found inside the app from the 4-square menu link.

- Other ways to keep up with happenings going on in and around school include:
  - St. Mary School Facebook Page (maintained by the school)
  - St. Mary School - Go Cougars (parents' Facebook group maintained by **PTO**)
  - St. Mary School Instagram (maintained by the school)
  - Some grades have specific Facebook or Instagram pages created by a parent in the grade, ie. St. Mary School, Hyde Park- Class of 2032

### **REFERENCE YOUR WELCOME NEW FAMILY EMAIL AT THE QR CODE**



This email includes links to:

- School Supply Lists
- School Calendar Overview
- Tuition Billing Info
- Before and After School Care and more!

