

Presentation of Mary Academy

August 2007 Newsletter

182 Lowell Road Hudson, NH 03051

Visit us on the web.

www.pmaschool.org

A Message from Sister Maria's Desk

These have been busy days at PMA! When you return to school at the end of August, you will be pleasantly surprised by our beautiful new offices and two pre-kindergarten classrooms on the first floor. In addition to these changes, all the classrooms have been wired for internet access, including wireless routers, internet safety firewall for the computer lab, new TV's, computers, etc. Our commitment to give your child quality Catholic education continues to be a top priority for all of us at PMA. We're not only enhancing the quality of edu-

cation we're offering your child but also making many necessary building improvements to assure that your child is safe and sound at all times.

I welcome all of our new families and students to our school community, especially our 30 pre-school children.

To date, we already have 30 students registered for our pre-kindergarten program. That means two classrooms, and four additional staff members! I am also happy to share with you that enrollment has increased by 12% in the rest of the grades!

Thank you for showing your confidence in our school and for sharing the "Good News" about PMA with family and friends. I am convinced that parents and students are the best marketing agents for the school! We appreciate all of your marketing efforts in this area of the school's development.

As always, we remain committed to working with you as partners in your child's education! May the rest of the summer days be restful and relaxing for all of you!

God bless you!

Sister Maria Rosa, pm
Principal

Presentation of Mary Academy

Mission Statement

Presentation of Mary Academy, a private Catholic school, recognizes that every student is a child of God, deserving of the best education in pursuit of his/her own vocation, according to God's will. We are committed to helping all children develop academically, spiritually, socially, and emotionally by nurturing their unique gifts and talents. In the footsteps of Anne-Marie Rivier, our foundress, we strive to develop our students as Catholic leaders, ethical individuals, and lifelong learners.

Planning Ahead: Save

your treasures! Please save items for the PMA yard sale in the Spring of 2008!

Good-bye and God bless!

We'll miss you!

Our prayers and blessings accompany Mrs. Lisa Winters as she pursues a teaching career in the public middle school system. Mrs. Winters was a great asset to our school community, and she will be missed by students, colleagues and parents.

We are all saddened to say "GOOD-BYE" to Sr. Jeannine Lamoureux, who for health reasons had to resign from her position as French Teacher for grade five. Sr. Jeannine has relocated to our infirmary in Manchester where she will receive the care she needs to be restored back to good health. We thank God for her eight years of service to our fifth grade students! She will be greatly missed by all of us!

September Parent Open House and Informational Evening

Mark your calendar now for this important night!

September 18, 19, 20, 2007 (6:30 PM-8:30 PM)

September 18: Grades Pre-K, K, 1

September 19: Grades 2-5

September 20: Grades 6-8

DEADLINE:

July 1, 2007, or August 1, 2007:

Prepaid Tuitions Due!

Summer Office Hours:

The school office will be opened on Mondays, Tuesdays, Wednesdays, and Thursdays from 8:00AM until 2:00PM during the summer months. The office will be **closed on Fridays** during the summer months.

SUMMER SAVINGS

PLEASE save Box Tops, Campbell Soup Labels, cell phones, ink cartridges, and **Shaw's Market Grocery Receipts**, during the summer months. Thank you!

Lost Your Supply List or

Calendar? Oops - you lost or misplaced the Yearly Calendar or supply list over the summer months! We'll be happy to mail you a new one. Simply send a self-addressed stamped envelope to our attention, or you can visit our school website, www.pmaschool.org.

Important Information - Please Mark Your Calendars

WEDNESDAY, AUGUST 23 Staff Meeting: 9:00 A.M.–2:00 P.M. in the school cafeteria.

MONDAY, AUGUST 27—OPEN HOUSE for GRADES Pre-K through 8:

11:00 A.M.-1:00 P.M. The first day of school will be an Open House. This Open House will give you and your child an opportunity to visit the school, meet the teachers, and become acquainted with the school environment in a very informal setting. We encourage all parents and students to attend the Open House. Visiting hours are 11:00 A.M. until 1:00 P.M. The teachers will be available to answer questions or concerns you may have. The **WHITE ENVELOPES** will be distributed at the Open House. Students do not need to wear school uniforms for the Open House.

School Uniforms: All students in grades pre-k through 8 are expected to wear their school uniforms on August 28, 29, 30th.

TUESDAY, AUGUST 28, HALF DAY SESSION FOR STUDENTS IN GRADES 1-4:

Students in grades 1-4 and their parents are invited to gather in the chapel on Tuesday, August 28, at 8:15AM for the opening of the school year prayer service. The teachers will meet the students in the school yard at 8:00AM **Dismissal will be at 11:00AM on Tuesday and Wednesday.**

WEDNESDAY, AUGUST 29, HALF DAY SESSION FOR STUDENTS IN GRADES 5-8

Students in grades 5-8 and their parents are invited to gather in the Chapel on Wednesday, August 29, at 8:00 A. M. for the opening of the school year prayer service. The teachers will meet the students in the school yard at 7:40AM **Dismissal will be at 11:00 AM on Tuesday and Wednesday.**

Bus transportation and the **Before and After School Program** will begin on **Thursday, August 30** for students in grades 1-8.

THURSDAY, AUGUST 30, HALF DAY SESSION FOR STUDENTS IN GRADES Pre-Kindergarten and Kindergarten.

The teachers will meet the students in the car line at 8:10AM for Kindergarten and at 8:20 AM for the pre-kindergarten students. **Dismissal will be at 11:00AM on THURSDAY for PRE-K AND K STUDENTS only.** Students are expected to wear their school uniform on the August 30, 2007.

THURSDAY, AUGUST 30: First full day of school for students in grades 1-8.

FRIDAY, AUGUST 31 and MONDAY SEPTEMBER 3: NO SCHOOL –LABOR DAY BREAK.

TUESDAY, SEPTEMBER 4:

First full day of school for students in grades pre-kindergarten and kindergarten. The **Before and After School Program** will begin on **Tuesday, September 4, 2007 for Pre-K and K students.**

IMPORTANT INFORMATION

ABSENT/TARDY POLICY:

Parents are encouraged to exercise good judgment in keeping children home from school. Youngsters who are ill will have a difficult time attending to work and will expose other children to illness.

Absences must be explained in **WRITING** to the classroom teacher. For the personal safety of your child, we ask that on the day your child is absent, you call the school office (Absentee Line Ext. 455) before 8:30 A.M. to inform us that your child will not be in school.

Students will be required to makeup work resulting from absences or tardiness. At the teacher's discretion, a feasible time-line will be determined for the completion of missed school work.

TARDINESS: All students are expected to be in school on time. Students entering the building after the official start of the school day (varies according to grade levels) will be recorded tardy. If your child is late for school, he/she must report to the office with a **WRITTEN NOTE** explaining the reason for the tardiness before proceeding to class. Please remember that a late student will interrupt instruction and will miss important directions given at the beginning of the school day. Tardy arrivals after 8:30am should be called into the office as well.

AFTER SCHOOL PROGRAM:

The After School Program will begin on Thursday, August 30, 2007. The program begins immediately after school and ends at 6:00 P.M. Registration forms can be obtained from our school website under administration.

BEFORE SCHOOL PROGRAM:

The school building will be open at 6:30AM for parents in grades Pre-K-8 who wish to bring their child to school before 7:30 AM. Please use the cafeteria door located in the back of the building. The program is available on an as-needed basis. This service will begin on Thursday, August 30, 2007.

REQUIRED FORMS:

All new students must have BIRTH, BAPTISM (if the child is Catholic) and MEDICAL HEALTH FORMS (immunization records) in the school office before the first day of school. In accordance with NH Health Department, we will not accept students in the school without proper immunization records.

FOOD & DRINKS:

For safety reasons, glass containers with food or drinks are not allowed at school. If your child does not order milk, please make sure his/her drink is secured in a thermos bottle or plastic container.

Please note: Due to nutritional concerns, we will no longer be selling carbonated soft drinks to the students. Students may purchase drinks from the juice or water vending machines during lunch or after school before 2:30 PM.

VOLUNTEERS—ALWAYS NEEDED AND ALWAYS WELCOME:

On the first day of school you will receive a **VOLUNTEER SIGN-UP FORM**. The form will list numerous opportunities for you to become involved in the school. Your service is a helpful way for us to continue providing your child with a quality education at an affordable price.

Mandatory Volunteer Training Session

for all Volunteers who work with the students of PMA. This includes chaperoning field trips, coaches, girl scout leaders, cafeteria, library and classroom helpers. There are two volunteer training sessions that all volunteers must attend along with completing a criminal background check prior to volunteering at PMA. The in-house volunteer training session is held at PMA in the fall. Information with dates and times will be sent home in the white shuttle envelopes. The Protecting Gods Children session is conducted by the Manchester Diocesan Office and is held at various parishes. We strongly recommend that all parents who need the PGC training go online and register for one of the classes as soon as possible. Visit their website:

WWW.catholicchurchnh.org, click on child safety for locations, dates, times and contact information.

Criminal Background checks are done through the school office as well as the distribution of volunteer badges which must be worn while volunteering at

PARENT/TEACHER CONFER-

ENCES: Parent/teacher conferences are encouraged whenever you have a question concerning your child's educational, spiritual, or social development. The faculty, staff, and administration welcome individual conferences anytime during the year. Please do not hesitate to contact your child's teacher for an appointment.

We discourage parents from initiating conferences with the teachers in the school yard or car line at the beginning or end of the school day. It is difficult and often stressful for teachers to properly supervise students while being attentive to a parent. If you need to speak with your child's teacher, we ask that you send a note to the teacher requesting a conference. We thank you in advance for your cooperation in this sensitive matter.

WHITE ENVELOPES HOME/ SCHOOL COMMUNICATION:

On the first day of school your child will receive a "WHITE ENVELOPE" to be used as the means of communication between home and school. The envelope will contain weekly communications from your child's teacher and the school office. We ask that you sign the envelope and return it to school the following day. We have designated the youngest child in the family as the "SCHOOL MESSENGER" for monthly newsletters and other forms of communication. This will help us economize on the number of copies being duplicated at school as well as postage. The WHITE ENVELOPE will be sent home every WEDNESDAY. Please return it to school on Thursdays. Please DO NOT SEAL THE ENVELOPE. Your child will be using the same envelope throughout the year.

NEW SCHOOL HOURS:

Due to the addition of our new pre-k program we have had to make the necessary adaptations to the school hours. Please note that all students will begin school five minutes earlier. The school hours vary according to grade levels. All students must be in the schoolyard by the following times:

Grades 6,7,8: 7:35 AM

Grades 4,5: 7:50 AM

Grades 1,2, 3: 8:00 AM

Kindergarten: 8:10 AM

Pre-Kindergarten: 8:20 AM

Students who need to be at school before 7:30 A.M. will be placed in the Before School Program, and the parents will be billed accordingly. The safety of your child is of utmost importance to us. No child is permitted to be in the school yard without **supervision before 7:30AM**

2007-08 PMA Advisory Board

Chairperson: Mr. Bill Hassey

Vice Chairperson: Sr. Marie Henault, P.M.

Secretary: Sr. Claire Provost, P.M.

Provincial Council Representative

Sr. Rachel Morrisette, P.M.

Finance Committee:

Mr. Kevin Bannon

Mrs. Rolande Suchocki

Strategic Planning

Mr. David Boisvert

Mr. Jerry Dolan

Alumni Committee:

Ms. Rita Deschenes

Ms. Beth Charland

Pastor: Fr. Gary Belliveau

Public Relations: Mr. Len Lathrop

Principal: Sr. Maria Rosa, pm

We welcome in a very special way Mrs.

Welcome new Staff Members

Donna Demers, Ms. Danielle Solari and Mrs. Michelle Ashworth to our school community. Mrs. Demers will be our new pre-kindergarten teacher, Ms. Solari will be our new kindergarten teacher, and Mrs. Ashworth will be job-sharing in the second grade with Mrs. Psoinos (grade 2 parents see enclosed letter explaining the job-share). Our new staff members are excited about joining the PMA community! The women join us with a LOVE for education and the energy and enthusiasm needed to keep the students motivated, happy and learning! Welcome to PMA!

IN CASE YOU DIDN'T KNOW!

Teacher Certifications: All of our teachers (Pre-K through Grade 8) must be NH State Certified to teach at PMA. I was surprised to learn that some of our parents were not aware that our teachers had to be certified in order to be hired at PMA. Even our paraprofessional teachers (aides) are required to maintain a Diocesan Paraprofessional Teaching Certificate in order to maintain their teaching positions at the school. Teachers and paraprofessional personnel are required to meet State of NH and diocesan credentials to maintain positions at PMA.

"Teachers are ordinary people engaged in extraordinary work."



FACULTY AND STAFF 2007-08

PRE-K MRS. DONNA DEMERS

PRE-K TBA

Gr-Room#

K- 105 MRS. BONNIE SKOGSHOLM

K- 111 MRS. CAROL GUARINO

K- 104 MS. DANIELLE SOLARI

1 - 204 MRS. KIM POLOMBO

1 - 205 MRS. JULIE LAMONTAGNE

2 - 301 MR. KEVIN DESAULNIERS

2 - 304 MRS. JANICE PSOINOS

2 - 304 MRS. MICHELLE ASHWORTH

3 - 303 MRS. JEANNE CRAVEN

3 - 302 MRS. JULIE SAVOIE

4 - 308 MRS. JANE CARVER

4 - 310 MRS. SHARON SCHMIDT

5 - 305 MRS. CYNTHIA PAROLISE

5 - 306 MRS. JUNE DECOSTA

6 - 313 MRS. VALARIE BEMIS

6 - 320 MRS. MISSY ZAVALICK

7 - 315 MS. ANDREA MULLINS

7 - 318 MRS. MARY DELPIZZO

8 - 324 MRS. TAMARA CARGILL

8 - 322 MRS. MERINA DOLAN

Science 7/8 SR. CECILE LECLERC, PM

Religion 7 SR. HENRI BERTRAND, PM

Math Enrichment Grade 8

SR. EMILIENCE ARCHAMBAULT

Physical Education/Athletic Director

MRS. JUDY BOIRE

Music MRS. JOY IAQUINTA

Library MS. MARY MCMANUS

MS. DENISE BABCOCK

Computers MRS. JOAN METROPOLIS

Guidance Counselor:

MRS. AMY KIRSCHNER

Nurse MRS. JANICE MOTTARD

Extended Care Program

MS. MARY MCMANUS

Kinder Aides

MS. DENISE BABCOCK

MRS. JILL MASSOTA

MRS. DEBBIE FONTAINE

Pre-Kindergarten Aide

MRS. DIANA MURPHY

Maintenance MRS. KAREN SIMUNJAK

MR. KENNETH BROZA

Cafeteria: LILIYAN EKBATANI

Enrichment and Tutorial Services

SR. FERN PERREAULT

SR. IDA MARIE

SR. LILLIAN ST. SAUVEUR

SR. RITA MARTINELLI

SR. CECILE MORRISSETTE

Secretary: MRS. NANCY PHANEUF

Administrative Assistant:

MRS. JUNE NOLET

Business Manager

MRS. DONNA DESRUISSEAU

Assistant Principal

SR. CLAUDETTE BRUNELLE, PM

Principal:

SR. MARIA ROSA, PM

A NOTE ABOUT THE UNIFORM POLICY!

Parents, we need your help to implement the school policy regarding uniforms. Beginning in September, the uniform policy will be strictly enforced. Students wearing shirts, sweaters, blouses, polo shirts, or slacks that are not part of the uniform will be asked to call their parents for a change of clothing or will be given a uniform from the used uniform closet until parents are able to purchase the required uniform. Shirts, and blouses with frills or lace, are not part of the uniform, therefore are not allowed. Socks must be white and cover the entire ankle or students can wear maroon knee high length socks.

A note about school shoes:

Students will be expected to wear safe shoes on non-gym days. The shoes should not look like a sneaker or a boot shoe. They should fit securely and safely on the child's feet. Heels should not exceed .5 inches for grades K-5, and certainly not more than 1.5 inches for grades 6-8. The safety and comfort of our students should always be the first reason for choosing a pair of shoes. Please keep in mind that the students travel between four flights of stairs on any given day. High heeled, bulky and/or oversized shoes pose a major safety threat to your child.

We take great pride in our students and in the way they look! The uniforms ensure that all students look neat, studious, and presentable at all times. Please refer to the Uniform enclosure for detailed information about the uniform policy.

Planning Ahead for Your Fundraising -- Buy-Out SHAW 'S "DOLLARS"

Last year we initiated a new fundraising program at PMA entitled SHAW'S DOLLARS! We want to take this opportunity to re-introduce you to the program as you plan on how you want to "BUY-OUT" of the fundraising option. The program is an easy way for parents to participate in fund raising and raise their \$300 fundraising buyout fee without going door to door to sell merchandise, etc. If you have not used SHAW 'S CERTIFICATES in the past, here's how the program works. The certificates are printed by Shaw's Supermarkets and are of equal value to money.

The certificates are available in denominations of **\$50, \$25, \$10**, and may be purchased through the school with a check made out to **Presentation of Mary Academy – checks should be sent to school in the White Envelope Shuttle on Thursdays. The certificates will be returned to you via your designated child by Thursday afternoon.** Every time you use a gift certificate, Shaw's will donate 5% of your total dollars spent to the school. The school will apply the 5% towards your fundraising account. Example: If you spend \$100 at ANY Shaw's Supermarket and pay with the Shaw's certificates you have earned \$5 towards your fundraising Buy-Out fee. It's EASY! **The average family can raise over \$300 in one year.**

Here's how you can order your certificates:

Send the money to school in a small envelope labeled Shaw Certificates, insert the envelope in White Envelope – we will return the certificates to you on Thursday via your Child/ren. Please explain to your child the importance of protecting the envelope –PMA is not responsible for money or Shaw certificates lost through the white envelope system. Please do not send cash with your child/ren.

A few other important details to remember:

1. Plan ahead for vacations and holidays.
2. All checks for Shaw Certificates must be received by Thursday. Shaw's Dollars will not be available to you on Friday if we do not receive your check on Thursday.
3. The only checks honored for Shaw's Certificates are those with a **PMA family name on it.** If you choose to sell certificates to family members and friends please make sure they write their checks out to you, you can then write a check to PMA.
4. The certificates make great gifts for friends and family at the Holidays.

Please do not hesitate to contact the school office if you have any questions concerning this program! The certificates will be available every Thursday, beginning September 6, 2007.

BUY-OUT FEE-An Explanation

Beginning in September, each family will be required to raise a minimum of \$300 in fundraising funds to offset the tuition costs at PMA, or "buy-out" of any fundraising efforts by paying \$300 to PMA. Parents who do not raise their \$300 throughout the year will be billed in May for the remainder of the balance owed to the school. As explained at the

meetings in October and January, PMA relies heavily on fundraising activities to offset the difference between what we charge parents for tuition and the actual cost to educate a child at PMA (approximately \$5100.) Every family enrolled at PMA presently benefits from the fundraising efforts of a few parents. The buy-out option is a fair and equitable practice for all families and guarantees a steady source of income for the school.

Examples: If a family participates in the fall Yankee Candles Brochure Sales, and grosses sales of \$200, the school will apply \$60, which is 30% of the proceeds towards the family's buyout fee. The same family now participates in the Shaw's Certificate Program. If the family purchases \$200 of certificates per week, that family will get \$10 applied towards their fundraising fee. If an average family spends \$800 per month on food at Shaw's, they will get credited \$40 per month towards their Buy-out Fee \$40 times 10 months = \$400. **The following fund raising activities do not qualify towards buy-out fee: fundraisers sponsored by the Parent Group for student related activities, the annual golf-tournament, bake sales, and dress-down days.**

Other Fundraising Opportunities

Shaw's Certificates:

Gift Certificate Cards: \$50, \$25, \$10 denominations September 1 through June 1 5% of total sales.

Yankee Candles:

*Special selection of Holiday Candles, Accessories and numerous Gift Items
First Week of September
30% of total sales*

Christmas Lottery Cards:

*\$5 lottery gift cards-make great Christmas gifts for family, friends and employees
Mid-November through December
30% of total sales*

Spring Walk-a-thon:

*School Sponsored walkathon
April/May
40% of sponsor funds raised.*

Easter Candy and Spring Gifts:

*Easter Candy and various spring items
February-March
30% of Total Sales*

Coffee Cakes for Mothers Day:

*Coffee Cakes
May
30% of total sales*

Please return this form to the office by Thursday, August 30, 2007

For purchasing purposes, please let us know if you will be participating in the Shaw's Program at anytime during the year.

Name: _____

_____ Yes, I/we will be using the certificate program on a regular bases. We will be purchasing approximately \$ _____ of certificates per week/month.

I/we would like the certificates to be sent home with our child _____, grade _____.