



August 1, 2017

## *Today's Learners, Tomorrow's Leaders*

Dear Families of St. Bernadette Parish School,

Welcome to a new and exciting school year! I hope you are enjoying your summer break, filled with great memories and time well spent with family and friends. Here at school, we've been busily preparing for the coming year. We have many new staff members this year that will surely add to our rich Catholic School environment. I'm proud to announce our 2017-2018 teaching staff:

Preschool:	Ms. Deanna Fenner
Pre-Kindergarten:	Ms. Hayley Bazinet
Kindergarten:	Mrs. Colleen Rodland
1 <sup>st</sup> Grade:	Mrs. Joanne Leach
2 <sup>nd</sup> Grade:	Ms. Abbey Kindt
3 <sup>rd</sup> Grade:	Mrs. Eve Ruiz
4 <sup>th</sup> Grade:	Ms. Gretchen Seibel
5 <sup>th</sup> Grade:	Mrs. Patricia Harrington
6 <sup>th</sup> Grade Homeroom/ Math & Science:	Dr. Sarah Louie
7 <sup>th</sup> Grade Homeroom/ELA:	Ms. Sarah Coglianese
8 <sup>th</sup> Grade Homeroom/ Religion & SS:	Ms. Cathy Grimes
Preschool-5 <sup>th</sup> Music/ 6 <sup>th</sup> -8 <sup>th</sup> Information Skills:	Mrs. Elizabeth LaBelle
Preschool-8 <sup>th</sup> PE:	Dr. Bernadine Mahar
K-5 <sup>th</sup> Library/ Development Director:	Mrs. Jeanne Flohr-Keckemet
6 <sup>th</sup> -8 <sup>th</sup> Spanish:	Mrs. Janet Perles

In addition, during the first two months of school, Mr. Joseph Budde will be the acting principal while I'm on maternity leave. I am very thankful to Joe for agreeing to step in during this special time in my family's life! Mr. Budde is not only a parishioner of St. Bernadette, but he was also an interim principal at our school ten years ago, shortly after he retired as principal from the Renton School District. Since then, Joe has served as principal in many Archdiocesan schools, most recently at St. Mary's School in Aberdeen, WA. I am sure that Mr. Budde will do a fine job! His new school email address, which will be effective starting September 5th, will be: [jbudde@stbernadettesea.org](mailto:jbudde@stbernadettesea.org)

On a personal note, my daughter, Lucia Victoria Mendoza, was born last month and each day she is growing more and more. Thank you for all the prayers and well wishes! Our family feels so lucky to be part of such a caring community! Attached is a picture of our new little addition ☺

Now, onto school related information....

This year, we will continue to use PowerSchool as our student database and grading system and Power Announcement to send our weekly school bulletins. Because of this, it is extremely important that we have everyone's most current information, including your child's medical and dental information. We know that each year things change and we ask that you help us maintain a complete database that contains all the essential information we need to keep you informed and your child(ren) safe when in our care. To update your information, all you need to do is go to the PowerSchool link (found on the main page of our website), sign-in and click on the "Demographic Change" page on the Navigation menu. This page will allow you to update phone numbers, emergency contact information, email addresses, medical and dental information. **We ask that ALL returning families update their PowerSchool Parent Portal information prior to the start of the school year.** New families will be receiving Parent Portal login information in September.

We hope to see everyone at our St. Bernadette Summer Picnic on **Sunday, August 20th from 12-3 PM.** All families are welcome and volunteers are still needed! A big thank you to all our sponsors: Athletics, Knights of Columbus, Parents' Club, Seniors Club and our very own St. Bernadette Parish.

We are also in need of volunteers to help fluff and spread wood chips in our bark area. Interested families should arrive to the play area at **10:00 AM on August 20<sup>th</sup>.** If you would like to volunteer and get a jump-start on your Parent Commitment Hours, please email our volunteer coordinator, **Gabriela Romo: gneromo07@gmail.com** There are many other opportunities still available!

**Following are some additional school reminders and important dates to remember:**

### **ARRIVAL TIMES**

Please be sure your child comes to school each day rested and ready to learn. Attendance and arriving on time are important in order for your child to succeed in school. Students who are consistently tardy are at a clear disadvantage and usually arrive feeling frantic and unprepared for the school day.

#### ***Kindergarten through 8<sup>th</sup> grade***

The first day for 1<sup>st</sup>-8<sup>th</sup> grade students is **Tuesday, September 5, 2017** (please see the **Kindergarten Staggered Start** section for Kindergarten assigned first days).

The school day for **Kindergarten through 8<sup>th</sup> grade students** begins at **8:15 AM** everyday and ends at **3:00 PM M-T-W-F** and at **2:00 PM on Thursdays.** All students who arrive after 8:25 AM must obtain a tardy slip from the school office prior to entering their classroom. K-3<sup>rd</sup> grade students will meet their teachers under the covered area on the eastside of the primary building and students in 4<sup>th</sup>-8<sup>th</sup> grades will walk to their classrooms in the upper building when the bell rings at 8:15 AM. For your child's safety, it is important to not drop off your child unsupervised before the bell rings. We do not provide supervision prior to 8:15 AM or after 3:15 PM M-T-W, F (2:15 PM on Thursdays). If you need before or after school child care, please request an extended day registration packet in the school office.

#### ***Preschool and Pre-Kindergarten***

The first day of Preschool Pre-Kindergarten is **Wednesday, September 6, 2017.**

The **Preschool and Pre-Kindergarten** day starts at **8:25 AM** and ends at **3:00 PM M-T-W-F.** On **Thursdays,** they begin at **8:25 AM** and end at **2:00 PM.** Per the WA State Department of Early Learning policy, all Preschool and Pre-Kindergarten students must be signed in and out of school each day by an **authorized adult.** At the entrance of each classroom, we have a communication center where you can sign your child in and out of school.

**Please note that there is NO before or after school Extended Day services for Preschool and Pre-Kindergarten students.**

## ABSENCES

If your child is sick please report the absence by 9:00 AM by calling the school office (206) 244-4934 (extension 3204 to leave a message after school hours). Please make every attempt to schedule family vacations during our set vacation days throughout the year. Extended vacations during the school year are **highly** discouraged and can negatively impact the achievement of your child(ren). Please note that teachers are **not** responsible for preparing homework for extended family vacations taken during regularly scheduled school days.

## EMERGENCY COMFORT KITS

Please help us keep your child(ren) safe! At the end of the year we returned all student emergency kits. Please replenish the food items and return it to school on the **first day of school**. An order sheet is attached if you would like to purchase a kit for \$15, if ordered by **August 18<sup>th</sup>**. Emergency Comfort Kits ordered after August 18, 2017, are \$20.00 each.

## EXTENDED DAY

K-8<sup>th</sup> grade students participating in the extended day program must have a completed registration packet on file before attending extended day. Packets will be available in the extended day room and in the school office. Extended Day hours are 7:00 AM- 8:15 AM M-F and 3:00-6:00 PM M-T-W-F and 2:00-6:00 PM on Thursdays. We will continue to bill extended day fees through SMART. This includes the registration and hourly/monthly fees. The registration cost is \$40 per family and the hourly rate is \$4.50 per hour.

Mrs. Melanie Zottman will be the morning extended day aide and we are still hiring for our afternoon aides. Please help us spread the word! Interested candidates must be 18 or over and love working with students ages 5-13. Aides would be responsible for afternoon care (2:30—4:30 pm Monday, Tuesday, Wednesday, Friday and 1:30-4:30 pm on Thursday) and closing (1:30-6:00 pm on Thursday and 2:30-6:00 pm Monday, Tuesday, Wednesday, Friday). If interested, please apply online:

<https://www.applitrack.com/seattlearch/onlineapp/default.aspx?Category=Student+Support+Services&subcategory=Extended+Care+Aide&AppliTrackJobId=4206&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1>

This year, Mrs. Fenner will be teaching Preschool full-time and will no longer work at extended day.

## KINDERGARTEN STAGGERED START

During our opening week, Kindergarten students will enjoy a staggered start which means that half of the class will attend class on one day and the other half will attend class the next day. This smaller group approach will allow the kindergarten teacher to work one-on-one with your child. Staggering their start will also aid their transition into kindergarten by giving students the opportunity to better understand the school expectations and procedures in a small group setting. Students with last names starting with **A-M** will come to school on **September 5<sup>th</sup>** (noon dismissal). Students with the last names starting with **N-Z** will come to school on **September 6<sup>th</sup>** (noon dismissal). **All Kindergarten students will come to school on Thursday, September 7<sup>th</sup>**. This information will also be covered at the Kindergarten orientation on **August 29<sup>th</sup>** from **6:00-7:00 PM** in the Kindergarten room.

## MILK/SCHOOL LUNCH

The St. Bernadette School Lunch Program begins on **Wednesday, September 6, 2017**. Parents must provide a sack lunch for their child(ren) the first day of school *IF* they are to attend extended day. Hot lunch costs **\$4.00** per meal and families will be billed at the end of each month via SMART. New monthly menu's will be uploaded on our school website the beginning of September and every month thereafter. The yearly cost for **milk** per student is **\$15.00**. Milk is delivered to the classrooms each day and chocolate milk is provided as a choice on Thursdays only.

## **SAFETY**

We will maintain all exterior doors locked throughout the day. Please note that if you ring the doorbell either in the front of the intermediate or primary buildings, you must listen for the door to be unlocked and pull the door. Doors do not automatically swing open, so please listen for the latch to be released.

It is required that all family members report to the main office and sign in when visiting students, dropping off lunches, volunteering or picking up students for early dismissal. Please do not hold the door open to any strangers! This will defeat the purpose of our security system and could put our school building at risk. Simply, instruct guests to ring the bell to speak to the office. Please note: all volunteers **MUST** be up to date with their safe environment training and have a clear background check form on file to be able to volunteer at school and on field trips. To register for a class and fill out an online background check form, please visit this site and create an account: <https://www.virtusonline.org/virtus/>

*Note: online safe environment courses and background check forms must be completed every 3 years.*

## **SCHOOL SUPPLIES**

Our Preschool, Pre-Kindergarten, K-5<sup>th</sup> and 6<sup>th</sup>-8<sup>th</sup> supply lists were distributed at the end of the school year. These lists are also available on our school's website. All middle school students will be required to wear a PE t-shirt on their assigned PE days. **PE t-shirts** will be sold on a pre-order basis for \$10.00. If you are a parent of a middle school student, an order form is enclosed. Middle school students may wear plain black shorts or sweatpants for PE. **NO OTHER COLORS ARE ALLOWED.** Failure to wear the appropriate PE uniform will negatively impact their overall PE grade.

**Please make sure to label ALL belongings such as jackets, sweaters, lunch boxes, and backpacks.**  
**SUMMER OFFICE HOURS**

The school office will be open from 9:00 AM-2:00 PM in August on the following days: **August 14<sup>th</sup> & 15<sup>th</sup>, 21<sup>st</sup>-24<sup>th</sup> and 29<sup>th</sup>-31<sup>st</sup>.** Regular office hours will begin on the first day of school: **September 5, 2017.** The office will be closed on Monday, September 4<sup>th</sup>, in observance of Labor Day.

**\*As a reminder: for families that have indicated that they wish to pay their tuition in full for the 2017-2018 school year, the due date is: August 25, 2017, in order to receive the \$200 discount.**

## **Important Dates:**

- |                                  |   |
|----------------------------------|---|
| <b>August 18<sup>th</sup>:</b>   | Emergency Comfort Kit Orders Due date   |
| <b>August 20<sup>th</sup>:</b>   | 12:00 - 3:00 PM: St. Bernadette Summer Picnic (and used uniform sale)   |
| <b>August 25<sup>th</sup>:</b>   | Tuition Pay in Full Due Date  |
| <b>August 29<sup>th</sup>:</b>   | 4:00-5:00 PM: Preschool Orientation (in Preschool room)   |
| <b>August 29<sup>th</sup>:</b>   | 5:00 - 6:00 PM: Pre-Kindergarten Orientation (in Pre-Kindergarten room)   |
| <b>August 29<sup>th</sup>:</b>   | 6:00 - 7:00 PM: Kindergarten Orientation (in Kindergarten room)   |
| <b>August 29<sup>th</sup>:</b>   | 5:00-6:30 PM: Used Uniform Sale for Preschool, Pre-Kindergarten and Kindergarten families (skirts & sweaters ONLY)  |
| <b>September 4<sup>th</sup>:</b> | No School: Labor Day  |
| <b>September 5<sup>th</sup>:</b> | 1 <sup>st</sup> - 8 <sup>th</sup> & Kindergarten A-M First Day of School, Noon Dismissal  |
| <b>September 5<sup>th</sup>:</b> | 8:00 AM: Parents' Club Social and sale in the Parish Hall: Used Uniform, Scrip, 4 <sup>th</sup> -8 <sup>th</sup> Student Planners (\$5), Milk (\$15), 6 <sup>th</sup> - 8 <sup>th</sup> grade Bibles (\$15), Dennis Uniform will be selling school sweatshirts & sweaters |
| <b>September 6<sup>th</sup>:</b> | First Day of Preschool and Pre-Kindergarten   |
| <b>September 6<sup>th</sup>:</b> | Kindergarten N-Z First Day of School, Noon Dismissal  |

**September 7<sup>th</sup>:** All Kindergarten students come to school (2:00 Dismissal)  
**September 8<sup>th</sup>:** 8:45 AM: 1<sup>st</sup>-8<sup>th</sup> First School Mass  
*\*Students must be in **full** uniform at all school masses and Holy Days of Obligation*  
**September 6<sup>th</sup>:** First Day of 5<sup>th</sup>-8<sup>th</sup> Band  
**September 11<sup>th</sup>:** 6:00 PM: Instrument Rental Meeting in the Parish Hall  
**September 18<sup>th</sup>:** Fall MAP testing begins  
**September 21<sup>st</sup>:** Parent/Teacher Night  
**September**  
**(exact date TBD):** World's Finest Chocolate Fundraiser

I pray that you continue to enjoy these final weeks of summer. In turn, I ask that you pray for our entire staff as we prepare for the coming school year. Together, we will continue to prepare our learners to become tomorrow's leaders!

Sincerely Yours in Christ,



Mrs. Carol Mendoza  
Principal

Enclosures:

Lucia Mendoza Picture  
PE T-Shirt Order Form (for middle school families only)  
Preschool, Pre-Kindergarten and Kindergarten Orientation Flyer (for those families only)  
Emergency Comfort Kit Order Form  
Updated School MAP

Christian Responsibility • Perseverance • Problem Solving • Citizenship



**2017-2018**

## **Middle School PE Uniform Order Form**

Students in grades 6<sup>th</sup>-8<sup>th</sup> will be required to wear a PE uniform to wear on PE days. The cost of the uniform (1 t-shirt) is \$10.00 payable to St. Bernadette School. T-shirts come in youth and adult sizes. Students may wear plain black shorts or plain black sweats for PE.

### **TO ORDER:**

1. Simply fill out the bottom of this order form, indicating your desired number of uniform T- shirt sizes.
2. Submit the order from with the appropriate payment amount by August 30, 2016 (the first day of school).
3. Uniforms should be ready for students in September.

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**Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Please indicate number of uniforms needed:** \_\_\_\_\_

**(\$10.00 for one PE T-shirt, \$20 for two, \$30 for three etc.)**

**Youth T-Shirt:** \_\_\_S \_\_\_M \_\_\_L

**Adult T-Shirt:** \_\_\_S \_\_\_M \_\_\_L

**Payment enclosed:** \_\_\_\_\_

St. Bernadette Preschool-8th

# Preschool Orientation



August 29, 2017

4:00-5:00 PM in Preschool Room

## Welcome/Introductions:

Ms. Deanna Fenner, Mr. Budde, Fr. Mike

- School Calendar
- School Hours and Drop-off/Pick-up
- Daily Schedule
- Snacks/Hot Lunch
- Classroom Expectations
- Parent Communication
- Uniform/Clothing
- School Supplies
- Celebrations
- Health
- Q&A

## School Mission Statement

*To teach the  
Christian values  
in a Catholic  
centered  
environment, to  
foster academic  
excellence and to  
develop  
compassionate  
leaders.*

**This is a "PARENT ONLY" event**

St. Bernadette Preschool-8th

# Pre-Kindergarten Orientation



August 29, 2017

5:00-6:00 PM in Pre-K Room

## Welcome/Introductions:

Ms. Hayley Bazinet, Mr. Budde, Fr. Mike

- School Calendar
- School Hours and Drop-off/Pick-up
- Daily Schedule
- Snacks/Hot Lunch
- Classroom Expectations
- Parent Communication
- Uniform/Clothing
- School Supplies
- Celebrations
- Health
- Q&A

## School Mission Statement

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**This is a "PARENT ONLY" event**



St. Bernadette Preschool-8th

# Kindergarten Orientation



**August 29, 2017**

**6:00-7:00 PM in Kindergarten Room**

## School Mission Statement

*To teach the  
Christian values  
in a Catholic  
centered  
environment, to  
foster academic  
excellence and to  
develop  
compassionate  
leaders.*

### **Welcome/Introductions:**

**Mrs. Rodland, Mr. Budde, Fr. Mike**

- School Calendar
- School Hours and Drop-off/Pick-up
- Daily Schedule
- Snacks/Hot Lunch
- Classroom Expectations
- Parent Communication
- Uniform/Clothing
- School Supplies
- Celebrations
- Health
- Q&A

**This is a "PARENT ONLY" event**

St. Bernadette Preschool-8th

# Kindergarten Orientation



August 25, 2016

6:00-7:00 PM in Kindergarten Room

## Welcome/Introductions:

**Mrs. Combs, Mrs. Mendoza, Fr. Mike**

- School Calendar
- School Hours and Drop-off/Pick-up
- Daily Schedule
- Snacks/Hot Lunch
- Classroom Expectations
- Parent Communication
- Uniform/Clothing
- School Supplies
- Celebrations
- Health
- Q&A

## School Mission Statement

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**This is a "PARENT ONLY" event**



# COMFORT KIT ORDER FORM

## Proceeds to benefit St. Bernadette Parish School



**COST:**                    \$15.00

<b><u>CONTENTS:</u></b>	2 Granola Bars	1 space blanket
	2 Cheese 'n Crackers Snacks	2 Fruit Snacks
	2 Fruit Cups	2 Bottles of water
	1 Handi-Wipe	1 spoon

**\*\*\*PLEASE NOTE\*\*\*:** Comfort Kits are required to be at school on the morning of the first day of school: **Tuesday, September 5<sup>th</sup> grades K [A-M]-8; and Wednesday, September 6<sup>th</sup>, grades K [N-Z], Preschool and Pre-Kindergarten students.** ALL students are required to have a comfort kit. If your child does not turn one in on the first day of school, one will be provided for your child and **you will be directly billed \$20.00.**

**ATTENTION,** parents with children having food allergies or special dietary needs, please provide your child with a Comfort Kit on the **1<sup>st</sup> day of school!** Any question, please call Mrs. Armstrong at 206-244-4934 extension 3101.

Please mail completed order form (including payment) by **August 18<sup>th</sup>** to:

Attention: Mrs. Armstrong  
St. Bernadette Parish School  
1028 SW 128<sup>th</sup> Street  
Seattle, WA 98146

**Please note: Orders will not be filled unless payment is included with the order form. Any orders or payments received after August 18<sup>th</sup> will be charged at the rate of \$20 per kit.**



FAMILY NAME: \_\_\_\_\_

Student's name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student's name: \_\_\_\_\_ Grade: \_\_\_\_\_

I have ordered \_\_\_\_\_ kit(s) at \$15 per kit. I have enclosed a total payment of \$\_\_\_\_\_

(Checks should be made payable to St. Bernadette Parish School.).

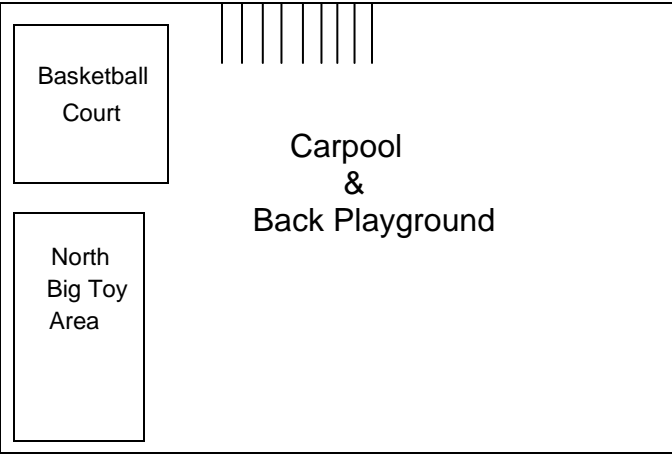
Parish Offices

# SCHOOL MAP



East Field

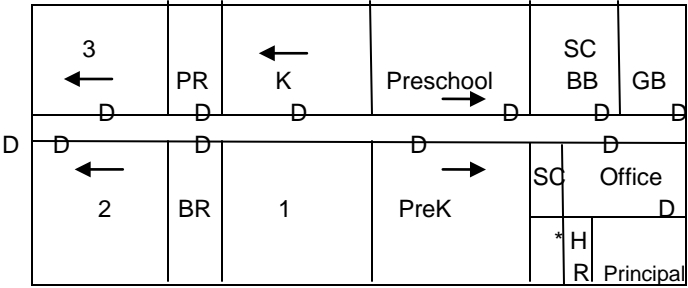
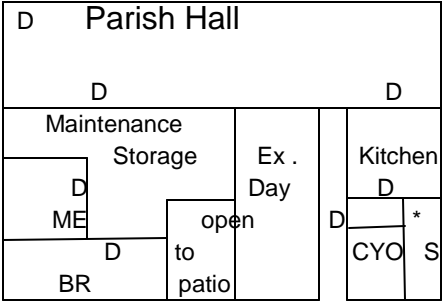
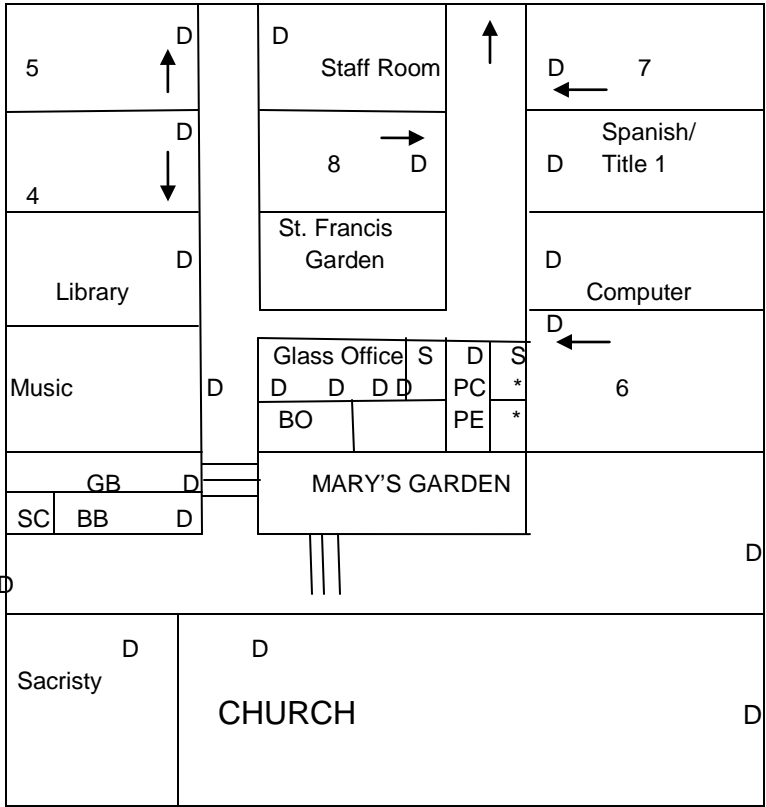
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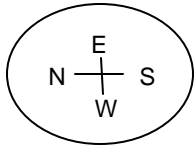
## LOWER LEVEL

## UPPER BUILDING



## PRIMARY BUILDING

- \* - Adult Restroom
- + - Telephone
- ≡ - stairs
- D - door
- BR - Boiler Room
- ME - Maintenance Engineer Office
- BO - Bookkeeper's Office
- BB - Boys Restroom
- GB - Girls Restroom
- BR - Book Room
- PR - Paper Room
- S - Storage
- PC - Parents' Club Room
- HR - Health Room
- RE - Religious Ed
- SC - Supply Closet



S23

DRIVEWAY

