



# NewsNotes

St. Mary's Elementary School 9/6/2017

Dear St. Mary's Families,

Welcome to the opening of what promises to be a wonderful school year! At this time of the year, there is great anticipation of what is to come, and I am as excited as the St. Mary's teachers, students, and parents.

Together, teachers, students, and parents make a strong SME family. We appreciate your support as your child enters the classroom, learns, and grows through the year. Let's all commit to have a good school year, setting everyone, students, as well as teachers, up for success.

Throughout the year I look forward to meeting the new members of our school family and connecting with returning family members. I encourage families to get to know each other so that we can build new friendships and support each other as the need arises. You will have a great opportunity to meet new people and see old friends at the Meet the Teachers' Night at 5:30pm on September 29th. It's a wonderful chance to have a delicious dinner from one of the food trucks that we have coming, meet your child's teacher and visit with other SME families. Don't forget to join the HSA; the first meeting is Wednesday, September 13th.

Please check our SME website. It's been updated and has information you need to keep on top of what's happening at school. Check it out! Finally, school begins at 8:10 a.m. You set your child up for success by getting him/her to school on time, ready to learn.

We are ready to begin the 2017-2018 school year. The teachers have put a lot of time and energy into getting ready for the year. I was impressed to see the dedication of our staff, preparing for the school year. At St. Mary's Elementary, the staff, faculty, and administration are honored that you have entrusted us with your child.

Have a fabulous year!

God's Peace and Love,  
Mrs. Kwitowski



Safety of our students, employees and parents is of the utmost importance to us!

PLEASE make note of the traffic pattern flyer coming home in today's blue folder.

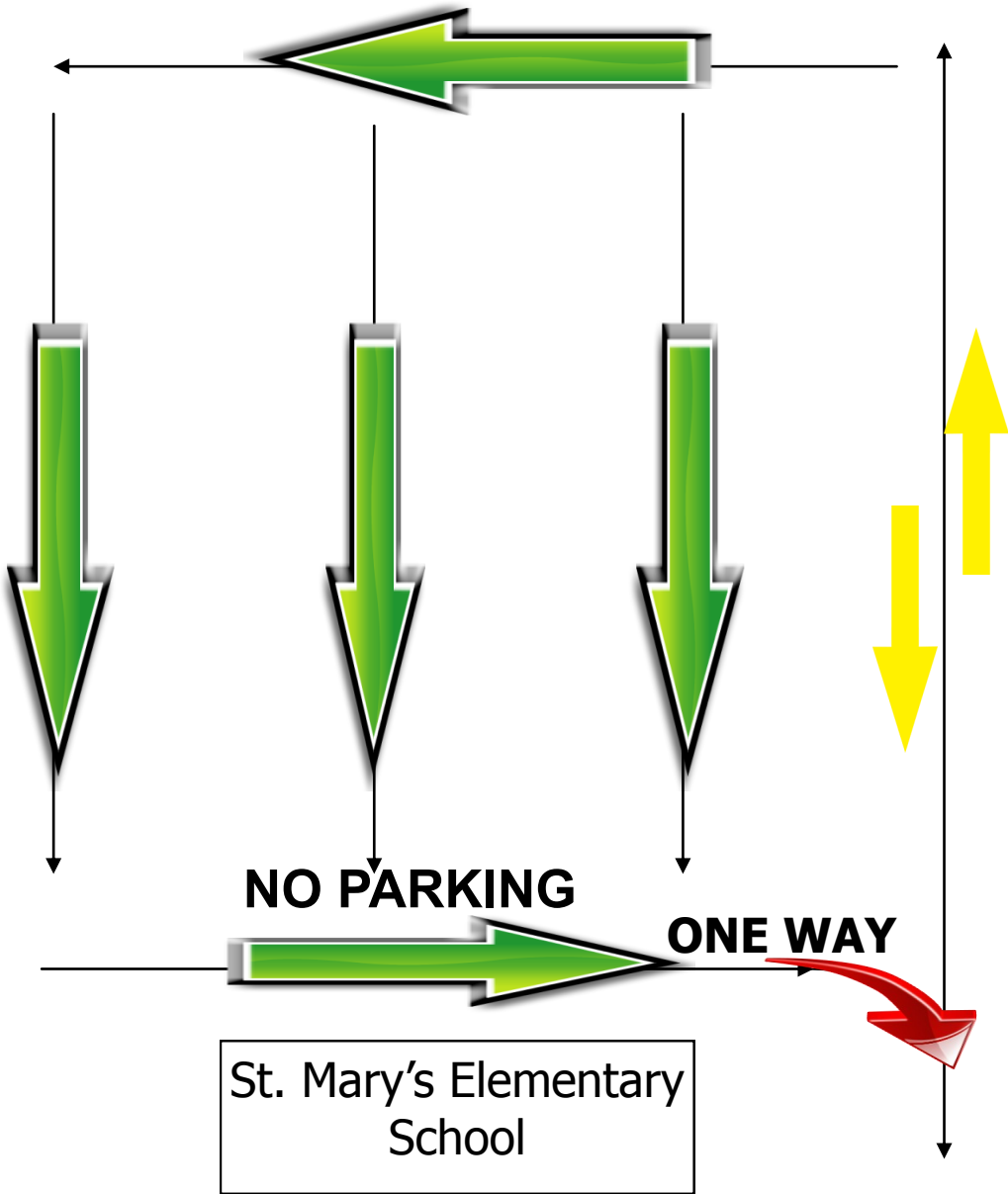
We understand that you have a lot of information coming home to you in these first days of school; however, it is very important that you share this information with anyone who may be coming to school to drop off / pick up your child.

We thank you in advance for your cooperation and commitment to the safety of our school community.

## Upcoming Events

- **9/8** - Pre-K Orientation 9:30-11:30
- **9/11** - Pre-K 4 1st Day of School
- **9/12** - Pre-K 3 1st Day of School
- **9/13** - HSA Meeting 6:00
- **9/18** - Pk4-8 Picture Day
- **9/19** - Pk 3 Picture Day
- **9/29** - Fall Harvest / Meet the Teacher Night 5:30-8:00

St. Mary of the Assumption Church



Please adhere to the traffic flow and  
KEEP OUR CHILDREN SAFE!

# NED'S KINDNESS ADVENTURE®



**hey families!**

NED's Kindness Adventure assembly is visiting our school! The performance will inspire your child to be **kind-hearted and caring** through storytelling, music and an interactive video of NED's trip to Kenya.

**show date:** *September 11, 2017*

**sale dates/time:** *Sept. 12-18<sup>th</sup>*

**sale location:** *Cafeteria*  
*during lunch periods*



**DID YOU KNOW?** Our school gets the assembly for free because we're hosting a Kindness Sale. With each purchase, you help *keep kindness going* in three ways:

- 1 Gives your child a kindness reminder
  - 2 Sends the Kindness Adventure to other schools for free
  - 3 Provides income for artisans in Kenya
- 💧 A small portion from each item sold provides over 100 gallons of clean water for kids in Kenya. See what's happening at [KindnessAdventure.com/giving.html](http://KindnessAdventure.com/giving.html)

## hand-crafted items available for 5-10 days

Check desired items and send payment to school with your child. Or, visit together at the time/location above. *Make checks payable to our school.*

<p><b>\$7</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> beaded wristband</li> <li><input type="checkbox"/> fabric pencil pouch</li> <li><input type="checkbox"/> stretchy ring</li> <li><input type="checkbox"/> backpack pulls</li> </ul>	<p><b>\$10</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> bead &amp; carved bone necklaces</li> <li><input type="checkbox"/> coil wraps</li> <li><input type="checkbox"/> snap wristbands</li> </ul>	<p><b>\$15</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> rock bracelets</li> <li><input type="checkbox"/> coin pouches</li> <li><input type="checkbox"/> batik wristband</li> <li><input type="checkbox"/> safari in a bag with five hand-carved animals</li> </ul>
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Items vary in availability and style due to changing supply from our artisans - see more at [KindnessAdventure.com](http://KindnessAdventure.com)

September 6, 2017

Dear SME Parents,

At St Mary's, we understand how important lunchtime and recess are to your child's day. This valuable time is a break from the structure of classroom instruction as well as a chance to socialize with friends. The purpose of the lunchroom staff and monitors goes far beyond providing space for students to eat. The ultimate goal is to provide a fun, safe environment for students to eat, socialize and enjoy free time, while at the same time maintaining the level of discipline and respect that SME is built upon.

In light of this, St. Mary's Elementary has developed lunchroom rules to protect the rights of every student to enjoy lunch time at school. The children will be learning about these rules and consequences during the first few weeks of school. We are sending the rules home so that parents are familiar with them and can review them with their children.

Thank you for your support.

### **St. Mary's Elementary Lunchroom Rules**

1. Use indoor voices.
2. Walk at all times.
3. Stay in your seat.
4. Raise your hand for help.
5. Listen to and follow lunch monitors directions immediately.
6. Be silent when the peace sign is given or the whistle is blown.
7. Touch only your own food and property.
8. Use positive and helpful words.

Consequences if a child is not following a rule:

First offense: They will be told which rule they are not following.

Second offense: They will write their name on the board.

Third offense: They must move their seat to the "Penalty Box" table where they must remain quiet for the remainder of the period.

Fourth offense: If they do not remain quiet while in the "Penalty Box", they will be sent to the office and will receive a letter that will be sent home requiring a parent's signature.

Thank you!

Mary Kate DeMarzio  
Cafeteria Supervisor

# The Cafeteria Needs You!



- ✓ Are you looking for ways to get involved with the school?
- ✓ Do you want an extra chance to see your child or grandchild's smiling face?
- ✓ Does your schedule leave you with available time in the mid-day and you're wondering what to do?

The cafeteria is in need of parent and/or grandparent volunteers to assist with monitoring during each lunch period. We ask that you arrive by 10:45 Monday-Thursday, and stay through our last lunch period which ends at 1:00. Friday's arrival time is 11:00 due to the children attending Mass in the morning, but lunch still ends at 1:00.

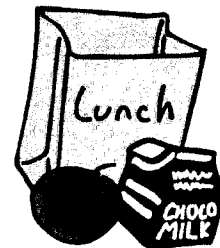
Volunteering couldn't be easier! As a volunteer lunch monitor, you will simply need to walk around the lunch room and assist the children as needed (opening milk cartons, go-gurts, etc) as well as making sure that they are safe (no running, sharing food, etc.).

In the warmer months and even as it cools down, the children love to be outside! We need at least 2-3 volunteers to ensure the safety of the children as they run around in the fresh air. During the winter months, we will remain inside and use the Gym and/or Parish Center when they are available. Again, having 2-3 volunteers, even while inside, is a necessary precaution to ensure safety.

If you are able to help out, please complete and return the bottom portion of this letter to the attention of Mary Kate DeMarzio. If you have any questions, please don't hesitate to contact me at 510-1409 or [lunchmonitor@smeschool.com](mailto:lunchmonitor@smeschool.com).

Thank you in advance for your help & support of all things SME!

Mary Kate DeMarzio – Cafeteria Supervisor



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Name: \_\_\_\_\_ Preferred Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Day & Dates I can help: \_\_\_\_\_  
*Volunteer signups can be weekly (i.e. every Tuesday) or monthly (i.e. every third Thursday)*

Do you have Virtus Certification?                      Yes      or      No

**Please note that you must have and maintain active Virtus Certification to be allowed to volunteer in any way in the school. Status can be verified by contacting Mrs. Kuhn in the main office.**

Handwritten initials "KK" in the bottom right corner of the page.

# ST MARY'S ELEMENTARY SCHOOL

2 St. Mary's Hill  
Lancaster, NY 10486-2033  
www.smeschool.com

Phone: (716) 683-2112  
Fax: (716) 683-2134  
“...visible examples of gospel living”

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Dear SME Parents and Students,

As the new school year approaches, I am looking forward to seeing you all again at lunch! The cafeteria will be offering a selection of four (4) lunches daily. The lunch options are: main entrée (A lunch), julienne salad (B lunch), yogurt parfait (C lunch) and sunbutter/jelly sandwich (D lunch). All lunches include a choice of vegetable, fruit and milk. Field trip lunches will be offered as well, please look for the form with your child's permission slip.

The price of lunch will remain at \$2.75, milk at \$.50, and snacks will range from \$.25 to \$.75. Ala carte items will be \$1.25. There is also an order form available in the school office and on our website to celebrate your child's birthday in the cafeteria. This year we are offering an incentive to pre-pay your lunches: If you pre-pay for 20 lunches (\$55.00) your account will be credited with 21 lunches.

As per new NYSED regulations, any lunch account in arrears will receive three (3) notices before being turned over to the SME Finance Office. The first notice will be sent home with the student, the second e-mailed to the parent and the third will be mailed to the Student's home. NO child will go without the lunch of their choice due to an overdue account.

The SME kitchen is an allergy free area. Allergies are known only to the staff involved with preparing and serving the student lunches.

Keep your eye on the monthly lunch menu as we will be offering some new items this year! Contests with prizes will become a regular part of the School Food Lunch Program.

I hope you are enjoying a wonderful summer! As always, should you have any questions or concerns please feel free to contact me directly at (716) 683-2112 ext. 119 or email: [kitchenmanager@smeschool.com](mailto:kitchenmanager@smeschool.com).

Thank you,  
Barbara Tamol

Date Withdrew \_\_\_\_\_

F \_\_\_ R \_\_\_ D \_\_\_

### 2017-2018 Application for Free and Reduced Price School Meals/Milk

To apply for free and reduced price meals for your children, read the instructions on the back, complete **only one** form for your household, sign your name and **return it to the address listed below**. Call (716) 683-2112 x 119, if you need help. Additional names may be listed on a separate paper.

**Return Completed Applications to:** **St. Mary's Elementary School**  
**2 St. Mary's Hill**  
**Lancaster, NY 14086**

1. List all children in your household who attend school:

Student Name	School	Grade/Teacher	Foster Child	Homeless Migrant, Runaway
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

2. SNAP/TANF/FDPIR Benefits:

If anyone in your household receives either SNAP, TANF or FDPIR benefits, list their name and CASE # here. **Skip to Part 4, and sign the application.**

Name: \_\_\_\_\_ CASE #: \_\_\_\_\_

3. Report all income for ALL Household Members (Skip this step if you answered 'yes' to step 2)

**All Household Members (including yourself and all children that have income).**

List all Household members not listed in Step 1 (including yourself) **even if they do not receive income**. For each Household Member listed, if they do receive income, report total income for each source in whole dollars only. If they do not receive income from any other source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of household member	Earnings from work before deductions <i>Amount / How Often</i>	Child Support, Alimony <i>Amount / How Often</i>	Pensions, Retirement Payments <i>Amount / How Often</i>	Other Income, Social Security <i>Amount / How Often</i>	No Income
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>

Total Household Members (Children and Adults)

\*Last Four Digits of Social Security Number: XXX-XX-\_\_ \_\_ \_\_ \_\_

I do not have a SS#

\*When completing section 3, an adult household member must provide the last four digits of their Social Security Number (SS#), or mark the "I do not have a SS# box" before the application can be approved.

4. Signature: An adult household member must sign this application before it can be approved. I certify (promise) that all the information on this application is true and that all income is reported. I understand that the information is being given so the school will get federal funds; the school officials may verify the information and if I purposely give false information, I may be prosecuted under applicable State and federal laws, and my children may lose meal benefits.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Home Address: \_\_\_\_\_

5. Ethnicity and Race are optional; responding to this section does not affect your children's eligibility for free or reduced price meals.

Ethnicity:  Hispanic or Latino  Not Hispanic or Latino

Race:  American Indian or Alaskan Native  Asian  Black or African American  Native Hawaiian or Other Pacific Island  White

### DO NOT WRITE BELOW THIS LINE – FOR SCHOOL USE ONLY

Annual Income Conversion (Only convert when multiple income frequencies are reported on application)  
Weekly X 52; Every Two Weeks (bi-weekly) X 26; Twice Per Month X 24; Monthly X 12

SNAP/TANF/Foster

Income Household: Total Household Income/How Often: \_\_\_\_\_ / \_\_\_\_\_ Household Size: \_\_\_\_\_

Free Meals  Reduced Price Meals  Denied/Paid

Signature of Reviewing Official \_\_\_\_\_ Date Notice Sent: \_\_\_\_\_

## APPLICATION INSTRUCTIONS

To apply for free and reduced price meals complete only one application for your household using the instructions below. Sign the application and return the application to \_\_\_\_\_.

If you have a foster child in your household, you may include them on your application. A separate application is no longer needed. Call the school if you need help: \_\_\_\_\_. Ensure that all information is provided. Failure to do so may result in denial of benefits for your child or unnecessary delay in approving your application.

### **PART 1 ALL HOUSEHOLDS MUST COMPLETE STUDENT INFORMATION. DO NOT FILL OUT MORE THAN ONE APPLICATION FOR YOUR HOUSEHOLD.**

- (1) Print the names of the children, including foster children, for whom you are applying on one application.
- (2) List their grade and school.
- (3) Check the box to indicate a foster child living in your household, or if you believe any child meets the description for homeless, migrant, runaway (a school staff will confirm this eligibility).

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### **PART 2 HOUSEHOLDS GETTING SNAP, TANF OR FDPIR SHOULD COMPLETE PART 2 AND SIGN PART 4.**

- (1) List a current SNAP, TANF or FDPIR (Food Distribution Program on Indian Reservations) case number of anyone living in your household. The case number is provided on your benefit letter.
- (2) An adult household member must sign the application in PART 4. SKIP PART 3. Do not list names of household members or income if you list a SNAP case number, TANF or FDPIR number.

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### **PART 3 ALL OTHER HOUSEHOLDS MUST COMPLETE THESE PARTS AND ALL OF PART 4.**

- (1) Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are applying for, all other children, your spouse, grandparents, and other related and unrelated people in your household. Use another piece of paper if you need more space.
- (2) Write the amount of current income each household member receives, before taxes or anything else is taken out, and indicate where it came from, such as earnings, welfare, pensions and other income. If the current income was more or less than usual, write that person's usual income. **Specify how often this income amount is received: weekly, every other week (bi-weekly), 2 x per month, monthly. If no income, check the box.** The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care and Development Block Grant, TANF and At Risk Child Care Programs should **not** be considered as income for this program.
- (3) Enter the total number of household members in the box provided. This number should include all adults and children in the household and should reflect the members listed in PART 1 and PART 3.
- (4) The application must include the last four digits only of the social security number of the adult who signs **PART 4** if Part 3 is completed. If the adult does not have a social security number, check the box. **If you listed a SNAP, TANF or FDPIR number, a social security number is not needed.**
- (5) An adult household member must sign the application in PART 4.

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**OTHER BENEFITS:** Your child may be eligible for benefits such as Medicaid or Children's Health Insurance Program (CHIP). To determine if your child is eligible, program officials need information from your free and reduced price meal application. Your written consent is required before any information may be released. Please refer to the attached parent Disclosure Letter and Consent Statement for information about other benefits.

### **USE OF INFORMATION STATEMENT**

Use of Information Statement: The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not submit all needed information, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the primary wage earner or other adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs.

We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

### **DISCRIMINATION COMPLAINTS**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
  - (2) fax: (202) 690-7442; or
  - (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).
- This institution is an equal opportunity provider.