

# NEWSNOTE

VOLUME 1, ISSUE 1 SEPTEMBER 11, 2019

## FROM THE PRINCIPAL'S DESK...

Happy Wednesday!

Wow! Can you believe that we have begun another school year? It feels like I was just writing to have a great summer. We had a busy summer here at SME. The maintenance crew did a fabulous job with cleaning and sprucing up the school to get it ready for the new school year, including painting the upstairs lockers! Thank you to our parent volunteers for their assistance with that project. In the office, we also worked on getting things ready for the new school year. We are also excited to have some new faces in our building this year.

Be sure to check out the calendar and to read the weekly NewsNotes to stay up to date as to all of the happenings.

On Monday, September 16<sup>th</sup>, we will have student picture day. On September 20<sup>th</sup> is our annual Fall Fest. This is one of our major fundraisers. You can help us to

make this event a huge success through your purchasing of a ticket, attendance at the event and volunteering your time to help with the event.

I am looking forward to an exciting and rewarding school year for all!!

Almighty God  
We give you our school.  
We give you all the teachers and staff who work here,  
We give you all the children who study here.  
We pray our school would be a place of great discovery, adventure and creativity.  
May it be a place where we love to learn and where everyone is respected and all are deeply valued.  
We ask all this through Jesus Christ our Lord.  
Amen.

*(A modern prayer from www.lords-prayer-words.com)*

God's Peace and Love,  
Mrs. Kwitowski

## PICTURE DAY



Picture Day is Coming!

Picture day for our students in Pre-K 3 (five day attendees) through Grade 8 will be on Monday, September 16<sup>th</sup>.

Pictures for our Pre-K 3 (two day attendees) will be on Tuesday, September 17<sup>th</sup>.

Order forms are coming home today.

Picture packages can also be purchased online by visiting: [inter-state.com/order](http://inter-state.com/order) and use the order code 42875MB.

With the start of a new year, there is much to share! Please take a moment to go through today's Blue Folder as you don't want to miss a thing!



### UPCOMING EVENTS:

- 9/12 - \$1 Dress Down for Fall Fest
- 9/16 - School Picture Day #1
- 9/17 - School Picture Day #2, \$1 Dress Down
- 9/18 - Room Parent Social, 2-3:30pm
- 9/20 - 10:45 Dismissal, Fall Fest on the Hill
- 9/25-26 - Book Fair
- 9/26 - Harvest Homecoming & Meet the Teacher Night 6-7:30
- 9/27 - No School, Professional Development Day
- 10/4 - Christian Witness Mass, 8:30, 15 Early Release Drill
- 10/7 - 1:00 Dismissal, Catholic Schools Marathon 9-10am
- 10/11 - No School
- 10/14 - No School, Columbus Day

## BY THE NUMBERS

In this section we will talk about the numbers of our fundraisers; the good, the bad and the most up to date as possible!

Did you know...

We have an ongoing fundraiser called Scrip. Our Scrip fundraiser is...Gift cards!

Save yourself the trip to the grocery store when looking for that perfect gift (we all know, no one shops for you like you!).

We carry, in stock, on a daily basis a wide variety of local retailers and more! If there is a card that you are looking for and we do not carry it, we may be able to order it for you!

More information on our Scrip program will be coming home next week.

If you have any questions at any time, please feel free to contact our Scrip Coordinator, Mary Kate DeMarzio at [scrip@smeschool.com](mailto:scrip@smeschool.com).

A complete list of vendors is available at [www.greatlakesscrip.com](http://www.greatlakesscrip.com).

Be a fundraising hero! Purchase Amazon gift cards through Scrip & shop Amazon Smile! Search for: St. Mary of the Assumption and a portion of your purchase will come to us!



## FALL FEST ON THE HILL

Come one come all to our 2nd Annual Fall Fest on the Hill!

Come on out Friday, September 20<sup>th</sup> as we join in food, fun & fellowship on the grounds of SME! We will be featuring live music by Barnstorm from 8:00-11:00 in the courtyard!



A \$50 ticket will admit two guests (adults only) and includes:

- ◆ Entry into the \$13,500 in Cash Prizes
- ◆ Food Stations
- ◆ Coffee & Pop



Cash bars, feel free to bring your own appetizers! 50/50's, Basket Raffles & Pull Tabs too!

Tickets are available by calling the St. Mary's Fundraising Hotline at 716-253-7880, or stopping into the St. Mary's Church Rectory or Elementary School Office.

If you are interested in helping during this event please contact Jeff Brown at [JBrown@comdoc.com](mailto:JBrown@comdoc.com).

Additionally, if you are interested in donating a basket (valued \$25-\$50) please drop them by the school office by 9/18.

We will be hosting (2) \$1 dress down days to benefit Fall Fest. They will be on 9/12 & 9/17. Please refer to the uniform policy with regards to what is allowed on dress down days.

## STUDENT DISMISSAL

Safety is ALWAYS our top priority!

- Pre-K dismisses at 2:00 via the double doors near the main office. Parents/Guardians are to wait in the vestibule for your child's class to arrive & dismiss one student at a time.
- Kindergarten-Grade 8 walker/parent pick up will occur through the Parish Center. Parents will wait in the vestibule until the doors are opened by the dismissal team. Each student will need to be signed out by a parent/guardian.
- Please be prepared to show identification until such a time as the teachers are able to recognize you.

## ATHLETICS

Our fall athletic season is underway!

Our new Athletic Director, Mr. Kelly, will have regular office hours on Tuesday & Thursday from 8:20 - 9:40. The direct number to the athletic office is 683-2112 x 313. Should you have a question at any time, please do not hesitate to contact him via email at [athletics@smeschool.com](mailto:athletics@smeschool.com).

Did you get a great picture from your child's game? Send it to [secretary@smeschool.com](mailto:secretary@smeschool.com) and we will do our best to get it into the NewsNote and/or on Facebook.

Go Knights!



Attached electronically today you will find a new helpful reference, the ABC's of SME. Hard copies are available in the school office, and can be sent home upon request if you are unable to print it out by contacting Mrs. Kuhn.

We hope that this is a valuable tool to answer any questions you may have during the course of the school year. As always, should you need any assistance please feel free to contact your school office personnel.



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UPON THIS HILL,  
WE DO GOD'S WILL



## KITCHEN NEWS

Welcome back SME students, teachers, and staff! As summer ends and school begins, we look forward to preparing tasty and nutritious lunches for each of you. We have created a menu that includes many favorites, and hope to introduce some new, exciting entrees as the season moves forward. In addition to the main entrée, we have five alternate lunch choices to choose from, all posted on-line for you to view. All lunches include milk, protein, grain, choice of two vegetables, and a fruit. Students must choose, at minimum, 3 of the 5 offered components in order for a lunch to be complete. We purchase fresh fruits and vegetables weekly, and try to prepare lunches that are as close to scratch as possible. We rely on quality frozen vegetables and fruit products, and limit the amount of canned ingredients used.

Our snack selection offers 'reduced fat,' 'whole grain,' and 'baked' items that are within the government guidelines for snack purchases. Our student lunches are \$3, and may be paid for using cash or check. You may prepay for one lunch, or several. Adult lunches are \$4.25, tax included. Fresh skim milk, fat free chocolate (flavored milk available to K-8 only per government program guidelines), and bottled water are also for sale daily. Ala carte Milk is \$0.50, and water is \$0.50 for 8 oz., \$1 for 16.9 oz. You may prepay for milk as you would for lunches, using cash or check.

Order forms for Birthday Snacks or Field Trip Lunches are available on-line, too. Simply print out the appropriate form, include payment and send in with your child in advance of the celebrated day or scheduled trip.

If you have any questions regarding the SME Lunch Program, please feel free to contact us at [kitchenmanager@smeschool.com](mailto:kitchenmanager@smeschool.com). You may also reach us by telephone at 683-2112 ext. 119. We will respond as soon as possible, keeping in mind that we serve lunch from 10:30 am until 1 pm.

We look forward to serving our students, teachers and staff. As parents, you, too, are welcome to order lunch when volunteering or visiting during your child's/children's lunch period. Good luck and good food in the 2019-2020 school year!

SME Kitchen

Tracy Hadsall & Jenny Fulciniti



## HOME SCHOOL ASSOCIATION (HSA)

Welcome Back!

The HSA team is excited for the new year & has exciting plans in store!

Under the HSA umbrella, the first fundraiser is underway: our Candy Bar Sale!

Candy bars from Gertrude Hawk & Niagara Chocolates are available and can be ordered anytime.

Orders are generally filled the same day as the order is placed. A copy of the order form is coming home today, and additional forms can be emailed to you by contacting the Mrs. Kuhn ([secretary@smeschool.com](mailto:secretary@smeschool.com)). Did you know? For every two boxes that are ordered & pre-

paid (via cash/check/charge) between now and the end of October you will earn one dress down coupon! Coupons will be distributed in early November. These coupons are in addition to any earned when the sale comes to a close at the end of winter!

A copy of the awesome reward schedule is also coming home today. No one can resist a chocolate bar for just \$1! The amount that we are able to do and get for our students, staff & school depends on the success of this initial fundraiser, historically HSA's biggest fundraiser. Our success depends on you.

Additionally, the HSA team

coordinates room parents for each classroom (Grades K-8). Room parents assist the teachers throughout the year with various service projects & parties. There is a sign up sheet coming home today which needs to be completed and returned by Friday as our Room Parent Social is next Wednesday. This form is also available online by visiting the following website: <https://forms.gle/HtaQHesN5Cc7DaH58>

Please feel free to contact our HSA Team anytime at [hsa@smeschool.com](mailto:hsa@smeschool.com).



## MARATHON

Each year we participate in a Catholic Schools Marathon. Our marathon will be held on **Monday, October 7th**. The children (Pre-K - 8) will walk around the school grounds with their respective class while raising monies for their school. All money collected is used to enhance the technology here at SME.

A pledge form will be coming home next week. As always, we ask that children collect pledges from family and friends. We encourage all families to participate. Pledges can be sent in prior to the marathon, or afterwards with all money sent in by October 25th. **Students are to wear their SME attire or gym uniforms.** This is a rain or shine event, so please be sure your child is in weather appropriate attire.

## CAFETERIA

Welcome to the 2019-2020 school year! After lunch, we enjoy getting the students outside for a bit of fresh air and we need at least 2 volunteers each day to do so. If you are interested in volunteering in the cafeteria please contact our cafeteria supervisor, Mrs. Regina, at [lunchmonitor@smeschool.com](mailto:lunchmonitor@smeschool.com).



## PARISH PASSAGE

Together with the St. Vincent DePaul Society, our Junior Ladies of Charity will be hosting a Clothing Drive & Household Collection on Saturday September 28th & Sunday, September 29th.

Donations can be brought between 9am and 7pm on Saturday & 9am until 2pm on Sunday.

Please see the flyer coming home today for a list of acceptable items. Thank you in advance for your generous support!



## SAVE THE DATE!

Our Harvest Homecoming / Meet the Teacher Night will be held on Thursday, September 26th from 6-7:30. Watch the NewsNote next week for more information!



## HELP WANTED

Do you find yourself itching to get out of the house on Wednesday Mornings?

Do you know a grandma or grandpa that wants to keep busy and help their grandchild's school?

We are in need of help stuffing our Blue Folders each Wednesday. It takes roughly an hour. Stuffing starts at 8:15. If you (or someone you know) is interested, please contact Mrs. Kuhn at [secretary@smeschool.com](mailto:secretary@smeschool.com).



## TUITION OFFICE

Tuition statements are sent as a courtesy only. All due dates are outlined on the Tuition Payment Schedule provided in your Registration Packet.

Additionally, all payment due dates are indicated on your copy of the Tuition Contract provided to you.

Parents are responsible for providing tuition payments based on the payment option chosen on the Tuition Contract. Please be mindful of all payment dates to avoid being assessed late fees. If you have questions, please contact the Tuition Office.

## FALL BOOK FAIR

Our fall book fair will be held September 25-26!

Students will have the opportunity to shop the book fair on Thursday, Sept. 26th as a class. Parents & Students are invited to shop during our Meet the Teacher / Harvest Homecoming Night on Thursday the 26th as well.

If you are able to help with the book fair, please contact Mrs.

Kuhn and your information will be shared with Mrs. Bookmiller, our book fair chairperson.

A schedule of class visits to the fair will go out next week. Parents/Grandparents/Guardians are welcome to come and help your child shop.



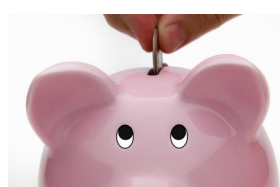
## STAR SAVERS CLUB

St. Mary's Elementary School partners with The Good Neighbors Credit Union in their Star Savers Club. The credit union is located at 30 Brunswick Road (Next to Tops).

The Star Savers Club is a unique youth savings program. Any child age 0-11 can set up a savings account with the credit union and make real deposits into a real account. Every deposit earns one sticker and 20 stickers earns a prize, every time!

Deposit days at St. Mary's are on Tuesdays.

See the flyer coming home today for more information!



## STAY IN THE KNOW



**Save the Date:** Friday, 9/20, Early Dismissal, 10:45am

**Save the Date:** Friday, 9/27, NO SCHOOL

**Save the Date:** Friday, 10/4, Christian Witness Mass, 8:30.

**Save the Date:** Friday, 10/4, 15 Minute Early Release Drill

**Save the Date:** Friday, 10/18, My Little Sweetheart Dance, 7-9pm



# ABC's of SME

<b>A</b>	Absences	If your child will be absent, call the main office at 683-2112 by 9:00am. If you are requesting homework to be picked up at the end of the day it must be done at this time. An excuse must accompany your child on their first day back.
	After School Care	After school care (FAST Club) is available to all students pre-k through grade 8. Registration forms were in your school registration packet, and are always available on our website or in the main office. Joining our after school care program can happen at any time as needed during the year.
	Attendance Policy	Please review this important policy in our 19-20 handbook which will be distributed in the first weeks of school and is expected to be read & the last page signed off on and returned.
<b>B</b>	Back to School Night	Thursday, September 26th. Harvest Homecoming & Meet the Teacher Night. 6-7:30pm.
	Birthdays	We encourage you to celebrate your child's birthday through our cafeteria. Our kitchen offers a variety of snack options and order forms are available on our website, with different price point options noted. Orders should be submitted a week prior to the date which you would like to celebrate.
	Building Hours	Early drop off is available from 7:00-7:30. Our doors open at 7:30. Students are tardy at 8:10. Pre-K is released at 2:00. Bus & Walker/Parent Pick up dismissal is at 2:15. Any walker/parent pick up not dismissed by 2:30 will await your arrival in our after school care program and regular rates will apply. After school care runs until 6:00.
	Blue Folder Day	Each Wednesday our communication folder comes home with our weekly NewsNote as well as any important flyers/order forms etc.... Please take a moment to review this information and return the folder empty the following school day for your child.
<b>C</b>	Calendar	Our annual calendar is always available on our website. It is also inserted into the front cover of your blue folder which may remain there or be pulled out to post at home. An upcoming calendar section is also on the front page of our NewsNote.
	Cameras	For the safety of everyone on campus our school is monitored with closed circuit cameras. Footage can be reviewed for any reason by administration.
	Cell Phones	Students are not allowed to use cell phones during the school day, and they must be turned into their homeroom teacher each morning. In the event of an emergency students may be permitted to utilize the phone in the office. Forgotten homework, athletic equipment/P.E. clothes or musical instruments do not constitute as an emergency.
	Christian Witness	Each month one student per class is chosen to receive the Christian Witness Award. This award is in recognition of a student who has embodied our vision of being "... a visible example of Gospel living". Students are not aware of their receipt prior to their name being called however parents are notified and invited to celebrate Mass with us.
	Class Parties	Many of our classrooms are Peanut/Tree Nut safe. This means there are to be <b>no</b> home baked goods brought into the classroom. Any food treats must be prepackaged and indicate that they are safe. This includes any/all candy for holiday parties. All items will be checked and approved by the nurse &/or office staff before being allowed to go to the classroom.
	Clubs	We offer a variety of different clubs which will be indicated during morning announcements and in our weekly NewsNote.
<b>D</b>	Dances	Dances are open to our middle school students (gr 6-8) & area catholic schools only. Watch for flyers & information in the NewsNote.
	Dismissal Procedures	Safety is ALWAYS our top priority! - Pre-K dismisses at 2:00 via the double doors near the main office. Parents/Guardians are to wait in the vestibule for your child's class to arrive & dismiss one student at a time. - Kindergarten-Grade 8 walker/parent pick up will occur through the Parish Center. Parents will wait in the vestibule until the doors are opened by the dismissal team. Each student will need to be signed out by a parent/guardian. Please be prepared to show identification until such a time as the teachers are able to recognize you.

## ABC's of SME

<b>D</b>	Drop-Off Procedures	<p>If you are dropping your child off in the morning for school please use the following protocol in an effort to keep EVERYONE safe in the parking lot:</p> <p><b>#1</b> as you come onto the property continue ALL THE WAY DOWN the drive and pull into the parking lot near the church (just beyond the recycle bins). <b>#2</b> The section of parking lot closest to the school is ONE WAY and is used for EXITING only!</p> <p><b>#3</b> If you are 'dropping &amp; dashing' feel free to drive around the perimeter of the lot and pull up in front of the school to allow your child to exit your vehicle without needing to walk through the parking lot. This is EXACTLY what the district buses will be doing, please use caution, and the same rules that apply on the street apply in our lot: DO NOT pass a bus with its red flashing lights engaged.</p> <p><b>#4</b> If you have ANY need to leave the drivers seat you MUST park in a regular spot and do what you need to do/walk your child(ren) to the door or PC for Pre-K drop off.</p> <p>We will have staff outside during the drop off &amp; dismissal times ensuring rules are followed. SAFETY IS ALWAYS OUR TOP PRIORITY!</p>
<b>E</b>	Email	Email is the best mode of communication between you and your child's teacher.
	Excuse	Students who are absent are required to submit a written note signed by a parent/guardian to their homeroom teacher on their first day back to school.
	Early Dismissal Days	Any/All early dismissal dates are indicated on the annual calendar. Cheektowaga & Alden districts DO NOT provide busing on early dismissal days.
<b>F</b>	Faculty & Staff	A complete listing of SME faculty & staff can be found on the SME website.
	FAST Club	After school care (FAST Club) is available to all students pre-k through grade 8. Registration forms were in your school registration packet, and are always available on our website or in the main office.
	Fundraisers	The support of our various fundraisers ensures the ability to do and provide all that we can for our students! Information regarding all fundraising efforts will be in our NewsNote. We encourage you to participate in any way possible!
<b>G</b>	GYM	We received a grant last school year and are eager to share with the students all of the new equipment we were able to get! All students, pre-k through 8th grade attend gym class.
<b>H</b>	Handbook	Our Parent/Student handbook will be published and distributed in the first weeks of school. The last page is to be signed and returned. We will also publish it on our school website for easy reference.
<b>I</b>	Ice Cream	At the conclusion of Catholic Schools Week (1/27-2/1/20) we celebrate with Mass on Saturday @ 4:30 in the Church where our students assist in the mass followed by an ice cream social and spirit games back here in the school. It is a wonderful time and we encourage you to join in on the fun!
<b>J</b>	Join	Encourage your child to join a club, sport or extra-curricular activity!
<b>K</b>	Keep in touch	If at any time you have any questions/concerns please reach out! We are here for you and are happy to assist in any way possible.
<b>L</b>	Lockers	Lockers are issued to middle school students only. Locks are suggested but not required. Destruction of property is a punishable offence (included but not limited to scratching anything into the paint on the lockers)
	Lost & Found	Located in the cafeteria, all unclaimed items will be donated at the end of each marking period. A reminder will be made prior to the end of each marking period to have students go through the items before they are donated.
	Lunch	We are proud to offer a delicious hot lunch program! This is available to all students Pre-K through 8th grade. Lunch is \$3.00, with milk and assortment of snacks available a la carte. Lunches can be prepaid or pay by day. A lunch menu will go home in the blue folder the week before a new month begins and will also be available on our website & through the parent portal.
<b>M</b>	Main Office	All visitors must sign in and out at the main office & obtain a visitor pass. Students who are late or leaving early must also sign in or out from the main office. Messages from home, forgotten lunches and schoolwork can be brought to the office and will be given to students between periods or at the end of the day.
	Mass	Our students attend Mass every Friday in the church at 8:30am. Each class is assigned to and serves (singing/reading/ushering) at masses throughout the year.



## ABC's of SME

<b>N</b>	Nurse	We have a nurse on staff through the district of Lancaster, with her office located in the main office. If your child becomes ill during the day they are able to come down and she will determine if they are able to return to class or must be picked up. All medications must be kept with the nurse.
	Non-Uniform Days	On each 1st Monday of the month, as indicated on the calendar, and at various times throughout the year on 'For a Cause/Donation Days' we offer dress down days. Students should adhere to the uniform policy regarding appropriate attire.
<b>O</b>	Online	All the information you need throughout the year is available on our website smeschool.com. Our weekly NewsNote is also posted to our website as well as emailed to every family.
<b>P</b>	Parking Lot	We cannot stress enough the importance of adhering to the parking lot traffic flow as indicated in the drop off directive. SAFETY IS ALWAYS OUR TOP PRORITY!
	Parent Group	The Home School Association (HSA) is our parent group which runs a variety of events/fundraisers throughout the school year. As a parent, you are already a member of the group. If you are interested in joining the team leaders please contact hsa@smeschool.com. Hands are always welcomed & needed throughout the year.
	Parent Portal	We utilize eSchool for our K-8 students. Parents have the ability to view their child(ren)s gradebook, progress & report cards at any time via the parent portal. You can access the eSchool website through the link available at the bottom of the main page of our website.
	Parent Teacher Conferences	You will have the opportunity to sign up for parent/teacher conferences during our Harvest Homecoming Night. Conferences will be held in November as indicated on the annual calendar. If at any time you have any concerns about your child(ren) please contact your teacher. Meetings can be set up if/as needed.
	Photographs	Inter-State Photography will be offering both fall & spring photos. All students will be photographed in the fall for our yearbook. Spring photos will only be taken of those students who have purchased a picture package. All photo dates are indicated on the annual calendar.
	Progress Reports	All progress & report card uploads are indicated on the annual calendar in purple.
<b>Q</b>	Questions	If at any time you have any questions/concerns please reach out! We are here for you and are happy to assist in any way possible. The main office number is 683-2112.
<b>R</b>	Report Cards	All progress & report card uploads are indicated on the annual calendar in purple.
	Riding the bus with a friend	Students wishing to ride the bus home with a friend must have a note from both parents (the sender & the receiver). It is the policy of each school district that they cannot transport a student outside of their district. For example: You live in Lancaster & your friend lives in Depew, the office is contacting each parent to let them know that their child will be coming home on their own bus and not to their friends house.
	Room Parents	Under the guidance of our HSA, Room Parents (RPs) have a great opportunity to assist your teacher throughout the school year. RP's assist during class parties and spearhead the hosting of a one time teacher/staff luncheon per grade level. Information will go out at the start of the school year to sign up.
<b>S</b>	School Closings	In the event of inclement weather SME follows the closings of Lancaster Central School District. We will also post on all three local news stations as St. Mary's Elementary School. A school wide email and alert system will also be engaged.
	Security	Our doors remain locked all day. All visitors must arrive and be buzzed in at door #1 by pressing the button one time. When responding to the intercom it is <b>not necessary</b> to press the button to talk. Visitors arriving to any other door will be instructed to make their way to door #1, which includes dismissal time with our parent pickups.
	SME Attire	HSA offers SME logo hoodies for sale throughout the year as well as during HSA meetings. Our sports teams also offer apparel shops where you will purchase your jersey and also purchase items to show your school/team spirit. Links to those apparel shops will be advertised in our NewsNote.
	Social Media	Be sure to follow SME on Facebook, we love to show off what we've got going on! We will also post important information & reminders. Not on FB? Every post we make is available on our school website, you can see the entire post without having to sign up.

## ABC's of SME

<b>S</b>	Sports	We offer many different sports throughout the year. Students will have the opportunity to pickup a signup form through the nurse during their lunch. A valid physical must be on file with the nurse for your child(ren) to be able to participate. All upcoming sport information will be published in the NewsNote.
	STREAM	We are very proud of our STREAM program! Students will have the opportunity to choose a STREAM academy and each Friday the last hour of the day is spent in that academy. We showcase our STREAM work during open houses & by participating in the X-STREAM games at St. Joes each year!
<b>T</b>	Tardy	If your child is late (arrival of 8:10 or later) they must be signed in at the main office and bring a note. If a district bus is late, no note is needed.
	Teacher Concerns	If you have a concern with a teacher, please contact the teacher directly. Additionally, you may contact our principal via email at <a href="mailto:Kwitowskik@smeschool.com">Kwitowskik@smeschool.com</a> .
	Transportation	Busing is available by almost every surrounding district. If you have any questions as to if the district which you reside in transports to SME, you can contact them directly or contact the main office.
	Tuition	SME offers different ways for families to build their own tuition package and there are many different payment options that can be arranged. If at any time have any questions or concerns regarding your tuition account, please contact Mrs. Jezuit. Tuition payments can be made by cash/check or credit card (must be done in person, not over the phone).
<b>U</b>	Uniforms	Our uniform policy is posted on our website, within our parent/student handbook & was included with your registration paperwork where the last page needed to be signed and returned.
<b>V</b>	VIRTUS	Every teacher, staff & volunteer (parents and coaches) must be VIRTUS certified. To find out more on this program, please contact the main office.
	Volunteers	We love our volunteers! Volunteering is a great way to meet staff and other parents! Watch the NewsNote for upcoming opportunities!
<b>W</b>	Walk-a-Thon	We host two walk-a-thons, one each in the fall & spring. Students are asked to dress in SME logo attire for both. Our fall walk-a-thon is part of the Catholic Schools Marathon where schools across the area all participate. All funds raised benefit expanding technology opportunities for our students. Our spring walk-a-thon raises money for our STREAM program.
<b>X</b>	eXtra eXtra, read all about it!	Stay 'in the know' by reading our NewsNote each week. We will have information about all upcoming events as well as showcasing our team sports & more!
<b>Y</b>	You don't want to miss this!	We host an event just for the Mothers & Sons as well as the Fathers & Daughters. Our talent show in the spring is a wonderful showcase of the many talents of our students!
<b>Z</b>	Zero Tolerance	We are a bully free zone! Should an issue arise it will be brought to the attention of the principal for appropriate action. We also have a School Resource Officer that visits the school once a week.

**Who to Contact:**

Main Office Phone Number: 683-2112

<b>Principal</b>	<b>Mrs. Kim Kwitowski</b>	<a href="mailto:kwitowskik@smeschool.com">kwitowskik@smeschool.com</a>	ext. 124
<b>Administrative Assistant</b>	<b>Mrs. Amanda Kuhn</b>	<a href="mailto:secretary@smeschool.com">secretary@smeschool.com</a>	ext. 120
<b>Director of Student Affairs</b>	<b>Mrs. Nancy Jezuit</b>	<a href="mailto:jezuitn@smeschool.com">jezuitn@smeschool.com</a>	ext. 121
<b>Nurse</b>	<b>Mrs. Katie Parker</b>	<a href="mailto:parkerk@smeschool.com">parkerk@smeschool.com</a>	ext.
<b>Advancement</b>	<b>Mrs. Sheila Kierejewski</b>	<a href="mailto:kierejewskis@smeschool.com">kierejewskis@smeschool.com</a>	ext. 125
<b>Athletics</b>	<b>Mr. Liam Kelly</b>	<a href="mailto:athletics@smeschool.com">athletics@smeschool.com</a>	ext.
<b>Kitchen</b>	<b>Mrs. Hadsall &amp; Mrs. Fulciniti</b>	<a href="mailto:kitchenmanager@smeschool.com">kitchenmanager@smeschool.com</a>	ext. 119

# *Birthday Snack Order Form*

It's \_\_\_\_\_ birthday on \_\_\_\_\_.

Please allow grade \_\_\_\_\_ Homeroom(s) \_\_\_\_\_

to purchase a snack in the amount of ;

\$0.50 x \_\_\_\_\_ = \_\_\_\_\_ Total Students/Total Amount Due

\$0.75 x \_\_\_\_\_ = \_\_\_\_\_ Total Students/Total Amount Due

\$1.00 x \_\_\_\_\_ = \_\_\_\_\_ Total Students/Total Amount Due

**Please submit this form along with cash or check made out to St Mary's Elementary at least one day prior to when you would like your child and their classmates to receive snack. Any unused funds will be returned with your child.**

**Thank you for your support!**

**The SME Cafeteria**



# **CANDY BAR SALE**

## **BONUS**

### **DRESS DOWN TICKETS!**

**Earn ONE additional dress down ticket for every TWO boxes of chocolates that are prepaid Between August - October! Tickets will be rewarded in November + you'll get your prize level rewards at the end of the sale!**

2019-2020 Chocolate Sale Order Form

Gertrude Hawk Order Form	Niagara Order form	Gertrude Hawk Mixed Box Variety
Date: _____	Date: _____	Date: _____
Students Name: _____	Students Name: _____	Students Name: _____
Grade: _____	Grade: _____	Grade: _____
Gertrude Hawke Chocolates (48) ct Box:	Niagara Chocolates: (50) ct box:	Gertrude Hawke Chocolates (48) ct box:
_____ Mixed: Peanut Butter, Milk, Crispy, Caramel, Dark _____	_____ Mixed: Toasted almond, Caramel, Crisped Rice, Peanut Butter, Mint Cookie, Milk Orange, Dark Chocolate.	_____ <b>Light and Lively</b> _____ <b>Includes:</b> Solid Milk chocolate, Sea Salt Caramel, Milk Chocolate Caramel, Milk Chocolate Crispy, Milk Chocolate Peanut butter, Milk Chocolate Toffee almond.
_____ Solid Milk Chocolate _____	_____ Almond _____	_____ <b>Dark and Delicious</b> _____ <b>Includes:</b> Solid Dark Chocolate, Dark Chocolate Coconut Custard, Dark Chocolate Mint, Dark Cocolate Raspberry, Dark Chocolate Lave Cake
_____ Milk Chocolate Sea Salt Caramel _____	_____ Crisped Rice _____	_____ <b>O-La-La- Luscious</b> _____ <b>Includes:</b> Sea Salt Caramel, Milk Chocolate Peanut Butter, Milk Chocolate Almond, Milk Chocolate Toffee Almond, Dark Chocolate Coconut Custard, Dark Chocolate Mint, Dark Chocolate Raspberry, Dark Chocolate Lava Cake.
_____ Milk Chocolate Caramel _____	_____ Peanut Butter _____	
_____ Milk Chocolate Crispy _____	_____ Caramel _____	
_____ Milk Chocolate Peanut Butter _____	_____ Mint Cookie _____	
_____ Milk Chocolate Alomond _____	_____ Dark Chocolate _____	
_____ Milk Chocolate Toffee Almond _____	_____ Orange _____	
_____ Solid Dark Chocolate _____		
_____ Dark Chocolate Coconut Custard _____		
_____ Dark Chocolate Mint _____		
_____ Dark Chocolate Raspberry _____		
_____ Dark Chocolate Lava Cake _____		
I owe \$48 for each box taken.	I owe \$50 for each box taken.	I owe \$48 for each box taken.
I CANNOT return any box, at any time.	I CANNOT return any box, at any time.	I CANNOT return any box, at any time.
Parent Signature: _____	Parent Signature: _____	Parent Signature: _____

# 2019-2020 REWARD SCHEDULE

Number of Boxes Per Family	Dress Down Day Per Child	Cafeteria Snack Per Child	Cafeteria Lunch Per Child	Homework Pass * Per Child	Ultimate Reward
1	-	-	-	-	<b>All Rewards Earned Horizontally</b> <b>Thank You for your participation</b>
2	1	-	-	-	
3	2	1	-	-	<b>Karaoke Party - you and your friends can sing to your favorite song over the PA! Acknowledgement at morning announcements.</b>
5	3	2	1	-	<b>Pajama Day</b>
7	5	3	2	1	<b>Tape a Teacher / Principal to the wall (Catholics Schools Week)</b>
10*	7	5	5	1	<b>Snow Day - Sledding, Snow Cones, S'mores, Hot Chocolate, Hot Cider, Snow Fort making for student +1 SME friend</b>
12	8	6	6	1	<b>Glow Party - music, dancing, black light, glow accessories</b>
15	9	7	6	1	<b>Free reign at end of school carnival</b>
20	10	7	7	2	<b>Slip and Slide Party - a giant slide for student +1 SME friend</b>
35	11	8	8	2	<b>Losson Park Field Trip with Cookout student + 1 SME friend</b>
50	12	10	10	2	<b>Principal for the day</b>
75	15	10	10	3	<b>Limo and lunch for student + 1 SME friend</b>

Any students selling over 35 boxes will have a choice to participate in any 3 additional lower value prizes.

\* Snow day prize will be awarded to students who choose this prize level and are payed up as of 12/31/2019.



# ***Field Trip Lunch Order Form***

**Choose One Sandwich, Choose Condiments & Choose One Drink**

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*All lunches include a sandwich, veggie sticks, fruit, water/juice and a cookie.*

<b>Ham Sandwich</b>	<b>Mayo</b>	<b>Mustard</b>	<b>Water</b>	<b>Juice</b>
<b>Turkey Sandwich</b>	<b>Mayo</b>	<b>Mustard</b>	<b>Water</b>	<b>Juice</b>
<b>Sunbutter &amp; Jelly</b>			<b>Water</b>	<b>Juice</b>

**Choose Lunch Payment**

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*Please submit this form along with cash or check made out to St Mary's Elementary at least three days prior to the scheduled field trip. Thank you for your support! The SME Cafeteria*

<b>Free/Reduced x</b> _____	<b>=</b>	<b>Free/Reduced</b>	<b>Free/Reduced Lunch</b>
<b>\$3.00 x</b> _____	<b>=</b>	_____	<b>Total Lunch Amount Due</b>
<b>\$4.25 x</b> _____	<b>=</b>	_____	<b>Adult Lunch Amount Due</b>

**Name** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Date of Order** \_\_\_\_\_ **Date of Trip** \_\_\_\_\_

# ST MARY'S ELEMENTARY SCHOOL

2 St. Mary's Hill

Lancaster, NY 14086-2033

[www.smeschool.com](http://www.smeschool.com)

Phone: (716) 683-2112

Fax: (716) 683-2134

*visible examples of gospel living"*

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September 2019

Dear SME Parent/ Guardian,

Welcome to a brand new school year at SME! If your child/children participated in the Free/Reduced Meals program during the 2018-19 school year, they remain eligible until October 17<sup>th</sup>. To determine if they qualify for the Free/Reduced Meals Program for 2019-20, please fill out the attached application. (Only one application per family; list all students residing in your home.) If you are a Medicaid recipient please provide your case number on the application.

Please note, if you have any newly registered students, they will not be automatically approved for free or reduced lunch based on your family's prior year application. Please fill out your new application and return promptly to start receiving your free/reduced meals.

If you have any questions regarding the Free/Reduced Meal Program, please feel free to contact the St. Mary's Elementary School kitchen at 716-683-2112 Ext. 119.

Thank you for your cooperation!

Jennifer Fulciniti

Tracy Hadsall

SME Kitchen Managers





## Letter to Parents for School Meal Programs

Dear Parent/Guardian:

Children need healthy meals to learn. **St. Mary's Elementary** offers healthy meals every school day. Lunch costs **\$3.00**. Your children may qualify for free meals or for reduced price meals. **Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals at no charge.**

1. **DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD?** No. Complete the application to apply for free or reduced price meals. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to St. Mary's Elementary, 2 St. Mary's on the Hill, Lancaster, NY 14086.
2. **WHO CAN GET FREE MEALS?** All children in households receiving benefits from **SNAP, the Food Distribution Program on Indian Reservations** or **TANF**, can get free meals regardless of your income. Categorical eligibility for free meal benefits is extended to all children in a household when the application lists an Assistance Program's case number for any household member. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines. Households with children who are categorically eligible through an Other Source Categorically Eligible designation, as defined by law, may be eligible for free benefits and should contact the SFA for assistance in receiving benefits.
3. **CAN FOSTER CHILDREN GET FREE MEALS?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Foster children may also be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. Including children in foster care as household members may help other children in the household qualify for benefits. If non-foster children in a foster family are not eligible for free or reduced price meal benefits, an eligible foster child will still receive free benefits.
4. **CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS?** Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or e-mail **St. Mary's Elementary** to see if they qualify.
5. **WHO CAN GET REDUCED PRICE MEALS?** Your children may be approved as reduced price eligible if your household income is within the reduced-price limits on the Federal Eligibility Income Chart, shown on this letter. Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals at no charge.
6. **SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS?** Please read the letter you got carefully and follow the instructions. Call the school at 716-683-2112 EXT, 119 if you have questions.
7. **MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE?** Yes. Your child's application is only good for that school year and for up to the first 30 operating days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
8. **I GET WIC. CAN MY CHILD(REN) GET FREE MEALS?** Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out a FREE/REDUCED PRICE MEAL application.
9. **WILL THE INFORMATION I GIVE BE CHECKED?** Yes and we may also ask you to send written proof.
10. **IF I DON'T QUALIFY NOW, MAY I APPLY LATER?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
11. **WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION?** You should talk to school officials. You also may ask for a hearing by calling or writing to: ST. MARY'S ELEMENTARY SCHOOL, 2 ST. MARY'S ON THE HILL, LANCASTER, NY 14086, WWW.SMESCHOOL.COM.
12. **MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?** Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.
13. **WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
14. **WHAT IF MY INCOME IS NOT ALWAYS THE SAME?** List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
15. **WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME?** If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
16. **MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME?** No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.
17. **MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR?** To find out how to apply for **SNAP** or other assistance benefits, contact your local assistance office or call **1-800-342-3009**.

Program and the Special Supplemental Nutrition Program for Women Infants and Children (WIC); the Comptroller General of the United States for audit purposes, and federal, State or local law enforcement officials investigating alleged violation of the programs under the NSLA or CNA.

**Reapplication:** You may apply for benefits any time during the school year. Also, if you are not eligible now, but during the school year become unemployed, have a decrease in household income, or an increase in family size you may request and complete an application at that time.

The disclosure of eligibility information not specifically authorized by the NSLA requires a written consent statement from the parent/guardian. We will let you know when your application is approved or denied.

Sincerely,

Jennifer Fulciniti  
Tracy Hadsall  
Kitchen Managers

**Nondiscrimination Statement:** This explains what to do if you believe you have been treated unfairly.

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, audiotape, 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.

**2019-2020 Application for Free and Reduced Price School Meals**

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 Ext.119, if you need help. Additional names may be listed on a separate paper.

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

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

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"/>

**g. 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 #: \_\_\_\_\_

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

**List 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# <input type="checkbox"/>
--

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.

**i. 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: \_\_\_\_\_

**j. 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 (Check one or more):  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 not 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.

---

### **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, audiotape, 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

**2019-2020 INCOME ELIGIBILITY GUIDELINES  
FOR FREE AND REDUCED PRICE MEALS OR FREE MILK**

**REDUCED PRICE ELIGIBILITY INCOME CHART**

Total Family Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$ 23,107	\$ 1,926	\$ 963	\$ 889	\$ 445
2	\$ 31,284	\$ 2,607	\$ 1,304	\$ 1,204	\$ 602
3	\$ 39,461	\$ 3,289	\$ 1,645	\$ 1,518	\$ 759
4	\$ 47,638	\$ 3,970	\$ 1,985	\$ 1,833	\$ 917
5	\$ 55,815	\$ 4,652	\$ 2,326	\$ 2,147	\$ 1,074
6	\$ 63,992	\$ 5,333	\$ 2,667	\$ 2,462	\$ 1,231
7	\$ 72,169	\$ 6,015	\$ 3,008	\$ 2,776	\$ 1,388
8	\$ 80,346	\$ 6,696	\$ 3,348	\$ 3,091	\$ 1,546
*Each Add'l person add	\$ 8,177	\$ 682	\$ 341	\$ 315	\$ 158

**How to Apply:** To get free or reduced price meals for your children carefully complete one application following the instructions for your household and return it to the designated office listed on the application. If you now receive SNAP, Temporary Assistance to Needy Families (TANF) for any children or participate in the Food Distribution Program on Indian Reservations (FDPIR), the application must include the children's names, the household SNAP, TANF or FDPIR case number and the signature of an adult household member. All children should be listed on the same application. If you do not list a SNAP, TANF or FDPIR case number for any household member, the application must include the names of everyone in the household, the amount of income each household member, and how often it is received and where it comes from. It must include the signature of an adult household member and the last four digits of that adult's social security number, or check the box if the adult does not have a social security number. **An application for free and reduced price benefits cannot be approved unless complete eligibility information is submitted, as indicated on the application and in the instructions.** Contact your local Department of Social Services for your SNAP or TANF case number or complete the income portion of the application. No application is necessary if the household was notified by the SFA their children have been directly certified. If the household is not sure if their children have been directly certified, the household should contact the school.

**Reporting Changes:** The benefits that you are approved for at the time of application are effective for the entire school year and up to 30 operating days into the new school year (or until a new eligibility determination is made, whichever comes first). You no longer need to report changes for an increase in income or decrease in household size, or if you no longer receive SNAP.

**Income Exclusions:** 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 Development (Block Grant) Fund should not be considered as income for this program.

**Reduced Price Eligible Students: Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals at no charge.**

In the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age or disability

**Meal Service to Children With Disabilities:** Federal regulations require schools and institutions to serve meals at no extra charge to children with a disability which may restrict their diet. A student with a disability is defined in 7CFR Part 15b.3 of Federal regulations, as one who has a physical or mental impairment which substantially limits one or more major life activities of such individual, a record of such an impairment or being regarded as having such an impairment. Major life activities include but are not limited to: functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. You must request meal modifications from the school and provide the school with medical statement from a State licensed healthcare professional. If you believe your child needs substitutions because of a disability, please get in touch with us for further information, as there is specific information that the medical statement must contain.

**Confidentiality:** The United States Department of Agriculture has approved the release of students names and eligibility status, without parent/guardian consent, to persons directly connected with the administration or enforcement of federal education programs such as Title I and the National Assessment of Educational Progress (NAEP), which are United States Department of Education programs used to determine areas such as the allocation of funds to schools, to evaluate socioeconomic status of the school's attendance area, and to assess educational progress. Information may also be released to State health or State education programs administered by the State agency or local education agency, provided the State or local education agency administers the program, and federal State or local nutrition programs similar to the National School Lunch Program. Additionally, all information contained in the free and reduced price application may be released to persons directly connected with the administration or enforcement of programs authorized under the National School Lunch Act (NSLA) or Child Nutrition Act (CNA); including the National School Lunch and School Breakfast Programs, the Special Milk Program, the Child and Adult Care Food Program, Summer Food Service

## FREE AND REDUCED PRICE MEAL APPLICATION FACT SHEET

When filling out the application form, please pay careful attention to these helpful hints.

**SNAP/TANF/FDPIR case number:** This must be the complete valid case number supplied to you by the agency including all numbers and letters, for example, E123456, or whatever combination is used in your county. Refer to a letter you received from your local Department of Social Services for your case number or contact them for your number.

**Foster Child:** A child who is living with a family but who is under the legal care of the welfare agency or court may be listed on your family application. List the child's "personal use" income. This includes only those funds provided by the agency which are identified for the personal use of the child, such as personal spending allowances, money received by his/her family, or from a job. Funds provided for housing, food and care, medical, and therapeutic needs are not considered income to the foster child. Write "0" if the child has no personal use income.

**Household:** A group of related or non-related people who are living in one house and share income and expenses.

**Adult Family Members:** All related and non-related people who are 21 years of age and older living in your house.

**Financially Independent:** A person is financially independent and a separate economic unit/household when his or her earnings and expenses are not shared by the family/household. Separate economic units in the same residence are characterized by prorating expenses and by economic independence from one another.

**Current Gross Income:** Money earned or received at the present time by each member of your household before deductions. Examples of deductions are federal tax, State tax, and Social Security deductions. If you have more than one job, you must list the income from all jobs. If you receive income from more than one source (wage, alimony, child support, etc.), you must list the income from all sources. Only farmers, self-employed workers, migrant workers, and other seasonal employees may use their income for the past 12 months reported from their 1040 Tax Forms.

**Examples of gross income are:**

- Wages, salaries, tips, commissions, or income from self-employment
- Net farm income – gross sales minus expenses only – not losses
- Pensions, annuities, or other retirement income including Social Security retirement benefits
- Unemployment compensation
- Welfare payments (does not include value of SNAP)
- Public Assistance payments
- Adoption assistance
- Supplemental Security Income (SSI) or Social Security Survivor's Benefits
- Alimony or child support payments
- Disability benefits, including workman's compensation
- Veteran's subsistence benefits
- Interest or dividend income
- Cash withdrawn from savings, investments, trusts, and other resources which would be available to pay for a child's meals
- Other cash income

**Income Exclusions:** 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 Development (Block Grant) Fund should not be considered as income for this program.

If you have any questions or need help in filling out the application form, please contact:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_



9/11/19



Dear Parent/Guardian:

The Diocese of Buffalo is working to fully comply with all the directives of the *Charter for the Protection of Children and Young People* implemented by the U.S. Catholic Bishops in 2002. In addition to training all adult staff and volunteers that work with children, the Diocese of Buffalo is also training children in sexual abuse awareness.

Sexual abuse awareness training, mandated by the Diocese of Buffalo will be conducted at our school the week beginning **MONDAY, October 21, 2019 during Religion Classes**. The training is a way for your child to learn to recognize and respond appropriately and assertively to issues such as improper touch, tricks used by sexual predators, and internet safety.

Your child will not be exposed to specific sexual language or depictions of graphic situations. A copy of the *diocesan approved* lesson plans for your child's age group can be found by visiting <https://www.wnycatholicsschools.org/np-safe-environment-sexual-abuse-training>

Parents are invited to discuss the content of this lesson plan prior to its implementation with their children. You may also contact our office should you wish to learn more about this topic to better equip yourself to respond to your child's questions.

**If you DO NOT wish for your child to participate in these lessons at school, please sign the release below, detach it, and return it to us by Friday, October 11, 2019.** An alternate educational opportunity will be provided for your child during that session.

Sincerely,  
Mrs. Kwitowski, Principal  
Mrs. Hoag, Campus Minister  
Mrs. Abbatoy, Religion Teacher

KK

**OPT OUT FORM FOR DIOCESAN SEXUAL ABUSE AWARENESS LESSON**  
*(Clip and return by 10/11/19 to opt your child out)*  
**ATTN. Mrs. Hoag**

I ask that my child/children

\_\_\_\_\_

Name	Teacher	Grade
------	---------	-------

be excused from attending the Sexual Abuse Awareness session at **SME SCHOOL during religion classes OCTOBER 21-25, 2019**. I understand that it is my right and responsibility as a parent under guidelines of the Catholic Church to do any such instruction myself.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent/Guardian Name



# Why Join the St. Mary's Elementary School HSA?



**THE HSA NEEDS → YOU!**



## 1. CHILDREN BENEFIT

- Research shows that participating in your child's school and showing engagement helps them perform better academically.

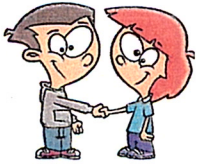
## 2. THE SCHOOL BENEFITS

- HSA performs support for school teachers and administration which in turn creates a positive & caring atmosphere in the school.



## 3. MAKE CONNECTIONS

- Get to know the teachers & staff better and make life-long friends with other parents at the school!



## 4. IT'S GOOD FOR YOU

- Socializing with other parents and volunteering to do good for your child's school is fun, healthy and rewarding!



**READY TO SIGN UP ?**

Contact any of the HSA Parent Volunteers below or email us to join our fun group!

[hsa@smeschool.com](mailto:hsa@smeschool.com)

Barbara Kalinowski – (716) 997-4000

Jennifer Jerackas – (716) 901-3568

Kristie May – (716) 998-6504





# ROOM PARENT SIGN UP

If you would like to serve as a Room Parent for your child's class, please fill out the form below and return it to the office by Friday, September 13<sup>th</sup> or complete the google form available at the following address:

<https://forms.gle/sqhpRnZmNVmr2xDo8>

☞ Room Parents will be chosen by drawing

☞ You must have and maintain Virtus Certification

☞ Responsibilities include service projects/class parties

☞ Flexibility to work daytime activities helpful

Notification will go out by Monday 9/16, as the office must verify Virtus and the list must be approved by the principal. We appreciate your patience while we do so. Every attempt will be made to notify you ASAP.

The Room Parent Social will be on Wednesday 9/18, from 2:00-3:30. Here you will meet with your child's teacher to plan the upcoming year. (Babysitting will be available).

Please provide us with all the information below. Thank you!!

Room Parent Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Childs' Name Grade Teacher *(If you have more than one child please list in order of preference)*

1. \_\_\_\_\_

2. \_\_\_\_\_

Yes I would be a Contact Person

KK

St. Mary of the Assumption Parish

Lancaster, NY

# CLOTHING DRIVE & HOUSEHOLD COLLECTION

Sat Sept 28, 9 am to 7 pm

Sun Sept 29, 9 am to 2:30 pm

Sponsored by St Vincent de Paul Society & Junior Ladies of Charity

Volunteers will be on hand in the Church parking lot to accept your donations of "clean, fresh gently used" clothing and household items.

Clothing

Toasters

Blankets

Dishes

Coffee Makers

Sheets

Pots & Pans

Can Openers

Pillow Cases

Silverware

Microwave Ovens

Comforters

Glasses

Irons

Curtains

Cooking Utensils

Ironing Boards

Draperies

Fry Pans/Woks

Bath & Kitchen Towels

Lamps

**(NO TV's, computers, monitors or furniture please)**

# IT'S PICTURE DAY!



## NEW! CUSTOM STYLES!



CREATED JUST FOR YOUR SCHOOL

# ORDER NOW!

[INTER-STATE.COM/ORDER](http://INTER-STATE.COM/ORDER)

## Bring Your Smile!

St Mary's Elementary School

Monday, September 16, 2019; Tuesday, September 17, 2019

To order online please visit  
[inter-state.com/order](http://inter-state.com/order)  
and use the order code: 42875MB







# Star Savers CLUB

The Good Neighbors CU Star Savers Club is a unique youth savings program. Any child age 0-11 can set up a savings account with the credit union and make real deposits into a real account. Every deposit earns one sticker and 20 stickers earns a prize, every time!

Children in the Star Savers Club will receive:

- A Star Savers Club pouch for their deposits
- A Star Savers sticker book
- Kid-friendly deposit slips
- Annual Birthday Card
- Earn dividends on balances greater than \$0.01

**Deposit Days  
at Saint Mary's  
are on Tuesdays!**



**Open a savings account  
for your child TODAY!  
Help your child learn  
about money management  
and personal  
responsibility, all while  
making actual deposits  
into their new savings  
account.**

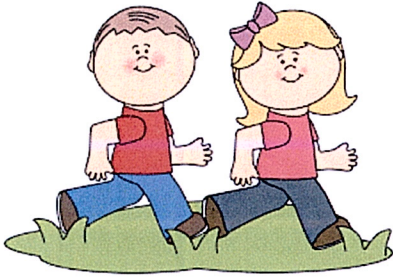
**Star Savers will earn  
stickers towards  
prizes, receive  
educational information,  
and participate in movie  
nights and many other  
exciting events!**

**Stop In At  
30 Brunswick  
Road & Sign Up  
Today!**



2019-2020

SME Walkabout General Permission Slip



Dear SME Families,

An important part of our school life includes walks on and around the school grounds, exploration of the St. Mary's Cemetery, SME walk-a-thons, walks to the church, and various other learning activities that take place outdoors on and around the school grounds. Students are always supervised on outdoor excursions and during outdoor activities. Please sign and return the permission slip no later than Friday, September 20, 2019, indicating that your child has permission to participate in all outdoor activities that take place on and around SME school grounds.

Sincerely,

Mrs. Kwitowski  
Principal

KK

2019-2020 SME Walkabout General Permission Slip  
Please Return By Friday, September 20, 2019

My child/children has/have my permission to participate in all outdoor activities that take place on and around SME school grounds including the SME Walk-A-Thons.

Please Print

Child's Name \_\_\_\_\_

Grade \_\_\_\_\_

Child's Name \_\_\_\_\_

Grade \_\_\_\_\_

Child's Name \_\_\_\_\_

Grade \_\_\_\_\_

Child's Name \_\_\_\_\_

Grade \_\_\_\_\_

Child's Name \_\_\_\_\_

Grade \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (Please Print)