

REMINDERS

The Home & School Association asks that you either bring to the school office or mail your annual dues (check for \$100.00 per family) to: SFX Home & School Assoc.; 215 Betz Pl; Metairie, LA 70005-4167. This amount (per family) helps cover the costs of: the Family Directory, refreshments at meetings, field trips for students, visiting performances for students, teacher appreciation, teacher supplies, etc., etc., and a drawing at each meeting for \$200.00 toward next years tuition (if Home & School dues are paid). At the end of the year a drawing for two (2) \$1000.00 tuition reductions for parents who attended every Home & School meeting during the year (if Home & School dues are paid). Payment is due on or before August 1.

All uniforms may be purchased from SFX's approved uniform supplier, **School Time**, and **all** must comply with the uniform code of the school. School Time is located at 8814 Veterans Blvd. Suites 11 & 12, Metairie. The phone number is 467-6361. There will be a **uniform sale** at school in the gym on **July 13** from 2:00 – 6:00PM or uniforms may be purchased online at www.schooltimeuniforms.com.

If you will be placing your child in After School Care (ASC) for one or more days per week, please fill out the Registration Form, attach a \$30.00 check (per child) made payable to: "SFX – ASC", and send, it to the school office **before the start of school**.

If your child is to take medication during the year, please come to the office in August before the start of school to pick up a new medication form. Each year this form must be renewed. **Students will not be given any medication without the renewed form.**

The office will be open in June and July from **9:00 AM to 12 Noon**. On August 1, office hours will be from **9:00 AM to 3:00 PM**. The office will be closed on August 12 for a retreat. Beginning August 15, office hours will be **7:30 AM to 3:30 PM**.

Listed below is a "checklist" of things to do in order to prepare your child and yourself for a most carefree, peaceful and happy school year.

Reinforce with your child the rules, regulations and responsibilities as stated in the St. Francis Xavier Handbook.

Please make certain that your child is in the approved uniform. Stress the importance of dressing neatly, cleanly and wearing our uniform with pride. **Students not in the approved uniform will not be allowed to attend class.**

Students arriving between 7:00 – 8:00 AM are to report to the school yard, weather permitting. When it is raining or freezing, students are to report to the Cafeteria. The "drop-off" spot **for all students** is at the Cafeteria Entrance to the building on Betz Place. Weather permitting, the morning prayer, pledge, announcements and awards will be conducted in the school yard every school day. Students arriving after 8:00 AM **must** report to the office for a tardy slip before proceeding to assembly or class. These students are to use the main entrance by the office. Parent volunteers assist students exiting cars at the cafeteria entrance between 7:30 – 8:00 AM. These parents are providing a service for you. Please be courteous and assist them by having your child ready to exit the vehicle when the door is opened.

Other than for the first 2 days of school for **new** parents and students, parents are asked **not to park and walk** students into the cafeteria or yard. If absolutely necessary to do so, parents are asked to park on a street **other than Betz Place**. Please remember also that, Betz Place is **one way**, from Ave B to Ave A, between 7:00 – 9:00 AM and 2:00 – 4:00 PM. Pulling into the school yard driveways on Metairie Road or the parking lot to "drop-off" students is **not allowed**. **Students may not be dropped off at the apartment complex across the street on Metairie Road. The Church parking area is not to be used for dropping off or picking up students. Please note that there is NO PARKING at the Metairie Office Tower Building across the street, Monday-Saturday.**

After 8:00 AM, all doors to the school will be locked from the outside. For safety reasons, parents, students, and/or visitors must ring the buzzer for entry to the school at the main entrance on Betz Place. All parents and students arriving at school for whatever reason, must use the main entrance and report immediately to the office. All parents must sign-in as a visitor and receive a visitor pass.

The guidelines and procedures for dismissal of students in the afternoon can be found on our website. Again I ask that you be polite and courteous to the faculty members who are performing a service for you. However, this is **not** a time for a conference with the teachers. Do not delay the pickup line by "chatting" with a teacher.