

Saint Raphael Home & School Welcome Packet 2023-2024



School Hours:

School is in session from 9am-3:25pm.

Car Riders:

Drop Off: This is a fast-moving line, so be ready! Pull as far forward towards Douglas and the parking lot entrance as you can, unless directed differently by school personnel. The signal for car riders and bus riders to begin exiting is given around 8:38am by Mr. Tosi. Students should not exit vehicles until the signal is given. All children should exit out of the passenger side of the car unassisted. Once your child closes the door on the sidewalk, start driving towards the exit in the back of the parking lot. *Note – The first week or two are always clunky with everyone getting back into the drop off routine. The line for drop off will extend out on to Dover Center at times. Please be patient and courteous to the other car riders.*

Pick Up: While this isn't as fast paced as drop off, pick up can be confusing and congested. People will start to arrive at 3pm to get in line. Upon arrival, you should pull forward to the end of the driveway and stop before the parking lot entrance. Cars are to form two parallel lines down the driveway. Overflow will be directed down the first aisle of the parking lot to form two lines as well. Turn your car off and walk toward the school exit to connect with your child. Once the majority of the students have found their adult, cars will be dismissed from the back of the school.

Hot Lunch:

Saint Raphael School's Lunch Program includes a hot or cold lunch, plus à la carte and snack options every day. Examples include: turkey and cheese on a croissant, pizza days, Bosco stick (breadsticks with cheese in the middle), and breakfast sandwiches. Vegetable and fruit options will be included with a full lunch as well. The monthly menu, prices and descriptions will be available on the school website and announced to students during the morning announcements. Students will place their order each morning during homeroom time. The lunch website will be updated mid-August. *Menu items are subject to change due to availability.

How the Lunch Line and Payment Works:

Your child will make their way through the line for the full lunch or just a snack or drink. The lunch team will be available to assist students in choosing items as needed. At the end of the line, there is a computer/register where your child will give the attendant their name and the purchase total is entered into the system. It will typically be taken from your family FACTS account by the end of the day.

All registered students automatically have a lunch account set up. You can locate your prepaid lunch account through your family portal. You can add as much money as you would like, as often as you would like. *Negative balances are allowed. If a negative balance does occur, you will receive an automated email asking you to make the account current.

****Note –** Everyone wants snacks! No one is monitoring exactly what your child purchases, so please talk to them about what they are allowed to purchase from the lunch options and the

snack line. Many students think it is “free” since it is a cashless system and can make several purchases in a lunch period.

Any questions will happily be addressed by the Kitchen managers, Jenne Cary and Karen Campbell via email kitchen@saintraphaelparish.com or by calling 440-360-7688 x 7688.

Lunch & Recess Times: *Subject to change with newly proposed school schedule

Kindergarten: 11:10 am – 12pm

Grades 1 & 2: 11:40 am - 12:20 pm

Grades 3 & 4: 12:05 pm – 12:45 pm

Grades 5 & 6: 12:30pm – 1:05pm

Grades 7 & 8: 1:00pm – 1:35pm

Kindergarten:

- **First Day of School:** The first day of school is August 24th. This day is a full day for grades 1-8, however the kindergarteners have a special, shortened day to see their classroom and get acclimated to their new surroundings. Uniforms are to be worn. Girls will come to school with one parent at 9:15am. Boys will come to school with one parent at 10:30am. After you are done, you will take your child home for the remainder of the day. *Please Note – Siblings are not allowed to join. There will be a special presentation given by the homeroom teacher during this time.*
- **Staggered Start:** Those entering kindergarten will have a staggered start to the school year. This generally helps the kids transition into the school year so on the first full day of school, they feel confident and ready to go. You will be assigned one of the following staggered start dates closer to the beginning of school – August 25th, August 28th or August 29th. On your assigned day, your child will come to school in their uniform for the full school day. Your child will not attend school on the other staggered days. On August 30th, all kindergarteners will come to school as a class for the first time.
- **Name Tags:** Your teacher will provide more information about this on August 24th, however it's helpful to plan ahead and make sure you have some type of name tag ready to go. We have found that a name tag attached to a lanyard works better than sticking the traditional “Hello, my name is” sticker to your child's shirt. These name tags are worn for the first full week of school.
- **Playdate:** Meet at the St. Raphael playground on Wednesday, June 28th from 4:00-6:00 pm or Thursday, August 3rd, 10:00 am- 12:00 pm to meet other kindergarteners and their families. This is not mandatory, but a nice way to meet other children and their parents.
- **Graduation:** Kindergarten graduation is on May 31st at 10:30am and lasts about 45 minutes. This marks the last day of school for kindergarten. After graduation, students are released to their parents to go home.
*The last day of school for grades 1-8 is June 4, 2024

Back to School Night:

Mark your calendar for August 22nd from 6pm-8pm. This is an evening for all families K-8 to come up to school, see their classroom/desk and drop off their supplies. During this time there will be a uniform offering, pencil pouch sale for those who did not pre-order and pizza/chips/refreshments for sale. This evening is more of a party so please attend!

Pencil Pouches:

Home & School sells pencil pouches every year in a variety of colors. The pencil pouch is a small duffle bag and is part of the school supply list. You will receive an email with a link to pre-order closer to August. *Note – These are very popular with the students and the “must have” item on the school supply list.*

Fundraising Opt-Out:

Proceeds from fundraising allow Home & School to provide activities and events for our students and offer needed support to our teachers. This option allows families the opportunity to “opt out” of fundraising activities yet still offer support. You will receive an email with a link to choose this option for the school year. *Note – The opt out fee is per family, not per student.*

Home & School Membership:

The annual Home & School membership fee helps provide a portion of the funds needed to cover the cost of operations and activities Home & School Sponsors throughout the year. Your membership includes access to an online directory of SRS families. *Note – This is a must have! Parents use this directory for emailing/texting other parents with questions/help. See the Communication section below for more details.*

Raiders Club:

The Raiders Club is a before and after care program for working families in grades K-6. Raiders Club offers homework help and weekly activities. Students can join Raiders Club at any point in the school year, however the registration form must be completed beforehand. You can find this form, along with additional information on the program, on the school website under the Organizations header. The current cost is \$3.50/hour per child with a 10% discount for multiple children. Raiders Club hours are 7:00am-9:00am and 3:25 pm-6:00 pm.

School Supplies:

You can order school supply kits through the School Tool Box. These kits are grade specific and customizable. You can find a link to order towards the end May (TBD) through August 8th on the school website under the For Parents section. Save yourself some time and preorder!

Uniforms:

Please see the student handbook available on the school website under Parents & Students, links and forms for more specifics.

*Please NOTE: When purchasing, pay attention to whether or not an item is "School Approved." If not, it is considered Spirit Wear and will need to be removed or result in a uniform violation. All items from Schoolbelles are "School Approved." Hometown Threads and DistrictWON will clearly indicate "School Approved" items that can be worn with the uniform. Homemade or home-designed items are not permitted with the dress uniform.

Shorts/Skorts: Boys and girls can wear shorts during the beginning and end months of school (August 24 – September 30 and May 1 – June 6). Shorts/skorts can be either navy or khaki. Shorts should be dress walking shorts (No cargo shorts). **Note for girls – Target has the approved skort option in their uniform section.**

Boys: Navy or khaki pants are to be worn with a solid white, navy, or maroon polo style shirt. Brown or black belts are mandatory for grades 4-8. Shirts must be logo free, except for approved official St. Raphael logo shirts purchased from Schoolbelles or DistrictWON.

Girls Grades K-3: Girls are to wear the standard jumper or tunic style uniform with a white oxford shirt or knit shirt. Some girls choose to wear the Peter Pan style shirt with the larger, rounded collar.

Girls Grades 4-8: The kick pleat or kilt style skirt can be worn with a solid white, navy or maroon shirt. **Note – Most girls like to wear the polo shirt that has the elastic band at the waist available from Schoolbelles.**

Shoes: Dress or athletic shoes in shades of black, brown, white or white/black are to be worn. Small accents/logos are permitted however shoes must be void of excess colors/patterns. See handbook for specifics. **Note – It is hard to find shoes, especially for girls, that fit this description. Nike and New Balance have styles in black and navy that have been acceptable in the past.**

Gym Uniforms: Gym uniforms may be purchased year-round through Schoolbelles and Hometown Threads. They are also available through DistrictWON when the link is live. The gym uniform consists of the gray St. Raphael gym t-shirt (dry-fit or cotton option), maroon St. Raphael gym shorts, and/or the St. Raphael gym sweatpants. Hometown Threads is located in North Olmsted on Lorain Rd. You can stop by at any time throughout the year for apparel. They will screen press while you wait. Takes about 15 minutes. DistrictWON is an online store that will open in August for you to purchase items prior to the start of school. They will open the shop again mid-year as well. You can only order from DistrictWON when the online store is open so please keep an eye on your emails.

Sweaters/Sweatshirts: Solid navy, white or maroon sweaters or cardigans can be worn with the uniform. School approved crew neck sweatshirts from Schoolbelles, DistrictWON, or Hometown Threads can be worn daily.

Uniform Offering: Several times throughout the school year, Home & School will ask for donations of gently used uniforms (shirts, pants, jumpers, skirts, gym shirts/shorts, any spirit

wear, etc.). Home & School will publish dates when the donated uniforms will be available for anyone to come and grab what they need at no cost. As we all know, kids grow fast, and uniforms can be expensive!

Communication:

Friday Folder: This folder is distributed via email. Every Friday, you will receive an email recapping the week at SRS. This will include a letter from Mr. Mitskavich and Mrs. Sak, Hot Lunch Calendar, Home and School Updates, Parish Updates, and a lot of other information. Students in primary and intermediate grades will also come home with a physical Friday Folder which will include their work for the week, hard copies of flyers and other information. Once you review the papers, put the empty folder back in your child's bag and send it to school on Monday. *Note – The Friday Folder email is packed full of information and organized in sections. The “Community Offerings” at the end are not associated with St. Raphael School.*

Email: You will receive a St. Raphael family email. You can link that email to your personal email, so you do not have to check multiple accounts. All communication goes through this email address.

Facebook: There are three different Facebook pages that you should join. Please note that if you signed the waiver for your child to not be on social media, we take those requests very seriously. The pictures posted on Facebook do not go up until we have checked each picture to make sure they are compliant with social media requests.

St. Raphael School- Bay Village- this is where pictures of the students and teachers enjoying life at SRS are posted. This page is not private and can be seen by anyone.

St. Raphael Home and School Bay Village- this is a private page for all events, activities, reminders, fundraising and other school happenings. Members have to be approved to join the page. Members of this page must be active family members of SRS or current faculty and staff.

SRS Home and School Official Graduating Class Pages- these are private pages set up for each class. Use these pages to get to know other parents in your child's grade, share photos and ask questions. These pages will follow your child through their time at SRS. Members have to be approved to join the page. You must have a child registered at SRS and in the graduating class in order to be approved to join the page.

Directory Spot: At the beginning of the year, we ask SRS families to become members of Home and School. This is a yearly fee of \$40 and allows you access to Directory Spot. This is a register of all the current SRS families' contact information organized by last name and teacher. This information includes names of family members, home addresses, emails, and phone numbers. Once you have become a Home and School member, you need to download the Directory Spot app. From there you will set up the app with your username and password and will have access to the information.

Mardi Gras:

Mardi Gras is a time-honored tradition at St. Raphael that has been going on for over 45 years and is our biggest fundraiser!

On the Saturday before Lent, we hold a carnival in the PAC for the students. There are carnival games, face painters, balloon artists and lots of carnival food. The kids win tickets at the games to redeem for prizes in the Game Room. The prizes are always amazing!

The most popular game is the CakeWalk. It's like musical chairs and if your number is called you win a cake!

We also have a raffle at Mardi Gras with some great items to win! Each classroom donates a basket for the raffle which is coordinated by the Home Room Mom. The teachers also raffle off experiences such as Principal for a day, Chef for a day or a run to Malley's Ice Cream. There are so many fun ways to spend time with your favorite teacher through the raffle.

Leading up to Mardi Gras, we hold a tee shirt contest where the winning design is printed on a shirt that is given to all of the students the day before the event.

Mardi Gras Junior High Night: Grades 6-8 are invited to Junior High night. This takes place in the evening after the daytime Carnival. There are games more suited to our older students as well as prizes, raffle items, giveaways and food.

Rock the Challenge:

Rock The Challenge (RTC) is a full day dedicated to challenging the students physically and spiritually. Students will have an opportunity to challenge their spirituality with service projects and prayer. They will also get to challenge themselves physically with an obstacle course and team building events. Each year, different charities are chosen in which the students are able to conduct acts of service that will benefit the different charities. Past charities that have been assisted have been GiGi's Playhouse, Westside Catholic Center, Prayers from Maria and More! All events are held on the St. Raphael Campus and students will be provided with a t- shirt to wear during the day.

All School Mass:

All School Masses are held monthly. This is an opportunity to bring all of the students together spiritually to grow in their faith. Masses will also be held on holy days of obligation. Individual class masses will also be held periodically throughout the year. Information on all masses will be maintained on the master school calendar. **Note – You are always welcome to us at mass but appreciate your child sitting with their class**

School Clubs:

More information about how to sign up for these clubs will come out in the Friday Folder or via email. Please keep an eye out for what's available to your child! You may also refer to the Organizations section of the school website under "Co-Curriculars" for a full description as well.

Art & Photography Club: Available for grades 2-8 - This club is a great opportunity for students to creatively express themselves. The club will work on projects for school events or the hallways. They also create seasonal projects to share with the school and community.

Book Club: Available to grades 3-5 - This club is meant for students who love to explore and discover new books. Students will read books and complete related activities followed by a celebration lunch at the end!

Builders Club: Available to grades 7-8 - Builders Club is the largest service organization for middle school students and is student led. This club focuses on service for both the community and school. They also help plan and coordinate fundraisers and social events.

Chess Club: Available to grades K-8: Chess Club fosters personal growth through learning, playing and enjoying chess. Chess improves higher level thinking skills such as memory, concentration and pattern recognition, and provides many opportunities for positive social interaction. This club is done in connection with Progress with Chess.

Drama Club: Available to grades 5-8 - Drama Club allows students to showcase their theatrical talents either on stage or as part of stage crew.

Eager Engineers: Available to grades K-4 - Eager Engineers is a fun after school STREAM program taught by the visiting teachers from Creative Classes.

Fun & Fitness Club: Available to grades K-3: Fun & Fitness Club promotes physical activity among SRS students. Students participate in a variety of activities including relay races, yoga, obstacle courses & jump roping.

Garden Club: Available to grades K-8 - Garden Club members complete garden and plant-based projects throughout the various beds and gardens at St Raphael.

LEGO Club: Available to grades 1-5 - Lego Club provides students with a passion for building an opportunity to build using their creativity and imagination!

Donation, Meditation & Movement Club: Available to grades 4-7 - Meditation & Movement sessions are 50 minutes of faith-based yoga practice that brings movement, mindfulness and community together.

News Team: Available to grades 7-8 - The Saint Raphael News Team is a group of 7th and 8th grade students who work together to write, read, organize and livestream the morning announcements in the school each morning.

Newspaper Club: Available to grades 5-8 - Newspaper Club allows students in Grades 5-8 to write articles on a variety of topics, activities, and events happening at the school. The School Newspaper also publishes a monthly magazine.

Secret Kindness Agents: Available to grades 7-8 - Secret Kindness Agents perform acts of kindness within the school grounds with the goal of positively impacting the school culture.

Ski Club: Available to grades 7-8 - Ski Club students may choose to either ski or snowboard. All skill levels are able to participate.

Student Ambassadors: Available to 8th grade only - The Student Ambassadors are a team of 8th grade students who want to share their love of SRS with the community by acting as tour guides, greeters, and Innovation Center demonstrators.

Student Council: Available to grades 7-8 - Student Council plans events, raises money for scholarships, and advocates for student led-change. Students elect officers to a one-year term at the beginning of the school year to represent their classrooms.

Student Liturgy: Available to grades 7-8 - Student Liturgy helps prepare the Church for all school Masses. Students write reflections and petitions for the Mass and are given an opportunity to participate in the Liturgy.

How to Volunteer:

If you are an adult who plans to volunteer with children for at least four hours in the course of a month in our school, you need to attend VIRTUS training (if you have not already been trained) AND get a background check.

Library and Art: The librarian and art teacher will need help with your child's class weekly. There will be a Signup Genius sent out in the beginning to the year with all the dates/times volunteers are needed. Feel free to sign up as much as you would like, especially towards the end of the school year.

Lunch: Volunteers for all lunch periods are needed! We need to fill 12 volunteer spots over 5 time slots, Kindergarten, Grades 1 & 2, Grades 3 & 4, Grades 5 & 6 and Junior High, every day. Please contact Kelly Nash if you are interested in helping out – nash@saintraphaelparish.com.

Note – All lunch/recess volunteers will be asked to attend a training/information session with Mrs. Sak at the beginning of the year.

Field Trips: Each grade will take at least one field trip at some point in the school year. You will be notified of the field trip by your room mom or teacher that the field trip is coming up. At that time, the room parent will reach out to the class for volunteers.

Classroom Volunteers: Some classes have holiday "parties" or events where additional hands would be helpful. Your room parent will be in touch with dates and times when help is needed.

Room Parent/Grade Level Coordinator: Each classroom needs a room parent! See the Home & School section for more information. You can sign up to be a room parent at Welcome Back Night. Please see a member of Home & School at the tent for more information.

Other Opportunities: There are several events throughout the year for you to be involved in – See the Home & School section for the full list. You are able to sign up to volunteer for anything listed at Welcome Back Night. Please find a member of Home & School at the tent to assist you with signing up.

Home & School:

What is it? Home & School is St. Raphael's parent teacher association. The goals of Home & School are to increase communication and involvement between parents and teachers, provide support for the school administration when needed, and act as a gateway for school families and parishioners to become directly involved with the school community.

What Events does Home & School Organize? The list below outlines the various events we will need assistance with throughout the year. Feel free to sign up to volunteer, or chair, any of these events. The more help the better! *Please Note – All proceeds raised by these events go directly back to the students. This helps cover the cost of field trips, supplies and hospitality for the teachers/staff, student socials, etc.*

Angels Workshop: Responsibilities include coordinating projects, materials and volunteers for K-5th grade Christmas gifts to parents; overseeing project budget. Prepare necessary parts of projects ahead of time. This event usually takes place at the beginning of December.

Book Fair: Responsibilities include coordinating dates for the fair, event setup, and volunteer support. This event is typically scheduled in November.

Drama Club: Responsible for conducting rehearsals on Sunday evenings for a show produced in the spring. Coordinate parent volunteers assisting with production of the show.

Father/Daughter Dance: Responsible for selecting and scheduling a DJ and photographer; coordinating food and decorations and submitting all necessary forms to the H&S treasurer. This event is usually held the Saturday after Catholic Schools Week at the school.

Hospitality: Responsible for organizing meals for teachers during parent teacher conferences. Responsible for coordinating volunteers and food donations, if applicable. These activities take place in November and February.

Mardi Gras: The Mardi Gras Family Fest Chair is responsible for coordinating fundraising, organizing volunteers, overseeing committees, setting up events, managing the budget, and submitting paperwork to the Accounts Payable and Accounts Receivable H&S treasurers. You must work closely with room parents to coordinate communication with SRS parents. This event occurs in February or March. The position requires extensive planning and time beginning months prior to the event. Planning meetings typically start in October.

Mardi Gras Jr. High Night: Mardi Gras Jr. High Chair(s) is in charge of all facets of Jr High Night, including overseeing volunteers, securing entertainment and staffing the event. This event is for 6th, 7th, and 8th grades only. This position works closely with the Mardi Gras Family

Fest Chair to coordinate prizes, concessions, and games and ensure alignment with the Mardi Gras Family Fest.

Mother/Son Event: Responsible for selecting and organizing an activity for the boys of SRS and their mothers. This event usually occurs in the spring.

Rock the Challenge: Oversee committees leading various aspects of RTC. Determine service projects, sponsorship details, secure t-shirts, release forms and manage scheduling.

Room Parents: Provide support to teachers and parents by coordinating volunteers and communicating important Home & School events. The Room Parent coordinates communication and grade-wide activities. When teachers need your help, they will contact you directly. Shortly after school starts, the room parent will schedule a meeting with the teachers to plan out the school year's activities. This is a great time to get to know the teachers and to share ideas with them. Room parents may be asked to help with fundraisers and other events as needed. One room parent is assigned to each classroom based on parent interest and position availability. Please note that room parents will need to coordinate at least four volunteers per room for Mardi Gras.

8th Grade Washington DC Trip: This chair is responsible for assembling a committee to assist with the 8th grade trip to DC. Responsibilities include arranging a date for the trip, with the administration's approval, communicating with the tour company, planning the itinerary, scheduling parent information meetings, recruiting chaperones, handling all necessary forms (waivers, medical forms, etc.), overseeing bus, roommate and chaperone assignments.

8th Grade Graduation: This position is responsible for assembling a committee to assist with all the activities associated with graduation, including a memory book, luncheon, trip to Cedar Point, etc. The chair and committee can replace or plan different activities if they wish.

The Home & School Board:

President: Jessica Pecora – hspresident@saintrphaelparish.com

Vice President: Maryann Sekerak – hsvicepresident@saintrphaelparish.com

Public Relations: Rebecca Rhode – hspublicrelations@saintrphaelparish.com

Secretary: Deirdre Konopka – hssecretary@saintrphaelparish.com

Head Room Parent: Sarah Scott – hsroomparent@saintrphaelparish.com

A/P Treasurer: Nicole Keating – hstreasurerap@saintrphaelparish.com

A/R Treasurer: Tracey Friedrich – hstreasurerar@saintrphaelparish.com

We are so excited to have your family as part of our SRS Community! A member of our Welcome Committee will be reaching out to you, but please don't hesitate to email any of our board members with questions you might have. We look forward to a great year ahead!