

# NEWSLETTER

ST. STEPHEN SCHOOL, AUGUST 17, 2022 NO.1



NOTES FROM OUR PRINCIPAL, MRS. SHARON ALLEN

## WELCOME TO A GREAT SCHOOL YEAR!

Welcome Back! I missed you! A new year with exciting possibilities awaits! My expectation is that every child at St. Stephen School will learn and thrive, be happy and successful and will be treated with kindness and respect. We will work together to make sure St. Stephen School is the best place it can be! I think the GREATEST gift we can give every child is a future of confidence, competence, kindness and love. Let the journey begin. Thank you for entrusting us with your precious gift - your child!

Just a few reminders as we begin the 2022-2023 School Year:

- Please make sure your child is ON time for school each day and ready to go with supplies, snack, lunch and water bottle.
- Students are expected to be in complete school uniform each day. A St. Stephen polo shirt may be substituted for a school shirt on Fridays.
- Please make sure to follow haircut guidelines - no exceptions.
- Please only purchase items specified on the St. Stephen Uniform sheet. Non-uniform items will not be allowed.
- No sweatshirts will be worn during the school instructional day. Eighth graders ONLY have the privilege of wearing the 8th Grade Class sweatshirt during class time.
- Cell phones may not be used during the school instructional day (8:00 a.m. -2:50 p.m. ) Please be sure your cell phones are turned off. Cell Phones will be collected daily. No Apple watches/smart watches are allowed. Parents please see form regarding technology use during the school day. Please sign and have your student(s) sign.

As always, we truly appreciate your help and cooperation. Thank you!

## WELCOME NEW FACULTY AND STAFF

We offer a warm welcome to our new Faculty and Staff at St. Stephen School. We are so glad to have you as part of our team. Welcome to our First Grade Teacher Karen Bongco, our Fifth Grade Teacher Kathleen Acosta and Sixth Grade Teacher Melissa Garcia. We are happy to have Sonia Lockwood, Sarah Ratter and Francesca Cervantes join us as Classroom Aides. Welcome one and all! We are excited to begin our school year with such a positive, enthusiastic Faculty and Staff.

## MRS. ALLEN'S NOTES

### CONT.

### THANK YOU!

Thank you to everyone who helped make our WELCOME BACK COFFEE such a wonderful event. It was great to see so many school parents. Heartfelt thanks to Women's Guild President Naomi Kelly and Welcome Coffee Chairs Lauren Gille and Linda Char. It was a fabulous Event!

### PARENT BACK TO SCHOOL/ORIENTATION NIGHT SCHEDULE WEDNESDAY, AUGUST 24<sup>th</sup>

<b>TIMES:</b>	<b>Grades K-8</b>	<b>7:00 - 7:30 p.m.</b>	<b>Session #1 Oldest or only child</b>
	<b>Break</b>	<b>7:30 - 7:40 p.m.</b>	<b>Break</b>
	<b>Grades K-8</b>	<b>7:40 - 8:10 p.m.</b>	<b>Session #2 Sibling(s)</b>

Our Parent Back To School/Orientation Night is scheduled for Wednesday August 24<sup>th</sup>. This is a **MANDATORY** parent meeting. We ask **EVERY** parent to attend. Two presentations are planned in grades K-8 (7:00 p.m. -7:30 p.m. and 7:40-8:10 p.m.) to accommodate all parents. Our expectation is that each and every parent will attend this important evening. We look forward to having you with us on August 24<sup>th</sup>. Thank you!

### EMERGENCY FORMS

Emergency Forms were sent home via email last week. Thanks to all those families who have already returned the completed forms. If you have not sent your forms back please be sure to **READ** the entire emergency form and sign all applicable areas. You will need to fill out a complete emergency form for each child at St. Stephen School. All forms must be returned to school no later than Friday, August 19<sup>th</sup>. Emergency Forms are available on our St. Stephen School website. Thank you for your prompt attention to this matter.

Thank you to our 2021-2022 Women's Guild Leadership and members and Men's Club Leadership and members for your tremendous fundraising and friendraising efforts. Thank you!

### STUDENT HOLIDAY/SCHOOL HOLIDAY

Friday, September 2<sup>nd</sup>, 2022 is a Student Holiday. All Principals and Teachers in the Archdiocese will be attending a mandatory Faith Formation In-Service Day.

Monday, September 5<sup>th</sup>, 2022 we celebrate Labor Day. School will be closed.

**MRS. ALLEN'S NOTES**  
**CONT.**

**ASBESTOS NOTIFICATION**

Please find the annual asbestos notification letter attached to this email. We have minimal asbestos covered piping at the school. Each school in the Archdiocese is inspected twice annually with reports due to the Archdiocesan Building Committee. We continue to receive a clear report.

**Welcome Back!**

*Mrs. Allen*

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**GENERAL INFORMATION:**

**STUDENT/PARENT HANDBOOK SIGNATURE PAGE**

Please complete the parent handbook signature page if you have not already done so. This form can be found on the St. Stephen School website. The password for the office portal is cougars401.

**TUITION**

The tuition is being handled by FACTS management. Please be sure to keep your account current. Remember there is a late charge of \$25.00 for all payments received after the 15th of the month. FACTS also charges \$30.00 for returned payments.

**HEALTH FORMS FOR NEW STUDENTS**

The San Francisco Health Form and Immunization Record must be completed by EVERY NEW STUDENT entering St. Stephen School or you may complete a CAIR permission slip so we can access your records from your child's doctor. CAIR information and permission slips are with today's newsletter.

**OFFICE REMINDER**

The School Office cannot accommodate any food delivery services such as Doordash or Postmates. Thank you for your cooperation and understanding.

**WELCOME COFFEE**

Welcome Back! We hope the first week of school is going well for all of you. Thank you to everyone who attended the Welcome Coffee. It was wonderful to see so many familiar names and faces and welcome those who are new to our community. Thank you to Lauren Gille and Linda Char, Welcome Coffee Chairs.

THANK YOU FOR YOUR PATIENCE AND FOR A GREAT BEGINNING!

As you know we are short staffed in the office due to illness. Please know we appreciate your patience and support. Thanks to Mrs. Ferry who is wearing several hats these days helping me in the office. Thank you one and all!



**EMERGENCY FORMS DUE AUGUST 19TH**

**PARENT HANDBOOK SIGNATURE PAGE DUE BY AUGUST 19TH**

**BACK TO SCHOOL NIGHT/ORIENTATION AUGUST 24TH**

