

June 2023

Dear Parents & Guardians,

St. Mary of the Mills is excited to welcome back our returning families and welcome our new families for the 2023-2024 school year. Attached you will find a quick reference for some of our school policies in the Parent/Student Handbook (which will be available on the school website this summer).

Several forms are enclosed in this summer mailing packet. Please return the following **original documents** by the August 10, 2023 deadline:

- Emergency Medical/Student Information Form (**one per student**)
- Volunteer Interest Form
- Extended School Program Forms (Before/Aftercare program)\*  
\*if applicable (medical forms available on the school website)

The following documents are now available on the school website ([www.stmaryofthemills.org](http://www.stmaryofthemills.org) - *click on the Parent tab, go to Download Forms, and look under General School Related Forms*):

- 2023-2024 School Supply List
- Uniform Policy/Requirements
- Nurse Rogers Letter
- ADW Student Medical Authorization Forms (#6, 7, 8, 9)\*
- ADW Band Information
- ADW Child Protection Policy Information (VIRTUS)

**New Families – Student Summer Work:** Please check our school website for math and reading assignments students should complete this summer ([www.stmaryofthemills.org](http://www.stmaryofthemills.org), click on the Summer tab at the top left of the home page). New students will receive login information for the IXL program.

Please feel free to contact the school should you have any questions regarding the enclosed information.

Best Regards,

Dana Harzer

Business Manager

Director, Admissions/Enrollment & Extended School Program

[धारजर@stmaryofthemills.org](mailto:धारजर@stmaryofthemills.org)

240-568-4180 (Direct Line)

301-498-1433 X414

# **IMPORTANT INFORMATION**

## **GENERAL INFORMATION:**

**Annual Meet and Greet:** Friday, August 25, 2023, 9:00 am-11:00 am

Students may come to meet their teacher and bring supplies during this time.

**Back to School Night:** Thursday, August 31, 2023, 5:30pm

**School begins Monday, August 28, 2023,** and all students may wear their PE uniform the first week of school.

**EXTENDED SCHOOL PROGRAM (ESP):** The St. Mary of the Mills Extended School Program (before and aftercare) is available to St. Mary of the Mills Students Grades K-8. The registration packet is included in the summer mailing. Please note that space is limited and applications will be date stamped for registration and availability. If your student is attending our Extended School Program, **please return the registration form by August 10, 2023.** The \$40 Registration Fee will be billed to your TADS account. Please see the packet for information regarding the required documentation for each student. *Immunization forms are NOT required for students that have previously attended the program and submitted these forms.*

**2023-2024 PARENT/STUDENT HANDBOOK:** The handbook will be available on the school website this summer once updates are completed ([www.stmaryofthemills.org](http://www.stmaryofthemills.org)). An acknowledgment form will be sent home with students shortly after school starts. *In addition, all parents and students must sign and return the Parent/Student Handbook Agreement.*

**HOME & SCHOOL ASSOCIATION DUES:** \$50 per family will be billed to your TADS account in September. This fee helps defray the cost of HSA and School activities for students and families.

**DISMISSAL PROCEDURES** – All families are required to designate how their student(s) will dismiss at the end of the school day on the Student Information Form.

**WEATHER RELATED CLOSINGS:** St. Mary of the Mills School follows Prince George's County Public Schools for weather-related delays and closings. A text and email message via the Parent Portal will be sent out to parents regarding closures or delayed openings. Parents should also check their local TV and radio stations for announcements from Prince George's County. Parents may also sign up for text/email notifications from Prince Georges County Public Schools at [www.pgcps.org](http://www.pgcps.org).

**SCHOOL CALENDAR:** The 2023-2024 school calendar will be available on the school website before the first day of school. Click on the About Us tab, then Calendar. A Calendar Overview of days off is included in the summer mailing packet, but please always check the school website for updates.

**PE & DRESS UNIFORMS:** Uniforms are purchased through Risse Brothers Uniforms. Please see their enclosed flyer for ordering information. The Uniform Policy can be found on the school website.

**MORNING SNACK AND 12:30pm DISMISSAL DAYS:** Students in grades K through 3 should bring a **nutritional** morning snack to school **every day**. Please make sure your children eat breakfast at home before they come to school. On 12:30 pm dismissal days, students do not eat lunch at school (excluding students that attend aftercare-please send in a bagged lunch, drink and afternoon snack); however, students in all grades may bring a snack from home on those days (**no soda or candy, please**).

**HOT LUNCH: HOT LUNCH WILL NOT BE AVAILABLE DURING THE FIRST WEEK OF SCHOOL.**

We have partnered with My Hot Lunch Box to manage our hot lunch program. Orders are to be placed online on their website for both lunch and drinks (where available). Most hot lunch vendors will have drinks available to order with or without hot lunch orders. The enclosed flyer has instructions on how to set up an account. If your student forgets lunch, parents will be called to bring lunch to school. (Extra food is not available due to allergies, etc.)

**MEDICATION:** Archdiocesan of Washington requirements necessitate the completion of specific paperwork for any student who will be taking **ANY** medication (prescription or nonprescription) during the school day, as well as separate forms for students who require an Epi-Pen, an inhaler, or who have a known allergy of any kind. **Please download the required documentation from our website and have it properly executed and submitted to ensure we can dispense medication when/if needed.** All medication and documentation will be kept in a secure location with the school nurse. Please see the letter from Mrs. Rogers, our school nurse, on the school website.

**ASSIGNMENT BOOKS & BIBLES:** will be given to teachers to distribute to students during the first week of school. Parents TADS accounts will be billed in September as follows:

Bibles	(4 <sup>th</sup> Grade Students and New 4-8 Grade Students)	\$28.00
Assignment Books	(Grades 1-8 only)	\$10.00

***IMPORTANT DROP OFF/PICKUP REMINDERS***

**DISMISSAL:**

1. **STUDENTS ARE NOT DISMISSED BETWEEN 2:41 P.M. AND 3:00 P.M.** Please note that the person(s) picking up student(s) must park in the St. Mary's School Parking Lot, **not on the street or any other parking areas.**
2. Morning carpool drivers may not arrive and park in the St. Mary's School Parking Lot before 7:45 am, making a right-hand turn only into the parking lot.
3. Afternoon Dismissal – Students in carpool pickup will be dismissed at 3:00 pm, with walkers dismissed at 3:10pm. Aftercare students are dismissed to their aftercare classroom at 3:10pm.
4. Please follow all directions from our traffic monitors (school personnel) during drop-off and pickup for the safety of our staff, students, and parents!