

## ***Summer Mailing – Gone Digital!***

While I pray that your summer is full of sunshine, smiles and laughter, please know that we are actively readying the building to welcome your child(ren) back to school come early September. In addition to this letter are documents that can help you plan for September.

**NEW Start Time for Grades 5-8. 1<sup>st</sup> period will begin at 8:00am! Dismissal remains 2:57 pm.**

**How to Drop-off and Pick-up My Child From School** - Arrival & dismissal doors will remain for the 23-24 school year. Gr. 4-8 at Rosemont St. This is a drop-off only. Do not park and exit your vehicle. Students are to exit vehicle on the school-side sidewalk. PreK/UPK at side door near garage, and grades KinderPrep and K-3 enter and exit at courtyard doors. School opens daily at 7:45am. Dismissal is 2:57pm. Students attending the Before and After Care Programs will be supervised and walked to/from the cafeteria. (Guilderland UPK students remain in their classroom for wrap-around care from 1-3pm.)

**New Family to ASCA** – Please create your FACTS Tuition Account as soon as possible. This is done through the Family Portal. The portal link is on the website. (Mrs. Coffey provided log-in credentials.)

**Returning Families to ASCA** – Your FACTS Autopay Tuition account will roll over – ***DO NOT create a new account unless you are not set up for autopay. Please log in and activate autopay.***

**Family Survey** - If you haven't done so yet, PLEASE complete the **Family Survey** and return to the office by fax (518-512-4049) or email [office@ascaalbany.org](mailto:office@ascaalbany.org) by **August 15th**. Similar to the Federal Census, the Family Survey assists in determining ASCA's federal and local school funding.

**Guilderland UPK Families** – You will receive an email with specifics pertaining to the UPK Program by Friday, August 11<sup>th</sup>. Rosters were received from Guilderland on 8/4/2023.

**Student Bundle Form** – has been updated and posted at [www.ascaalbany.org](http://www.ascaalbany.org) and is due by August 21st. Payments will be posted to FACTS Financial Accounts.

**Student School Supplies** [Supply lists are posted to ASCA's website.](#) **Summer Reading** is optional. If you choose to have your child read over the summer, the school website contains suggested activities. IXL is also available for additional enrichment activities.

**Meet the Teacher Day** is planned for September 6th 5pm – 6:30pm. Students and families may visit their child's classroom and chat with the teacher(s). Parents will not be allowed to enter classrooms on Orientation Days or the 1<sup>st</sup> days of school. You are strongly encouraged to make use of the Meet the Teacher evening. Thank you to the PTO for helping put together what is a wonderful welcome back evening.

The **school office is open** this summer on Mondays, Tuesdays, Wednesdays & Thursdays from 9am – 4pm. Friday till 11am. Call or email – we are here to help. Summer construction is coming along. Thank you for your patience.

**School Bus Transportation** is contracted directly with the public school district you reside in. Best practice is to visit the district's website for more information on non-public transportation.

### **Student Orientation Days**

- **MANDATORY attendance for all students** on September 7 & 8. The arrival doors open at 7:45am. Dismissal is 12 noon on these Orientation Days. (*Guilderland UPK students will dismiss at 1pm.* Lunches will be available for students on orientation days. There is NO Before, Wrap-Around or After School Care offered on the September 7<sup>th</sup> and 8<sup>th</sup> Student Orientation Days.

### **Uniform Policy**

- Students may wear appropriate free dress clothes for Orientation Days (September 7 & 8). (No Spandex, tight leggings, short shorts, or thin strapped tank tops.)
- All Students/All Grade Levels are required to be in uniform starting on Monday, September 11<sup>th</sup>.
- **NEW! Warm weather uniforms may ONLY be worn with white sneakers.** Girls may wear the Land's End skort/skirt with collar polo shirt, and boys gray dress shorts with collar polo shirt until November 1<sup>st</sup> with white sneakers. If white sneakers are not worn, a black dress shoe is required. (ONLY PreK/UPK students have the option of the PE uniform daily and wearing sneakers.)
- Starting in grade 4, girls may wear the plaid skirt instead of the plaid jumper.
- The Land's End girl's Ponte Button Front Skort and Ponte Pleat are available at [www.landsend.com](http://www.landsend.com). The skort and skirt is only available through Land's End.
- PE Shorts are only permitted on Physical Education Days. Boys may wear the dress shorts with their collar polo shirt until November 1<sup>st</sup>.
- Any t-shirt that has ASCA lettering may be worn with the Physical Education shorts or sweatpants. Students are **NOT** allowed to mix PE uniform pieces (t-shirt, mesh shorts, and sweatpants) with the dress uniform (i.e. collar polo style shirt with PE shorts/sweat pants ☹ no-no).
- ASCA's Gently Used Uniform Sale will be August 14<sup>th</sup> from 3-6pm pm & Sept. 6<sup>th</sup> 12pm – 3pm.
- Shop early at Student Styles for your child's Uniform. Sizes do become backordered.

### **School Breakfast and Lunch Program**

- The Child Nutrition Program will continue to offer a free or reduced price breakfast and lunch to all students that qualify.
- The September 2023 menu will be made available at [www.ascaalbany.org](http://www.ascaalbany.org).
- Students wanting breakfast should arrive no later than 7:50am to ensure enough time before classes start at 8:00am (gr 5-8) or 8:10am (PreK, UPK & Kindergarten – Grade 4.)
- Breakfast and Lunch will be offered on the September 7 & 8 Orientation Days.
- Students are not permitted to bring any glass containers to classrooms or lunch room.
- Students may bring a home lunch if they prefer. Food will NOT be warmed at school, and students need to know how to open their own their food storage items/containers.

### **Before and After School Program**

- Before School Program will begin on September 11<sup>th</sup>. Doors open at 7am. Ring the bell at the brown steel door in the courtyard area. After School Care will also begin on September 11<sup>th</sup>. After Care is offered from 3:00-5:30pm. Pick-up is at the double glass doors in the courtyard area. (There is a *Ring* Doorbell for your use.)
- Students attending the After Care Program should be sent to school with a snack and water bottle. [\(Please return BSP/ASP Registration Form prior to the start of school.\)](#)

### **Health Records and Immunizations**

- Every student must have a health physical on file to begin school on September 7<sup>th</sup>. Fax or email your child's most recent health physical (if there is not one on file already). Students are also required to have certain age/grade level immunizations by September 25<sup>th</sup> or the NYS required immunization exclusion regulation will not allow your child to return until immunizations are up to date. ASCA does NOT accept any immunization waivers.

**Remember to check the school website on a regular basis for Back to School Updates.**