



Need to Know Information for 2020-2021

The hope is that this fact sheet can answer your questions, or as a reminder of ASCA's Policies.

Updated Uniform Policy for 2020-2021

- Students are to wear a clean school uniform each day.
- Students will be permitted to wear their Physical Education uniform OR dress uniform each day. (PE uniforms are no longer worn just for PE days.)
- Nursery students are to be in school uniform (new for 20-21).
- Land's End girl's skorts are in the main office for sizing. (The skort is NOT available at Student Styles, the local uniform store.)
- The gently used uniforms are ready for sale.

School Lunch

- A new lunch vendor will provide breakfast and lunch each day at ASCA.
- School lunch information is available at www.ascaalbany.org.
- Students will be eating in the cafeteria / gymnasium.
- If you would like to apply for Child Nutrition benefits, a completed application is required. You can mail directly to the address on the paperwork or bring them to ASCA's main office.
- Students that bring a home lunch should know how to open all containers / food storage bags.
- Middle School students will not be permitted to use the microwave this year ☹
- A September menu and information on setting up a lunch account is forthcoming.

Before and After School Care Program

- Before School Care Program (BSP) opens at 7am. Ring the doorbell at the double glass doors (on the right side of the courtyard.) Students will be health checked and screened before entry.
- After School Care Program (ASP) is by RSVP-ONLY. Students will be grouped by the regularity they attend. Please submit the BSP/ASP Registration Form ASP.
- Before School and After School Care Programs begin on September 14th.

School Bundle and School Supplies

- Please return your Student Bundle Order Form as soon as possible.
- School supplies are still coming in from vendors. A complete list with cost will be sent home during Student Orientation Days.

Student Orientation Days

- **Mandatory Attendance** (scheduled school days) The building opens at 7:45am. Instruction at 8:30am. The day ends at 12:30. School lunch will be available, but NO BSP/ASP available.
- Nursery and PreK on 9/9 **AND** 9/11
- Kindergarten – Grade 3 on 9/10 **AND** 9/11
- Grades 4 – 8 on 9/9 **AND** 9/10
- School uniforms are NOT required during Student Orientation Days. Appropriate attire for school is expected (no tank tops, short shorts, and sandals/flip flops).

STUDENT STYLES



August 8, 2020

Dear schools and valued customers,

We are so happy to hear schools are allowed to open for the 2020-2021 school year. During this unprecedented time, we understand how stressful navigating everything must be. We are working diligently to ensure your back to school uniform shopping is safe. We are constantly cleaning surfaces, doors, and dressing rooms.

We do have some new policies due to the COVID-19 pandemic that we would like you to know before you enter our store.

1. Only 1 parent or guardian per family allowed in the store.
2. Only 20 customers allowed in the store at a time
3. The entry line to enter the store will be closed 30 minutes prior to closing
4. Items are non-refundable but can be exchanged for a different size
5. If you are coming from a sport practice please shower before entering the store. You will not be able to try on any uniforms otherwise.
6. No public restrooms
7. Social distancing throughout the store will be enforced
8. NO MASK NO ENTRY NO EXCEPTIONS
9. Some substitutions may be made for brand/style- but not at the detriment to your schools mandated uniform guidelines.

We thank you in advance for your understanding and patience. We will work together to get through this!

Thank you so much for your continued support of our locally owned family run business.

Sincerely,
Student Styles
The Smith Family



August 4, 2020

All Saints Catholic Academy's Reopening Update

As we all continue to contemplate the reopening of schools for in-person learning for the fall 2020 semester, here is an update on what ASCA has done to ready for in-person learning:

- Submitted a health and safety plan to New York State's DOH on 7/31/2020. The DOH plan is available at www.ascaalbany.org/reopening.
- An additional plan addressing teaching and Learning will be submitted to SORIS (State Office of Religious & Independent Schools) by Friday, August 7, 2020 in compliance with NYSED Guidelines.
- Replaced the use of backpacks with ONLY a cloth tote bag or cloth drawstring bag (for space reasons).
- Students' school supplies purchased at wholesale, eliminating the need for families to make trips to big box stores.
- Relocated the health office.
- Ordered and secured all PPE and disinfection equipment.
- Added an isolation room to manage health related situations.
- Installed touchless sinks in all bathrooms.
- Trough foot pedal sink to maximize hand washing locations.
- PPE partitions between sinks and urinals.
- Cafeteria expanded to allow for social distancing during lunch.
- Fire code approved acrylic dividers created for instructional classrooms.
- Transitioned Physical Education curriculum to individual skill based activities.
- Expanded the instructional and instrumental music spaces.
- Created multiple sections of Kindergarten and Grade 1 to address a growth in enrollment.
- Increased outdoor seating areas that have protection from the elements.
- Signage in restrooms, common areas, classrooms, cafeteria, entrances/exits, Gathering Space, etc. pertaining to CDC health guidance. (You will receive a print copy of the signage in a second summer mailing to help familiarize your child with the meaning of the signage.)
- Created one-way directional traffic in hallways.
- Replaced some student work tables with desks.
- Installed additional ventilation in all classrooms.
- Added exterior awnings (gazebo style tent tops) to shield students from the elements as they await their daily health check and screenings.
- Health check and screening stations at all morning arrival/dismissal locations.
- Modified morning arrival times and locations. **School opens at 7:45am. Instruction begins at 8:30.**
 - Nursery & PreK arrival at double glass doors closest to parish offices
 - Grades K-3 arrival at double glass doors accessible from courtyard
 - Grades 4-8 drop-off lane on Rosemont Street – main school entrance
 - School Bus drop-off and CDTA enter at glass Gathering Space doors on Rosemont Street
- **Tardiness is not an option this school year** (except for medical reasons) as the risk of cross-exposure to students and staff is a huge concern! All efforts need to be made to have your child arrive on time at their designated morning arrival location.

We are #ASCASong



BEFORE & AFTER SCHOOL
 REGISTRATION / CONTACT FORM
 2020-2021
 UPDATED 8/6/2020

Student Information

Name _____ Grade _____ Name _____ Grade _____
 Name _____ Grade _____ Name _____ Grade _____

Contact Information

Parent 1

Parent 2

Name _____
 Relationship to Student _____
 Employer _____
 Cell # _____ Home # _____
 Work # _____

Name _____
 Relationship to Student _____
 Employer _____
 Cell # _____ Home # _____
 Work # _____

In the event of an emergency, and I cannot be reached, the following persons should be contacted and have permission to pick up my child(ren):

Name _____ Phone _____ Relationship _____
 Name _____ Phone _____ Relationship _____
 Name _____ Phone _____ Relationship _____

Are there any medical concerns the staff of the Before/After School Program should be aware of?
 _____ Yes or _____ No

PLEASE EXPLAIN:

Before/After School charges are billed monthly through FACTS Tuition Management System. You will receive an email when charges have been added to your FACTS account.

Parent/Guardian Signature _____ Date _____

For staffing purposes please fill in the days you expect your child(ren) to attend the B/A School program. Attendance may have to be limited to meet health and safety guidelines.

Program	Mon	Tue	Wed	Thur	Fri
Before School					
After School 3:00-4:00pm					
After School 3:00-5:30pm					
Occasional Drop In (requires an RSVP)					

Program Rates:

Before School 7:00am-8:00am \$6.00/day
 After School 3:00pm-4:00pm \$6.00/day
 3:00pm-5:30pm \$14.00/day

Wash YOUR HANDS!

- Wet
- Get Soap
- Scrub
- Rinse
- Dry

Hands Washed down can kill more than 99% germs!

CDC

The following signage will be found all around the building. Please take time to chat with your child(ren) about proper handwashing, mask wearing, social distancing, and what to do when you cough or sneeze.

DON'T LET YOUR GERMS GO FOR A RIDE

COVER YOUR COUGHS AND SNEEZES

with a tissue or use the inside of your elbow. If you use a tissue, throw it in the trash, and wash your hands right away.

If you can't wash your hands, ask your teacher or another adult for hand sanitizer.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Wear a Cloth Face Covering to Protect You and Your Friends

PUT ON

TAKE OFF

WASH YOUR HANDS OFTEN, WEAR A MASK, AND STAY 6 FEET FROM OTHERS.

CDC

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Students: Let's work together to stop the spread of COVID-19

DID YOU WASH YOUR HANDS?



ASK YOURSELF:

- Did I just go to the bathroom?
- Am I about to eat?
- Did I just eat?
- Did I cough or sneeze?
- Did I touch supplies or objects that other people have touched?
- Did I touch garbage?
- Did I touch my cloth face cover?

If you can't wash your hands, ask your teacher or another adult for hand sanitizer.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



Students: Let's work together to stop the spread of COVID-19

KEEP SPACE BETWEEN YOU AND OTHERS

when outside

6 FT

in the classroom

6 FT

on the bus

try to skip a row if possible



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Dear Parent/Guardian:

Children need healthy meals to learn. **North Colonie Central Schools** offers healthy meals every school day.

Breakfast costs \$1.95; Lunch costs \$3.20

Your children may qualify for free meals or for reduced price meals. Beginning July 1, 2019 students in New York State that are approved for reduced price meals will receive breakfast and lunch meals and snacks served through the Afterschool Snack Program at **NO CHARGE**.

1. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Complete the application to apply for free or reduced price meals. Use *one Free and Reduced Price School Meals Application for all students in your household*. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to:
North Colonie Central Schools, Food Service Dept., 91 Fiddlers Lane, Latham, NY 12110.
2. WHO CAN GET FREE MEALS? All children in households receiving benefits from **SNAP, the Food Distribution Program on Indian Reservations or TANF**, can get free meals regardless of your income. Categorical eligibility for free meal benefits is extended to all children in a household when the application lists an Assistance Program's case number for any household member. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines. Households with children who are categorically eligible through an Other Source Categorically Eligible designation, as defined by law, may be eligible for free benefits and should contact the SFA for assistance in receiving benefits.
3. CAN FOSTER CHILDREN GET FREE MEALS? Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Foster children may also be included as a member of the foster family if the foster family chooses to also apply for benefits for other children. Including children in foster care as household members may help other children in the household qualify for benefits. If non-foster children in a foster family are not eligible for free or reduced price meal benefits, an eligible foster child will still receive free benefits.
4. CAN HOMELESS, RUNAWAY, AND MIGRANT CHILDREN GET FREE MEALS? Yes, children who meet the definition of homeless, runaway, or migrant qualify for free meals. If you haven't been told your children will get free meals, please call or e-mail **North Colonie Schools, Casey Bardin at (518) 785-8591 x3147 or Caseybardin@ncolonie.org** to see if they qualify.
5. WHO CAN GET REDUCED PRICE MEALS? Your children may be approved as reduced price eligible if your household income is within the reduced-price limits on the Federal Eligibility Income Chart, shown on this letter. Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals and snacks served through the Afterschool Snack Program at no charge.
6. SHOULD I FILL OUT AN APPLICATION IF I RECEIVED A LETTER THIS SCHOOL YEAR SAYING MY CHILDREN ARE APPROVED FOR FREE MEALS? Please read the letter you got carefully and follow the instructions. Call the school at **(518) 785-8591 x3143** if you have questions.
7. MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE? Yes. Your child's application is only good for that school year and for up to the first 30 operating days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
8. I GET WIC. CAN MY CHILD(REN) GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out a FREE/REDUCED PRICE MEAL application.
9. WILL THE INFORMATION I GIVE BE CHECKED? Yes and we may also ask you to send written proof.
10. IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
11. WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Scott M. Hoot, Assistant Superintendent for Business, 91 Fiddlers Lane, Latham, NY 12110, (518) 785-8591 x3103; Scotthoot@ncolonie.org**
12. MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.
13. WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
14. WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
15. WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING ALLOWANCE AS INCOME? If you get an off-base housing allowance, it must be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income.
16. MY SPOUSE IS DEPLOYED TO A COMBAT ZONE. IS HER COMBAT PAY COUNTED AS INCOME? No, if the combat pay is received in addition to her basic pay because of her deployment and it wasn't received before she was deployed, combat pay is not counted as income. Contact your school for more information.

Date Withdrew _____

F ___ R ___ D ___

2020-2021 Application for Free and Reduced Price School Meals

To apply for free and reduced price meals for your children, read the instructions on the back, complete **only one** form for your household, sign your name and **return it to the address listed below**. Call **(518) 785-8591 x3143** if you need help. Additional names may be listed on a separate paper.

Return Completed Applications to: North Colonie Central Schools, Food Service Dept., 91 Fiddlers Lane, Latham, NY 12110

1. List all children in your household who attend school:

Student Name <u>Please Print (Last, First Name)</u>	School	Grade/Teacher	Foster Child	Homeless Migrant, Runaway
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

2. SNAP/TANF/FDPIR Benefits:

If anyone in your household receives either SNAP, TANF or FDPIR benefits, list their name and CASE # here. Skip to Part 4, and sign the application.

Name: _____ CASE #: _____

3. Report all income for ALL Household Members (Skip this step if you answered 'yes' to step 2)

All Household Members (including yourself and all children that have income).

List all Household members not listed in Step 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total income for each source in whole dollars only. If they do not receive income from any other source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of household member <u>Please Print (Last, First Name)</u>	Earnings from work before deductions <i>Amount / How Often</i>	Child Support, Alimony <i>Amount / How Often</i>	Pensions, Retirement Payments <i>Amount / How Often</i>	Other Income, Social Security <i>Amount / How Often</i>	No Income
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>
	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	<input type="checkbox"/>

Total Household Members (Children and Adults)

*Last Four Digits of Social Security Number: XXX-XX-__ __ __ __

I do not have a SS#

*When completing section 3, an adult household member must provide the last four digits of their Social Security Number (SS#), or mark the "I do not have a SS# box" before the application can be approved.

4. Signature: An adult household member must sign this application before it can be approved.

I certify (promise) that all the information on this application is true and that all income is reported. I understand that the information is being given so the school will get federal funds; the school officials may verify the information and if I purposely give false information, I may be prosecuted under applicable State and federal laws, and my children may lose meal benefits.

Signature: _____

Date: _____

Email Address: _____

Home Phone: _____ Work Phone: _____ Home Address: _____

5. Ethnicity and Race are optional; responding to this section does not affect your children's eligibility for free or reduced price meals.

Ethnicity: Hispanic or Latino Not Hispanic or Latino

Race (Check one or more) : American Indian or Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Island White

DO NOT WRITE BELOW THIS LINE – FOR SCHOOL USE ONLY

Annual Income Conversion (Only convert when multiple income frequencies are reported on application)
Weekly X 52; Every Two Weeks (bi-weekly) X 26; Twice Per Month X 24; Monthly X 12

SNAP/TANF/Foster
 Income Household: Total Household Income/How Often: _____ Household Size: _____
 Free Meals Reduced Price Meals Denied/Paid

Signature of Reviewing Official _____ Date Notice Sent: _____

APPLICATION INSTRUCTIONS

To apply for free and reduced price meals, complete only one application for your household using the instructions below. Sign the application and return the application to **North Colonie Central Schools, Food Service Department, 91 Fiddlers Lane, Latham, NY 12110**.

If you have a foster child in your household, you may include them on your application. A separate application is not needed. Call the school if you need help: **(518) 785-8591 x3143**. Ensure that all information is provided. Failure to do so may result in denial of benefits for your child or unnecessary delay in approving your application.

PART 1 ALL HOUSEHOLDS MUST COMPLETE STUDENT INFORMATION. DO NOT FILL OUT MORE THAN ONE APPLICATION FOR YOUR HOUSEHOLD.

- (1) Print the names of the children, including foster children, for whom you are applying on one application.
- (2) List their grade and school.
- (3) Check the box to indicate a foster child living in your household, or if you believe any child meets the description for homeless, migrant, runaway (a school staff will confirm this eligibility).

PART 2 HOUSEHOLDS GETTING SNAP, TANF OR FDPIR SHOULD COMPLETE PART 2 AND SIGN PART 4.

- (1) List a current SNAP, TANF or FDPIR (Food Distribution Program on Indian Reservations) case number of anyone living in your household. The case number is provided on your benefit letter.
- (2) An adult household member must sign the application in PART 4. SKIP PART 3. Do not list names of household members or income if you list a SNAP case number, TANF or FDPIR number.

PART 3 ALL OTHER HOUSEHOLDS MUST COMPLETE THESE PARTS AND ALL OF PART 4.

- (1) Write the names of everyone in your household, whether or not they get income. Include yourself, the children you are applying for, all other children, your spouse, grandparents, and other related and unrelated people in your household. Use another piece of paper if you need more space.
- (2) Write the amount of current income each household member receives, before taxes or anything else is taken out, and indicate where it came from, such as earnings, welfare, pensions and other income. If the current income was more or less than usual, write that person's usual income. Specify how often this income amount is received: weekly, every other week (bi-weekly), 2 x per month, monthly. If no income, check the box. The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care and Development Block Grant, TANF and At Risk Child Care Programs should not be considered as income for this program.
- (3) Enter the total number of household members in the box provided. This number should include all adults and children in the household and should reflect the members listed in PART 1 and PART 3.
- (4) The application must include the last four digits only of the social security number of the adult who signs PART 4 if Part 3 is completed. If the adult does not have a social security number, check the box. If you listed a SNAP, TANF or FDPIR number, a social security number is not needed.
- (5) An adult household member must sign the application in PART 4.

OTHER BENEFITS: Your child may be eligible for benefits such as Medicaid or Children's Health Insurance Program (CHIP). To determine if your child is eligible, program officials need information from your free and reduced price meal application. Your written consent is required before any information may be released. Please refer to the attached parent Disclosure Letter and Consent Statement for information about other benefits.

USE OF INFORMATION STATEMENT

Use of Information Statement: The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not submit all needed information, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the primary wage earner or other adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs.

We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

DISCRIMINATION COMPLAINTS

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html) (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email program.intake@usda.gov.

This institution is an equal opportunity provider.