



Weekly Newsletter August 30, 2019

First Picture Day

The first Lifetouch picture day is scheduled for **MONDAY, SEPTEMBER 9**. Please be sure to send your child(ren) to school in their complete uniform. Middle school boys wearing Oxford shirts, don't forget to wear your tie! Girls Kindergarten through 8th grade should wear cross ties. Photos taken on September 9 are the photos that will be used in the yearbook.

We strongly suggest ordering pictures in advance. Visit mylifetouch.com and enter the code: MJ219439Q0. We will send out another reminder next Friday, September 6.

Picture Day is Coming

Order before
Picture Day at: mylifetouch.com

Picture Day is:
Monday, September 09, 2019

St. Mary's School of Piscataway

- ① Visit:
mylifetouch.com
- ② Enter
your Picture Day ID
MJ219439Q0
- ③ Order
your perfect package—and
don't worry about returning
anything on Picture Day!



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Questions? Please contact Customer Service at 800-736-4753.

Looking Ahead

- † **Monday, September 2**
Labor Day
School Closed
- † **Tuesday, September 3**
Back to School Night 6:00
- † **Friday, September 6**
Grandparents Day Program 9:00
Early Dismissal 12:00
- † **Monday, September 9**
Picture Day by Lifetouch
(wear the regular school uniform)
Open House 9:00-1:00
- † **Tuesday, September 10**
**Enrollment Forms and
Immunization Records
Submission Deadline**
- † **Wednesday, September 11**
911 Remembrance
- † **Friday, September 20**
Faculty and Staff Retreat
School Closed
- † **Monday, September 23**
Autumnal Equinox
- † **Wednesday, September 25**
Vision & Hearing Screening 9:00
- † **Friday, September 27**
Progress Reports Sent Out
Open House 9:00-1:00
Native American Day
- † **Monday, September 30**
All School Mass
- † **Wednesday, October 2**
National Custodial Worker's
Recognition Day
- † **Friday, October 4**
Feast of St. Francis of Assisi -
Blessing of the Animals
Early Dismissal 12:00
- † **Monday, October 14**
Federal Holiday
No School
- † **Friday, October 18**
HSA Fall Family Festival
- † **Sunday-Saturday, October 20-26**
National Friends of Libraries
Week
- Monday, October 21-25**
Scholastic Book Fair
- † **Friday, October 25**
End of the 1st Quarter



Back to School Night ~ Tuesday, September 3rd, 6:00 pm

Please join us on Tuesday for Back to School Night! We will be going over a lot of new information including the student/parent handbook, uniform standards, the new hot lunch online ordering system, HSA information, and important school event dates. After the general meeting, you will have the opportunity to visit your child(ren)'s classroom. Students and their siblings are welcome to attend Back to School Night. See you there!



Grandparents/Special Friends Day ~ Friday, September 6th



Grandparents/Special Friends day is next Friday, September 6. The event will begin at 9am in the Parish Hall. Miss Reavis sent out an Evite to everyone. If you have a grandparent or special visiting with us next week, please be sure to respond to the Evite so we can plan accordingly. Thank you!

New E-mail Addresses for Faculty and Staff

All faculty and staff have new e-mail addresses. We hope that having shorter, easier-to-remember e-mail addresses will help us to be more efficient. In case you need to contact your child(ren)'s teachers, please use the new email addresses listed below. We will also be changing our web address to www.smsp.school. When that change has been made, we will announce it in the next newsletter.

Name	Position	Old E-mail Address	New E-mail Address
Lynsie Reavis	Principal	lreavis@stmaryspiscataway.org	principal@smsp.school
Kathy Weslowski	Director of Admissions	admissions@stmaryspiscataway.org	admissions@smsp.school
May Robinson	Office Manager	smpofficemanager@stmaryspiscataway.org	school@smsp.school
Lori Pavkov	Administrative Assistant	lpavkov@stmaryspiscataway.org	admin@smsp.school
Leslie True	Pre-Kindergarten Teacher	true@stmaryspiscataway.org	pk@smsp.school
Pat Blackmon	Pre-Kindergarten Aide	n/a	pkpara@smsp.school
Keema Johnson	Kindergarten Teacher	kjohnson@stmaryspiscataway.org	k@smsp.school
Maria Mercer	1st Grade Teacher	mmercerc@stmaryspiscataway.org	1st@smsp.school
Kathy Weslowski	2nd Grade Teacher	weslowski@stmaryspiscataway.org	2nd@smsp.school
Kelly Hare	3rd Grade Teacher	khare@stmaryspiscataway.org	3rd@smsp.school
Ellen Hoffmaster	4th Grade Teacher	ehoffmaster@stmaryspiscataway.org	4th@smsp.school
Christine Garner	5th Grade Teacher	n/a	5th@smsp.school
Joel Sweda	6th Grade Teacher	jsweda@stmaryspiscataway.org	6th@smsp.school
Tomuke Ebuwei	7th Grade Teacher	tebuwei@stmaryspiscataway.org	7th@smsp.school
Wanda Lovette	8th Grade Teacher	wlovette@stmaryspiscataway.org	8th@smsp.school
Debbie Taylor	Director of Before & Aftercare	dtaylor@stmaryspiscataway.org	bac@smsp.school
Kate Suuberg	Band Teacher	n/a	band@smsp.school
Angela Ingelido	Librarian	n/a	library@smsp.school
Ben Hardwick	Music Teacher	bhardwick@stmaryspiscataway.org	music@smsp.school
Robert Bekas	Physical Education Teacher	n/a	pe@smsp.school
Ellienne Planchet	Director of Religious Education	n/a	religion@smsp.school
Tina Gormley	Resource Teacher	tgormley@stmaryspiscataway.org	resource@smsp.school
Tom Brett	Robotics Teacher	n/a	robotics@smsp.school



Drop-Off/Pick-Up

The new Drop-Off/Pick-Up procedures seem to be working well! Just a few reminders to keep everything working smoothly.

1. Do not block the thru lane to the right. There should be plenty of space for two lanes. If your family belongs in the **YELLOW ZONE**, stay to the left as you come in. If your family belongs in the **BLUE ZONE**, proceed past the yellow zone and head to the main entrance. If your family belongs in the **ORANGE ZONE**, proceed to the parking lot next to the Parish office.
2. Please avoid leaving your vehicle in the car line. If you need to visit the office or the classroom, please park your vehicle in the parking lot.
3. Whenever possible, please have students enter and exit the vehicle on the left side.
4. If you are the first car in the line of cars, please pull **ALL** the way up to allow the maximum number of cars access to the drop-off/pick-up zone.
5. If you are tardy, please park your car and escort your child(ren) through the main entrance to and sign them in.

Here are the new procedures for your review. There are three pick-up and drop-off zones:

YELLOW	Group A: 4 th -8 th Grades	Parish Hall Entrance
BLUE	Group B: K-3 rd Grades	Front Entrance
ORANGE	Group C: Pre-K	Pre-K Door

Families with multiple children - all children will be received and/or dismissed with the **youngest student** in the family.

All parents are to enter through the main entrance on Piscataway Road. No one should be using the access road.

- Students in grades K through 8 will be escorted to their zones by their teacher.
- Students will be dismissed in ONE lane.
- There will always be one lane open for through traffic. Please do not stop in the through traffic lane.
- Once students are safely in their vehicles, a teacher/staff member will direct traffic to move.

Pre-Kindergarten:

- Parents will drive around in the through lane and PARK in the parking lot next to the Parish Office and walk their student in.
- Please go to the door and pick up your child(ren) from Mrs. True.
- Once you and your child are safely in your vehicle, safely enter the traffic lane to exit.

All Parents: Please make sure you are driving slowly around campus. Everyone's goal is to get the children to and from school safely!

Inclement Weather: Dismissal will run exactly the same, except the children in grades Kindergarten through 8th grade will be inside the building. Teachers and patrol members will call students outside when their car arrives.

Important Changes to Child Protection Services Procedures

The Archdiocese of Washington (ADW) Child Protection office has revised the volunteer background check policies. In the past, all volunteers that work with children or would like to chaperone events that involve children, would have an electronic background check. Now everyone must be fingerprinted. Volunteers that have already been Virtus trained and approved have until January 2020 to comply with the new regulations or your Virtus clearance will be suspended. Fingerprinting costs must be covered by the volunteer. Fees range from \$40-\$60. Here are the steps to becoming a Virtus cleared volunteer:

1. **Submit** a [Virtus Volunteer Application](#) to the Virtus Coordinator, May Robinson, at the school office.
2. **Register** online for a Virtus account at www.virtusonline.org. Directions may be found [HERE](#).
3. **Attend** a **Protecting God's Children for Adults** training session. Registration for the training sessions will be available when you register for your online Virtus account.
4. **Complete** a [Livescan Pre-Registration Form](#) and bring it with you to a fingerprinting center. Be sure to bring valid government issued identification. A list of locations can be found here: <https://www.dpscs.state.md.us/publicservs/fingerprint.shtml>.

Once you have completed all of these steps, May Robinson in the school office will be in touch with you to confirm your Virtus clearance.



NEW Hot Lunch Program and Online Ordering System

We are so happy to announce that our hot lunch program is getting a much needed upgrade! We are working with a local caterer to provide better variety and healthier options while still offering student favorites like Chick-fil-A and Pizza Boli's. In addition to that, we are working with a company called Orgs Online so that you can order your child(ren)'s lunches quickly, and easily. This new system will not only be used for ordering lunches! We will also use it for field trip permission forms and fees, spirit shirt orders, event tickets, fundraisers, and more!

We are close to being able to launch the program. In the meantime, we encourage you to go ahead and set up an online account. If you attend Back to School Night, Mrs. Robinson will be giving a short tutorial on how to set up your account. We are close to being able to launch the program. In the meantime, we encourage you to go ahead and set up an online account.

Online Lunch Ordering

All lunch orders should be placed online using the website order form. To place a lunch order, go to www.OrgsOnline.com. To order lunch you will need an Orgs Online user account. To create a new user account, select the "Create New Account" option. Then when asked enter the school code **512SMPMD** and provide the information requested to activate your account.

How to Submit an Order

Click on the Lunch tab and select **Place Lunch Order**. Submit a separate order form for each student.

When each order has been submitted, select the **Place Order** button at the bottom of the page.

After the order has been recorded, you will see an Order Confirmation showing what was ordered and the amount due. As orders are submitted, the total amount due for your family is listed under the **PAY NOW** link in the upper left corner of the screen. If ordering on a phone, and you do not see the PAY NOW link, click the "Menu" icon that looks like = and it usually appears toward the top of the screen.

After all lunch orders have been submitted, select the **Pay Now** button to submit your online payment. Follow the on-screen prompts to complete and submit your payment. If applicable a Convenience Fee charge may appear when you view the total amount due. (Note: A "Convenience Fee" when added to the amount due, helps cover processing fees charged to the lunch program when we accept online payments.)

If you have any question regarding your payment, select the **View Payments** option to see if a payment was recorded to your account. You will see exactly what they system has recorded for your account

You must process each order through until you see the **Order Confirmation** page. Do not stop until you see an Order Confirmation for the order being submitted. The system does not recognize an order until you see the Confirmation Page. We cannot process your order if has not been fully submitted and confirmed.

One last note, if you attempt to order after the cut-off date, the system will not accept your order.

Forgotten Password

If you forget your password, select the **Forgot My Password** option to have your password immediately sent to you. An automated attendant will send your password to the email address listed in your account. If you do not receive that email then select the **Get Help** option to submit a Trouble Report.

Please remember:

The first time you visit the school lunch website, login as a **first time user** to activate your account.

When asked, enter the school **code shown** above to activate your account.

Follow the on-screen prompts to setup your family account.

You have the option to have create a user account for each parent or guardian.

All users will see the same students – and each student's activity.

Make sure you select the correct **GRADE** for each student (or staff member)

Lunch items may be displayed on order forms based upon the assigned grade.

You must place a separate order for each child (or staff member) that is ordering lunch.

Submit all orders before selecting the "Pay Now" button to submit a payment.

Next time you access your online lunch account you will enter your email address and the password created when you setup your account.

If you encounter a login problem use the get help button to request assistance.