



# Our Lady of Guadalupe School

In the MSJ Dominican Tradition



### Inside this issue:

**PAGE 2**

- \*Calendar
- \*Uniform Exchange
- \*Extended Care Rates

**PAGE 3**

- \*Safe Environment Training
- \*Fingerprinting
- \*Reporting Absences

**PAGE 4**

- \*Service Hours

**PAGE 5**

- \*Picture Day Info.

**PAGE 6**

- \* Pizza Order Form

Dear OLG Families,

What a wonderful beginning to the 2018-19 school year! Perhaps it was the ‘new look’ of our grounds or the comment from one of the new associate superintendents who led our staff retreat - at the end of the day she said “You really like each other!” Or perhaps it was the parents this morning saying, “We like each other also” when I shared this story. Probably it was all of the above and more that has left me with such a positive sense as we begin this new adventure!

Visiting each of the classes yesterday morning before recess, some of the students were admittedly a bit tired, but the eagerness to learn was palatable. The energy from the families was electric. Thank you to so many of you who took the time and stayed for the social. It was a joy to share with you!

Let us go into this New Year knowing we can and will set the world on fire with God’s love shared with one another and lead by our children!

God bless us all!  
In God’s Peace,

S. Janice Therese, O.P.



*“Be who God created you to be and you will set the world on fire.”*

*- St. Catherine of Siena*

## CALENDAR AT-A-GLANCE

THUR	Aug 23	Full Uniform starts today Noon dismissal for Kinder only 6:30 – 8pm: Back to School Night for Grades K – 3, 5
FRI	Aug 24	PE Begins (check with your child for his/her PE days) Noon dismissal for Kinder only
MON	Aug 27	3:10 – 4:00pm: First Choir Practice Pizza order form due today
TUE	Aug 28	6:30 – 8pm: Back to School Night for Grades 6 - 8
WED	Aug 29	School Photo Day Full Uniform (no PE clothes even if your child has PE today) 2pm Dismissal for K – 8 <sup>th</sup> grades
THUR	Aug 30	Cookie Dough Fundraiser Kickoff (catalogs sent home)

### Uniform Exchange

If you are looking for a place to donate used school uniform pieces that are still in good condition, you can bring them to school to add to our uniform exchange. If you are in need of some uniform pieces and would like to see what is available, for free, please stop by the school office anytime during office hours.



### EXTENDED CARE

**PRE-PAID RATES**  
2018-2019 SCHOOL YEAR



HOURS	CHARGE	RATE
5	\$32	\$6.40/HR
10	\$60	\$6.00/HR
20	\$113	\$5.65/HR
50	\$273	\$5.46/HR
100	\$515	\$5.15/HR

## **Safe Environment Training & Fingerprinting Required!!**

A reminder to all school parents: **In order to be able to volunteer at any school event (e.g. your child's birthday party, the Harvest Festival)** when children are present you **must** complete a safe environment course, entitled *Protecting God's Children for Adults*. This is a **free** course that can be completed online by logging onto [oakdiocese.org/offices/safe environment](http://oakdiocese.org/offices/safe%20environment) (if you completed this course last year when it was introduced, you do not need to take it again for another 2 years). Before clicking on the blue button to register on VIRTUS, please read the instructions below the blue button.

If you prefer to take the course in person, there are two sessions being offered in the month of October: Tuesday, Oct. 16 at 7 pm in Spanish and Wednesday, Oct. 17 at 7pm in English. Both sessions will be held at the Parish Hall.

In addition, all adult volunteers **are required** to be fingerprinted for the Oakland diocese. This only needs to be done once during all the years your child attends OLG. The cost is \$34 and you will receive 2 service hours per person once you have paid. **There will be an on-site opportunity to be fingerprinted at OLG school (in the Parish Hall) on Thursday, September 27, from 5:00pm- 6:00pm. Please contact the school for an appointment.**

If you still need to be fingerprinted but you are not available on September 27<sup>th</sup>, the required form and additional details are available at the school office for getting the fingerprinting completed. Call 510-657-1674 for more information.

### **Reporting Absences and Medical Appointments**

The school is required to have a note from a parent or guardian regarding an absence from school. An email sent to [attendance@olg-school.org](mailto:attendance@olg-school.org) and to your child's teacher will be sufficient for absences due to non-medical reasons.

If your child is absent on multiple days, the school needs to be contacted each day to confirm the reason for the absence.

**Dental and medical appointments** should be confined to after-school hours and vacation periods. If a school day appointment is unavoidable, please contact your child's teacher to provide notice in advance of the appointment.

For any medical or dental appointments you **must** obtain a note from the doctor or dentist confirming the visit and submit it to the school office in order for the absence to be attributed to a medical appointment.

If you have any questions, please contact the school office.

Thank you for your cooperation.



### **Service Hour Opportunities**

Please make note of the following opportunities to earn Service Hours:

- 3 volunteers are needed to assist with our school photo day on Wednesday, August 29, from 8:15am-12:30pm. Duties include accompanying classes to photographers and back to their classrooms keeping children quiet while waiting their turn and assisting the photographers.
- If you are interested in chairing a Harvest Festival game or food booth please come to the Harvest Festival meeting on Wednesday, September 5<sup>th</sup> at 7:00pm at OLG School.
- Volunteers are needed on Tuesday, September 25<sup>th</sup> in the afternoon, when all of the items ordered from the cookie dough/popcorn fundraising are delivered and need to be distributed. Distribution takes place in the Parish Hall.
- 2 volunteers are need to assist with the on-site fingerprinting event on Thursday, September 27<sup>th</sup> from 5:00pm-7:00pm. Volunteers will assist with registering at the parish center. (Next to school)
- 1 volunteer at home opportunity to help coordinate the Campbell soup labels redemption.

### **Service Hour Reporting**

Please remember to report your service hours by sending the details of your service to [olog\\_servicehours@yahoo.com](mailto:olog_servicehours@yahoo.com). In the email, include the name and grade of your oldest child so that your hours are posted accurately.

Service Hours from the Harvest Festival & Crab Feed will be reported by the Committee Chairpersons, but feel free to check that your hours were submitted. This is especially important if you worked a double shift or more than one family member volunteered.

Report Service Hours directly to the Service Hour Coordinator when volunteering in the classroom, the library, the office, or on field-trips. Please note that when you sign the visitor's log in the office you are NOT signing in for Service Hours, but merely indicating that you are on campus. Likewise, teachers and staff members will not report Service Hours for this volunteering.

Families can claim 1 Service Hour for each \$10 spent on donations (up to 11 hours for a 2-parent family and up to 10 hours or a 1-parent family). You will need to attach a receipt to the Service Hour reporting form, which can be found in the main office.

Hours spent volunteering with CYO count towards total service hours for a family and up to 20 of those hours can count towards the minimum required service hours for the school. This is because CYO is a parish-based organization.

# Picture Day

Wednesday, August 29<sup>th</sup> is School Photo Day. Please send your child to school in **Full School Uniform**, not the P.E. uniform and not Free Dress.

We will be using a new company this year called Giftprints Photography. Photo order envelopes will be sent home on August 23rd. Please send the completed order envelope with your child to school on photo day. You now have the option to prepay for packages or wait for the pictures to be processed and available for online ordering. If you wish to prepay place the money in the envelope and the pictures will be sent to the school. If you wish to wait to make a payment and order the photos online you will need to pay the shipping fee and the photos will be sent to your home.

**\*\* ALL STUDENTS MUST BRING THE ORDER ENVELOPE FILLED OUT WITH STUDENTS INFORMATION EVEN IF YOU DO NOT WANT TO PRE-PURCHASE ANY PHOTOS\*\***

*Thank you to all the parents, children and alumni who helped out on Beautification Day!!*



**\*\*NEW INFORMATION FOR PIZZA ORDERS: WE WILL BE ALTERNATING PIZZA CHOICES WITH CHEESE ONE WEEK AND THEN PEPPERONI THE NEXT. FOR CHEESE ONLY PLEASE CHECK THE BOX.**

**ALSO, A \$5.00 FEE APPLIES FOR ANY ORDERS TURNED IN AFTER THE DUE DATE.**

## PIZZA HOT LUNCH ORDER

*Pizza Lunch is offered every Monday  
(or Tuesday, when Monday is a school holiday).  
Lunch includes Pizza, Drink and a Snack*

**Prices are per student**

- Option A** - \$40.00 (1 slice, 12 weeks, 9/4/18 – 11/19/18)
- Option B** - \$50.00 (2 slices, 12 weeks, 9/4/18 -11/19/18)
- Option C** – \$120.00 (1 slice, full school year, 9/4/18 – 5/28/19)
- Option D** – \$150.00 (2 slices, full school year, 9/4/18 – 5/28/19)

STUDENT NAME	GRADE	OPTION (see above)	Check here for no meat CHEESE ONLY**
--------------	-------	-----------------------	--

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STUDENT NAME	GRADE	OPTION (see above)	Check here for no meat CHEESE ONLY**
--------------	-------	-----------------------	--

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STUDENT NAME	GRADE	OPTION (see above)	Check here for no meat CHEESE ONLY**
--------------	-------	-----------------------	--

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STUDENT NAME	GRADE	OPTION (see above)	Check here for no meat CHEESE ONLY**
--------------	-------	-----------------------	--

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*if checked, this applies to all pizza days

**Form & payment are due in the office by 8am on Monday, 8/27/18**  
\$5 fee applies to any orders turned in after Monday 08/27

**Office Use Only**

Amount Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Pmt. Method: \_\_\_\_\_

# WELCOME TO THE 2018-2019 OLG SCHOOL YEAR



Follow us on  
**Instagram**

