Passionately Catholic & Academically Excellent

New Family Packet 2023-24

1.	Letter to New Parents from Msgr. Chieffo	Page 2
2.	Welcome & Overview 'Checklist' Letter	Page 3-4
3.	School Academic Calendar 2023-24	Page 5
4.	Uniform Information	.Page 6-7
5.	Gym Uniform Information	Page 8
6.	Online Ordering Instructions	Page 9
7.	Textbook Use Request Form	Page 10
8.	Student Record Request Form (as applies)	Page 11

Passionately Catholic & Academically Excellent

June 15, 2023

Dear Parents,

Welcome to St. Mary Magdalen Catholic School! I am pleased you chose our school, and we are delighted to partner with you in your child's education. I look forward to meeting with you to learn more about your family and discuss our partnership as we conclude the admission process.

Our faith teaches us that parents are the primary educators of their children and are instrumental in developing their Christian character. We know that a dynamic Catholic education serves the whole child, and our students thrive because, together, we provide each with a well-balanced academic, social, and spiritual foundation. Our primary goal is to support you in forming your child as a conscious Christian through our Catholic teachings. Our clergy, administration, and faculty embrace you as part of our family, and the gifts and blessings of our collaborative partnership are essential for your child's development.

Jesus teaches us that we are God's precious children, and a deepening and enduring relationship with Him is essential. We ask you to respect God's commandments and be true to our Catholic faith's practices, including attending Mass each week. We urge you to make prayer and worship part of your daily dedications at home. As integral members of our community, we encourage you to experience our array of parish spiritual events, stewardship opportunities, social functions and, as school parents, to be active in our Home & School Association.

Currently, our school's budget is over \$2.954 million. Tuition covers approximately 74%, and parishioners subsidize the deficit. As a crucial part of our educational mission and to keep tuition costs accessible, we require each family to participate in this subsidy by donating \$25 per week or a minimum of \$1,300 per year to the church. In addition, we ask each new family to contribute a one-time gift of \$1,000 during the first year of enrollment to the Endowment Fund. The Endowment Fund helps us maintain lower tuition, furnishes tuition assistance to eligible families, ensures curriculum vitality, and secures exceptional faculty. Please get in touch with our Business Manager if you have any questions about these policies or need assistance enrolling in the parish's electronic giving.

I praise God and thank you for your devotion to our faith and your decision to provide your child with a passionately Catholic and academically challenging education.

The Lord's grace and peace, Rev. Msgr. Ralph J. Chieffo

Passionately Catholic & Academically Excellent

June 2023

Dear Parents,

Welcome to our St. Mary Magdalen School family! We look forward to meeting you and your children as you enter our community.

Throughout the summer, we will keep you informed through 'Parent Alerts' sent from our FACTS communications and database system. We will also post updates on the school's website at **stmarymagdalenschool.net**, which is an excellent resource for families, especially the 'Parent Portal.'

This letter packet includes essential information for you to review before the start of school. Please check each item and take the necessary actions to ensure you and your children are ready for the school's opening.

UNIVERSAL FOR ALL GRADES

□ Calendar

Parents can access the 2023-2024 school master calendar on the school website at **stmarymagdalenschool.net/calendar**, also included in this information packet.

☐ Dress Code and Uniform Ordering

K to 8 school uniforms must come from **Flynn and O'Hara Uniforms**. To order, please visit **flynnohara.com** or click on our school's store link on the Parent Portal.

Pre-K students wear the school gym uniform as their daily uniform.

☐ Gym Uniform Information Sheet

The gym uniforms are from **B&E Sportswear**. Please place your order by accessing our B&E virtual storefront on the Parent Portal from July 10 through August 10, 2023. We do have sizing samples in the school and parish offices. If you want to view the size samples, please call either office to schedule a time after July 5.

☐ Stationery Items

The Stationery Sheet lists items supplied by parents each year by grade. In July, the lists will be available on our website's Parent Portal in the 'Communication Folder.'

☐ Online Ordering System Instructions

The Online Ordering System is a secure payment system for school parents to order and pay using a credit card for special events, optional items, and lunches within the school.

continued

☐ Student Physicals & Immunization Requirements

The Pennsylvania Health Services requires **all new students** and sixth graders to have a "comprehensive appraisal" of their health. So, if you still need to, send a copy of your child's current physical form to the school office before August 25, 2023.

Immunizations are required for children to attend school in Pennsylvania. All of your child's immunizations MUST be up-to-date. Please submit a copy of their record by the above date.

□ Dental Exams

Dental exams are required for K, 3rd, and 7th-grade students. Please have their dentist complete the attached form and submit a copy to the school office if needed.

☐ Records Request Form

If applicable, we will attach a parental request form for your child's education record from their prior school.

UNIVERSAL FOR GRADES 1-8

☐ Summer Assignments

We assign a **Summer Math Book** to maintain your child's skills. Books are available in the school office for \$15 each (check payable to St. Mary Magdalen). Please call the school office to schedule a time to obtain your child's book. Completing their Math Book by the start of school is required for students entering grades 1 through 8.

There is also a **Summer Reading List and Assignment** for students in incoming grades 1 through 8. The book report assignment sheet is included with this letter. The Summer Reading options and grade projects are available on the school website.

Note: New students are exempt from all assignments in **ACHIEVE 3000**.

☐ AMBASSADOR PROGRAM

Many of our current school parents offer to be an ambassador to a new family. Your ambassador will contact you during the summer, using your provided email address, to answer any of your questions and may even inquire about play dates with their children.

□ NEW PARENT ORIENTATION NIGHT

Please save the date for this welcome and orientation evening in the school cafeteria on **Wednesday**, **August 23**, **2023**. We hope all our new parents are able to attend. This event is an opportunity to review important information and procedural details every new parent needs to know so you and your child can transition smoothly.

It is an opportunity to engage with other new parents, Pastor Msgr. Chieffo, Principal Mrs. Amy Crawford Bauer, President Deacon Joseph Boyle, and the School and H&S Boards.

We are grateful for your attention to this information, and we look forward to meeting you and your family as we partner with you in the foundation of your children's education and faith development. Thank you!

	St. Mary Magdalen School Academic Calendar																
		- 1	Augu	st					2000	January							
S	М	Т	W	Т	F	S			2023-2024	S	М	Т	W	Т	F	S	
		1	2	3	4	5		23-Aug	NEW FAMILY ORIENTATION 6:30pm		1	2	3	4	5	6	
6	7	8	9	10	11	12		30-Aug	Faculty In-Service FACTS Training	7	8	9	10	11	12	13	
13	14	15	16	17	18	19		4-Sep	Labor Day ~ NO SCHOOL	14	15	16	17	18	19	20	
20	21	22	23	24	25	26		5-Sep	Organizational Day for Teachers	21	22	23	24	25	26	27	
27	28	29	30	31				6-Sep	Grades 1-8 Opening Day ~ 12:00 Dismissal	28	29	30	31				
								6-Sep	Kindergarten Meet & Greet 8:30 to 10:00								
		Se	otem	ber				6-Sep	PreK Meet & Greet 10:00 to 11:30			Fe	brua	ry			
S	М	Т	W	Т	F	S		7-Sep	Full Day PK-8	S	М	Т	W	T	F	S	
					1	2		11-Sep	C.A.R.E.S. Begins					1	2	3	
3	4	5	6	7	8	9	l L	13-Sep	Back-to-School Night PreK and K 6:30 pm	4	5	6	7	8	9	10	
10	11	12	13	14	15	16		15-Sep	Opening School Mass 8:30am	11	12	13	14	15	16	17	
17	18	19	20	21	22	23			Back-to-School Night Grades 6, 7, 8 6:30 pm	18	19	20	21	22	23	24	
24	25	26	27	28	29	30		21-Sep	Back-to School Night Grades 1-5 6:30pm	25	26	27	28	29			
								26-Sep	8th grade mandatory parent meeting 6:30 pm				∕larcl	1			
		С	ctob	er				6-Oct	First Friday Mass 8:30am 12:00 Dismissal Faculty Meeting	S	М	Т	W	Τ	F	S	
S	М	Т	W	Т	F	S		9-Oct	Faculty In-Service NO SCHOOL						1	2	
1	2	3	4	5	6	7		18-Oct	General Home & School Mtg. 6:30pm	3	4	5	6	7	8	9	
8	9	10	11	12	13	14		23-Oct	Formal Uniform Begins	10	11	12	13	14	15	16	
15	16	17	18	19	20	21		25-Oct	Picture Day	17	18	19	20	21	22	23	
22	23	24	25	26	27	28		26-Oct	Evening Parent Conference Gr. K-8	24	25	26	27	28	29	30	
29	30	31						27-Oct	Parent Conferences NO SCHOOL	31							
								1-Nov	All Saints Day ~ 8:30am Mass Full Day				April				
		No	vem	ber	•			3-Nov	First Friday Mass 8:30am 12:00 Dismissal Faculty Meeting	S	М	Т	W	Т	F	S	
S	М	Т	W	Т	F	S		22-Nov	Beginning of Thanksgiving Break 12:00 Dismissal		1	2	3	4	5	6	
			1	2	3	4	1	23-27-Nov	Thanksgiving NO SCHOOL	7	8	9	10	11	12	13	
5	6	7	8	9	10	11	1	1-Dec	First Friday Mass 8:30 am 12:00 Dismissal	14	15	16	17	18	19	20	
12	13	14	15	16	17	18	1	8-Dec	Immaculate Conception 8:30 Mass Full Day	21	22	23	24	25	26	27	
19	20	21	22	23	24	25	1	8-Dec	Picture Re-take day	28	29	30					
26	27	28	29	30			1	15-Dec	Santa's Secret Shoppe / Giving Tree Stewardship Project	1		- 50					
				-	1	1	1	20-Dec	Christmas Concert 6:30 pm				May				
		De	cem	ber			1	21-Dec	Christmas Break begins at end of day	S	М	Т	W	Т	F	S	
S	М	T	W	T	F	S	1	22-Dec	Christmas Break	ب ا		<u> </u>	1	2	3	4	
۲	' ' '			<u> </u>	1	2	1	3-Jan	Classes Resume	5	6	7	8	9	10	11	
3	4	5	6	7	8	9	1	5-Jan	First Friday Mass 8:30am Full Day	12	13	14	15	16	17	18	
10	11	12	13	14	15	16	1	15-Jan	Martin Luther King Day NO SCHOOL	19	20	21	22	23	24	25	
17	18	19	20	21	22	23			Home & School Mtg. 6:30pm	26	27	28	29	30	31	23	
24	25	26	27	28	29	30	1 -	28-Jan	Opening of Catholic Schools Week 9:30am Mass	20	21	20	23	30	31		
31	23	20	2/	20	23	30	1	20 3411	Open House 10:30 - 12:00				June				
31		<u> </u>	<u> </u>		<u> </u>	<u> </u>	1	2-Feb	First Friday Mass 8:30am 12:00 Dismissal	S	М	Т	W	Т	F	S	
		ı	Г	Π	Т	T	1	14-Feb			IVI	-	VV	-	-	1	
\vdash	\vdash		\vdash		\vdash	 	-	19-Feb	Ash Wednesday 8:30am Mass		3	4	5	6	7	8	
						1		19-Feb 1-8-Mar	NO SCHOOL ~ Presidents Day Terra Nova Testing Gr.1-8	9			12	13	14	15	
		NO 4	CHO			1			Easter Break begins 12:00 Dismissal	\vdash	10	11	12	13	14	12	
		NO S	CHO	UL													
\vdash		12.0	0 D:-	maiasa	<u> </u>	-		2-Apr	Faculty Retreat NO SCHOOL Spring Uniform begins		104	lest:		חום	21/6		
\vdash		12:0	צוע ט	missa	11	+	-	3-Apr	Spring Uniform begins		TSI) Insti	uctio	ııaı D	ays		
\vdash	Terra Nova Testing							5-Apr	First Friday Mass 8:30 Full Day	Progress Reports				Report Cards			
\vdash		ıerr	a NO	vaie	sting	1		19-Apr	12:00 Dismissal Faculty Meeting	Progr		:		Ke			
			 	<u> </u>				22-Apr	Faculty In-Service Day		Oct	18			Dec	6	
		Spec	ial E	vent	1			3-May	Special Persons' Day 8:30 Mass 12:00 Dismissal		Feb	7			Mar	13	
		_	<u> </u>		<u> </u>			9-May	Acension Thursday 8:30 Mass Full Day		Apr	25			Jun	14	
		Tea	cher	In-Se	rvice				May Procession (during school hours)								
							_	21-May	General Home & School Meeting		Penan						
	School Mass							24-27-May	Memorial Day Weekend NO SCHOOL	Confirmation March 14 4:00pm							
	General Home & School					<u> </u>		28-May	Faculty In-Service Day NO SCHOOL	First Communion May 5 11:30 am							
		Gene				ool		7-Jun	First Friday Mass 8:30am Full Day (K-8)								
			N	/leeti	ng			7-Jun	PK Closing Exercises 10:30 am								
								10-Jun	Kindergarten Closing Exercise 10:30am	Dio	ase che	ock the	mon	hlve	alenda	r on	
NO	CARE	S on	12:00	Dism	issal [Days		11-Jun	Field Day		ase cne			-			
								12-Jun	Grade 8 Graduation 4:30(No School Gr. 8) 12:00 Dismissal	FAC		-	vents		actans		
Please make every effort to have your 13-Jun 12:00 Dismissal Teacher Clerical Afternoon																	
children present in school during Terra 14-Jun Mass/Awards/ Report Cards 8:30 Mass 10:30 Dismissal																	
	Nova	Testin	g wee	k. Mar	rch 1-8	3											
														5/	/31/20	23 *	

Passionately Catholic & Academically Excellent

School Uniforms

2023-2024

INFORMAL UNIFORMS (Pre-K to Grade 8)

Fall Dates: September 6 to October 20 **Spring Dates:** April 3 to June 14 Formal uniforms may also be worn during these seasons.

Girls Boys

Navy or khaki shorts or skort White or navy golf shirt with logo Solid white or black crew socks Sneakers in solid white, black, or gray

Grades 5-8: Kilts may also be worn

Navy or khaki shorts with a belt White or navy golf shirt with logo Solid white or black crew socks Sneakers in solid white, black, or gray

Pre-K3 and Pre-K4 students must wear the official school gym uniform. See the enclosed **'Gym Uniform Sheet'** for details. The seasonal uniform dates are the same.

FORMAL UNIFORM

Winter Dates: October 23 to March 27

Pre-K3 and **Pre-K4** students must wear the official school gym uniform. (See above)

KINDERGARTEN

Girls Boys

Khaki or navy pants or skorts

White or navy golf shirt with logo

White or navy golf shirt with logo

White or navy golf shirt with logo
• short or long sleeve

Navy tights or knee-hi socks

White or navy golf shirt with logo
• short or long sleeve

Navy, white, or black crew socks

Black velcro 'Mary Jane' shoe Black leather velcro shoe

Optional Optional

Navy cardigan sweater with logo Navy v-neck sweater vest with logo

GRADES 1-4

Girls Boys

Plaid jumper or khaki slacks

White blouse with 'Peterpan' collar

Khaki twill pants with dark belt

Blue Oxford shirt with striped tie

short or long sleeve
 short or long sleeve

Navy cardigan sweater with logo Navy v-neck vest with logo

Navy tights or knee-hi socks Navy, white, or black crew socks

Grades 1-2: Black velcro 'Mary Jane' shoes
Grades 3-4: Tan 'Dirty Buc' Oxford shoes
Grades 3-4: Tan 'Dirty Buc' Oxford shoes

GRADES 5-8

Girls

Wrap-around kilt
White buttoned-down blouse
• short or long sleeve
Navy v-neck sweater with logo
Navy tights or knee-hi socks
Tan 'Dirty Buc' Oxford shoes
Grade 8 Only: Tan Sperry shoes

Boys

Khaki twill pants with dark belt
Blue Oxford shirt with striped tie
• short or long sleeve
Navy blue vest with logo
White, black, or navy crew socks
Tan 'Dirty Buc' Oxford shoes
Grade 8 Only: Tan Sperry shoes

Our K to 8 grade uniforms must come from **Flynn and O'Hara Uniforms**. 'Logo' indicates the official St. Mary Magdalen Catholic School logo or wordmark.

To view items and order, visit **flynnohara.com** or click on their link on the 'Parent Portal' or go to their store.

Flynn & O'Hara Uniforms

Lawrence Park Shopping Center 1991 S. Sproul Road, Broomall, PA 19008

Some shoes including the black velco 'Mary Jane' and 'Dirty Buc Oxford' shoes are available through Flynn and O'Hara.

Pre-K students wear the school gym uniform as their daily uniform.

See enclosed **Gym Uniform Information Sheet** for important ordering information for all grades. The gym uniforms are from **B&E Sportswear**. Your order must be placed by accessing our B&E virtual storefront on our website's Parent Portal page from **July 10 through August 10, 2023**.

Thank you!

Passionately Catholic & Academically Excellent

Gym Uniforms 2023-2024

All Grades-Pre-K3 through 8th

Our school gym uniforms, listed below, are purchased directly through B&E Sportswear.

To place your order for the upcoming school year, visit our school website at **stmarymagdalenschool.net** and go to the **'Parent Portal'** page. Click on the B&E Sportswear link to go to our storefront on their site.

You must order your child's gym uniform through B&E's online store from **July 10 through August 10, 2023.** The storefront closes to ensure items are available before school begins.

☐ Fall & Spring Uniform

Standard SMM Items:

Black Mesh Shorts Royal Blue Short Sleeve T-Shirt

Optional or Interchangeable SMM Items:

Royal Blue Long Sleeve T-Shirt Royal Blue Sweatshirt Royal Blue Sweatpants

□ Winter Uniform

Standard & Mandatory SMM Items:

Sweatpants with the Elastic Bottom or Open Bottom Royal Blue Short Sleeve T-Shirt or Royal Blue Long Sleeve T-Shirt

Optional SMM Item:

Royal Blue Sweatshirt

Note: You may want to order extra pieces or size up for some items if your child may need a replacement because our in-house school store inventory is limited.

We do have sizing samples in the school and parish offices. If you want to view the samples, please call either office to schedule a time during our summer hours.

If you have any questions, please contact Tiffany Paolino or Stephanie Guadalupe at **spiritstore@stmarymagdalen.net**. Thank you!

Passionately Catholic & Academically Excellent

Online Ordering System

2023-2024

The Online Ordering System is a secure payment system for our school parents to order and pay using a credit card for special events, optional items, and lunches within the school.

☐ Create Your Family Account

- 1. Go to **stmarymagdalenschool.net** and click on to the 'Parent Portal' link.
- 2. Select the 'Online Ordering System' icon link.
- 3. Then, click the 'Parent Sign Up' under the login.
- 4. Fill in your information.
- 5. Fill in your first child's information.
- 6. To add additional children, click the green + sign.
- 7. Activate account from the link sent to your email address.
- 8. Use our campus code: 138
- 9. For summer ordering, please choose the first teacher for your child's grade for the coming school year. Once you are notified of your child's homeroom in August, if needed, change your selection to child's assigned homeroom teacher for new orders going forward.

If you have any questions regarding our online system, please get in touch with Maureen Scheuerman at **mscheuerman@stmarymagdalen.net** or call the school at 610-565-1822.

Passionately Catholic & Academically Excellent

Dear Parent or Guardian:

State legislation authorizes the loan of textbooks, instructional materials, and equipment by the Secretary of Education to Pennsylvania children enrolled in Kindergarten through Grade 12 in nonpublic and private schools. Our school annually requests specific textbooks, materials, and equipment to be loaned to your children. However, a parent or guardian of each child attending the nonpublic or private school must request a loan of textbooks, instructional materials, and equipment. Below is the individual request form. Please sign the form, date it, and return it to the school immediately.

Thank you for your continued assistance and cooperation.

Sincerely,

The SMM Administration

CERTIFICATE OF INDIVIDUAL REQUEST FOR LOAN OF TEXTBOOKS, INSTRUCTIONAL MATERIALS AND EQUIPMENT

I hereby request the loan of textbooks, instructional materials and equipment in accordance with the Pennsylvania School Code of 1949 for my child attending St. Mary Magdalen School.

Child's Name	
Signature of Parent or Guardian:	
Date Signed:	

This program is available to Pennsylvania residents. This form is to remain on file at the school.

Passionately Catholic & Academically Excellent

REQUEST FOR STUDENT RECORDS

Prospective Parents: Please submit this form to the applicant's current school					
I hereby authorize					
((Current School)				
	(Address)				
To release any scholastic records, st education records, and medical reco	tandardized test scores, discipline records, special ords for my child:				
Student Name:					
Birthdate:	Current Grade:				
Signed:					
Relationship to Student:	Date:				
Please forward above records to:					
S	tudent Records				
S	t. Mary Magdalen School				
2	430 N. Providence Road				

Media, PA 19063