



Summer Family Letter

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. Enclosed in this packet are documents that can help you plan for September.

NEW Start Time for PK – Grade 3. ALL GRADES will begin their instructional day at 8:10am! Dismissal is 3:00 pm. Arrival & dismissal doors will remain for the 22-23 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 at side door near garage, and grades K-3 enter and exit at courtyard doors.

New Family to ASCA – Please create your FACTS Tuition Account by August 1st. 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.***

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 by **August 1st**. Similar to the Federal Census, the Family Survey assists in determining ASCA's federal and local school funding.

The ***Student Bundle Form*** has been updated, and is due with payment by **September 1st**.

Student School Supplies Supply lists are included in the summer mailing and will be posted to ASCA's website by July 15th. **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 Days are planned for August 31st 6pm – 7:30pm and September 1st from 9am – 11am. Students and families may visit their child's classroom and chat with the teacher(s). Families may come to one or more of the days to better acclimate their child to school. Parents will not be allowed to enter the school building on Orientation Days or the 1st days of school. You are strongly encouraged to make use of the Meet the Teacher days.

The **school office is open** this summer on Tuesdays, Wednesdays and Thursdays from 9am – 2pm. Call or email – we are here to help.

** The annual \$50 COVID fee per student may be assessed. At the present time there are no COVID regulations pertaining to the return of school come September.

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.

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Need to Know Information for 2022-2023

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

Student Orientation Days

- **MANDATORY attendance for all students** on dates listed! Building opens at 7:45am. Dismissal is 12 noon on these Orientation Days. (*Guilderland UPK students will dismiss at 1pm.*) Lunch will be served. There is NO Before or After Care offered on Orientation Days.
- **Nursery & PreK Wed. 9/7 and Fri. 9/9 Instruction begins at 8:10am**
- **Grades K – 3 Thurs. 9/8 and Fri. 9/9 Instruction begins at 8:10am**
- **Grades 4 – 8 Wed. 9/7 and Thurs. 9/8 Instruction begins at 8:10am**

Uniform Policy

- Students may wear appropriate free dress clothes for Orientation Days (September 7th – 9th)
- Students are required to be in uniform starting on Monday, September 12th.
- 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 Skirt (new this year) are available at 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 1st.
- 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).
- Gently used uniform sale will be August 4th from 3-5 pm & August 5th 12-2pm. Enter at the Rosemont St. entrance.

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. (To date the Federal Child Nutrition Program has not extended the free to all meal options. More information to come on how to create online lunch financial accounts.)
- The September 2022 menu will be made available at www.ascaalbany.org.
- Students wanting breakfast should arrive no later than 7:50am to ensure enough time before classes start at 8:10am.
- Breakfast and lunch will be served on 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 12th. Doors open at 7am. Ring the bell at the brown steel door in the courtyard area. After School Care will also begin on September 12th. 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 with a snack and water bottle. (Please return BSP/ASP Registration Form prior to the start of school.)