



Our Lady of Guadalupe Academy
 227 Centre Street, Elizabeth New Jersey 07202
 Phone: 908-352-7419 Fax: 908-352-7062



Take positive steps toward your child's FUTURE!

Dear Parents/Guardians,

The application information for Our Lady of Guadalupe Academy for the school year 2020-2021 is stated below:

<i>Tuition-Grades K through 8</i>	<i>Tuition-Pre-School 4yr old</i>
1 child \$4,961.00	1 child \$5,216.00
2 Children \$4,461.00 per child	2 Children \$4,716.00 per child
3 Children \$3,961.00 per child	

Computer /Lab/Supplies (**NON-REFUNDABLE**) \$200 per family
 Application (**NON-REFUNDABLE**) \$125 per family
 Fund Raiser (**NON-REFUNDABLE**) \$75.00 per family

Rates-Before/After Care Program

Before: 7:15 – 7:45 AM = \$3.00

After: 3:00 – 5:30 PM = \$5.00 per hour

Billed at the end of the month

Please complete and return the attached forms. Please note that this does not guarantee that your child has a seat at OLGA. You will be further instructed in a month or so, to complete your child's registration and pay the **Application and Lab Fees on TADS**. Once those two charges are complete, then your child registration is complete. All **tuition and/or outstanding payment** must be in current status or registration will not be accepted.

NO CASH will be accepted at the school anymore.

Students entering from a school other than Our Lady of Guadalupe Academy must make an appointment for the admission process.

Sincerely yours,

Patricia Cymbaluk
 Principal

Every Child Brings Us God's Smile
www.olgacademy.org



Our Lady of Guadalupe Academy
227 Centre Street, Elizabeth New Jersey 07202
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Accredited Middle States
Association Commission on
Elementary Schools



Take positive steps toward your child's **FUTURE!**

Registration Form 2020 – 2021

Today's Date: _____

Grade Entering: _____

Gender: ___M___F

Child's Last Name: _____ First Name: _____ Middle Initial _____

Home Address (street): _____ City: _____

Zip Code: _____ Home Phone # _____ Emergency # _____

Birthdate: _____ Birthplace: _____ Ethnic Background: _____

Number Teacher Uses to Call You: _____ Language Spoken at Home: _____

Child's Religion: _____ Email address: _____

Baptized: ___ Yes ___ No If no, do you wish to be baptized: _____

Holy Communion: ___ Yes ___ No If no and passed 2nd grade, do you wish to: _____

Parish Name: _____

Father/Guardian: (Last/First Name) _____

Cell Phone No: _____

Religion: _____ Ethnic Background: _____

Mother/Guardian: (Last/First Name) _____

Cell Phone No: _____

Religion: _____ Ethnic Background: _____

OFFICE USE ONLY

Birth Cert. Rec'd _____

Baptism Cert. Rec'd _____

Lab Fees Pd _____

Parent Packet Rec'd _____

Registration Completed _____

Registration Fee Pd _____

Textbook Request _____

Tuition Payment Rec'd _____

Before/Aftercare _____

Scholarship Amount _____

TADS Enrolled _____

Fund Raiser Collected _____

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PICK-UP PERMISSION

Family's Last Name: _____

Student's First Name: _____ Grade: _____

_____ Grade: _____

_____ Grade: _____

_____ Grade: _____

I, _____, authorize the following person(s) to pick up my child / children
Parent /Guardian Name (PLEASE PRINT)

from school. _____
Parent / Guardian Signature

Name	Phone Number	Relationship

WALKERS – During and After School Procedures

Your child / children need permission to walk off of the school property during the school year when they may take walks with their class around the neighborhood. Your child / children also need permission to walk off of the school property after dismissal. We are requesting that check the boxes that apply and sign below. If you do not sign this part of the form your child / children will be held in the Safety Zone area with the other students.

Check all that apply.

My child / children have permission to take walks with the class.

My child / children have permission to walk off of the school property after dismissal.

Parent / Guardian Signature: _____ Date: _____

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Appendix C
INDIVIDUAL STUDENT REQUEST FORM

INDIVIDUAL STUDENT REQUEST FOR LOAN OF TEXTBOOKS	
Date	
Public School District <u>Elizabeth</u>	Nonpublic School <u>Our Lady of Guadalupe Academy</u>
Address	Address 227 Centre Street
	Elizabeth, NJ 07202
Name of Student	
Grade	
Name of Parent	
<p>Under the provisions of N.J.S.A. 18A: 58-37 .1 et seq., I hereby request the <u>Elizabeth</u> (Public School District) to loan textbooks to the <u>Our Lady of Guadalupe Academy</u> (Nonpublic School) in which my child is enrolled. I certify that my above named child and I are residents of the State of New Jersey. I understand that the public school district in which the nonpublic school is located has oversight of the State funds designated for providing the loan of textbooks to nonpublic school students pursuant to law and regulators.</p>	
<p>Signature of Parent/Guardian: _____</p>	
<p>Date: _____</p>	

OUR LADY OF GUADALUPE ACADEMY

"Family Life" Authorization Form

Dear Parents and Guardians,

The archdiocese has asked that Catholic Schools teach their students a "family life" component in the religion curriculum. While parents are the first educators of their children, the church is expected to assist parents in educating their children in the Catholic faith and in the Catholic Christian moral living. There, the school will be using the RCL/Benziger "Family Life" textbook for grades Kindergarten through 8th. The objectives include moral catechesis, human sexuality within the context of Christian moral living, and challenges Catholic families face today. Parent pages accompany the program. The themes developed at each grade level are as follows:

*God's Gift of Family – "Students will learn greater respect for the family, its sacramental foundations, and its mission of teaching and transmitting values."

*God's Gift of Self – "The students will begin to understand their own physical, emotional, and spiritual development, as well as that of others." Self insight, honesty, and self-esteem will also be discussed.

*God's Gift of Life – "Students will grow in appreciation of the sacredness of life and their own potential for love, service, and selflessness."

*God's Gift of Love – "Students will develop a gradual, open and wholesome understanding of sexuality and its place in Catholic life. As they explore this theme, they begin to understand, according to their needs and capabilities that sexuality is intimately bound up with the power of love and life, strength and service, with compassion and discipline. The key Catholic values students are expected to form in association with this theme are the following. Sexuality and gender play a critical role in the life of each person. The developing person needs to learn healthy attitudes toward sexuality and to grow in the practice of chastity. Appreciation of and respect for the reproductive function of the human body must not be separated from the context of full personhood and family life.

Grades 5 and 6 will also use a supplemental booklet entitled, "Human Reproduction." Grade 5 students will learn about the male and female reproductive system, intercourse and fertilization. Grade 6 students will learn about pregnancy, the development of a baby before birth, and the process of childbirth. Parent pages accompany these topics.

*God's Gift of Community – Students will learn about the need to relate to others outside the family with compassion and justice and to acquire the necessary skills to take their responsible place in society. These skills include simple, interpersonal relationships, responsible living in society, and answering the call to Christian social ministry."

Please fill out the permission slip below so that your child(ren) can receive "family life" education at OLGA during the current school year.

I give permission for my child, _____, who will be in grade _____ for the current school year, to receive the human reproduction component of the "family life" program at OLGA.

Parent / Guardian Signature

Date

OUR LADY OF GUADALUPE ACADEMY

ACCEPTABLE USE AGREEMENT FOR TECHNOLOGY

School Year 2020-2021

The use of computer services at Our Lady of Guadalupe Academy is a privilege, not a right. Students are expected to make responsible, ethical, and appropriate use of computers and information services at all times. Network and computer services include but not limited to: use of personal and school computers and peripherals, the Internet, and/or e-mail and all associated software. Students should realize that these services are finite and costly and that such things as time, money and hardware are wrongfully restricted or appropriated when these services are abused.

Our Lady of Guadalupe Academy holds specific expectations for students at each grade level regarding their use of computers before, during, and after school in either the computer lab, library or classroom. The following Rules of Conduct apply to information services. Students:

- May use only their password.
- May not reconfigure or tamper with the network in any way, nor attempt to access or alter files without property authority.
- May not unlawfully copy software or information.
- May not use illegal software.
- Must cite properly all information that is acquired from electronic sources and used in their assignments.
- Are held responsible for all activity conducted on his/her account or under his/her password.
- May not run non-instructional computer games on any school owned computer, server or network system.
- May not use non-school software, disk drives, computers or other equipment unless cleared to do so by the school technology coordinator/administrator.
- Must comply with any other additional guideless as stipulated by the school.

Failure to comply with these standards or acceptable use of Our Lady of Guadalupe Academy's technology will result, in the very least, in suspension or withdrawal of network privileges.

I, _____, have read and understand the **ACCEPTABLE USE**
(Student's Name)

POLICY for Our Lady of Guadalupe Academy and agree to abide by its terms.

As the parent or guardian of _____, I have read the **ACCEPTABLE USE POLICY** for computer network at Our Lady of Guadalupe Academy and understand that this access is designed for educational purposes. I recognize that it is impossible for Our Lady of Guadalupe Academy to restrict access to controversial materials, and I will not hold the school or its agents responsible for any such materials acquired on the network.

I hereby request that Our Lady of Guadalupe Academy issue an account for my child.

Signed: _____ Date: _____

Please sign and return this form within thirty days. Failure to do so will result in your child not having the right to use the computer network services.

OUR LADY OF GUADALUPE ACADEMY

RELEASE AND AUTHORIZATION TO USE STUDENT IMAGE

Our Lady of Guadalupe Academy may produce or participate in video, motion picture, audio recording, Web page, or still photograph productions, broadcasting, and/or publication which may involve the use of students likenesses or voices. Such productions will be used for non-commercial educational, exhibition or promotional advertising and will not be sold to anyone for any reason. Such productions may be copied, edited, and distributed by Our Lady of Guadalupe Academy in the manner described above.

I understand that my child's likeness or voice may be used in the manner described above, and grant the school the right to use and reuse, in any manner at all, the video, motion picture, audio recording, Web page, or still photograph productions, broadcasts, and/or publications as described above. I waive the right of prior approval and hereby release the school, its employees, agents, and designees from any and all claims for damages of any kind based on the use of said materials.

I represent that I have read the foregoing and fully and completely understand the contents hereof.

Dated: _____

Student's Name

Parent / Guardian Signature

Our Lady of Guadalupe – Before Care & After Care

Before and After Care is available starting the first day of school. After care is available from 3:00 PM – 5:30 PM, see rates below.

There is a **\$10.00 registration fee per child**/ per year to be paid at the time of registration. **This fee is non-refundable.** Students who are not registered, will be billed at **\$13.00 per day** if they are walk-ins.

Aftercare Fees:

3:00 PM - 5:00 PM	\$5.00 per hour
5:00 PM - 5:30 PM	\$3.00
3:00 PM – 5:30 PM	\$13 per day

After 5:30 an additional late fee of \$10.00 for every 15 minutes per child will be charged and due at the time of pickup.

At the beginning of the month, you will be billed for the number of days attended during the previous month. Full payment must be made by the 7th of the month, or children will not be permitted to attend the After Care program and a **\$10.00 late fee will be added to your next billing cycle.**

Before Care Fee:

7:15 AM – 7:45 AM	\$3.00 per day
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If school has a delayed opening, Before Care will be provided starting at 9:00 AM.

I would be interested in Before and After Care for my child / children.

Name of child _____ Grade _____

Name of child _____ Grade _____

Please indicate which programs you are interested in:

Before Care: _____

After Care: _____

I have read and accept all of the above.

Parent and Guardian Signature: _____

(OVER)

After Care is available on First Fridays / Faculty Meeting half days.

Half day After Care Fees:

12:00 – 3:00 PM \$15.00

12:00 – 5:00 PM \$25.00

12:00 – 5:30 PM \$28.00

_____ I would be interested in After Care for my child/ children on half days.

Please list any allergies or pertinent information concerning your child / children.

Home Phone # _____ Work # _____

Cell # _____

Parent's Signature _____

Please call the school at (908) 352-7419 if you have any questions or concerns.

Our Lady of Guadalupe Academy Anti-Bullying Policy

"We at Our Lady of Guadalupe Academy are committed to creating and fostering a safe learning environment for our students. In order to ensure this safe environment we will promote Christ and his teachings as the role model for the code of conduct at school. We will exemplify Christ's fair and kind treatment of others as our goal. We will encourage our students to be cognizant of unkind treatment and that it has no place in our school. Students will be encouraged to trust in the faculty to help in keeping a safe environment and be assured that unkind treatment will be handled in a swift and fair manner to the benefit of all involved. We understand that parents must be a part of the process as well and are committed to educating our parents on the effects and consequences of bullying in schools and how they can assist."

Our school defines bullying as any physical, verbal, psychological or cyber harassment.

1. Physical- hitting, kicking, spitting, pushing and stealing
2. Verbal- taunting, teasing, name calling and threats
3. Psychological- rumors, intimidation, terrorizing, social exclusion and manipulation
4. Cyber-bullying- Internet, email, blogging, instant messaging, text messaging, digital pictures and images.

Our Lady of Guadalupe Student Expectations

"At Our Lady of Guadalupe, each child is entitled to feel safe and not threatened by any of the listed bullying actions and is expected to receive and treat others with Christian Charity and respect. Any behavior that infringes the safety of a student will not be tolerated and action will immediately be taken. "

Students are expected to treat one another with dignity and respect. Students should welcome and include others who are being bullied or picked on. Students are expected to report any bullying at once to a faculty member. Faculty members will directly teach these expected behaviors and enforce problem solving strategies on how to handle situation as well as to resist the urge to bully others.

Our Lady of Guadalupe Academy Anti-Bullying Procedures

"A safe and civil environment is necessary for students to achieve high academic standards. Bullying is conduct that disrupts both a student's ability to learn and the school's ability to educate its students in a safe environment. Demonstration of appropriate behavior, treating

others with civility and respect, and refusing to tolerate harassment and bullying is expected of administrators, faculty, staff, volunteers and students.”

After bullying is reported, the following forms MUST be completed:

- a. ***Student bullying report form***- completed by the bully and victim
- b. ***Staff bullying report form***- completed by staff member who witnessed or was approached on the incident

*Bullying Report Forms MUST be signed by parent/guardian and returned the next school day.

1st Offense:

Warning by Principal

2nd Offense:

Two lunch detentions

3rd Offense:

Parent Meeting and Two lunch detentions

4th Offense:

Parent Meeting and In School Suspension

5th Offense:

Parent Meeting and Out of School Suspension and counseling

6th Offense:

Expulsion

Our Lady of Guadalupe Policy for Conflict Resolution

“At Our Lady of Guadalupe Students are expected to resolve their disputes without resorting to violence. Students can rely on faculty and staff to resolve disagreements and begin the proper procedures to end the bullying. We are educating the students to work together in peace as Jesus Christ our Savior taught us.”

Students and Parents are required to sign an anti-bullying pledge declaring that they are aware of the policy and procedures of Our Lady of Guadalupe’s Anti-bullying policy. At Our Lady of Guadalupe will also create a safe haven for parents, students and teachers to work together to work out disputes among the children.

To prevent conflict between students, Our Lady of Guadalupe will incorporate conflict resolution education and problem solving techniques into the curriculum. This is an important step in promoting respect, tolerance and acceptance. The staff will constantly be developing new ways of communication and understanding.

Dear Parents and Guardians,

Attached you will find the Anti-bullying Policy at Our Lady of Guadalupe Academy. Updates were made to coincide with new federal and state laws regarding bullying. Each parent/guardian must read the policy with their child and discuss it. Classroom teachers will do their part in explaining the policy and keeping a positive school climate.

Parents/Guardians and each student must sign and return the bottom part of this letter. Do not send back the policy that is yours to keep.

Thank you in advance for your cooperation. If you have any questions regarding this policy, feel free to email me at crooney@olgacademy.org.

Sincerely,

Mrs. Carmen Rooney
Anti-bullying Chairperson, OLGA

Mrs. Patricia Cymbaluk
Principal, OLGA

_____I have read and agree with Anti-Bullying Policy for OLGA with my child

Print Name_____

Parent / Guardian Signature _____

Student's Name _____

Student's Signature_____

Grade_____

Only 5th grade-8th grade students sign

E-RATE FY 2020-21-HOUSEHOLD SURVEY



As you prepare for enrollment for the 2020-21 school year, you may want to include an E-rate household income survey in your paperwork. We want to ensure that your school's E-rate discount accurately reflects the income levels of your student population. The enclosed Household Survey letter can be included in your enrollment process to determine income eligibility for your E-rate funding for FY 2020-21.

- Surveys can be used to determine individual student eligibility for NSLP, but survey results can not be extrapolated. Because the extrapolation of returned surveys is not permitted, NSLP applications can be used as surveys.
- Schools participating in the Community Eligibility Program (CEP) multiply the number of students directly certified by the national multiplier (currently 1.6) to calculate the number of students qualifying for NSLP on the FCC Form 471. Note that this calculation is capped at 100 percent of the student population for the purposes of determining the E-rate discount.
- You can use a combination of methods (e.g., surveys, sibling matches, household eligibility for certain federal programs) to substantiate the eligibility of individual students.

<http://www.usac.org/sl/applicants/step03/alternative-discounts.aspx>

If you decide to use the survey, you will need to tally the results for each eligible site (i.e. ES, MS, HS)--**extrapolation is not allowed by SLD**. Send the summary tally sheets to us when they are completed. We will then submit the summary pages along with your E-Rate application.

Retain the individual surveys and related documentation for 10 years.

SLD Guidelines:

If a school chooses to do a survey, the following guidelines apply:

- a. The survey must be sent to families (households) whose children attend the school.
- b. The survey must, at a minimum, contain the following information:
 - Address of family (household)
 - Grade level of each child
 - Size of the family (household)
 - Income level of the parents or guardians
- c. The survey must assure confidentiality. (Only summary data is provided to USAC/E-rate)
- d. Retain ALL surveys for TEN YEARS after the last date of service

Let's Get E-Rate Funds for our School!"



**PLEASE COMPLETE THE ATTACHED
HOUSEHOLD SURVEY***

We need everyone to return this survey in order for the survey to be considered valid.

THIS WILL HELP OUR SCHOOL GET \$\$\$ FOR:

Telecommunications

Internet Access

Technology

Maintenance

***This information will remain confidential and will be reported only as a total group, not by individual families, and will not be used for any other purposes except E-Rate.**

Survey Number: _____
 [For School Use Only]

E-Rate Household Survey Spring/Fall 2020

Please complete and return to the school office within two weeks.



Your Address: _____ City _____ ST _____ Zip _____

Circle your household size below, then answer the following questions:

Household Size (Circle One)	Est. Annual Income (As Reported to IRS)	Monthly Income	If Paid Two times per mo.	If Paid Every Two Weeks	Weekly Income
1	\$ 23,107	\$1,926	\$ 963	\$ 889	\$ 445
2	31,284	2,607	1,304	1,204	602
3	39,461	3,289	1,645	1,518	759
4	47,638	3,970	1,985	1,833	917
5	55,815	4,652	2,326	2,147	1,074
6	63,992	5,333	2,667	2,462	1,231
7	72,169	6,015	3,008	2,776	1,388
8	80,346	6,696	3,348	3,091	1,546
Each add'l family member add:	8,177	682	341	315	158

Is your income equal to or less than any of the amounts listed next to the number you circled? Yes _____ No _____

Are your children eligible for free or reduced lunches, breakfasts, snacks or milk at their school(s)? Yes _____ No _____

Is your family eligible for the Supplemental Nutrition Assistance Program (SNAP) – food stamps? Yes _____ No _____

Does your family qualify for medical assistance under Medicaid? Yes _____ No _____

Is your family receiving Supplementary Security Income (SSI)? Yes _____ No _____

Does your family receive housing assistance (section 8)? Yes _____ No _____

Does your family receive home energy assistance (LIHEAP)? Yes _____ No _____

2. Please list all students in your household that attend school. (Enter the grade they will be entering in this fall. Write on back to list more than 5 students)

Name	Grade	School Attending in Fall 2019

3. Certification: I certify that the above information is, to the best of my knowledge, true and complete.

Signed: _____ Date: _____



Our Lady of Guadalupe Academy
227 Centre Street, Elizabeth New Jersey 07202
Phone: 908-352-7419 Fax: 908-352-7062



Dear Parents and Guardians,

The No Child Left Behind Act of 2001 authorized federal legislation to continue to provide a variety of programs, materials and services to children and teachers in private schools similar to those provided to public school students and teachers. These activities are enhanced by additional federal funds provided for areas having families whose income falls below specific levels or benefit from other federal assistance programs. In order for our children to benefit from these additional funds, it is very important for us to know how many children attending our school come from these families.

Please review the enclosed survey and simply indicate by Yes or No if you meet the criteria. This information is essential to insure our continued participation in Federal Programs, such as Title I, currently serving your children. It is an important benefit that we do not want to lose. Please sign and return this survey form as soon as possible. All information will be kept confidential.

Thank you for your assistance with this survey.

Sincerely,

Mrs. Patricia Cymbaluk
Principal

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Take positive steps toward your child's **FUTURE!**

Dear Parents and Guardians,

Have you taken the Protecting God's Children Class? As you know, you may not attend school trips or participate in school activities if you have not taken this class. If not, we will be having a class in the beginning of the year. Date and time will be provided at a later date.

Please fill out the questionnaire below.

_____ Yes, I took the class. _____, _____
When Where

Please do NOT provide a copy of the certificate.

_____ No, I have not taken the class.

Child's Name

Grade

Parent / Guardian Signature

Thank you for your continued cooperation,

Mrs. Patricia Cymbaluk
Principal



CITY OF ELIZABETH, NEW JERSEY
DEPARTMENT OF HEALTH and HUMAN SERVICES
PUBLIC HEALTH NURSING SERVICES

Peterstown Community Center
418 Palmer St.
Elizabeth, NJ 07202
908-820-4250
fax: 908-820-4252

KRISHNA H. GARLIC
Director

J. CHRISTIAN BOLLWAGE
Mayor

CONSENT FOR SCHOOL SCREENINGS

NAME: _____

GRADE: _____ TEACHER: _____

New Jersey State Law Requires that all school age children receive screenings for height, weight and blood pressure. Certain grades also require screening for vision, hearing and scoliosis (curvature of the spine). You may choose to have these screenings done by the Public Health Nurse in your school or you may take your child to his/her private doctor.

School Screening: Please check one: Public Health Nurse
 Private Doctor

Parent/Guardian Signature: _____ Date: _____

PLEASE RETURN THIS COMPLETED FORM TO THE SCHOOL NURSE BY OCTOBER 1ST.

Parents are also reminded of the importance of obtaining physical exams, from their own private physician, at least once during each of the student's developmental stages:

- *Early childhood (pre-school through grade 3)
- *Pre-adolescence (grades 4 through 6)
- *Adolescence (grades 7 through 12)

If your child has had a recent physical from your private physician, it would be greatly appreciated if you submit a copy to the nurse to be recorded on the health record. Any recent immunization documents must also be submitted.

Thank you for your anticipated cooperation.

School Nurse _____



Our Lady of Guadalupe Academy
227 Centre Street
Elizabeth, NJ 07202
908-352-7419

AHERA ANNUAL NOTIFICATION LETTER

2020-2021

Dear Parents, Guardians and Staff,

As per the United States Environmental Protection Agency's Asbestos Hazard Emergency Response Act [(AHERA) 40 CFR Part 763)]; an inspection for the presence of asbestos – containing building materials has been completed, and an Asbestos Management Plan developed, for **Our Lady of Guadalupe Academy**.

The inspection report and asbestos management plan file are available for review in the school office during normal school/office hours. Upon request, copies will be provided for a reasonable charge.

As required by the USEPA, additional inspections of the school are conducted every six months by properly accredited staff of the Archdiocese of Newark.

Thank you,

Mrs. Patricia Cymbaluk
Principal



Our Lady of Guadalupe Academy

Lunch Menu

Monday:	Hot Dogs	\$1.50
	Beef or Chicken Empanada	\$1.50
	Rice & Beans	\$2.50
	Meatball Parmigiana	\$2.00
	With Potato Wedges	\$1.75

Starting in November – Soup **\$1.50**

Tuesday:	Macaroni & Cheese	\$2.00
	Chicken Nuggets	\$1.75
	French Fries	\$1.75

Wednesday:	Taylor Ham & Cheese	\$2.00
	Tuna Salad	\$1.75
	Chicken Cutlet	\$2.00
	Onion Rings	\$1.75



Thursday:	Tacos	\$2.00
	Hamburgers	\$1.75
	Cheeseburgers	\$2.00
	Chicken Sandwich	\$2.00
	French Fries	\$1.75

Friday: Pizza **\$1.75**

Everyday: Drinks	Orange Juice or Iced Tea	.60
	Chocolate Milk	.75
	Snapple	\$1.00
	Bottled Water	\$1.00

All Snacks: Chips, Jell-O, Pudding,	
Fruit Cups	.60
Assorted Tossed Salad	\$2.00
Assorted Fruits	
Apples, Oranges, Bananas	.50
Carrots	.50
Ice Cream (Sept.-Oct.) (April-June)	\$1.50



SCHOOL MESSENGER

Estimados Padres y Guardianes,

En nuestro esfuerzo por mejorar la comunicación entre el hogar y la escuela, la Academia Nuestra Señora de Guadalupe está implementando un sistema de radiodifusión telefónica que permitirá al personal de la escuela notificar a todos los hogares y padres / tutores por teléfono dentro de unos minutos de una emergencia o evento no planeado que cause despido temprano, Cancelación de la escuela o inicio tardío. El servicio también se puede utilizar de vez en cuando para comunicar anuncios generales o recordatorios. Este servicio es proporcionado por School Messenger, una empresa especializada en comunicaciones de padres y tutores. La Academia de Nuestra Señora de Guadalupe continuará reportando los cierres de escuelas debido a la nieve o al clima en Noticias 12 y usará este sistema como una superposición a los anuncios públicos.

Cuando se utiliza, el servicio llamará a todos los números de teléfono de nuestras listas de contacto de padres seleccionados y entregará un mensaje grabado de un administrador de la escuela. El servicio entregará el mensaje tanto a la respuesta en vivo como a las máquinas contestadoras. No hay respuestas (los teléfonos suenan más de 40 seg.) Y busies se reintentarán automáticamente dos veces en intervalos de quince minutos después de la llamada inicial.

Nota:

1. **Esto NO requiere que el padre se registre en la pagina de School Messenger.**
2. **Toda la informacion y numeros de contacto son estrictamente seguros y confidenciales, y solo son usados para los propositos indicados.**

Aqui esta alguna informacion especifica que usted deberia saber:

Identificador de llamadas: El identificador de llamadas mostrara el numero (908) 352-7419, el cual es el numero principal de Academia de Nuestra Señora de Guadalupe.

Cuando Alguien Contesta: Al contestar el telefono habra una pequena pausa al principio de el mensaje, usualmente solo unos segundos. Conteste el teléfono normalmente; "hola" y espere a que el mensaje comienze. Contestar con varios "holas" hara que el mensaje se retrase. Informe a todos los miembros de familia que puedan contestar el telefono de este mensaje.

Maquinas Contestadoras: El sistema sabra que su maquina a contestado y dejara el mensaje en su maquina. El numero maximo de timbres antes de colgar es de cinco. Asegurese de que su maquina conteste despues de cuatro timbres o puede que se pierda el mensaje.

Llamadas durante la mañana: En el caso de que una cancelacion ha sido la noche anterior, o en las horas tempranas de la mañana, el sistema emisor mandara el mensaje solo a los contactos que tengan numeros de casa. En caso de que la cancelacion haya hecho al mediodia, el mensaje sera mandando a numeros de hogar y telefonos celulares. Anuncios generals solo seran mandados a telefonos de casa.

Si ustedes tienen alguna pregunta par favor contacte a la oficina de la escuela a (908) 352 -7419

SCHOOL MESSENGER

Forma Informativa de telefono

El número de contacto principal se utilizará para llamarle cada vez que envíe una llamada de Messenger de la escuela, independientemente de la urgencia del mensaje.

El número de contacto secundario se llamará al mismo tiempo que el número principal en las llamadas en las que el mensaje que enviamos es de carácter más urgente o sensible al tiempo para garantizar que recibamos la llamada lo antes posible.

Por favor considere estos números cuidadosamente y haga un esfuerzo para mantenernos informados tan pronto como sea posible si cualquier número cambia por cualquier razón.

Nino 1: Apellido: _____ **Nombre:** _____

Contacto Primario: (____) ____ - _____

Contacto Secundario: (____) ____ - _____

Nino 2: Apellido: _____ **Nombre:** _____

Contacto Primario: (____) ____ - _____

Contacto Secundario: (____) ____ - _____

Nino 3: Apellido: _____ **Nombre:** _____

Contacto Primario: (____) ____ - _____

Contacto Secundario: (____) ____ - _____

Gracias por su asistencia y por favor de regresar lo mas pronto posible.

SCHOOL MESSENGER

Dear Parents and Guardians,

In our effort to improve communication between home and school, Our Lady of Guadalupe Academy is implementing a telephone broadcast system that will enable school personnel to notify all households and parents /guardians by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by School Messenger, a company specializing in parents /guardians communications. Our Lady of Guadalupe Academy will continue to report school closings due to snow or weather on News 12 and will use this system as an overlay to the public announcements.

When used, the service will call all phone numbers in our selected parent contact lists and will deliver a recorded message from a school administrator. The service will deliver the message to both live answer and answering machines. No answers (phones ringing over 40 sec.) and busies will be automatically retried twice in fifteen minute intervals after the initial call.

PLEASE NOTE THE FOLLOWING:

1. This requires NO registration by the parent/guardian on the School Messenger website.
2. All information and contact numbers are strictly secure and confidential and are only used for the purposes described herein.

Here is some specific information you should know:

- Caller ID: The Call ID will display (908) 352-7419, which is the main number for Our Lady of Guadalupe Academy.
- Live Answers: There is a short pause at the beginning of the message, usually a few seconds. Answer your phone as you normally would; "hello" and hold for the message to begin. Multiple "hellos" will delay the message. Inform all family members who may answer your phone of this process.
- Answering Machines: The system will detect that your machine has answered and will play the recording to your machine. The phone will ring for up to 40 seconds. Make sure that your machine answers after four rings or you may miss the message.
- Message Repeat: At the end of the message you will be prompted to 'press any key' to hear the message again. This is very helpful when a child answers the phone and hands it to a parent/guardian, who can then 'repeat' the message in its entirety.

If you have any questions, please contact the school office at (908) 352-7419.

SCHOOL MESSENGER

Phone Information Form

The Primary Contact Number will be used to call you every time we send a School Messenger call, regardless of the urgency of the message.

The Secondary Contact Number will be called at the same time as the Primary Number on calls where the message we are sending is of a more urgent or time sensitive nature to ensure that we get the call to you as soon as possible.

Please consider these numbers carefully and make an effort to keep us informed as soon as possible if either number changes for any reason.

Child 1: Last Name: _____ First Name: _____

Primary Contact Number: (____) ____ - _____

Secondary Contact Number: (____) ____ - _____

Child 2: Last Name: _____ First Name: _____

Primary Contact Number: (____) ____ - _____

Secondary Contact Number: (____) ____ - _____

Child 3: Last Name: _____ First Name: _____

Primary Contact Number: (____) ____ - _____

Secondary Contact Number: (____) ____ - _____

Child 4: Last Name: _____ First Name: _____

Primary Contact Number: (____) ____ - _____

Secondary Contact Number: (____) ____ - _____

Thank you for your assistance and please be sure to return this form.