



255 Flagstaff Lane  
Hoffman Estates, Illinois 60169  
(847) 885-7702 Voice  
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[office@sthubertschool.com](mailto:office@sthubertschool.com)

August 12, 2010

Dear Parents/Guardians,

**On behalf of the faculty and staff, welcome back!** The start of school is always such an exciting time of the year. This year's school theme is "Let Our Faith Shine."

We all wish Mrs. O'Connor, Mr. Reilly and Ms. Caruso well as they move on to other positions. Mrs. Krol and Mrs. Teipel have decided to retire after many years of service to our school. We hope they enjoy their retirement. We welcome our new teachers, Mrs. Michelle Matula in 1<sup>st</sup> grade, Mrs. Julie LeBeau in 4<sup>th</sup> grade, Mr. Matthew Jasper in junior high and Mrs. Cindy Helm in after school care. We are happy to report that Mrs. Keehan will be moving to half-day kindergarten. We also welcome Mrs. Marcia Larson as our new Assistant Principal. Each of them comes to St. Hubert with experience and gifts to share with our school community.

Over the summer we were busy cleaning, installing air conditioning and preparing for fall.

**Our start time is the same as last year.** School begins at 7:30 a.m. and will end at 2:05 p.m. every day except Wednesday. Dismissal on Wednesday will be at 1:30 p.m. as it has been in the past. Students will be allowed in the building through Door # 21 for all students who ride District 54 buses just as it has been in the past. Car procedures will also remain the same. Students may begin exiting cars at 7:20 (which is the same time as students who are bussed) and enter the building using the Junior High Door #38. Please refer to the handbook on the website for drop off and pick up procedures.

- ✓ 7:20 a.m. Doors open and students may enter the building and go directly to their classrooms
- ✓ 7:30 a.m. Class Begins and the Tardy Bell Rings

**All students must be in their classrooms no later than 7:30 a.m. If you are driving your children to school, it is very important to have them here on time. Tardy slips will be issued starting at 7:30 a.m.**

### **Student Information Day/First Day of School**

As a reminder, Student Information Day is scheduled for Friday, August 20<sup>th</sup> from 8:00 a.m. until 11:00 a.m. Parents are asked to enter through the Parish Ministry front doors where they can pick up their family packet and move into the gym. Class lists will be displayed in the "Link" which is the area between School and the Parish Ministry Center. Please feel free to drop off your child's supplies in their classrooms. The first day of school is Tuesday, August 24<sup>th</sup> for students in the full day kindergarten program and pre-school through 8<sup>th</sup> grade.

### **Uniforms**

The 2010 – 2011 year is a grace period for school uniforms. For this year, parents may choose to use the old uniforms. Throughout the year as new items are replaced, please purchase the new uniform. All students will be required to wear the new uniform for the 2011 – 2012 school year. Details on the new uniform can be found at [www.dennisuniform.com](http://www.dennisuniform.com). Enter in school code **GMSHS**.

### **3 Year Old Part – Time Pre School Information**

The first day of 3 year preschool, August 24, will be a 30 minute session which includes an informative parent orientation. The second day, August 26, will be a 30 minute session with children only. Please come to Door 13 (parking lot at Grand Canyon and Flagstaff) and we will meet you at the door. Children need to be potty trained before the first day of school and be able to take care of themselves in the washroom. No pull ups are allowed in class.

### **Tuesday, August 24 – Children and Parents**

3 Year Old A.M. 9:00 a.m. until 9:30 a.m.  
3 Year Old P.M. 11:00 a.m. until 11:30 a.m.

### **Thursday, August 26 – Children Only**

3 Year Old A.M. 9:00 a.m. until 9:30 a.m.  
3 Year Old P.M. 11:00 a.m. until 11:30 a.m.

***Fostering Faith † Imparting Knowledge † Developing Community***



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#### **4 Year Old Part – Time Pre School Information**

Most children entering our 4 year old program have already been in some type of program without their parents. However, we still want to help your 4 year old ease into the St. Hubert preschool program. Therefore, the first day of 4 year preschool, August 25, is a 30 minute session which includes an informative parent orientation. Please come to Door 13 (parking lot at Grand Canyon and Flagstaff) and we will meet you at the door.

#### **Wednesday, August 25 – Children and Parents**

4 Year Old A.M. 9:00 a.m. until 9:30 a.m.  
4 Year Old P.M. 11:00 a.m. until 11:30 a.m.

#### **Classes on August 27 will follow the regular pre-school schedule (children only):**

**4 Year Old Morning Session 8:00 - 10:15 A.M.**

**4 Year Old Afternoon Session 11:00 - 1:15 P.M.**

Children need to be potty trained before the first day of school and be able to take care of themselves in the washroom. No pull ups are allowed in class.

#### **Full Day 3 and 4 Year Pre School Program**

Most children entering our Three-Four year old program have already been in some type of program without their parents. However, in an effort to help your Three-Four year old ease into the St. Hubert preschool program, the first day of Three-Four year old preschool, August 23, is a 30 minute session which includes an informative parent orientation. Please come to Door 13 (parking lot at Grand Canyon and Flagstaff) and we will meet you at the door.

**On Monday, August 23 the Child and Parent session is scheduled from 8:30 A.M. – 9:00 A.M.**

**Classes on August 24, will follow the regular pre-school schedule 8:00 A.M. – 1:45 P.M. (children only).**

Children need to be potty trained before the first day of school and be able to take care of themselves in the washroom. No pull ups are allowed in class.

#### **Kindergarten Information**

The kindergarten classes are located in the main school building. **Monday, August 23th** is planned as an Orientation Day for all kindergarten students. They may wear play clothes. We ask that all Kindergarten parents park in the playground area behind the church. The teachers will meet the all-day Kindergarten students at Door #12 (this is the door facing Grand Canyon) for the orientation session. A.M. and P.M. Kindergarten students will enter Door 15 (the first door on the playground facing the Parish Ministry Center).

All kindergarten students will meet from 9:15 A.M. to 10:15 A.M. Parents can then attend the Newcomers Coffee in the Parish Center Club Room and pick their child up in the Kindergarten classrooms at 10:15 A.M. **Tuesday, August 24th; the regular schedule will be followed.** The regular schedule is: All-day kindergarten is 7:30 – 2:05 P.M. with the exception of Wednesday when early dismissal will be at 1:30 P.M.

The morning kindergarten hours 7:30 – 10:15 A.M.  
Wednesday hours for A.M. Kindergarten 7:30 – 10:00 A.M.

The afternoon kindergarten hours 11:15 – 2:05 P.M.  
Wednesday hours for P.M. Kindergarten 11:00 – 1:30 P.M.

Kindergarten students may begin riding the bus on Tuesday, August 24th.



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### **School Communication**

This year, our Family Letter will be published monthly on the school website. Weekly Reminders will also be posted on our website. All regular communication including emergency school closings will be distributed through the SchoolReach family communication system via voice mail or email.

### **Forms/Handbooks**

**The Parent/Student Handbook, Athletic Handbook and some student forms are being published on our web site as they were last year.** Parents are being asked to download the handbook, along with the other forms, as needed. The following forms **WILL BE POSTED** at the school's current web site for your convenience before Student Information Day. **AS PART OF THE REGISTRATION PROCESS, PLEASE DOWNLOAD, COMPLETE, AND RETURN TO THE OFFICE THE FOLLOWING FORMS THAT ARE MARKED WITH AN ASTRICK.**

Internet Acceptable Use Procedure Form *	Bullying Letter *
Photo Permission Form *	Handbook Signature Form *
Medication Procedures (If your child is on medication) *	Field Trip Permission Forms
Medical Forms (If your child is on medication) *	Milk Order Form
Medical & Emergency Notification Information Sheet *	Monthly School Calendar
Tuition Policy Agreement *	Athletic Handbook (available on web page soon)

**ALL REGISTRATION FORMS LISTED ABOVE THAT ARE MARKED WITH AN ASTRICK, MUST BE RETURNED TO THE SCHOOL OFFICE ON OR BEFORE TUESDAY, AUGUST 24, THE FIRST DAY OF SCHOOL. Your child (ren) will not be able to start school if these forms are not completed and returned to the school office on or before the first day of school. Physical/Medical forms for all new students, Kindergarten, and 6<sup>th</sup> graders, must be in the school office by the first day of school (please check with the school office or nurse for more details).**

The following topics have been added or changed to the Parent/Student Handbook.

- 1) Uniform Policy
- 2) Students must be age 5 before September first
- 3) Going outside for recess during winter months

This year one of our focuses, along with the faculty, is to continue our work on our Curriculum Maps. This will allow us to continuously review, update, and implement any curriculum changes necessary. Curriculum Mapping® allows us to provide horizontal and vertical articulation among our teaching staff. Our effort is to eliminate "overlaps" or duplicating curriculum from one grade level to another. Curriculum and classroom instruction needs to be age appropriate and standards based, without unnecessary overlaps from grade to grade providing a seamless academic program for our students.

We hope you find this information helpful and once again, welcome back! Please know that we are totally committed to Catholic education. If you should have any question, please contact us directly. Thank you for your continued support of St. Hubert Catholic School.

Sincerely in Christ,

*Vito C. DeFrisco*  
Principal

*Marcia Larson*  
Assistant Principal