



TO: All Parents
FROM: The Administrative Staff
DATE: August 16, 2010

This year, Mrs. Joanne Goodwin and Mrs. Anne Bessette will be sharing the role of Office Administrator. Mrs. Goodwin will be working at the administrator desk on Mondays, Wednesdays, and Fridays, and Mrs. Bessette will be working at the administrator desk on Tuesday and Thursdays. Mrs. Bessette will be working from home (951-255-0636) on Mondays, Wednesdays, and Fridays. Mrs. Erin Thibodeau (formerly Miss Putman—Congratulations!) will be returning as Receptionist.

Enclosures With This Letter

Requiring Completion and Return to School

Welcome to the world of paperwork!

Please complete the following forms and return them to school by Tuesday, August 24. *Any student arriving at school on September 1 for whom we do not have these forms will be asked to report to the office and will not be able to join his or her class until the completed forms are in the office.* If at all possible, please do not wait until the very hectic first day of school to drop these off.

- Family Emergency Information (yellow)** This is a new form which replaces the field trip permission form. This form will be kept in the office for referral in case of an accident, illness, or other emergency, and a copy of this form will accompany students on field trips.
- Family Information Form (blue)** This has been completed with the information we have on file for you. The data that is filled in is our official record and it is what we will use to prepare the directory. *Please make corrections directly on this form.* If you lose the form, please request another form filled in with your information.
- Volunteer Driver Information (green)**

Requiring Action

Please have your student arrive at school the first day with supplies. The supply list is designed to be as exhaustive as possible, but purchase of additional items may be necessary during the school year.

- Supply List** (If you lose this list it is also available online at http://stmonicaacademy.com/wp-content/uploads/supply_list.pdf)

For Your Information

To make the best beginning possible, we request that parents and students take the time to review carefully the following enclosures:

- Master School Calendar**
- Individual Student Class Schedule (Grades 7 – 12)**
- September Hot Lunch Menu** Please read carefully the information at the bottom of the menu. Orders this year will be placed online and the deadline for September is August 27.
- Standardized Test Scores and Report** for returning students who were in third through eighth grades in 2009-2010

From the Parent Guild

- Welcome Letter** from Parent Guild President Eileen Collins
- Annual Picnic Flyer** This annual event brings together old and NEW FAMILIES, giving students and parents an opportunity to meet fellow students and parents before the first day of school.

June Mailing

The informational items listed below were mailed in June to all families and are available on our website. We suggest that you and your students review the uniform policy before school begins. Go to www.stmonicaacademy.com, scroll down and click on “Forms and Information” under the choir picture or type in the links below. In addition to the June letter and summer reading lists you will find:

- 1st – 8th Grade Uniform Policy** (http://stmonicaacademy.com/wp-content/uploads/uniform_gs.pdf)
- High School Uniform Policy** (http://stmonicaacademy.com/wp-content/uploads/uniform_hs.pdf)

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The office team looks forward to another wonderful year supporting our returning and new parents and students.

Blessings,

Anne Bessette

bessettea@stmonicaacademy.com or

headmaster@stmonicaacademy.com

MWF (951) 255-0636 TT (626) 229-0351

Joanne Goodwin

goodwinj@stmonicaacademy.com or

headmaster@stmonicaacademy.com

MWF (626) 229-0351

Erin Thibodeau

thibodeaue@stmonicaacademy.com

MTWTF (626) 229-0351