



Saint Ann School  
446 West Church Avenue  
Ridgecrest, California 93555  
TEL (760) 375-4713

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08 August 2022

Dear Saint Ann Families:

Welcome to the 2022 – 2023 school year! All of us look forward to serving you and your child(ren) spiritually and academically.

As the new school year begins, we ask for your immediate attention to the following items. Explanations of the forms are on the reverse of this page.

**\*\*\*Polos MUST be tucked in at all times\*\*\***

**\*\*\*Sweatshirts (Saint Ann Only)\*\*\***

These forms need to be signed/completed and returned:

- o **Diocese of Fresno Annual Consent Form – School Activities Permission, Consent for Emergency Medical Treatment, and Release of Liability** (*on blue paper*)
- o **Emergency Preparedness Kit Cover Letter, Information Form, and Baggie**

These items will be sent to you **electronically** in the next few weeks:

- o **2022 – 2023 Parent and Student Handbook** (*please sign & return the last page*)
- o **2022 – 2023 Family Roster** *You will receive this electronically by mid-September.*

These forms may be picked up at the school office if you need one:

- o **Medication Forms.** Required for any medication that we need to administer to your child.
- o **Volunteer Driver Statement**
- o **Free Milk Application:** If you believe that your child is eligible for free milk, please request this form from the School Office.

***Tuition statements will be sent by email at the beginning of each month. Please remember that tuition is due by the first of each month. A \$50.00 late fee will be imposed if tuition is not paid by the fifth of each month.***

We understand that there are many matters for you to take care of at this time. However, your completion of these tasks in a timely manner will help us care for your child's needs and then focus our energy on providing a quality education for your child. We thank God for the gift of faithful and supportive parents within our school community.



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o **Diocese of Fresno Annual Consent Form – School Activities Permission, Consent for Emergency Medical Treatment, and Release of Liability**

Please complete this blue form and return it to your teacher **tomorrow**, (Tuesday, August 09<sup>th</sup>) **This is the most important piece of paper in your child's Monday Envelope.**

o **2022-2023 Parent and Student Handbook** *This handbook will be sent to you electronically*

This handbook encompasses the rules and regulations of the school. All students and parents are expected to act in accordance with this handbook. It is presumed that students and parents have read and understand the contents of this handbook. The school and the Diocese of Fresno reserve the right to amend and/or revise these rules and regulations at any time during the school year.

***Parents or guardians must sign and return the last page of the handbook.***

o **Emergency Preparedness Kit Cover Letter, Information Form, and Baggie**

The information on the form and in your child's kit is extremely important for responding to an emergency at school. Additionally, we would like to suggest that you include a reassuring letter telling your child(ren) what may be expected in case of emergency and that you love them. However, do not make promises because you may not be able to keep them. You may also wish to enclose something to keep them busy in the event of a long wait before being picked up (playing cards, scrap paper and crayons, etc.). Please return this emergency form and the kit to your classroom teacher no later than **Friday, August 12<sup>th</sup>**

o **Medication Forms for Prescribed and for Non-Prescribed or Over-the-Counter Medication**

A medication form will need to be filled out if your child takes medication at school. **One form must be filled out for each medication.** Please refer to the Medications section of the Parent and Student Handbook for further information regarding medication. Remember, all medication (including aspirin) must be kept in the school office. **These Diocesan forms must be completed and be on file in the school office before assistance with administering medication will be given.**

o **Volunteer Driver Statement**

All drivers must have completed our Safe Environment Training, signed the Code of Conduct, had your fingerprints cleared by the Diocese and also a TB screening on record. If you would like to drive on field trips, the following documentation must be submitted **prior to the date of the field trip**:

- the signed Volunteer Driver Statement form
- a copy of your driver's license (and re-submitted if expires during school year)
- a copy of your vehicle registration (and re-submitted if expires during school year)
- a copy of your vehicle insurance policy (and re-submitted if expires during school year) (showing at least \$100,000 / \$300,000 liability insurance)



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### **Ice Cream on Wednesdays (*not during Lent*)**

Ice cream sales will start on August 17th. Ice cream (\$1.00 each) and Otter Pops (50¢ each) are sold by the milk room after students have finished eating their lunches. Students may redeem 'Birthday' and 'Student of the Week' certificates for an Otter Pop.

### **Milk**

Milk will be available starting the week of August 15th. White milk and chocolate milk are available for sale each day for 30¢ per carton. Each class has its own system for purchasing milk. Please let the teacher(s) know if interested. If you want to pay for the full year in advance, the cost would be \$50.00.

### **Scrip Pre-orders**

Due Tuesdays by 8:30 AM and pick-up on Fridays.

### **Reminder:**

August 8th - Aug 12th ..... Minimum day – 11:30 a.m. dismissal

*Have a blessed week!*