

## EPIPHANY SCHOOL INFORMATION

Q: When will I find out which teacher my child is going to have?

A: Prior to the first day of school, class rosters will be posted on the Epiphany School website [www.epiphanycatholicsschool.com](http://www.epiphanycatholicsschool.com).

Q: Where are classrooms located?

A: Pre-Kindergarten classrooms are located on the south side of the building closest to the old church. Kindergarten rooms are located on the south side of the building closest to the library. Grades 1-2 located on the first floor on the north side of the building, grade 3 classrooms are located on the second floor on the south side of the building along 84th street. Grades 4-5 are located on the second floor of the north side of the building.

Q: What happens if I am late in dropping off my child in the morning?

A: School begins promptly at 7:45 a.m. If your child is not in the classroom at that time, you must park and walk your child to the office for a late slip. After being late four times, you will be invited for a conference with the *Principal* or *Vice Principal*. Students will be held accountable for any class work missed. This policy is strictly enforced.

Q: What does my child need to take to school the first day?

A: On our website: [www.epiphanycatholicsschool.com](http://www.epiphanycatholicsschool.com) there will be a list with items that your child will need for the year. *These items can be bought wherever school supplies are sold.* Your child should bring the items listed on our website to school the first day. Your child will also receive specific items in the classroom on the first day of school. Also, if your child is in a grade that uses workbooks, you will be asked to cover them in clear contact paper during the first week of school.

Q: How will I know when special events and holidays are scheduled?

A: The school has the Principal's Newsletter which will tell you everything you will need to know. The Newsletter will be posted on our website at the end of each month. In the Newsletter you will find the calendar of events for the upcoming month, notices, announcements, winners of school contests, etc. It is very important that you read Newsletter each month so that you will be aware of everything that is happening in the school.

Q: What do the numbers 1-6 mean on the bottom left-hand corner of the FOCUS calendar?

A: The school operates on a 6-day schedule. Physical Education (P.E.), Music, Art, Computer, and Spanish classes are scheduled on a rotating basis using a 6-day rather than a 5-day schedule.

The number in the left-hand corner of the FOCUS calendar indicates which day it is in the rotation. For example, each class is scheduled for P.E. once or twice during the 6-day schedule. Your child's class might be scheduled for P.E. on days 1 and 3 might fall on Monday and Wednesday. The second week, days 1 and 3 might fall on Tuesday and Thursday. So, it is important to check the calendar each week to determine which days your child is scheduled for P.E. Each teacher will tell her class on which days they are scheduled for the various classes.

Q: When do children begin wearing uniforms?

A: The first day of school. Uniforms, including appropriate shoes, must be worn **every** day except on picture day or a special even day designated by the Principal. For field trips, uniforms or P.E. clothes are worn. Uniforms may be purchased at AA Uniform located at 8807 SW 132 Street, Miami, 305 254-0000.

Q: What is the latest date that I can submit the health certificate for my child?

A: Children **CANNOT** be admitted to class on the first day of school unless a certificate is on file. Health certificates should be on file in the office prior to the first day of school.

Q: What is a Room Parent?

A: A Room Parent is a vital part of Home and School and serves as the main communication link between the parents and the school. The main job is to facilitate communication from the parents to the school and from the school to the parents. Each class (PK-8) has a Room Parent. Once a month there is a meeting of the Home Room Parents with the Co-Chairmen of Home and School and the Principal. The Room Parent also prepares a class roster for the class, arranges a phone chain for the class, helps coordinate volunteers for various school functions, and arranges field trips and special projects and events as desired by the teacher.

Q: Whom should I contact if I have a question or problem?

A: If is academically related to your child or related to a school policy, contact your child's teacher first. If the question or problem cannot be resolved with the teacher, make an appointment with the Principal or Vice-Principal. If you have a

question or problem about a school event or function, contact the Home room Parent.

Q: How can I become involved in the school?

A: There will be many opportunities for you to become involved. At the Orientation Meeting held for **each** grade, you will be able to volunteer to help at one or more of the **special events** at school such as the Book Fair, Field Day. You can **also** volunteer to be a Library helper, cafeteria helper, or room parent assistant. If you have a special talent, unusual job, or interesting travel experience, contact the Home Room Parent in your class. Also, ask your teacher if there is anything **else** you can do to help.

Q: Did I make the right choice in sending my child to Epiphany School?

A: Yes! Yes! Yes!