



## PARENT REGISTRATION INFORMATION AND BEGINNING OF THE YEAR STUDENT FORMS

**To:** Parents of Nursery 1 through 5<sup>th</sup> grade

**From:** Holy Savior Catholic School

Dear Parents,

**This packet contains important information concerning the opening of the school year. Please read carefully and keep handy for future reference.**

**School Contact Information:**

Holy Savior Catholic School  
201 Church Street, Lockport, LA 70374

Phone: (985) 532-2536

Fax: (985) 532-2269

Principal: Tricia Thibodaux – tthibodaux@htdiocese.org

Bookkeeper/Secretary: Kelly Mize – kelly.mize@htdiocese.org

*Please be reminded that school office hours are modified during the summer months. It is advised to call the office at 532-2536 before coming to verify that someone is available.*

- *The office will be closed on August 3<sup>rd</sup> at 1 p.m. for training and all day on August 13<sup>th</sup> for a school-wide retreat and staff meeting.*

*We now have an outdoor mailbox for you to drop off any paperwork. It is checked at the end of each workday during the summer.*

***In order to ensure safety on our campus and to comply with directives from the Diocese of Houma-Thibodaux and local and state health officials, parents will be unable to enter our facilities until further notice, except for scheduled parent/teacher/administration conferences. When parents enter the school for these purposes, temperature checks will be conducted and masks/face coverings must be worn. Mrs. Kelly or I will gladly meet you at the door to conduct any business needed. When checking out a sick child, we will sign your child out and bring them to you.***

***Parent Orientation Meetings for Nursery 1 through 5<sup>th</sup> grade will be conducted virtually this year. Videos will be released on August 7<sup>th</sup>.***

- Classroom procedures and other important information will be provided to you by the teachers.
- New procedures will be explained including the new drop off and pick up process, lunch, face masks, etc.

Grade	Teacher
Nursery 1 and 2	Joni Larousse
Pre-K 3	Heidi Orgeron
Pre-K 4	Mona Plaisance
Kindergarten	Talisha Chiquet
First Grade	Celeste Gisclair
Second Grade	Suzette Wilson
Third Grade	Crystal Gautreaux
Fourth Grade	Meagan Hebert
Fifth Grade	Kacy Reyna

*Current Parents* – Your log-in information for PlusPortals remains the same.

*New parents* – You will receive log-in information for PlusPortals through an email. Please contact the school if you have not received the log-in email by August 20<sup>th</sup>.

**Uniform Dress Code:**

- ❖ Please note that *Jake's* and *School Time* have been given a copy of our dress code regulations and can assist you in purchasing uniforms. These are the only two uniform providers.

**DRESS CODE REGULATIONS**

**GENERAL INFORMATION:**

By enrolling in Holy Savior Catholic School, the student and his/her parents accept the rules governing dress and agree to abide by these rules. When a student is not dressed properly for school, it is understood that it is the responsibility of the parents/guardian to bring proper attire. The administration is the official interpreter of uniform/dress guidelines. Anything that distracts from the learning environment or is not keeping with the intentions of these regulations is prohibited. Parents/Guardian should check with the administration of the school before purchasing any school clothing that does not conform exactly to these regulations.

**Uniform Regulations**

All clothing should be modest. Clothing should not be too tight, short or revealing. Articles of clothing should be clean, neat, and properly mended. The only authorized decoration on any article of clothing is the official Holy Savior school emblem. **All articles of removable clothing should be labeled with the child's full name.**

**Jewelry**

Jewelry should be kept simple. Girls and boys may wear a wrist watch (no beeping sounds) and only small thin chains of gold, silver or a single strand leather/rope cord with a cross/religious medal. Rings, bracelets, chokers, or any type of wristband may not be worn.

Small earrings in gold, silver or pearl (white) may be worn by girls and must not protrude below the lobe of the ear. Studded earrings should not be larger than a pencil eraser in size. Only one earring may be worn in each earlobe. Body piercing in any other form is in violation of dress code. Teachers may confiscate any non-uniform jewelry. Confiscated jewelry will be turned in to the office.

**Hair**

Hair style should be a traditional, well-blended cut in its natural color. Boys' hair must be cut clean around the ears, above the top of the eyebrows when combed, and at least one inch above the collar. No strange or bizarre cuts are allowed including partially shaved heads, bowl-type, or undercuts. Girls and boys must wear their hair as to not obstruct vision. Generally, this means hair should be above the top of the eyebrows or pulled away from the face. Girls may wear ribbons, bows, ties, or headbands of white, navy blue, maroon, or regulation plaid. Barrettes, clips, and other hair accessories must be navy blue, white, brown, silver or gold. Uncovered pony tail holders can be navy blue, white, brown, maroon or the child's natural hair color. Students are not allowed to wear extra hairpieces or extensions. Haircuts/hairstyles/hair accessories are subject to the approval of the school's administration.

**Makeup/Fingernails/Tattoos**

Makeup, lipstick, lip-gloss, fingernail polish, artificial fingernails, and tattoos are considered to be in violation of the standard dress code.

**Basic Uniform**

**Please note that Jake's and School Time have been given a copy of our dress code regulations and can assist you in purchasing uniforms.**

**BOYS**

**Shirts:** White uniform soft brushed or pique knit (with or without ribbed sleeve) with the Holy Savior logo on the left chest, short or long sleeve. Shirts must be tucked into pants at all times.

**Pants:** Must be regulation long or short navy uniform pants with belt loops. Pants must be worn at the waist. Uniform shorts may not be shorter than three inches above the knee when kneeling.

**Belts:** A navy belt (elastic, web or leather) must be worn at all times and must be the type that fits through the belt loops.

**Socks:** Solid white calf-crew socks (free of logos or decorations) must be worn properly with regulation school uniform. Socks should not be rolled or stuffed into the shoe. Ankle/tennis/no-show socks are not allowed on regulation dress days. Ankle/tennis/no show socks can be worn only on dress down days.

**Shoes:** Solid black tie, low quarter shoe. Any brand is acceptable; however, the entire shoe must be solid black, including the shoe logo. Shoes must have a rubber sole. Nursery, Pre-K, Kindergarten, and 1<sup>st</sup> grade students are allowed to wear black shoes with Velcro fasteners.

#### GIRLS

**Blouses:** White oxford cloth button-down collar blouses (rounded collars are not acceptable) with the Holy Savior logo on top band of left pocket of short or long sleeve are to be worn tucked into the skirts, shorts, pants, or jumpers. Solid white undershirts are allowed under the uniform shirt.

#### **Skirts/Jumpers/Shorts**

- Kn-3<sup>rd</sup> Grade: Uniform plaid jumper or plaid shorts are allowed.
- 4<sup>th</sup> – 5<sup>th</sup> Grade: Uniform plaid pleated skirt or plaid shorts (skirt or shorts must be worn at the waist).
- The length of the above uniforms must not be shorter than 2 inches above the knee.
- Jumpers with removed bibs **are** allowed.

**Shorts:** Solid navy knit shorts must be worn under skirts. Shorts may not be worn to school masses.

**Long Pants:** Navy long pants shall be made of polyester/cotton blend (no leggings). If pants have belt loops, a navy belt must be worn.

**Socks:** Solid white, crew/knee length socks (free of logos or decorations) must be worn properly. Socks should not be rolled or stuffed into a shoe. Ankle/tennis/no-show socks are not allowed. Ankle/tennis/no show socks can be worn only on dress down days. **School socks must be worn over tights/leggings.**

Kn-3<sup>rd</sup> Grade: Only white tights/leggings may be worn.

4<sup>th</sup>-5<sup>th</sup> Grade: White, gray or black tights/leggings may be worn.

**Shoes:** Solid black tie, low quarter shoes. Any brand is acceptable; however, the entire shoe must be solid black, including the shoe logo. Shoes must have a rubber sole. Nursery, Kindergarten, and 1<sup>st</sup> Grade students are allowed to wear shoes with Velcro fasteners.

#### Cold Weather Regulations

##### **Garments worn in the building must be of the following:**

- Navy blue cardigan or v-neck (sweater or vest) with Holy Savior patch is allowed.
- Navy blue or gray sweatshirt with Holy Savior embroidered branding is allowed. Sweatshirts must be ordered from the school.
- Navy blue windbreaker with Holy Savior patch (lightweight) is allowed.
- Navy blue lined hooded jacket with Holy Savior patch (heavyweight) is allowed.
- Jackets must have zippers down the front. No button down front jackets are allowed.
- Sweatpants are not allowed.
- Navy blue fleece jacket with large Holy Savior patch is allowed. This jacket can only be purchased through Jake's and School Time. It must have the large school logo on the top left and the manufacturer label must be "A+". Students will not be able to wear any other brand of fleece jackets to school.
- **Heavy Coats:** Heavy coats for **extremely cold weather** may be worn **outside only** and may be any color (preferably a solid color). A school jacket, sweater, or sweatshirt should be worn under the heavy coat. Blue jean (denim) coats, athletic or starter jackets, military-style (camouflage) jackets, quilted vests and sleeveless jackets are prohibited. Logos on coats must be small and inconspicuous.

- ❖ Uniforms are optional for Nursery and Pre-K students.
- ❖ Third through 5<sup>th</sup> grade students are required to wear masks/face coverings. Face shields are not allowed.

#### School Hours:

- ✓ Take-in and dismissal bell times are 8:30 a.m. to 3:15 p.m. for Nursery and Pre-K students.
- ✓ Take-in and dismissal bell times are 8:30 a.m. to 3:30 p.m. for K-5<sup>th</sup> students.
- ✓ Please be reminded that **students are not allowed on campus before 8:00 a.m.**, unless they are enrolled in morning care. Morning care will be held in the cafeteria.

**Morning drop-off and afternoon pick-up for car riders is on Church Street for (K-5<sup>th</sup>).**

- Due to safety reasons, **the faculty parking lot should never be used as a drop-off/pick-up area.**
- In addition, **no car traffic is allowed in the Horseshoe area from 8:00-8:30 a.m. and 3:30-3:45 p.m.** due to arrival/departure of buses.
- Parents must sign their child(ren) out from aftercare each day.
- **Morning Care and Aftercare will begin on the first day of school.**  
Morning Care: 6:30 a.m. to 8:00 a.m.  
Afternoon Care: 3:30 p.m. to 5:30 p.m.  
**After 5:30p.m. there is an additional charge of \$1.00 per child for every minute the child remains in aftercare.**
- **Please note there will be no aftercare on December 18<sup>th</sup>, February 12<sup>th</sup> and April 1<sup>st</sup>. Morning care will be held as usual.**
- **Please note there will be no morning care and aftercare on the last day of school – May 25<sup>th</sup>.**

**The First Day of School:**

- August 14<sup>th</sup> is the first day of school.
- August 18<sup>th</sup> is the first day of school for those Nursery and Pre-K students who attend on Tuesday, Wednesday, and Thursday.

**Nursery 1 and Nursery 2 Information:**

- *Your child will need the following items:*
  - Sleep mat (May use homemade ones that are all in one.)
  - **2** mat covers
  - Small travel size pillow and blanket for nap time (only if you think your child needs it). Please keep in mind that student cubby spaces are only 9” wide and the following items must fit within this space: mat, pillow and blanket.
  - **2** extra change of clothes (shirt, shorts, pants, underwear and socks), **please label all of the items and place them in a large Ziploc bag with your child’s name on it.**
  - School bag-(large enough to put a 1” binder in). NO ROLLING SCHOOL BAGS PLEASE.
  - Small recent photo to be used throughout the school year.
  - Diapers or pull-ups \*
  - One case of baby wipes in August and other case in January. \*
  - **2** “Take and Toss” sippy cups. \*
    - Please be sure that all of your child’s belongings are labeled including, **diapers, wipes and sippy cup.**
  - School supplies are purchased through the school, and the cost is included with tuition and fees.

**Pre-K3 and Pre-K4 Information:**

- *Your child will need the following items:*
  - Sleep mat (May use homemade ones that are all in one.)
  - **2** mat covers
  - Small travel size pillow and blanket for nap time (only if you think your child needs it). Please keep in mind that student cubby spaces are only 9” wide and the following items must fit within this space: mat, pillow and blanket.
  - **2** extra change of clothes (shirt, shorts, pants, underwear and socks), **please label all of the items and place them in a large Ziploc bag with your child’s name on it.**
  - School bag-(large enough to put a 1” binder in). NO ROLLING SCHOOL BAGS PLEASE.
  - Small recent photo to be used throughout the school year.
  - School supplies are purchased through the school, and the cost is included with tuition and fees.

**Kindergarten Information:**

- Your child will need the following items:
  - Mat: (Must fold to fit in their locker.) May use the homemade ones that are all in one.
  - **1** mat cover: king size pillow case or homemade cover to fit mat
  - Small pillow and beach towel *or* cover and pillow that is attached to the homemade mat
  - School bag: large enough to put a folder in
  - School supplies are purchased through the school, and the cost is included with tuition and fees.

**Calendars:** Our school calendar can be found on the PlusPortals homepage at [www.pluspotals.com/holysavior](http://www.pluspotals.com/holysavior) as well as the “Calendar/Events” page at [www.holysaviorschool.org](http://www.holysaviorschool.org). On the “Calendar/Events” page, our school calendar is available in Google Calendar format.

**Morning and Aftercare Information:**

**MORNING CARE:**

- Daily sessions will take place in the cafeteria for Nursery – 5<sup>th</sup> grade.
- *Students are not allowed on campus before 8:00 a.m., unless they are attending morning care.*
- **Teachers begin duty at 8:00 a.m.**
- ***Fees are collected monthly. Please send payments to the office in the provided envelope.***

**6:30 to 8:00 a.m.\*\***

○ 1 child	\$3.50 per day	= \$17.50 per week
○ 2 children	\$7.00 per day	= \$35.00 per week
○ 3 children	\$10.50 per day	= \$52.50 per week
○ 4 children	\$14.00 per day	= \$70.00 per week

**7:30 to 8:00 a.m. \*\***

○ 1 child	\$2.00 per day	= \$10.00 per week
○ 2 children	\$4.00 per day	= \$20.00 per week
○ 3 children	\$6.00 per day	= \$30.00 per week
○ 4 children	\$8.00 per day	= \$40.00 per week

**\*\*Morning Care cost does not include breakfast.** If your child eats breakfast, the amount of \$2.00 will be deducted from their lunch account.

**AFTERCARE:**

- Aftercare will take place in the Pre-K 3 classroom.
- Afternoon sessions will begin at 3:15 p.m. for Nursery and Pre-K and 3:30 p.m. for K-5<sup>th</sup> grade and *end at 5:30 p.m. for all students.* **NO LATER PLEASE.**
- After 5:30 p.m., there is an additional charge of \$1.00 per child for every minute the child remains in aftercare.
- Regulars are students who stay at before or aftercare on a regular basis. ***Regulars must have a signed parental note if they are not staying on a particular day.***
- Assistants will serve snack and conduct activity and/or play periods. A quiet place for students to complete independent homework will be provided. \*However, homework still needs to be checked by the parent to make sure the assignments are completed. Please be aware that all school policies are in effect during morning and aftercare.
- ***Payment is due monthly. Please send payments to the office in the provided envelope.***

### **3:30-4:30 (1 hour per day minimum)**

1 child	\$2.75 per day	= \$13.75 per week
2 children	\$5.50 per day	= \$27.50 per week
3 children	\$8.00 per day	= \$40.00 per week

### **3:30-5:30 (2 hours per day)**

1 child	\$5.50 per day	= \$27.50 per week
2 children	\$11.00 per day	= \$55.00 per week
3 children	\$16.00 per day	= \$80.00 per week

**Student Records/Required Documents:** The following items were required at the time of registration. Your child **cannot begin school until all records have been turned in to the school office.** Please bring, fax, or mail documents to school if you have not already done so.

- Birth Certificate
- Baptismal Certificate (if applicable)
- Social Security Card
- Immunization Records or Immunization Exemption Form (**All students** must have the proper immunizations required by Louisiana Health Department.)

**Request for Administering Medication** (if applicable) Any student who is required to take medication must have an updated form on file for every new school year. If this pertains to your child, please contact the office for this mandatory form. The form must be completed, signed by a physician, and returned to school.

### **DRESS DOWN DAY**

- *(Kindergarten – 5<sup>th</sup> grade only)*  
In February of 2006, Holy Savior implemented a program allowing students to pay \$1.00 to dress down on *FRIDAY*. This project remains two-fold: (1) provides an opportunity for our children to help raise money to support school activities and improvements, and (2) as a reward for their hard work during each week!

#### **DRESS DOWN DAY/SPIRIT DAY GUIDELINES**

1. No open shoes, platform shoes, sandals, Crocs, or hard sole/cowboy boots can be worn. Shoes must be closed toed.
2. Socks must be worn.
3. Usual rules for makeup and jewelry apply. Headbands and accessories should not be distracting to others.
4. When designated, school spirit shirts, holiday-related, or theme-related shirts/sweatshirts may be worn. Other shirts are allowed but must not advertise drugs, alcohol, tobacco, or inappropriate/offensive subject matter. No sleeveless shirts or spaghetti straps are allowed.
5. Jeans, slacks, capris, wind pants, uniform shorts, or walking-type shorts (**at or below the knee**) are allowed. Jeans/pants must not be tight-fitting or too baggy. If a skirt is worn, it must conform to regular uniform skirt length.
6. No leggings are allowed to be worn as pants. Active wear is allowed as long as the shirt worn is not too tight and is long enough to be considered appropriate.
7. Clothing must completely cover the student's torso. **No skin should be seen between the shirt and pants when the arms are raised or when seated.**
  - On designated SPIRIT DAYS only spirit shirts that are purchased through the school are permitted. Final interpretation of dress code rests with the school's administration.
  - Students who do not comply with the guidelines will be asked to call home for appropriate attire.

- Students will not be allowed to call home for clothing if they arrive at school in their uniform on dress down days.
  - *During Lent "Dress Down Day" will be on Mondays*, which will be noted on the monthly calendar and weekly updates.
8. 3<sup>rd</sup> through 5<sup>th</sup> grade must wear a mask/face-covering in accordance with the proper guidelines set in our 2020-2021 school handbook.

While we are extremely excited about this activity, please keep in mind that if at any time the dress down days become problematic, the principal reserves the right to immediately discontinue this activity. Please help us ensure its success!

**Annual Fee Per Child: \$35.00**

**August: 21, 28 - \$2 (Note: No Dress Down on August 14<sup>th</sup> - the first day of school)**

**September: 4, 11, 18, 25 - \$4**

**October: 2, 9, 16, 23, 30- \$5**

**November: 6, 13, 20 - \$3**

**December: 4, 11, 18- \$3**

**January: 8, 15, 22, 29 - \$4**

**February: 5, 12, 22 - (Feb. 22 - Monday/Lent) \$3**

**March: 1, 8, 15, 22, 29 - (Mondays during Lent) \$5**

**April: 16, 23, 30 - \$3**

**May: 7, 14, 21 \$3**

Please make checks payable for Dress Down Day to HSCS.

**Excellence in Academics + a God Loving CATHOLIC Environment = Success**