



April 2021

Dear Parents:

Preparations are under way for the new school year. This email replaces the **April Packet** our returning and new families would have received in previous years. Please take a few minutes today to read the following information and note the due dates for returning paper work/payments for the coming school year. All paperwork that needs to be returned is included in the link at the end of the letter.

Emergency Information and Acknowledgements Form

In an effort to reduce the paperwork families previously had to complete and return, an Emergency Information and Acknowledgements Form has been created. **This new form is a fillable pdf that allows an individual to type the information before printing out and signing.**

Included on the form is:

- Emergency Information
- Photo Release
- Technology Acceptable Use
- Release of Information
- School Policies/Handbook Policies/Extended Care/Tuition
- Catholic High School Recruitment (6th ,7th 8th grade)

TUITION

All tuition is paid through **FACTS Management**. All families **new** to our school will need to go on-line and create an account for the 2021-2022 school year, which begins July 2021 and ends in June 2022. This needs to be completed by April 22nd. The link to **FACTS Management** can be found on the home page of the QR website, www.qrschool.org. By clicking on the link, it will take you directly to the site. If you have any questions you may call **FACTS Management** at 1-888-470-6008. Tuition is due on the first of the month. Per school policy, ***eighth grade tuition/fees need to be up-to-date for the student to participate in graduation activities and to receive a diploma. All accounts need to be paid in full on or before June 1.***

MEDICAL FORMS

Medical/Health forms are required for **3 year old preschool, 4 year old preschool (only if new to QR), and Kindergarten and Sixth Grade** admittance. Please have the required forms filled out by your family doctor and return them to school **prior** to the first day of the 2021-2022 school year. **Please turn them in no later than August 1st. Queen of the Rosary enforces a first day exclusion policy.**

Medical Form A must be completed for **EACH** student, **signed**, and returned to school by **May 15**. A copy is included in the attachment and can be found on the school website.

[Medication Authorization Form and Parent/Guardian Permission and Authorization Form \(Forms B&C\)](#)

DENTAL FORMS

Dental forms for incoming **Kindergarten, 2nd, and 6th** grade students need to be completed by your dentist and submitted to school no later than December 1. However, we encourage you to turn these in before the deadline.

EYE EXAM

All children enrolling in **Kindergarten** or enrolling (1st-8th) for the first time at QR, are to have an eye examination by a **certified eye doctor**. These are due on or before August 1st. Queen of the Rosary enforces a first day exclusion policy.

HANDBOOK

The student handbook lists all rules of conduct, uniform codes and grade scales. The handbook can be found on the QR website, www.grschool.org.

UNIFORMS

Students (K-8) are required to begin wearing uniforms on the **first day of school**. Please see the handbook for the uniform code.

MILK PROGRAM

The order form for the 2021-2022 school year is included in this packet. **Milk order/s and money are due on or before, May 15, 2020.**

LUNCH PROGRAM

Lunch supervisors are provided for each classroom and are paid from the lunch fund. Each full day Preschool – 8th grade family pays \$160.00 per year to pay for this service. This is included in the total tuition package.

BUSES

If you are currently signed up for the **District Bus**, schedules and bus passes will be sent home with students on the first day of school. **If you are not currently signed up for the bus, and would like to take it, please notify the office before school is out in June.** (You must live more than a mile and a half from school and reside in District 59). Also, if you are signed up and are **not going to use it next year**, please let the office know before school lets out in June.

Queen of the Rosary School does not participate in the first Wednesday of the month early release, which means the **district** will not provide bus transportation at our 2:40 dismissal.

SWEEPSTAKES

The \$150 for the Cougar Raffle is included in the tuition package. Each family is eligible for one ticket, which the office will print and submit for the drawing. There will be **TWO** \$500 drawings- two at Christmas and two at Easter. The lucky winners will be notified by mail. The winning ticket at Christmas time will be resubmitted for the Easter drawing.

GRAND RAFFLE

In the Fall, each family will receive a Grand Raffle Ticket. The cost of the ticket is included in our Tuition Package. Additional tickets will be available for purchase.

PRESCHOOL & KINDERGARTEN

Preschool and Kindergarten questionnaires and schedules will be given out at orientation.

VOLUNTEER PROGRAM

A successful volunteer program has been a part of the educational process at Queen of the Rosary School for many years. Parents actively assist in the operation of the school in various areas including but not limited to the following: school office, recess/lunch supervisors, library helpers, field trip chaperones, classroom volunteers, hot lunch program and any extracurricular activities. (ie, sports/scouts)

When volunteers accept a position in the Catholic School system (even if it is for just a one-time event, they are expected to complete the list of all the tasks/trainings outlined below in order to be in compliance with the Archdiocesan mission to protect children and young people.

A. Complete an online criminal background check.

Online at www.archchicago.org. Scroll to the ***Protecting Children***. It will take you to a second screen. You need to select Compliance for Clergy, Employees, and Volunteers. Then select ***Background Screening***.

B. Attend Virtus/Protecting God's Children for Adults.

Online at www.archchicago.org. Scroll to the ***Protecting Children*** button and select ***Virtus***, or you can go directly to www.virtus.org.

Note: All participants must pre-register online to attend a class. After completion, a copy of the Virtus certificate must be put on file in the school office.

Note: If you have attended Virtus training in another diocese, call 1-888-847-8870 and ask that your Virtus registration be transferred to the Archdiocese of Chicago, and submit a copy to the school office.

C. Read and sign Code of Conduct.

Online at www.archchicago.org. Scroll to the ***Protecting Children*** button. It will take you to a second screen. You need to select Compliance for Clergy, Employees, and

Volunteers and select **Code of Conduct**. The signed copy of the Acknowledgement Form is filed in the school office.

Read and sign the Child Abuse and Neglect Tracking Forms (CANTS)

Online at www.archchicago.org. Scroll to the **Protecting Children** button and it will take you to a second screen. You need to select Compliance for Clergy, Employees, and Volunteers and select **CANTS**. The completed form should be filed in the school office. You will need to sign one yearly. For your convenience, enclosed are two **CANTS** forms for 2021-2022 compliant volunteers. Please sign and return to school by August 1st if you will be volunteering for anything at school.



Please see the QR Parents Club Volunteer Form included in the attachment. Please complete and **return by May 15**.

About Us

As a QR parent you are automatically part of the Parents Club, and we encourage your involvement in activities. The purpose of the Parents Club is to work together with the parish pastor, school principal, and the school administration to enhance the overall school experience for the students. This is achieved through volunteer opportunities and small fundraising events designed to support extra student programs and activities including: school dances, family events, fun lunches, welcome committee, teacher appreciation lunches and gifts, Secret Santa Shoppe, trick or treat trail, Easter egg hunt, fun fair, and more!

We Need You!

To be successful we need the support of our QR families. The Parents Club utilizes funds earned from Market Day, Gift Certificate Sales, Inkjet Rebates, Used Uniform Sale, and the Parents Club dues to help support the events listed above. There are plenty of opportunities to help and we encourage you to attend the monthly meetings and share your new ideas. Parents Club fees are \$15.00 per family, and are included in the total tuition package. Volunteer sign-up sheets are included in this packet, for each family.

Questions?

Please contact your 2020-2021 Parents Club Presidents. New officers will be elected later this month.

FORMS FOR NEW STUDENTS ONLY

School Messenger Information Form

Ethnicity Form (per student-if you need additional forms you can obtain one on-line at www.qrschool.org. or in the office. *Please remember that all forms will be available on the Queen of the Rosary website at www.qrschool.org.*