



*Updated 8.7.23*

Welcome to St. Albert the Great Parish School! We are thrilled you have joined our school family, and we look forward to getting to know you and your child(ren) soon! We understand you have many questions; therefore, we have created St. Albert 101 to guide you throughout the summer. Since this is a Google document, it will be updated with new information as it becomes available so please check back and refer to this document regularly. This is your “go-to” resource on everything St. Albert.

### Important Events Before School Starts

#### PRESCHOOL ONLY

- The [Preschool Parent Packet](#) will be posted on the school website on **July 1st**. Completed forms are due back by August 1st. They can be dropped off in the school office or placed in the locked black mailbox outside of the School Office Entrance.
- The updated [Preschool Handbook](#) will be available on our website on July 1st.
- Parents will hear from our Preschool Director, Elizabeth Dallenbach in July.
- For all preschool specific questions, please contact Elizabeth Dallenbach at [edallenbach@stalbert.org](mailto:edallenbach@stalbert.org). FYI, she is currently out of the country, but will return on June 20th.

#### **Sunday, July 30th- Popsicles on the Playground**

**2:00pm, 3 year old families**, St. Albert Preschool Playground

**3:00pm, Pre-K families**, St. Albert Playground by the Viking Ship

*Join Ms. Elizabeth and Ms. Victoria for popsicles on the playground! This is a great opportunity before school starts for your kiddo to meet some new friends and play while you get to know other preschool parents!*

## **Tuesday, August 8- Preschool Parent Meeting**

6:00pm, PLC (Parish Life Complex)

*Hear from our Preschool Director and teachers and see your child's classroom! This is the perfect opportunity to ask questions before school starts. Your child's homeroom teacher is excited to share with you all things Preschool related! This is a parents only meeting.*

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## **JUNIOR KINDERGARTEN ONLY**

- JK School Supplies: Mrs. Hunt is trying something new this year and will be purchasing Amazon school supply kits for her students. She will take care of ordering all supplies needed, but please make sure and still check your child's [school supply list](#), as there are a few remaining items that you will need to bring such as a backpack and change of clothes. You will be billed automatically for the supply kit through FACTS Management. You will receive an email notification before you are auto-drafted the supply fee. If you have not created a FACTS account (*new school families only*), please do so immediately by going to our [FACTS Management Page](#). Any questions regarding FACTS, fees, or tuition, please contact Cheryl Harper at [charper@stalbert.org](mailto:charper@stalbert.org).

## **Thursday, August 3- Junior Kindergarten Parent Meeting**

6:00pm, JK Classroom (Enter through the Parish Life Complex, take a right down the hall, enter Hendrick's Hall on the left, and proceed to the lower level steps on the right). The doors will automatically lock after the meeting begins so please arrive on time, as there won't be anyone in the lobby to let you into the building late.

*Hear from your child's JK teachers and see your child's new classroom! This is the perfect opportunity to ask questions before school starts. Your child's homeroom teacher is excited to share with you all things JK related! This is a parents only meeting.*

## **Wednesday, August 9- Junior Kindergarten Ice Cream Social**

6:30pm, St. Albert playground

*Mrs. Hunt invites all incoming junior kindergarten students and their parents to a fun meet & greet to get to know each other. Ice cream treats will be provided! Kids will have plenty of time to play on our school playground while parents mingle and meet other JK parents!*

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## **KINDERGARTEN ONLY**

- Kindergarten families will hear from our kindergarten teachers around August 1st.
- Kindergarten School Supplies: Kindergarten is trying something new this year and will be purchasing Amazon school supply kits for their students. Teachers will take care of ordering some of the community-shared supplies needed, but not all. Please make sure and still check your child's [school supply list](#), as there are a few remaining items that you will need to purchase and bring with you to Open Classrooms on August 10th. You will be billed automatically for the supply kit through FACTS Management. You will receive an email

notification before you are auto-drafted the supply fee. If you have not created a FACTS account (*new school families only*), please do so immediately by going to our [FACTS Management Page](#). Any questions regarding FACTS, fees, or tuition, please contact Cheryl Harper at [charper@stalbert.org](mailto:charper@stalbert.org).

### **Wednesday, August 9- Kindergarten Kick-Off**

10:00-11:30am, PLC (Parish Life Complex)

*All incoming kindergarten students are invited to attend a fun morning making new friends and learning all about the exciting school year ahead! Students will see their classroom, meet their teacher and assistant, play games, tour the campus, and leave with a fun Viking swag bag! Students will need to be dropped off & picked up in the PLC. Parents do not stay.*

### **Wednesday, August 9- Kindergarten Parent Meeting**

6:00pm, PLC (Parish Life Complex)

*Hear from our kindergarten teachers and see your child's classroom! This is the perfect opportunity to ask questions before school starts. Your child's homeroom teacher is excited to share with you all things K related! This is a parents only meeting.*

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## **1st-8th GRADE TRANSFER STUDENTS (New 1st-8th grade families only)**

### **Sunday, August 6- New Viking Welcome for 1st-8th grade transfer students**

2:00-3:30pm, PLC

*All NEW 1st-8th grade students transferring to St. Albert (and their parents) are invited to campus for an ice-cream social! Learn more about our school, meet other St. Albert the Great staff, parents and students, school tour for new students, and leave with a fun Viking swag bag! Please RSVP by July 30th at*

*<https://www.signupgenius.com/go/30E0E4EABAD22A3F94-newviking>.*

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## **\*\*UPDATED\*\* All 6TH GRADE STUDENTS AND NEW 7TH & 8TH GRADE TRANSFER STUDENTS**

### **August 3rd OR 11th- Mandatory Chromebook Training Meeting**

6:00-7:15pm, PLC

*Parents and students of the incoming 6th Grade (Class of 2026) & any NEW 7th or 8th grade transfer students, need to attend our Chromebook Orientation regarding our 1:1 Chromebook program. Only 1 parent needs to attend with their child. You select either August 3rd OR August 11. You only need to attend one session. We will review the procedures and responsibilities involved with taking home a school issued Chromebook. Attendance is required. If you cannot attend due to being out of town, please email Ms. Finley at [lfinley@stalbert.org](mailto:lfinley@stalbert.org) and Ken O'Brien, our Technology Director, at [kobrien@stalbert.org](mailto:kobrien@stalbert.org).*

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## **OTHER IMPORTANT DATES FOR EVERYONE**

**Here is our [2023-2024 School Calendar](#).**

You can also add our digital school calendar to your phone so you have the latest school dates at your fingertips. To add our Google Calendar, click [HERE](#) and then select the +Google Calendar in the bottom right corner.

### **Tuesday, July 25 through Thursday, July 27- Used Uniform Sale**

5:00-8:00pm, PLC (Parish Life Complex)

Cash or check only

*\*Tuesday, July 25th is reserved for brand new St. Albert families. You will have an opportunity to shop first, before our current school families. You can also shop multiple days, as items are donated throughout the week, and you may find new things each day.*

### **\*\*UPDATFriday, August 4- End of Summer Skating Party Hosted by 8th Grade Parents**

5:00-7:00pm, Champs Rollerdrome at 9851 La Grange Rd, Louisville, KY 40223

\$15/person (includes skate rental)- some proceeds benefit 8th grade activities

### **Monday, August 7- Parent Guest Speaker & Cocktail Half Hour**

6:30pm Parent Cocktail Half Hour in the Cafeteria

7:00pm Jonathan Chiaramonte Presentation

*You won't want to miss this event! Last year's presenter was amazing! This is a parents only event. More information to come!*

### **Thursday, August 10- Open Classrooms**

4:00-7:00pm, locations throughout the school

Stop by your child's homeroom to drop off their school supplies and meet their homeroom teacher. Make sure you visit the Parish Life Complex for our PTO Used Uniform Sale and the gym for our big School Expo (visit various booths: spirit wear sales, Boy & Girl Scouts, athletic information, cafeteria information/lunch money drop off, ways to get involved, and MORE!). *Both student and parent are encouraged to attend.*

### **Tuesday, August 15- First Day of School**

*Hooray! We can't wait to see all of our new Vikings!*

Morning carpool starts at 7:30am. We recommend you arrive early and be patient as we work to get students safely where they need to be. It usually takes a good week to run smoothly. We always have plenty of faculty and staff outside and inside the buildings to help our new students find their way around on the first day of school.

The first day of school is an early dismissal day. School runs from 7:50am-12:30pm. Please keep in mind that Preschool-5th grade after-school care WILL NOT be available on this particular 12:30 dismissal day. Also, the cafeteria will be closed so students will need to bring a lunch and drink from home.

#### **Thursday, August 25- 1st-8th Parent Orientation with Teachers**

- Grades 1-6 can come at either 6:00, 6:20, or 6:40. Each session is 20 minutes. Location: your child's homeroom.
- Grades 7-8 must come at 7:00. Jr. High session is 45 minutes. Location: cafeteria

*There will be multiple sessions in case you have more than one student. Learn more about your child's grade-specific curriculum, expectations, and what the year will look like. This is a parents only meeting.*

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### **General Information**

#### **School Hours:**

Morning carpool starts at 7:30am. School runs from 7:50am-2:45pm. If you arrive at school after 7:50am, you will need to drive around to the school office entrance. Tardy students will enter the school through the office. Afternoon carpool tends to have 2-3 waves of cars, but kids should be picked up by 3:00pm. If you arrive after 3:00pm, your child will be in the school office. Our school office hours are 7:30am-3:30pm.

#### **12:30 PM Half Day Fridays**

Most of the Catholic Schools in the Archdiocese have early dismissal days scheduled for a variety of reasons such as special staff training, teacher professional development classes, or the start of a holiday or extended break. You can find these dates on the school calendar. **On 12:30 early dismissal dates, the cafeteria will always be CLOSED. Students will need to bring a lunch and a drink from home that day. Buses will always run. After-school care staff will communicate with after-school families whether or not they will remain open that day. The [Google calendar](#) will also say whether after-school care is available or not.**

#### **Carpool Routes**

Please review our [carpool routes and rules](#) before the start of school. You can even stop by before the start of school to "practice" the routes. If a grandparent or other adult will be dropping off or picking up a student, please share this important information with them as well. Understanding our routes and safety reminders ensures the safety of our students and allows the lines to move faster. If someone other than a parent will be picking your child up, please let your child's teacher know in advance. Teachers will have a transportation sheet for you to fill out during Open Classrooms so we know where your child is going at dismissal and who is authorized to pick up your child.

### Website:

Have questions? Check out our school website at <https://www.school.stalbert.org/>. A lot of what you need can be found under the “Current Families” tab. Our Parish website is <https://www.stalbert.org>.

### Family Contact Information:

If your contact information (home address, email, phone number, family status, etc.) has changed recently or will be changing, please notify the school office immediately by emailing Becky Fry ([bfry@stalbert.org](mailto:bfry@stalbert.org)) and copying Ken O’Brien ([kobrien@stalbert.org](mailto:kobrien@stalbert.org)) and Janelle Richardson ([jrichardson@stalbert.org](mailto:jrichardson@stalbert.org)) with your new information.

### Tuition and FACTS Management Sign-up:

St. Albert uses an online tuition payment program that is mandatory for all school families. A letter has been emailed to all new families with detailed instructions on how to set up your account. The deadline to sign-up was **June 15, 2023**. If you qualify for our parishioner tuition rate, please make sure our Parish office has everything they need to bill you the discounted rate. The non-parishioner rate will be billed until they receive all necessary information. If you have any questions or concerns regarding tuition, please contact Cheryl Harper in the parish office at [charper@stalbert.org](mailto:charper@stalbert.org) or (502) 425-3940, x107.

### School Supplies

[2023-2024 School Supply Lists](#) are now available! Please bring your school supplies to Open Classrooms on August 10th.

### Bus Transportation:

Bus transportation is available each school year, for an additional fee, for Junior Kindergarten through 8th grade students. Junior Kindergarten students must be accompanied by an older sibling in order to ride the bus. Preschool students are not permitted to ride the school bus to/from school.

**Registration has closed for families interested in bus transportation for 2023-2024.** At this time, Miller Transportation is mapping out our most efficient routes while trying to accommodate as many families as possible. If we still have availability on a bus that goes through your neighborhood or a nearby neighborhood, we may be able to add you at a later time, but will not be able to change the actual routes or pick-up/drop-off locations.

If you signed up for bus transportation already, you will receive more information and your stop times a week or two before school starts. If you have any questions regarding your route, you can stop by the Miller Transportation table in the gym during Open Classrooms on August 10th.

For general bus questions, email Larry Brunner at [lbrunner@stalbert.org](mailto:lbrunner@stalbert.org)



### Summer Reading:

Our librarian and reading teachers have put together our [2023 Summer Reading Lists](#). Junior Kindergarten through 2nd grade have book recommendations, but are not required to read these specific books. However, we do suggest they read throughout the summer whether it is on their own or with a parent. 3rd through 8th grade have required books and books they can select from based on a list provided by their teacher. Students will do projects and discuss the books when they return to school in August. Many of these books can be found at the library, Half Priced Book Stores, or borrowed from other parents. Happy reading!

### After-School Care:

Play Café is our JK-5<sup>th</sup> state-licensed after-school program operating to provide our school families with quality childcare after the school day ends, for an affordable cost. Space is limited. Hours of operation are Monday-Friday, 2:45-6:00 p.m. when school is in session. **Currently, Play Café is full.** For Play Café questions, contact Mrs. Ellen Burton, JK-5<sup>th</sup> Play Café Director, at [eburton@stalbert.org](mailto:eburton@stalbert.org).

Our Preschool also offers after-school care. If you checked “Full Day with After-School Care” on your New Student Application, then you are signed up. For questions and new availability, please contact our Preschool Director, Mrs. Elizabeth Dallenbach, at [edallenbach@stalbert.org](mailto:edallenbach@stalbert.org) and copy our after-school director, Victoria Sims at [vsims@stalbert.org](mailto:vsims@stalbert.org). **If you checked “Full Day with After-School Care” on your New Student Application OR have already contacted Elizabeth Dallenbach or Victoria Sims about after-school care, you do not need to contact them again.**

### Lunch Accounts

Students are welcome to bring their lunch from home or purchase a hot lunch through our school cafeteria. We use the “My School Bucks” online program to manage our lunch accounts. You will need to set up an account later this summer. You can add money electronically through the website (for a small fee) or send in a check made payable to “St. Albert the Great Cafeteria” (no fee). Make sure and label that it’s for lunch money if you send a check.

You will need your child’s student ID (can be viewed on Sycamore, ask your child’s homeroom teacher, or visit the Cafeteria Manager in the cafeteria during Open Classrooms) before setting up the account on [myschoolbucks.com](https://myschoolbucks.com). You can also download the MySchoolBucks app and get convenient access to meal balances, purchases, and make payments right from your phone.

Our [cafeteria menu](#) is posted monthly on our website. Your child will receive a St. Albert lanyard and student ID once they start. The ID will have a barcode to be used when purchasing lunch from the cafeteria (grades 1-8). Preschool, JK, and kindergarten use a separate lunch form that parents fill out and return to school. Your child’s teacher will explain how that works during the parent meeting in August.

Lunch is \$3.40 and includes an entree, various side items, and drink. Even if your child brings their own lunch from home everyday, we recommend you set up a lunch account and put around \$10 on there just in case your child needs it one day (if they forget their lunch). But please know, we will never let your child go hungry. Our cafeteria staff will always assist them.

Questions regarding our cafeteria or lunch number, contact our Cafeteria Manager, MaryLynn Peterman, [mpeterman@stalbert.org](mailto:mpeterman@stalbert.org).

### **School Handbook**

We know this is a lengthy document, but we ask that all new families read through our [Parent Student Handbook](#) before the start of the school year. Each year we update the document, but notate new changes with a ★ so you do not need to read through the entire document each year. The 2023-2024 version has not been updated yet. That process takes place over summer break. Our Handbook is available on our Website for quick references throughout the school year.

### **Communications**

Please make sure you are signed up for our various communications listed below so you don't miss important information and updates throughout the summer and school year.

- **School Newsletter & E-mail Blasts:** You have been added to Flocknote, our all-school communications database. Once we add you, Flocknote will send you an email which allows you to verify your information and set up a password to your account. We use Flocknote to send our weekly school newsletter and all other school emails. If you believe you are not receiving emails by the start of school, please contact Ken O'Brien at [kobrien@stalbert.org](mailto:kobrien@stalbert.org). Before you contact Ken, check your spam folder. We often find missing emails go directly to spam.
- **Community Facebook Page:** LIKE us on Facebook "St. Albert the Great School"
- **Internal Parents Facebook Group:** We post regular reminders and news that you won't want to miss! We strongly encourage you to join this group. You will be sent an email with the "St. Albert the Great Parents & Family" link to join. This is for parents only. The request links are only active for 48 hours (FB rule) so if you click on the link after 48 hours, it will not work. Please join at your earliest convenience.

Please make sure and answer the questions when requesting access so we can approve you quickly. It is very important to us that this group remains private and for parents only. If we do not recognize a name or if the questions are not answered, we will not approve the request to be added.

- **Grade Specific Facebook Groups:** We strongly recommend you join your child's grade-specific Facebook group. This is for parents only. We will send you a link to join your specific group(s). The request links are only active for 48 hours (FB rule) so if you click on the link after 48 hours, it will not work. Please join at your earliest convenience. You will be asked to review the group rules and check if you agree with them. In an effort to keep these groups private and for parents only, if we do not recognize a name or the rules box if not checked, we will not approve the request to be added.



- **Sports Ministry Facebook Group:** LIKE us on Facebook at “St. Albert Athletic Ministry - SAAM” for athletic news and updates. Visit their website page at <https://www.school.stalbert.org/saam>. Make sure and sign up for their emails. You can do this on their website listed above. You will not receive athletic new and emails unless you sign up.
- **St. Albert Mama Swap Facebook Group:** St. Albert parents buy, sell, and donate items like uniforms, household items, clothes, etc. This is a private group so you will need to ask to join after you go to <https://www.facebook.com/groups/729312717252143>
- **Instagram:** Follow us @stalbertky

**Other forms of communication that you will learn about later:**

- **Sycamore School Management System:** this is our parent portal that includes important up-to-date parent and student information, homework assignments, family directory, and grades. If you have a child in K-8, you will receive an email from Ken O’Brien with your login information a week or two before school starts. If you have any questions about technology or do not receive an email about Sycamore by the start of school, contact Ken O’Brien, our Technology Director, at [kobrien@stalbert.org](mailto:kobrien@stalbert.org). Once you activate your account, you can update your contact information and see your child’s Student ID (needed to set up their lunch account on [myschoolbucks.com](http://myschoolbucks.com)) by clicking on the student, then clicking “profile”. You can also download the app on your phone so you have quick access to the school family directory (very helpful!!), your child’s classes, missing assignments, grades, and homework.

Sycamore is not very important for Preschool-Kindergarten, as they do not use this for homework assignments or grades.

- **Tuesday Folders-** weekly papers will be sent home on Tuesday for grades 3-8. Parents should review all contents and sign the folder or papers, depending on teacher preference. Students will need to return their folder the following day. For grades Preschool-2nd, papers will be sent home daily or as needed and will not require a signature unless instructed by the individual teacher. You will learn more about this during 1st-8th Parent Orientation.

**\*\*UPDATED\*\* Water Bottles**

All JK-8th grade students may use a St. Albert approved water bottle during school hours. The St. Albert logo Camelbak bottle is the ONLY water bottle allowed for JK-8. Please come to school with the bottle filled. Flavorings, juice, sports drinks, sodas, or pieces of fruit are NOT allowed in the water bottle. We have water filling stations that can be utilized during the day if needed.

You can purchase the bottles on our website at <https://store.stalbert.org/>. Water bottles pre-ordered by Aug. 9 will be available for pick up at open classrooms on Aug. 10 at the SAAM table located in the gym. Bottles will be available for purchase at open classrooms (pending stock availability), but preorder is recommended so we can make sure we have enough available. Bottles ordered online after Aug. 9 will be sent home on Fridays.

Please label your water bottles as they sometimes get lost or mixed up. You can put stickers on them if you would like, as long as we can still see the contents of the bottle. All stickers should be school appropriate. See the Preschool Handbook for information regarding water bottles in preschool.



### **School Uniform Policies**

School uniforms make getting dressed easier in the morning by not having to worry about what to wear. They also set the tone for the day, represent our school, help remove economic barriers, build feelings of community, and help the students focus on their studies and not their clothing.

**Check out our quick visual for the different uniform options: [Preschool, JK-8, and PE Uniform Options](#).** Please take note that some items can only be purchased at Shaheen's off Breckinridge Lane. Other items can be purchased at most department stores, online, and bargain stores like Target, Wal-Mart, Old Navy, etc.

For detailed information on our uniform policies, please reference the uniform section in our [Handbook](#).

St. Albert has an optional PE uniform that is worn the entire day when the student has PE. Around 50% of the students wear the PE uniform. It is not required. If a student wants to wear the PE uniform, they must wear it in its entirety: a PE top (t-shirt and/or sweatshirt) and bottoms (track pants, sweatpants, or shorts) together. They must be purchased at Shaheens. In addition to the standard PE shorts, there is also a girls version available for those looking for a shorter length/different fit.

If you don't see certain uniform pieces on the St. Albert rack at Shaheen's, ask a sales associate as they can order you what you need.

### **Uniform Sales**

- Shaheen's is hosting their annual summer sale from June 1-July 5. All uniform items are 10% off in store or online at [www.shaheens.com](http://www.shaheens.com) using online promo code: SAVE10. This is a great time to stock up on items at a discounted price.
- Our PTO sponsors used uniform sales throughout the year where parents have the opportunity to purchase gently used uniform pieces for \$.50 - \$2.00/each. We will have a sale **July 25th(new families only)**, 26th, 27th from 5:00-8:00pm AND during Open

Classrooms/School Expo on Thursday, August 10th from 4:00-7:00pm. New donations arrive daily so some families pop in multiple times.

- St. Albert Mama Swap Facebook Group: I encourage new families to join this group, introduce themselves as a new school family, and ask if anyone is selling uniform pieces in your child's size. Oftentimes, current school families are cleaning out closets over the summer and are happy to pass along or sell items to new families. Join the group by going to [St. Albert Mama Swap](#).

## **Athletics**

You will often hear us refer to "SAAM". That stands for "St. Albert's Athletic Ministry", also known as Sports Ministry. This is the internal organization that handles all sports-related activities. If you plan on participating in sports at any point, please go to <https://www.school.stalbert.org/saam>. Here you can sign up to receive Sports Ministry emails, view the athletic schedules, sign up for a Gameday account, register for sports, sign up to coach, view the athletic handbook, shop for spirit wear, and find resources to help you with all things related to athletics at St. Albert.

Jr. Kindergarten through 8th grade students may participate in athletics. Preschool students (P3 & Pre-K) cannot participate in sports, but we recommend you sign up for communications now so you don't have to worry about doing it a year or two from now.

Also LIKE us on Facebook at "St. Albert Athletic Ministry - SAAM" for athletic news and updates.

Please note: **You will not receive SAAM emails regarding sports unless you sign up.**

### **How to Sign up for SAAM Emails:**

1. Go to <https://www.school.stalbert.org/saam> and scroll down.
2. Enter your contact information.

## **SIGN UP FOR SAAM NOTIFICATIONS**

First Name	Last Name	Email Address	Mobile Phone	Sign Me Up
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3. You will begin to get emails and texts about St. Albert sports!

## **Fall Sports Sign-ups**

Please click [HERE](#) to register your child(ren) for sports on GameDay. For instructions on how to set up your GameDay account, click [HERE](#). For technical assistance or questions about GameDay, contact Carmen Williams at [cnoltemeyer@yahoo.com](mailto:cnoltemeyer@yahoo.com).

**The fall sport signup period will be Monday, June 19 through Monday, July 3.** A late fee will be applied after Monday, July 3 and signups officially close after Monday, July 10, for the following sports:

Grades 3-8 Tackle Football  
Grades 1-2 Flag Football  
Grades 3-8 Girls Volleyball  
Grades 1-2 Girls Volleyball

Grades 1-8 Cross Country  
Girls 5-8 Girls Flag Football  
Grades 1-8 Cheerleading  
JK-2 Coed Soccer

**Girl's Volleyball Tryouts** will be held the week of July 17th at MidAmerica Sports Center East, 2401 Stanley Gault Parkway, as scheduled below. Please try to arrive 15 minutes early to get signed in and be ready to go!

Monday, July 17th:

3rd-4th grade 5:00pm-6:30pm

5th-6th grade 6:30pm-8:00pm

7th-8th grade 8:00pm-9:30pm

Wednesday, July 19th:

3rd-4th grade 6:00pm-7:00pm

5th-6th grade 7:00pm-8:00pm

7th-8th grade 8:00pm-9:00pm

**\*\*\* Coaches Needed** - if you are interested in coaching a team please send an email to Eryn at [erynreck@aol.com](mailto:erynreck@aol.com), call or text. It is a great experience and a lot of fun!

**We Need Parent Coaches for all sports!! Sign up on GameDay when you register your student athlete.**

Requirements to Coach:

1. Great Attitude
2. Background Check through school
3. Attend Honor Thy Child Class through the Archdiocese

**Want to Join SAAM?**

Email Carmen Williams to discuss open positions or volunteer opportunities at [cnoltemeyer@yahoo.com](mailto:cnoltemeyer@yahoo.com).

### Spirit Wear

Show your Viking team spirit and have fun apparel to wear during athletic events and designated Spirit Wear Days. We will be using new vendors so stay tuned for more information. Be sure and visit our SAAM booth during Open Classrooms for more information.

### Spirit Wear Days (SUBJECT TO CHANGE)

Spirit Days are reserved for Fridays that fall on odd-number calendar dates during the academic year. These dates will be listed on the school calendar and reminders will be sent via the internal Parents Facebook page.

Students who choose to participate may wear a St. Albert spirit shirt, spirit wear shorts and/or St. Albert spirit socks. Spirit wear shirts are shirts that are purchased on our spirit wear website, walk-a-thon shirts, field day t-shirts, athletic jerseys (tanks must have a t-shirt under them), academic team shirts, St. Albert specific cub/boy/girl scout shirts, etc. All new students will be

given a t- shirt before school starts. They may wear them on Spirit Wear Days. Students may choose to wear the optional PE uniform in its entirety or may wear the PE uniform t-shirt or sweatshirt with regular uniform bottoms. See the school handbook for further details. Go Vikings!

### KidMail

KidMail is a great way to communicate with various people within our school and parish building. If you need to send something such as lunch money, parish or school documents, permission slips, teacher notes, etc., simply place your note/documents in a sealed envelope marked the following way (see examples below) and we will make sure it is delivered to the correct person. We get a lot of KidMail so it is very important that you label your envelope, especially if there's money inside, so we can get it to the right person.

#### EXAMPLES:

TO: Larry Brunner (Parish Office)  
FROM: Leslie Smith  
RE: Volunteer Background Check  
Turner

TO: Mrs. Early (8A)  
FROM: Joe Taylor  
RE: KUNA Permission Slip

TO: Cafeteria  
FROM: Mary Turner  
RE: Lunch \$ for James

### Absent or Change in Dismissal (JK-8)

If your child is going to be absent for the day, please call or email the school office that morning. You can even leave a voicemail on our answering service before 7:30am. We encourage you to email the homeroom teacher so they are aware as well.

We encourage families to make doctor appointments after school if possible; however, we know it's not always easy to do so. If your child needs to be picked up early or has a change in dismissal for whatever reason, please email the homeroom teacher AND school office (Amy Baker [abaker@stalbert.com](mailto:abaker@stalbert.com)) as early as possible that day. If any changes need to be made after 2:00pm, please call the school office at 425-1804. The office can get pretty hectic in the afternoon and teachers may not have an opportunity to check their emails after lunch. ***Preschool absences, changes in dismissal, doctor's appointments, illness policies, etc. can be found in the Preschool Handbook after July 1st.***

### Lost and Found:

Our lost and found is located next to our internal school office doors and Mrs. French's office in the primary hall (the hall by the cafeteria that connects the school/gym parking lot to the church courtyard/prayer garden). You can always stop by to look through items before/after Mass on the weekends or by entering the school office entrance before, during, or right after school during the school year. Students can also stop by before the bell rings at 7:50am or ask their teacher if they can visit the lost & found during certain times.

We do purges during all major breaks like Christmas Break, Spring Break, and Summer Break. All remaining items will be donated to the PTO Used Uniform Sale, donated to local charity organizations, or thrown away. Please label all items (jackets, uniforms, lunch boxes, water bottles, etc.) with your child's name. If you receive uniform pieces from other students, make sure to cross out their name and add your child's.

## Ready to Get Involved?

The very best advice we can give you as a new school family is to get involved. It sounds so cliché, but studies show that being involved in your child's school leads to better student behavior, higher academic achievement, and enhanced social skills. And equally important, it helps support all the different functions of our school, allows you to share your own ideas, build relationships with our faculty and staff, meet other parents, and build a sense of community. At St. Albert, we pride ourselves on having a friendly, active and involved parent base. Volunteering will make the transition to a new school so much easier. Plus, your children love seeing you around their school!

We have many different ways to get involved: both during the school day and also in the evenings, weekends, and over the summer. If there is an area of interest you don't see an opportunity for, please reach out to us and we are happy to find a contact for you. Here are just a FEW examples of how you can get involved:

- **PTO-** our parent teacher organization consists of dozens of committees and positions available for parents to participate in. Some require very little time and effort while others like executive chair positions and large events like our Gala, Field Day, and Walk-a-Thon, take more time and planning. We encourage you to attend a PTO meeting (they are open to all families) and see what opportunities are available. You can also reach out to our incoming PTO President, Christine Newman at [ptopresident@stalbert.org](mailto:ptopresident@stalbert.org).
- **School Board-** is a consultative board that assists school administration with the decision making process of offering support through short-term and long-term planning, research, evaluation, policy formation and policy implementation. For more information about our school board, please go to: <https://www.school.stalbert.org/school-board>. All parents are welcome to attend school board meetings. If you are interested in getting involved or would like to know more about our school board, please contact School Board President, Jean Terry at [jeanmterry@gmail.com](mailto:jeanmterry@gmail.com).
- **SAAM-** there are so many ways to be involved in athletics at St. Albert. We are always looking for coaches for various sports, but we also have many chair positions and volunteer opportunities throughout the year. Check out the SAAM webpage at <https://www.school.stalbert.org/saam>.
- **Substitute Teacher-** do you have any interest in subbing during the school year? Contact our Assistant Principal, Debbie Abbott, at [dabbott@stalbert.org](mailto:dabbott@stalbert.org) for more information or to apply for a sub position.
- **Other Opportunities-** And of course make sure you read our weekly school newsletter, The Viking Voice (formally called the Monday Memo), and our weekly Parish newsletter, The Parish Post, for continuous volunteer opportunities.

## Volunteer Requirements

The Archdiocese of Louisville is committed to ensuring that all children and youth who worship, study or participate in school or church-sponsored activities can do so in the safest and most secure setting possible. In an effort to fulfill this commitment, all employees and volunteers who have contact with children or youth (18 and under) for **ANY** length of time are required to participate in one of the 2-hour Safe Environment Training Workshops. This includes, but is not limited to those who volunteer in a classroom, are room parents, chaperone field trips, coach academic or athletic teams, lead Scout troops, etc. must have:



1. A background check performed by St. Albert OR any local parish by "Selection.com", which is good for five (5) years. To start this step, please send a \$15 check payable to "St. Albert" to Larry Brunner in the parish office with your full name and email address); AND
2. Attend "Honor Thy Children" Safe Environment Training. Honor Thy Classes are available at a variety of schools. For a schedule of available sessions, go to <https://www.archlou.org/about-the-archdiocese/archdiocesan-policies-guidelines-and-handbooks/restoringtrust/safe/>. Right now there are limited options, but they will add more dates for after July. St. Albert usually hosts at least one class. Each session lasts about 2 hours. We recommend parents and involved Grandparents attend. Space is limited with no advanced registration so we recommend you attend early to ensure you fulfill these requirements before school starts. IMPORTANT: No one under the age of 16 will be admitted to the training, this includes infants.

### **Parish Information**

Parish Office (502) 425-3940

Parish Website: <https://stalbert.org/>. New members are automatically signed up to receive Parish News emails and alerts; to sign up for or to update your Parish News profile go to the website and scroll down until you see, "Signup to get News & Alerts!". Also, LIKE our Facebook page, "St. Albert the Great Catholic Parish". If you are not receiving Parish emails, please contact Kelly Evans, at [kevans@stalbert.org](mailto:kevans@stalbert.org).

To become a new parishioner contact the Director of Stewardship & Communications, Kelly Evans, at [kevans@stalbert.org](mailto:kevans@stalbert.org).

Information regarding school tuition, FACTS Management, or payments, contact Cheryl Harper 425-3940, ext. 107 or [charper@stalbert.org](mailto:charper@stalbert.org).

To become Catholic/sacrament preparation: Deacon Mark Preischel at [mpreischel@stalbert.org](mailto:mpreischel@stalbert.org) or 502-297-2406.

For infant/youth Sacrament preparation: Sr. Sarah Yungwirth at [syungwirth@stalbert.org](mailto:syungwirth@stalbert.org) or 502-425-3940 ext. 109.

### **Parish Summer Picnic**

Our Parish Summer Picnic is June 16th & 17th with St. Albert Family Night on June 15th. For everything you need to know about the picnic, go to <https://sites.google.com/stalbert.org/stalbertthegreatsummerpicnic20/home>. If you would like to volunteer for a booth, go to [https://www.signupgenius.com/go/70a0e45abab23a4fc1-stalbert1#](https://www.signupgenius.com/go/70a0e45abab23a4fc1-stalbert1#/).

### **Sprouts Ministry**

The Sprouts Ministry is available to Parish & school families with young children Preschool (age 3+) through First Grade through dynamic and fun-filled activities. The Sprouts Ministry provides several

opportunities throughout the year for families to come together to grow in the faith and develop long lasting relationships in the Church. Some previous activities included an Easter Egg Hunt, Christmas Party with Santa, Louisville Science Center Messy Experiments Event, and more! To join the “St. Albert the Great Sprouts Ministry” Facebook page, go to <https://www.facebook.com/groups/stalbertsprouts>. Contact Beth Baker at 502.544.5236 or [mrsbethbaker@gmail.com](mailto:mrsbethbaker@gmail.com) for more information.

### **Boy & Girl Scouts**

Scouting Programs are an incredible way to help our children grow in confidence, charisma, and leadership abilities. St. Albert the Great hosts a number of Scouting troops, including Boy Scouts, Girl Scouts, and Cub Scouts. These programs have been a part of the St. Albert community for many years and have helped to form strong individuals and community leaders. For more information and contacts, go to <https://www.stalbert.org/children-s-ministry> and scroll down to the Scouts section.

### **Extracurricular Activities**

As clubs, academic teams, and other extracurricular activities become available, you will find sign-up information in the Viking Voice.

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## **Building Terminology on Campus:**

**PLC-** Parish Life Complex. Also known as the Parish Life Center. It is the newer building connected to our gym and Preschool-Kindergarten building. It includes a lobby and 3 meeting rooms that are used for Parish and School activities and meetings.

**Hendricks Hall-** this building sits behind (and is connected) to the PLC and is home to 8 Preschool, Junior Kindergarten, and Kindergarten classrooms. You can access this building through the PLC front lobby (or the side doors in between the gym and Hendrick’s Hall when picking up for preschool after-school care).

**Willet Hall-** our gymnasium

**Sacred Heart Center-** the site of our rectory many years ago, this building has been remodeled and now includes our current church nursery, two multi purpose meeting rooms, and a room dedicated to our school Reading Specialist. The SHC is a stand-alone building across from our cafeteria, next to the parking lot.

**Visitation Hall-** our school cafeteria and sometimes the site for various Parish and school activities.

**O’Bryan Center-** our Parish and School Offices. Used to be our old church.

**Viking Room-** located above the gym. You enter the main gym entrance and take the steps to your right up to the 2nd floor. The Viking Room is a multi-purposes room used by the Parish and school.

**Youth Group Room-** Our recently remodeled Youth Group Room is also located above the gym. It is located across from the Viking Room. The Youth Room can be accessed through the gym or the PLC lobby steps.

*To reserve any space on campus (meeting rooms, gym, PLC, field, etc.), please contact Kelly Evans at [kevans@stalbert.org](mailto:kevans@stalbert.org).*

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### **Contact List of Staff You May Need:**

For a complete list of all school and parish staff and faculty, see our website

#### **School Office: (502) 425-1804**

Principal, Ellen Martin [emartin@stalbert.org](mailto:emartin@stalbert.org)

Assistant Principal, Debbie Abbott [dabbott@stalbert.org](mailto:dabbott@stalbert.org)

Assistant Principal, Deanna O'Keefe [dokeefe@stalbert.org](mailto:dokeefe@stalbert.org)

School Secretary/Receptionist, Amy Baker [abaker@stalbert.org](mailto:abaker@stalbert.org)

School Office Manager/School Records & Forms, Becky Fry [bfry@stalbert.org](mailto:bfry@stalbert.org)

Director of Development/Admissions, Janelle Richardson [jrichardson@stalbert.org](mailto:jrichardson@stalbert.org)

Director of Technology, Ken O'Brien [kobrien@stalbert.org](mailto:kobrien@stalbert.org)

School Counselor, Stacie Short [sshort@stalbert.org](mailto:sshort@stalbert.org)

Resource Teacher, Allison French [afrench@stalbert.org](mailto:afrench@stalbert.org)

Cafeteria, MaryLynn Peterman [mpeterman@stalbert.org](mailto:mpeterman@stalbert.org)

#### **Parish Office: (502) 425-3940**

Pastor, Father Dave Harris [dharris@stalbert.org](mailto:dharris@stalbert.org)

School Buses/Parish Office Manager/Background Checks, Larry Brunner [lbrunner@stalbert.org](mailto:lbrunner@stalbert.org)

Tuition Assistance/Finance Manager, Lisa Kleyer [lkleyer@stalbert.org](mailto:lkleyer@stalbert.org)

Tuition Payments/FACTS, Cheryl Harper [charper@stalbert.org](mailto:charper@stalbert.org)

Parish Membership/Parish Communications/General Parish Questions, Kelly Evans  
[kevans@stalbert.org](mailto:kevans@stalbert.org)

Director of Children's Ministry/RCIA for Children, Sr. Sarah Yungwirth at [syungwirth@stalbert.org](mailto:syungwirth@stalbert.org)

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For further information, we recommend you reference our school resources:

**School website**

Special areas of interest might include the Current Families,  
Lunch Menu, Athletics, and Monday Memo tabs

**Parent/Student Handbook**

**School Office:**

(502) 425-1804

 **Enjoy your summer!** 