

# IMMACOLATA RESOURCE GUIDE

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# HOME AND SCHOOL

Our Home and School Association (H&SA) exists to provide an organized forum for:

- Parental involvement in sponsored programs and activities to assist in the education and enrichment of their children.
- Communication between parents, administrators and teachers.
- Education and information for parents.
- Fellowship among parents, administrators and teachers.

Members include the Pastor, Principal, parents or guardians of children enrolled at Immacolata School and full and part time teachers.

## Home and School Committees:

**Communications** - Handle publicity of meetings, events, newsletter (Immacolata Bell Tower)

**Back to School Night** – This meeting provides an opportunity for teachers to communicate classroom expectations and requirements. Generally held within the first few weeks of school.

**Community Resource** - Support faculty by providing educational tools and opportunities for curricular enrichment. The committee also helps in the planning and arrangement of assemblies. A great way to become involved in the educational setting.

**Educational Support** - To execute special initiatives such as surveys, capital plan or technology plan.

**Fund Raising** - To plan and organize a variety of fund raising events to benefit the H&SA.

**Scrip Cards** - a wide variety of scrip cards are available for area retail stores. Immacolata receives a percentage of the total sales.

**Special Events** - To oversee and help coordinate the following special events:

**Confirmation Reception** - A reception is held following the Sacrament of Confirmation for family and friends. Usually occurs in April or May.

**Grandparents Day** - First week in May. Students invite their grandparents for Mass, May Crowning and reception.

**First Day of School**- A coffee reception is held in the cafeteria. This event welcomes new and current families to Immacolata. Volunteer sign up sheets are made available to parents.

**Field Day** - A morning event, generally in the fall, consisting of teams including all Immacolata students. The students participate in a variety of fun games and activities.

**May Crowning** - First week in May. The Crowning of Mary is followed by a reception. This event is held in conjunction with Grandparents Day.

**Teacher Appreciation Luncheon** - To show our appreciation for our teachers, parent volunteers are asked to bring a variety of food, drinks and other items to provide a lunch for the school staff. The luncheon usually takes place following the Mission Carnival.

**Volunteer Coordinators** - Many volunteers are needed throughout the school year for a variety of activities and events. Volunteers are required to attend Protecting God's Children , complete a background check form and sign a Commitment statement. This committee coordinates the recruiting and scheduling for the following:

**Community Resource Committee** - To help teachers plan speakers, class activities, etc...

**Computer Lab Helper** - To assist in classes while students are using the computer lab.

**Confirmation Reception** - Help decorate and serve at reception following Mass.

**Field Day Volunteer** - Help with Field Day activities.

**Hospitality Committee** - Plan refreshments for parent meetings, Sunday Masses, etc...

**Hot Lunch Helper** - Help serve lunch from 11:00am – 12:45pm.

**Library Helper** - Help shelve books and assist in the library.

**Mission Carnival** - Sell tickets during the week or help solicit businesses for donations

**Recess Helper** - Assist teachers with supervising outdoor lunch recess 11:15am - 12:40pm.

**Room Parent** - Assist with classroom parties, field trips, class projects, etc...

**Room Parent Class Leader** - Coordinate room parents, plan activities for the school year and organize story readers in grades K-3.

**Story Reader** - Grades K-3. Invite parent volunteers to come and read to the class for 30 minutes. This occurs once a week. Time and days vary by class.

**Teacher Appreciation Lunch** - Prepare food and/or decorations for luncheon.

**Traffic Cop** - Help supervise a safe and orderly flow of traffic at dismissal.

**Welcome Committee** - Provide new families with information about school routines through the following programs and events:

**Buddy System** - New families are assigned a “buddy” - some one they can contact for any additional information they might need.

**New Family Cocktail Party** - A socially enjoyable event that occurs in August prior to the start of school. Parents of new students get together for cocktails and hors-d'œuvres to meet their “buddy” and other new families.

**Tailgate Party** - An opportunity to socialize and meet new families. This event is held on the parking lot at school for all school families. Everyone brings their own food and drink. A relaxed and enjoyable evening.

# LADIES SOCIETY

“Guided by the Holy Spirit, the Ladies’ Society encourages each woman of Immacolata to give of herself and give to God, through the help she gives the parish community. We proclaim Jesus’ word through service to others and support of our church and school family.”

The Ladies Society consists of the women of Immacolata Parish. We offer a wide variety of opportunities to be involved in service and support within the parish and community. Annual dues support donations that are made and expenses that are incurred.

## Description of events and committees:

**Advent by Candlelight** - A socially enjoyable and spiritually enriching evening that promotes fellowship and preparation for the advent and Christmas season among the women of Immacolata Parish. The evening includes a guest speaker and dessert.

**Altar Society** - A group of women responsible for cleaning and maintaining the altar and church interior-once a month.

**Angel Tree** - A Christmas collection of specific items for the needy that is coordinated with the St. Vincent depot organization. During Advent a tree is set up with paper ornaments. Each ornament requests a specific new item, which a parishioner can purchase and return under the tree.

**Birthright Luncheon** - A fund-raiser for Birthright. This generally entails a luncheon in the home of a parishioner. Everyone attending makes a donation to Birthright, which includes the cost of the lunch.

**Book Fair** – An opportunity to purchase new books, gifts, and upper grade required reading. The event takes place at the School. Children have the opportunity to either pick out or purchase books during the school day. Parents can join them or come in and purchase books at the end of the day. The book fair generally runs Friday - Sunday during the beginning of the school year. Proceeds benefit the School.

**Fashion Show** - The fashion show features Immacolata families modeling the latest styles and fashions. The event varies between Spring and Fall every other year.

**Gift Wrap** - School children are asked to sell wrapping paper as a fund-raiser. An extremely high percentage of the total sales go directly to the school. All families are strongly encouraged to participate.

**Golf Tournament** - An annual golf tournament is held at a local golf course followed by dinner at a parishioner’s home.

**Parish Assistance** - This committee has been organized into three parts:

**Bereavement Committee** - Will help with casseroles, salads, and desserts for funeral receptions. They may also serve as house sitters for the family of the deceased during the funeral.

**Sick and Homebound Committee** – This committee may be asked to visit those parishioners who are homebound. They also may be asked to just call parishioners on the telephone who are homebound, or who have lost a spouse or close relative and need extra tender loving care.

**Driving Committee** - We have parishioners who occasionally need rides to church, special events at Immacolata or to their doctor.

**Prayer Line** - Telephone chain which prays daily for the intentions/ needs of fellow parishioners, their families, and community.

**Progressive Dinner** - An evening of fun where parishioners gather and proceed from home to home enjoying cocktails, hors-d'œuvres, dinner and dessert.

**Pro-life Committee** - Involves all pro-life activities for the parish such as Life Chain, postcard mailings and providing pro-life information.

**St. Patrick's Center** - Donations of casseroles and/or salads for the St. Patrick's Center are made on a rotating schedule.

# IMMACOLATA ATHLETIC ASSOCIATION (IAA)

Our teams participate in leagues governed by the Catholic Youth Council (CYC). We compete in the South Central District of the CYC. The IAA encourages prayer before each practice and game and insists on the highest degree of sportsmanship from its players, coaches, and parents.

All coaches and directors for CYC sports are VOLUNTEERS! They have graciously volunteered their time for your children.

## Baseball/Softball

**Description:** Baseball (boys) and softball (girls) teams are K-8. K-2 participates in “coach pitch” instructional leagues. Some 3rd and 4th grade teams participate in “pitching machine” leagues. All other teams play according to conventional rules.

**Season:** April through July

**Sign-ups:** Mid- February

## Basketball

**Description:** Basketball begins with instructional play in the second grade. Competitive league play begins in third grade in the CYC South City League, which is run through Epiphany Parish. The CYC South Central District begins in fourth grade.

**Season:** December-March

**Sign-ups:** Mid September

## Soccer

**Description:** Soccer includes grades K-8. K-2 there are 8 players on the field. Grades 3-8 there are 11 players on the field.

**Season:** late August-November

**Sign-ups:** Mid May

## Track

**Description:** Track is open to grades 1-8. Practices are generally twice a week since this is such a short season. There is one preliminary meet that is followed by a citywide CYC Track & Field meet. Please note that track occurs during baseball/softball season-make sure the coaches are aware of any conflicts that might occur.

**Season:** April-May

**Sign-ups:** Early March

## Volleyball

**Description:** Volleyball is offered for boys and girls in grades 3-8. Teams in 3rd and 4th grade are considered training teams and play with a slightly lighter volleyball. Grades 5-8 participate in league play in the CYC South Central District.

**Season:** September-November

**Sign-ups:** Mid May

**Sign ups** - Generally held after Sunday masses and also through forms in the Wednesday Envelope. The IAA follows CYC policy regarding eligibility and participation.

**Uniforms** - Available for purchase through the IAA prior to the start of the season. Detailed information will be available through the coaches, Wednesday Envelope and the parish bulletin.

## MISCELLANEOUS

**Auction** - An evening including dinner where items are auctioned to benefit Immacolata parish. This event occurs every other year.

**Breakfast with Santa** - A breakfast in the gym or cafeteria, following 10:00am Mass the 1<sup>st</sup> or 2<sup>nd</sup> Sunday in December. There are craft activities and Santa makes a visit. Sixth grade students and parents sponsor this event.

**Catholic School's Week** - Catholic Schools Week, the last week in January, is a week long celebration including open house, special theme days, guest speakers, an opportunity to have lunch with your children and the mission carnival. Details are provided at the time of this event.

**Christmas Program** - The school children present an evening Christmas program to family and friends in early December.

**Early Dismissal** - Early dismissal at 12:00pm (see School calendar for details) due to faculty meetings. Other early dismissals may occur. FREE DRESS is allowed on early dismissal days with the exception of Grandparents Day.

**F.M. System** - The "sound-field FM system" is an innovative learning tool that helps to improve the intelligibility of speech, eliminate background noise and enhance the educational setting of the classroom. It is an amplification system provided in each classroom. Each teacher wears a microphone and each classroom has a set of speakers mounted in the ceiling. The sound is brought directly to the students through the speakers and allows the teacher's voice to be heard at the same level throughout the room.

**Graduation** - The eighth grade graduation takes place in the church. Mass is followed by a dinner reception in the cafeteria. The dinner is catered and the seventh grade class is responsible for the preparation and decorating of the cafeteria.

**Hot Lunch** - The school lunch program consists of a 'hot lunch' being offered every day. Ordering is available online through the Parish/School website at [www.immacolata.org](http://www.immacolata.org).

**Retreat** - A retreat offered to the eight graders of Immacolata in preparation for Confirmation. The weekend provides an opportunity for spiritual growth. The focus is on inviting others to open themselves to God by sharing their experiences and learning from each other.

**Mission Carnival** - A school carnival that takes place in the cafeteria and gym. Each class sponsors games, raffles and other activities. All proceeds are donated to the missions. Parents and siblings are welcome. There is pizza and soda available for sale for lunch. This occurs on an early dismissal day.

**Nurse** - There is no full time nurse on staff at Immacolata. A registered nurse has been designated to use on a consulting basis for lice checks, etc... Otherwise, the secretary handles headaches, cuts, scrapes and bruises with TLC.

**Picture Day** - Pictures are available for purchase both in the Spring and the Fall. This is a FREE DRESS day. Retakes are available and details are provided in the Wednesday Envelope.

**Playground Restrictions** - Children are asked not to use the playground equipment during the dismissal procedure.

**School Board** - Consists of nine elected and appointed parishioners who advise the Principal and Pastor regarding school decisions.

**School Supplies** - A list of school supplies is provided to families regarding materials needed for classes. This list is generally available at the end of the school year or sent home in the summer.

**Scouts** -

**Cub Scouts** - A program for boys in grades 1 through 5 that promotes citizenship, service to others, character development, and moral commitment. First grade Scouts take a field trip once a month and other scouts can expect to be involved in bi-weekly meetings with boys in their grade, a monthly meeting with their entire "Pack" and several service opportunities through the year.

**Boy Scouts** - Immacolata currently does not sponsor a Boy Scout Troop. For more information, please contact the Immacolata Pack 345 Cubmaster.

**Girl Scouts** - Girl Scouts is centered around the Girl Scout Promise and Law which focuses on service to God, country and others. This is accomplished through badge work and service projects. Different levels of scouting consist of: Daisies-Kindergarten, Brownies-grades 1-3, Juniors-grades 4-6, Cadets-grades 7-8. However, troops can only be formed with the help of parent volunteers for each class. See the Girl Scout troop coordinator.

**Servers** - Both boys and girls, fifth grade and older, are offered an opportunity to become servers at weekday and Sunday Mass. There is generally a week long server camp that they are required to attend prior to serving Mass. Please contact the rectory for further information.

**Sweatshirts** - Sweatshirts with the Immacolata logo are available for purchase through our uniform providers.

**Talent Show** - This is a fun event for all students of Immacolata School. It is a great way for students to show off their talents. All parents and siblings are welcome.

**Teacher Gift Fund** - A fund established to collect money for the teachers and staff of Immacolata School. Donations of any amount are accepted. This was established to provide an alternative to purchasing individual Christmas gifts or other gifts for the teachers. The money is collected throughout the school year and then given to the teachers at Christmas.

**Website** - An added avenue of communication with our Parish and School community. You can find us at [www.immacolata.org](http://www.immacolata.org)

**Wednesday Envelope** - A means of communication within the School where flyers with information from various organizations, committees etc, are sent home. The oldest or only child in the school is responsible for bringing the envelope home. The envelope is expected to be returned, within 2 days, to the homeroom teacher.

Any organization may submit a flyer for inclusion in the envelope. The flyer must be received in the School Office no later than noon each Tuesday. You can also make a request for the "Make A Note" section if you have a reminder or short message. "Make A Note" requests must be received in the School Office no later than the close of business each Monday.