



# Notre Dame Academy New Family Guide

## Mission

*As a regional Catholic school our mission is to provide PreK-8th grade students a Christ centered, inclusive and innovative learning environment. Each student has the opportunity to learn, grow and work toward their unique potential while continually guided by the spiritual example of Our Lady in a joyful and nurturing community.*

## Philosophy

*As a PreK-8th grade Catholic school, Notre Dame Academy provides students spiritual guidance, awareness of their thinking, academic opportunities for excellence, a personal power to achieve their unique potential, and a love for lifelong learning.*

Dear Parents,

On behalf of our entire NDA community, we want to welcome you to Notre Dame Academy! I am proud to say that our NDA faculty and staff are incredible - dedicated, compassionate and extremely knowledgeable. Your children will be cared for by a team of amazing people who want your child and family to experience excellence in joy and excellence in academics.

The NDA community is comprised of caring, generous, and committed families. The Home and School Committee is an organization that represents every parent or guardian of our NDA students. They encourage and facilitate the involvement of parents in the spiritual and academic life of NDA by providing support in the areas of fundraising and volunteer services. We encourage everyone to become part of the HSC as they assist in providing our students the best education and atmosphere possible.

We have a program called the LPVA that defines all of our volunteer opportunities and fundraising activities. We administer and implement this program through Sign-Up Genius. The title LPVA stands for Lions' Pride Volunteer Agreement. There are many opportunities to get involved which is the best way to meet other people, get acquainted with the staff, and feel connected to NDA.

The Notre Dame Academy faculty, staff and HSC want to welcome all new families to our NDA community and want you to feel assured that you and your children have found the right place. We look forward to getting to know you this year.

We hope you find the following information helpful as you begin a very special journey at Notre Dame Academy. If you have any questions, please reach out to me!

Respectfully,

*Dr. Bonita Jungels*

Principal  
[bjungels@nda-mn.org](mailto:bjungels@nda-mn.org)  
952-358-3506

## **Common Questions and Answers ~**

**How do I leave a message for a student during the school day?** Parents can call the school office (952-958-3500) or send an email ([office@nda-mn.org](mailto:office@nda-mn.org)) to leave a message with the office staff. Please communicate transportation changes before 3:00 p.m. If you send an email, it's helpful to copy your child's teacher on the email.

### **How does the lunch ticket and lunch process work?**

The Food Service department uses a computerized system. At mealtime your child will enter their personalized number (PIN) on a keypad. Your PIN will be assigned to you at the Back to School Meet and Greet or the first day of school. It is important that this number is memorized and kept confidential because it will be used daily to access their account in the cafeteria. Food Service asks parents to prepay for a number of meals/milk, extra entrees at once in order to reduce the need for frequent deposits and daily cash handling. Please send lunch money to the school office in an envelope written with your child's name and "lunch money" on it. This is especially important if sending in cash. If you're paying by check, please write lunch money in the memo line of the check. Lunch money is put into a family account that all siblings share. Please note: we may have the opportunity to become part of the Minnesota free breakfast and lunch program so stay tuned as this process may change.

### **What do I do if my child is sick?**

If your child is ill and cannot attend school, parents should call or email the office ([office@nda-mn.org](mailto:office@nda-mn.org)) as early as possible on the day your child is absent. It is necessary to state the reason the child will be out of school as we are required to send notes home regarding certain illnesses.

**How do I get homework assignments from multiple missed days?** This should be requested by the parents when the student's absence is called into the campus office or by sending an email to the student's teacher. Homework will be gathered and made available in the school office.

### **How many uniforms should I buy?**

The number of uniforms you purchase depends on a number of factors. The younger children tend to be harder on their clothes (boys especially). Boys may wear pants or shorts (students may wear shorts through October 31 and starting again in April). Girls have the option of wearing pants, shorts, a jumper or skort. We recommend starting with 2-3 outfits to see what your child prefers to wear before you buy more (they often change their minds after school starts).

### **Where do I buy uniforms?**

The uniform policy in the Student Handbook states that uniform pieces must be purchased through Lands End or Educational Outfitters. All plaid pieces must be purchased through Lands End. When ordering, please allow extra time for logos.

### **How do the Drop-off and Pick-up Car Lines work?**

Safety is a priority at NDA. Please follow the procedures listed below.

Arrival: Doors open at 8:40 a.m. School starts at 9:00 a.m. Buses arrive and drop off students in the playground parking lot on the east side of the building. Families dropping off children by car

should pull into the drive in the front of the school and form a line. Please have your children exit the car once you are close enough to the entrance for them to be on the sidewalk. If you need to enter the building, please park in a visitor spot in front of the school.

Dismissal: School ends at 3:55 p.m. Buses will pull up in front of the school building. Families with last names beginning with A-H will pick up in the playground parking lot. Families with last names beginning with I-Z will pick up in the church parking lot. Lines form in both areas, and staff will help to put your kids in your car.

Note: If your family carools with another school family, your carpool will always pick up in the same place.

### **How does busing work?**

Busing is coordinated by the school office with both Hopkins and a contracted bus company depending on where you live. Times and location of bus stops will be emailed to you directly at the end of summer. For more information about busing please contact the school office (952-958-3500).

### **How often and when do the children go to Mass?**

The students attend and assist with Mass every Wednesday at 9:15 a.m. In addition, there will be Holy Day Masses, Living Stations, and rosary prayer services throughout the year.

### **How do I find answers?**

Your first resource should be the Parent Resources page on our website and the Family Handbook. If you have any additional questions, you can call the school office, your Good Shepherd family, or, depending on the question, a Home and School Committee Member.

### **What is the Home and School Committee?**

The Home and School Committee is made up of parents of NDA students. The Committee encourages and organizes the active participation of parents in the academic and community life at the school. The Home and School Committee meets once a month and is open to visitors. The Home and School Committee's main volunteering tool is the Lions' Pride Volunteer Agreement (LPVA) through which parents volunteer to assist with certain activities and/or events held throughout the school year.

### **What is a Good Shepherd?**

The Good Shepherds are a small group of parents whose goal is to make you feel welcome. We remember what it was like to have once been a new family with children anxious to start school. Good Shepherds are available to answer any questions you might have and/or direct you to the right place to find the answers you need. If you are brand new to NDA, your child will be paired with an "experienced" Good Shepherd family who also has a student in the same grade. Hopefully you heard from your Good Shepherd in July. If not, please email [jmeyer@nda-mn.org](mailto:jmeyer@nda-mn.org).

### **What are the school's fundraisers?**

- Marathon - We collect pledges and prayer intentions and then walk 3 miles around the school.
- Day of Giving - An opportunity for our school to raise funds to fill the gap between the cost of tuition and cost to educate a student.
- Gertens Sales - Twice a year we have a plant sale to raise money for our athletic program and student activities.

- Trivia Night - A fun community event in which teams compete in a trivia contest.
- Grand Beginnings - This evening is held at a local venue and includes a social hour, silent and live auctions, and dinner.
- Golf Tournament - A fun best ball tournament at Deer Run Golf Course.

### **How do I volunteer?**

The Lions' Pride Volunteer Agreement is administered through SignUp Genius. Descriptions of volunteer positions are available in this SignUp Genius. We encourage parents in Grades K-5 to volunteer with our annual spring gala and parents with students in Grades 6-8 to volunteer with the play. Then choose what else works best for you.

Log into your SignUp Genius account (or create a new account at [signupgenius.com](http://signupgenius.com)), and view the NDA listings under the "Sign Ups I've Been Invited To" area. If NDA is not listed, please email the administrator at [lionspride@nda-mn.org](mailto:lionspride@nda-mn.org) to have your name added. Most listings have contact information should you have questions about an individual volunteer activity.

### **What does the Activity Fee cover?**

The Activity Fee covers classroom parties for Halloween, Christmas, and Valentine's Day. It also covers school wide activities such as school assemblies, Christmas Boutique, middle school dances, and the 8th Grade graduation reception.

## **Top Tips for New Parents**

Read your Insight every week. It is emailed every Wednesday and posted to our website. This is your best source of information.

Attend Parent Information Night in September. You will learn significant information about the school experience about to unfold.

Attend conferences with your child's teachers. We offer both zoom and in person opportunities.

Volunteer for something. There is an activity for everyone and a chance for everyone to get involved. The Lions' Pride Volunteer Agreement is your tool to learn where we need help. The importance is not on the number of hours you sign up for, but in finding something that you enjoy. You can find the job listings on SignUp Genius.

Enjoy our Christmas Boutique. It is a way for your child (kindergarten-4th Grade) to buy presents for you and their siblings. The children usually spend \$5-10 and it's a wonderful event. This is a great event to volunteer for as you can help them shop and wrap their treasures.

Attend school Masses. These are typically Wednesday at 9:15 a.m. The kids love to see you, and it is so fun to see the little ones shine with confidence as they take on leadership roles!

Go to the NDA Play in the spring. The younger kids love to see the older ones on stage, the performances are incredible, and the sets are amazing. And you won't even recognize the gym!

## **The Year at a Glance**

### ***August***

Back to School Meet and Greet - Aug. 26. Bring in school supplies, see the classrooms, visit with teachers, stop by the booth for new families and check in at the Home and School table.

First Day of School – Aug. 27 Welcome to a wonderful school year!

### ***September***

School Picture Day - Oct 10 (Oct 8th for 6th Graders) - Smile!

NDA Parent Information Night - September 18th - Learn about the upcoming year ahead!

### ***October***

Parent/Teacher Conferences - Oct. 15 - Both zoom and in person options - Meet with teachers.

MEA - Oct. 14-18 No School.

### ***November***

Week of Gratitude - November 18-22 with Day of Giving on November 13.

Nov. 27-29 No School. Happy Thanksgiving!

### ***December***

Parent Drive Day for Hopkins buses - Dec. 5

Santa's Workshop - Dec. 6

Christmas Boutique - Dec. 11-12

Christmas Concert - Dec. 19 Come and listen to our children.

Christmas Break - Dec. 23-31 No School. Merry Christmas and Happy New Year!

## ***January***

School Resumes - Jan. 6

Catholic Schools Week - Fun activities for students all week Jan 26-31

## ***February***

Pops Concert - Feb. 13 Enjoy the kids' musical talents.

## ***March***

Conferences - March 6 - Both zoom and in person options.

NDA Play - Mar. 20-23 Invite everyone you know...it's amazing.

Spring Break - Mar. 31 No School.

## ***April***

School Resumes - Apr. 7 Welcome back!

Easter Break - April 18-21

8th Grade Pilgrimage - April 30-May 2

## ***May***

Grand Beginnings May 3

Golf Tournament May 5

Spring Band Concert - May 15 Come and listen to the children play.

Spring Vocal Concert - May 21 Come and listen to the children sing.

NDA Day - May 30 Fun activities for the entire school.

## ***June***

8th Grade Graduation - June 3 Congratulations to our graduates!

Last Day of School - June 4 Happy Summer!