

August 6, 2021

Dear OLW Families:

Welcome back to a new school year! This email includes important information for the upcoming school year and links to forms that need to be completed and returned before or on the first day of school. Classroom assignments will be communicated in separate emails later today.

OLW Operating Framework for 2021-2022

Attached to this email is OLW's Operating Framework for the 2021-2022 school year. It is based on the framework provided by the Archdiocese Office of Catholic Schools on August 5, 2021. It is the expectation of the Office of Catholic Schools that all schools within the Archdiocese of Chicago adhere to their operating framework.

[OLW Operating Framework for 2021-2022](#)

OLW STAFF

I would like to take this opportunity to introduce some new teachers to our staff. We are excited to have them join us.

Mrs. Christine McGinn will be joining our preschool team as one of the All-Day Preschool Teachers. Mrs. McGinn comes to us with over 20 years of preschool experience. She previously taught preschool at Village Preschool in Arlington Heights.

Mrs. Carolyn Anderson will be joining our resource team as a full-time resource teacher. Mrs. Anderson comes to us from the Diocese of Joliet where she taught for 12 years.

Mr. Ryan Andersen will be joining our middle school team as the new 6th-8th grade social studies teacher. Mr. Anderson worked previously in public schools at the middle school and high school level.

Over the summer, a few additional staffing changes took place:

Matt Martino accepted the position of Assistant Principal at Old St. Mary's in Chicago. We wish him well in his new position.

Kim Brennan is moving to the middle school full time as a math teacher for all of 6th grade and some of 7th grade.

Sabrina Rodriguez, our school counselor from Amita Health, is no longer with us. Amita Health will be assigning OLW a new counselor in the near future.

Upcoming Events

MEET THE TEACHER - Monday, August 16th from 4 -7 PM - This is a great chance to drop off supplies and forms before the first day of school.

TESTING DAY - Tuesday, August 17th from 8:00-3:00. A sign up for testing slots will be sent out Monday morning (8/9). More information about this day will be provided with the sign up.

FIRST DAY OF SCHOOL - Wednesday, August 18th. This day is a half-day. Dismissal is at 11:50. Half-day programs dismiss at their regular time. Kindergarten through 8th grade will be celebrating Mass in the church at 10:00.

Important Forms

[Family Handbook](#)

To insure that all families and students are aware of policies for Our Lady of the Wayside School, we ask that all parents and students read this manual together.

[Handbook signature](#)

To ensure that all families and students are aware of policies for Our Lady of the Wayside School, we ask that all parents and students sign this form indicating that they have read the family handbook. The homeroom teachers keep these forms on file.

[Student Emergency form](#)

Please be sure that you type or write clearly. A copy of the emergency form for each child is kept by his/her homeroom teacher, the nurse's station, and the school offices. Please call the office to inform us of changes in your child's health history or emergency/work phone numbers throughout the school year.

Annual Severe Allergy/Medical Survey

- If your child has food allergies please fill out the [Annual Severe Allergy Survey](#).
- If they will have an Epi-pen or inhaler at school please provide their [action plan](#) from their allergist or pediatrician with a picture of the student glued or taped on the sheet. We will also need a signed [medication release form](#) for any child that will have medication administered in school, including inhalers. We will be meeting with your child's teacher to review their medical plan for this year.
- Please email all forms and action plans to schoolnurse@olwschool.org by Monday August 9th.
- We will be available to meet with you on Monday August 16th from 10am-7pm. If it is more convenient to meet another day or time please email us to set up a time to meet.

[Photo permission form](#)

This form should be completed by each family giving, or not giving, permission for publicity using photos or academic work of their children. If a form is not received in the school office by August 31st, it will be assumed that you give permission for your child's photo or academic work to be included in any form of communication.

[The DCFS \(CANTS\) Form](#)

This CANTS form is now required EVERY YEAR for every/each parent that volunteers. Please complete and return it/then to the school office. Print extra forms if needed.

Additional requirements for volunteers:

[Virtus Training](#) on the Archdiocesan website

[Instructions](#) on how to go thru the site.

[Code of Conduct](#) (print page 5 signature page, sign and return to school office)

[CANTS](#) form (print, complete and return to school office – do NOT mail to Springfield)

STUDENT MEDICAL FORMS

[Physical forms](#) for students entering Kindergarten, Sixth grade, or any first-time preschoolers

[Vision forms](#) for Kindergarten students

[Dental forms](#) for students in grades Kindergarten, Second and Sixth

BEFORE and AFTER SCHOOL CARE

[Registration Page](#)

[Daily Fee Schedule](#)

FAMILY/SCHOOL ASSOCIATION MEMBERSHIP TOOLKIT (A.S.A.P)

online phone directory, volunteering, online ordering (is due today)

<http://www.olwschool.membershiptoolkit.com> or download the Membership Toolkit app on your phone

RETURNING FAMILIES: Check your information on Membership Toolkit to confirm your family's directory information & make any necessary purchases in the store!

NEW FAMILIES: Use the email address that you provided the school upon registration.

Create account: enter your first name, last name, and email address. Enter a password. Press: VERIFY MY EMAIL. Check your email account and follow the instructions to continue. You will then access the system and continue verification of your family account information.

In Membership Toolkit, place your order for the OLW zipper pencil case, milk, and pizza day.

- MILK (available to Multi-All-Day Preschoolers, Kindergarten All-Day students, grades 1-8)
- PIZZA DAY ORDERS (available to Multi-All-Day Preschoolers, Kindergarten All-Day AND Half-Day students, grades 1-8)

In Membership Toolkit, check for volunteer opportunities. Volunteer opportunities will be forthcoming as events and activities are approved. The need for volunteers will be sent out when needed, please be on the lookout for this and please be willing to volunteer! No better way to be involved at OLW and get to know and support your school community.

MARLA'S HOT LUNCH PROGRAM:

We are continuing our hot lunch program again this year. Orders will be delivered in individual bags with student's name and room number. Lunch orders will be available 3 days a week - MONDAY, WEDNESDAY, and FRIDAY. Please be on the lookout for a Marla's lunch email coming out on Monday, August 9th.

FIRST HOT LUNCH DATE will be on Wednesday, August 26th

[MARLA'S WELCOME LETTER](#)

Miscellaneous

[School supply list](#)

[School calendar and school hours](#)

[Dennis Uniform-OLW online page](#)