



### Highlights

**School Supply Drop Off/  
Back to School Meet and Greet  
Wednesday, August 27 5:30-7:30 pm**

**School Arrival: 8:30 am  
Academics begin: 8:45 am  
Dismissal: 3:15 pm**

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### From the Principal:

Back to School season is officially underway, but I hope and pray your family is still enjoying the summer sun and making memories during these final days before school starts!

Our summer maintenance crew has been busy getting our building ready while working around many contractors. We completed the project started two summers ago and the junior high wing and extended day have brand new ceilings, lighting and fans thanks to the Annual Fund Drive. The rest of the building is best described as “in transition” but we keep reminding ourselves that it will all be worth it when we have a new junior high restroom very soon and a beautiful new entrance, office and tech lab mid year! Things are changing every day, but we will do our best to keep things as normal as possible in student areas and we will keep you updated on changes that will have an impact on our families.

Our theme this year is Mission Possible as nothing is impossible with God, especially as we focus on our mission as a Catholic school! It's definitely going to be an exciting year! St. Vincent Ferrer, patron saint of construction, and St. Aloysius, our patron, pray for us!

*God's Blessings,*

*Mrs. Andrea Puhl*

### Welcome New Faculty Members

We are excited to welcome new teachers to our faculty this year!

**Mrs. Kelly French**, brings her 15 years of experience of teaching to our 2nd graders, with her last 9 years at St. Rose most recently in a 2nd grade classroom. She is passionate about helping each student learn and grow at their own pace and loves preparing them for the sacraments.

We also welcome **Miss Libby Robbins** as a kindergarten teacher. Miss Robbins received her degree in Early Childhood Education from Siena Heights in 2022, but recently went back to school in order to obtain her Ohio teaching license and did her student teaching for BGCS this past year. Her years teaching in many age groups at Children's Discovery Center in addition to her recent elementary experience have prepared her well for the kindergarten classroom. She is excited to partner with Mrs. Rosebrock to help our kindergarteners develop a love for learning.

**Mr. Julian LaFontsee** will teach band to our 5th through 8th graders as we continue our partnership with BGUSU. Mr. Lafontsee is a saxophonist and has a degree in music education from Aquinas College in Michigan. He is working on his master degree at BGUSU and will be our band director for two years as a part of his graduate assistantship.

We also welcome **Mrs. Jami Deering** and **Ms. Maria Horn** as new preschool aides, but definitely not new to our St. Al's family! Mrs. Deering is a long time parent and volunteer who has been working at St. Mark's preschool and Ms. Horn is a school alumnus who worked for us a couple years ago as an aide to a student with special needs.

## APPOINTMENTS DURING MASS Thursdays. (2:10-3:00 pm)

It is recommended that you do not schedule student dental/ortho/doctor appointments during Mass time on Thursdays. (2:10-3:00 pm)

Thank you for your consideration of this spiritual time for staff/students.

## Back to School Meet and Greet/ School Supply Drop Off Grades PS-8

Wednesday, August 27th  
5:30 - 7:30 pm

## Early Dismissal

Early dismissals for faculty collaboration will be at 1:30pm on 9/30, 10/28, 1/27 and 2/24. Students who are not able to be picked up will be supervised by staff until normal busing times or until Extended Day officially opens and they are clocked in at normal dismissal time.

## ARC Alert (formerly Parent Alert)

St. Aloysius uses a communication system called **ARC Alert** to notify parents of school closings, delays, emergencies, and other upcoming events or reminders.

**ALL PARENTS**, Please review ARC Alert preferences in Option C and update your profile. [Instructions](#) can be found on our website under the Parent tab. You are able to enter multiple phone numbers, cell numbers, email addresses as your contact information.

## Website and Schoolgram Information

Please use our school [website](#) for all your school informational needs. Many of your questions can be answered in the drop downs under "Parents." The Schoolgram is sent on Thursday evenings from the office and can be found on the website under "School News."

[www.stalschoolbg.org](http://www.stalschoolbg.org)

If you are unable to find the answer, please email the office with your question.

[schooloffice@stalschoolbg.org](mailto:schooloffice@stalschoolbg.org)

## 2025-2026 Faculty and Staff

**Local Superintendent:** Fr. Tom McQuillen **Principal-Minister:** Mrs. Andrea Puhl

### Faculty:

**HR 8 Jr. High Teacher (Science, History):** Mrs. E. Webb

**HR 7 Jr. High Teacher (Math, Religion):** Mrs. A. Bridges

**HR 6 Jr. High Teacher (LA, History, Religion):** Mrs. S. Pester

**Gr. 5:** Mrs. J. Castillo

**Gr. 4:** Mrs. N. Horn

**Gr. 3:** Mrs. T. Gerkens

**Gr. 2:** Mrs. K. French

**Gr. 1:** Mrs. H. Dulaney

**Gr. KS:** Mrs. S. Rosebrock

**Gr. KD:** Miss L. Robbins

**Gr. KR:** Mrs. J. Hinz

**Gr. PS:** Mrs. Julia Kulik

**Technology (KR-8):** Mr. M. VanTilburg

**Phys. Ed. Gr. (KR-8):** Mr. R. Schenk

**Spanish Gr. 7/8:** Mr. Long **Music (KR-8):** Mrs. D. Wilt **Band (5-8):** Mr. J. LaFontsee **Library:** Mrs. S. Cox

### ASP Faculty and Staff:

**Clerk:** Mrs. B. Rogers

**Intervention:** Mrs. T. Sadowski, Mr. A. Thurman

**Speech:** Mrs. A. Paluch

**Nurse:** Mrs. D. Kolbe

**Counselor:** Mrs. G. Dever

**Title I Reading:** Mrs. L. DeVries

### Preschool Aides

Miss Erica (Kettinger), Miss Nina (Smale), Miss Laura (Dinan), Miss Tammie (Simon), Miss Jami (Deering) and Miss Maria (Horn)

### School Staff:

**Admin. Assistant:** Mrs. S. Rath

**Receptionist:** Mrs. B. Rogers

**Extended Day:** Miss Sophia Bell

**Maintenance:** Mr. M. Kleman

**Lunch:** Ms. K. McKenzie

## Parent Association (PA) Information:

Please follow "St. Aloysius Parent Association" on Facebook. This will help you stay up to date and is also a great place to buy and sell gently used uniforms. **You can find uniforms for sale here using the QR code.**

St. Aloysius Parent  
Association



## From the Office

### School office hours

The school office will open at 7:45 am and close at 4:00 pm each weekday. When planning, please conduct non-emergency business with the office staff before 8:30 am or after 3:30 pm, allowing student needs to be met from 8:30 am – 3:30 pm. Appointments are strongly encouraged and may be scheduled via email at [schooloffice@stalschoolbg.org](mailto:schooloffice@stalschoolbg.org) or [receptionist@stalschoolbg.org](mailto:receptionist@stalschoolbg.org).

### Bus Transportation (KR-8)

Bus transportation is provided to St. Aloysius School from BG, Otsego, and Elmwood. Contact your public district with any questions concerning bus routes and to see if you are eligible. **Directors:** Toby Snow: [tsnow@bgcs.k12.oh.us](mailto:tsnow@bgcs.k12.oh.us). Otsego: Eva Vasher at [evasher@otsegoknights.org](mailto:evasher@otsegoknights.org). Elmwood: Allison Betz at [betza@elmls.net](mailto:betza@elmls.net). All district school buses will utilize the Enterprise St. doors to drop students off in the morning and pick them up in the afternoon.

### BGCS Busing App: My Ride K12 (KR-8 only, NOT preschool)

See the attached instructions to set up your account to see bus stop locations, pick up/drop off schedules, and to allow push notifications. There is also more info on BGCS's [transportation website](#) as well. Our school office has access to bus stops, transfer buses, and pick up and drop off times. Your child's ID is the same as their PikMyKId number. Reach out to Toby Snow with any questions or issues.

### School Clothing Recommendations

It is recommended to label all jackets, sweaters, lunch boxes, etc. with your child's name (or initials) so they can be returned easily when left at school. Especially spirit wear or uniform sweatshirts, etc.! We send a large amount of clothing and other items to Goodwill twice per year.

## Calendar

8/23-8/24

- Uniform sale/swap (see attachment for details.)

8/27

- **Back to School Meet and Greet/  
School Supply Drop Off  
5:30 pm - 7:30 pm**

*Please check with grade level teachers for rules on locker decorations.*

9/1

- October lunch ordering begins

9/2

- 8:45 am First Day of School  
\*Full Day Gr. 1 – 8  
\*8:45-11:00 am for PS4 ,KR, & K  
(Kindergarten can only use A.M.  
extended day on half days)

9/4

- PS4, KR, & K start FULL days
- PS3 first day
- School Mass 2:10 pm (Gr.8)

9/8

- PS extended day available

9/11

- School Mass 2:10 pm (Gr. 7)

9/12

- Free/Red. Lunch apps due

9/15

- October lunch orders due

9/18

- School Mass 2:10 pm (Gr. 6)

9/25

- Picture day
- School Mass 2:10 pm (Gr.4)

## Lunch Pre Order Schedule

One lunch menu will be sent at the beginning of each month. The monthly menu is uploaded to the website under Parents tab and [Cafeteria and Menu](#). Below is a schedule of due dates for the entire school year.

<u>Month</u>	<u>Due date</u>
September ( <a href="#">menu</a> )	August 15
October	Sept. 15
November	Oct. 15
December	Nov. 15
January	Dec. 15
February	Jan. 15
March	Feb. 15
April	March 15
May	April 15
June	May 15

## Sending Money to School

It is recommended, when sending money into school for various reasons, to place the money in a sealed envelope or plastic baggie with your child's name, grade, and reason marked on the outside. For multiple children, please mark the amount for each child as well. It helps us to know where to apply the money.

## Parent/Student Handbook & EdChoice Check Deposit Consent

The current Parent/Student Handbook signature page will be available at our Back to School Meet and Greet and the handbook will be on our website under the Parents tab. Also included is the consent to deposit EdChoice checks for the school year. You can sign and return the form to your youngest child's homeroom teacher.

**Volunteering:** If you would like to volunteer to help in the school, class parties, or field trips, the Diocese of Toledo requires you to complete a background check and online class. It is good for 5 years, so if you are unsure if you are still within that window, please check at the school office. Otherwise, see the [instructions](#) on the website or contact the school office. Complete the [Diocesan Vehicle Driver Agreement](#) form to confirm car insurance if you want to drive for field trips.

**Job Openings:** If you or anyone you know is looking for a part time position, please consider the following opportunities:

- Extended Day Supervisor: Before and after school. Contact Ms. Sophia at [bell@stalschoolbg.org](mailto:bell@stalschoolbg.org).
- Playground Supervisor: 11:20 a.m. - 1:15 p.m. Contact Mrs. Rath at [schooloffice@stalschoolbg.org](mailto:schooloffice@stalschoolbg.org).

## Arrival and Dismissal Information

### 8:30 am: First AM Bell

\*School doors unlock. Students will head directly to their classroom. Teachers will dismiss them to their lockers to avoid large groups in the halls.

### 8:45 am: Second AM Bell

\* All exterior doors are locked.

\* **Classes begin** with Homeroom. Students are expected to be in the classroom and ready for prayer and morning announcements **before** this bell rings.

\* Any student arriving after the 8:45 am bell (whether it be parent or student issues) is classified as an unexcused tardy. ***Only doctor & dental appointments, Mrs. Puhl's discretion, or a late bus are considered an excused tardy.***

### 8:45 am-3:10 pm

\* If it is necessary to pick up your child during the school day, enter the building from the Summit St. entrance and ring the intercom to gain entry. A staff member will unlock the door after you have announced your name and reason for entering the building.

\* For security reasons, please do not allow entrance for others, and know that the children have been taught not to open the door.

### 3:00-3:12 pm

\* Students will organize and prepare for dismissal from the classroom.

### 3:10 pm Announcements begin

### 3:12 pm First PM bell rings

\* End of the day prayer and announcements begin. Students remain in the classroom until dismissed.

\* Bus students will be picked up at Enterprise the St. doors.

\* Parents will pick up students in the parking lot using the PikMyKid app to announce arrival.

\* Extended Day students will be dismissed once all other students are dismissed.

### 3:15 pm: Second PM bell rings

\* Doors to the gym remain locked until Extended Day ends at 6pm.

## Parking Lot Procedures & PikMyKid app (KR-8)

We will continue to use the Pik My Kid app for dismissal with the same parking lot procedure. A [map](#) is attached and your Pik My Kid card with student numbers will be available at the Back to School Meet and Greet. Login information should have been emailed from PikmyKid for any new students added to the system, as well as instructions emailed from Mrs. Rath.

You can change the app daily before 2:30 pm or set a schedule for each day. You can choose car, bus, walker or extended day. If you choose bus, you must have made arrangements for the year with the

### Online order process:

1. Complete an order online at [www.optionc.com](http://www.optionc.com) for each student. Orders can only be placed through the parent login.
2. Please pay the amount at the bottom left and send in your payment (cash or check payable to St. Aloysius) to the school office labeled "September lunch order" with your child/children's name and grade. For multiple children, please write the amount for each child. Reduced lunch totals must be added manually by multiplying the number of full lunches by \$0.75. Option C does the calculation on the back end.
  - Payment is due at the time the order is placed.
  - Failure to pay lunch accounts each month may jeopardize use of the program.
3. Direct any billing questions to Mrs. Rath in the office, and any allergy, ingredient, etc questions to Ms. Kris.

### Forgotten Lunch

- All students who do not have a packed or pre-ordered lunch will receive a lunch based on what food, produce, & drink is available.
- The cost of the replacement lunch is \$5, payable the next day. A slip is given to the student to bring home as a reminder.

### Lunch Facebook page and email:

Stay up-to-date on current information about lunch. All billing and ordering questions should still be directed to the school office.

[Lions Lunch Lady Facebook Page](#)  
[LionsLunchLady@gmail.com](mailto:LionsLunchLady@gmail.com)



public school who is transporting your child. Teachers are notified by email each day of any dismissal changes. For the younger grades, it is recommended to ALSO send in a note or email your child's teacher. If the transportation method needs to change after 2:30 pm, please call the school office to make those arrangements. For the first few weeks of the year, parents may change their child's PikMyKid DEFAULT mode of transportation, but after it has been set, you will need to email Mrs. Rath to make DEFAULT changes. You can make recurring changes or one time changes, but the DEFAULT won't be able to be changed in the parent app.

### Daily Schedule (KR-8)

**7:15 am:** Building opens for Extended Day students. Enter through school doors and proceed down the narthex hallway following the signs to Extended Day. Ring the doorbell for admittance.

**8:30 am:** Office and Enterprise St. school doors unlock for student admission.

**8:45 am:** School day begins with Prayer & Announcements. Academics begin immediately after prayer.

- A student arriving after this bell will be tardy. See handbook for the definition of excused vs. unexcused tardiness. We strive to teach promptness. In your child's best interest, we recommend arriving at 8:30am. It allows them to be prepared for academics at 8:45am. Our policy is that students who have three unexcused tardies will serve an hour detention.

**11:00 to 1:15:** Lunch/Recess for all grades (See Below)

**3:12 p.m. First PM Bell:**

- Prayer and announcements
- Students are dismissed from the classroom to the bus lines, parent pick up, and Extended Day

**3:15 p.m. Second PM Bell:**

- The school day ends.

**3:15 to 6:00 p.m.** Extended Day is open.

### Lunch Schedule:

#### **Preschool**

11:30-12:00 pm Lunch

#### **Kindergarten Readiness & Kindergarten**

11:00-11:30 Lunch

11:30-12:00 Recess

#### **Grades 3, 4 & 5**

12:00-12:30 Lunch

12:30-12:55 Recess

#### **Grades 1 & 2**

11:30-12:00 Lunch

12:00-12:30 Recess

#### **Junior High (6,7,8)**

12:35-12:55 Lunch

12:55-1:15 Recess

### Administration of Medication

School policy prohibits any student from keeping medication in his/her possession while in class. Thus, all medication must be turned in at the school office in the original bottle.

**Please do not send in one or two pills in a baggie. School personnel are not allowed to administer any type of drug given in this format. The medication will be destroyed.**

#### **Prescription medication, some cough/cold medications, and antihistamines:**

Written authorization by both parent AND physician is required EVERY YEAR. The [form](#) can be found on the website under the Parents Tab ~ [Forms](#). Paper copies will be available at Supply Drop off. The original prescription medication container must be labeled with the student name, name of medication, dosage, and also if it needs refrigeration. The time of administration and when it was last given must be written or communicated to the school nurse. To begin this process, email the nurse at [nurse@stalschoolbg.org](mailto:nurse@stalschoolbg.org) or call the school office.

#### **Procedure for Over the Counter Medication:**

A physician's signature is NO longer required to give SOME over the counter medication. There is a [form](#) that must be completed EVERY YEAR. It can be found on the school website under the Parents Tab ~ [Forms](#). The school nurse has a stock of Acetaminophen, Ibuprofen, Neosporin cream, anti-itch cream, and cough drops. Other OTC medications must be supplied by the family. Paper copies will be available at Supply Drop off. **\*\*Please note that some cough and cold medications as well as antihistamines may still require a physician's signature.**

If necessary, please contact the school nurse to discuss the procedures for inhaler usage, accessibility, and necessary paperwork.

Medication paperwork and medication must be current for the upcoming school year.



## Extended Day Information (KR-8)

- Cost is \$4.00 per hour per child and is billed to parents on a weekly basis. Payments are expected weekly to cover the cost of operations. Failure to pay Extended Day accounts each month may jeopardize use of the program.
- All students must be signed in & out by parents. A new registration form is to be completed for each family/child yearly. It is attached to the email. Paper copies will be available at Supply Drop Off.
- A registration fee of \$20.00 per family is due with the form **if you plan to use the service regularly**, unless you are carrying a credit from last year. This is a start up fee, and will be credited back to your family account in the Spring.

### **7:15 am: MORNING Extended Day opens**

Our billing system requires parent login of all students. Each child will have their own identifying pin number given to parents only at extended day. If a child enters without a parent, he/she will be logged in by staff as if they arrived at 7:15 am. Students will not be allowed to log themselves in. Your login will be given to you on your child's first day of attendance. They remain the same from year to year.

### **3:15-6:00 pm AFTERNOON Extended Day hours**

Students are dismissed to Extended Day from the classrooms at 3:15 pm. At any time, if the regular plans change, PikMyKid should be updated.

Parents are to ring the doorbell to enter Extended Day for pick up. Remember to log your child out of the computer system with their login number. Staff can assist you.

Students not picked up by 6:00 pm will be assessed a late fee. Misuse of this pick up time may lead to a student being dismissed from the program.



**MISSION  
POSSIBLE**

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**Luke 1:37**