

FAQs for New Families

Welcome to Our Lady of Grace Catholic School! We hope the following information will be helpful to you. If you have other questions that are not addressed below, please feel free to call our office at (336) 275-1522. We are so glad you are here!

Where can I find summer reading lists, summer math packets and school supply lists?

Summer reading lists, math packets, and school supply lists can be found on the website under Current Families.

Where can I find monthly and yearly calendars?

Calendars for the school year and for each month can be found on the school website under News/Calendars.

Where do I purchase uniforms?

Uniforms can be purchased from the Lands' End Uniform Shop online. There is a link to the online store on the school website. Uniform guidelines for each grade can also be found on our website. OLG sweatshirts and hoodies can be order from Prosperi Company. Order forms can downloaded from our school website and turned into our office. Orders will be placed monthly.

What is the procedure for the first day of school?

On the first day of each new school year, students line up by grade and class in our back parking lot. This fun tradition allows interested parents to take first day pictures. It also gives us a chance to celebrate this milestone day in the lives of our youngest students as our pre-k and kindergarten students parade into their classrooms accompanied by applause from our school family! Please remember not to park in back parking lot to ensure the safety of all on this important day. Students should be in full uniform on the first day.

What are the drop-off and pick-up procedures (pre-k)?

The school day begins at 8:15 a.m. for our pre-k students. Students must be walked to the door of the pre-k classroom by a responsible adult. Pre-k parents can park in the far end of the back parking lot or on Tremont Street in the morning. Half-day pre-k pick-up occurs at 12:15 p.m. each day. To ensure the safety of all of our students, the back parking lot will not be open at this time. Full-day pre-k students will dismiss at 2:45 p.m. and students will follow the same pick-up procedures for K-8 students, as outlined below.

What are the drop-off and pick-up procedures (K-8)?

Our school day begins at 8 a.m. and classrooms open at 7:45 a.m. Drop-off takes place in the back parking lot off of Tremont Street. Staff members are stationed at various spots in the parking lot to help guide students. Parents can also walk students in, but we ask that parents not park in the Tremont parking lot at this time. When walking a student in, please pay attention to the teacher staffing the crossing walk. We also ask that students not be dropped off on Chapman Street. This area sees a lot of traffic in the morning and is simply not a safe area for students. Please help us ensure the safety of our students by respecting this.

Drop-off and pick-up takes place in the Tremont Street parking lot. Pick-up times vary by grade. Kindergarten releases at 2:50 p.m.; kindergarten through fifth grade dismisses at 3 p.m.; and middle school students are dismissed at 3:10 p.m. Students are dismissed into the parking lot with their teachers.

If you are picking up children of multiple ages, please get in line when the oldest children dismiss. Teachers will watch over younger children until their carpool arrives.

To help us expedite dismissal, we give each family laminated signs with their family's last name on it. Please put this sign in your car window when you line up for dismissal. This helps our teachers identify who is being picked up quickly. Signs can be picked up at the school-wide open house in August or can be requested in our office. If you are carpooling with another family, we can make multiple family signs if you notify the office.

To pick up another student or to have your child ride home with another parent (not in your regular carpool), please send a note in to your child's teacher or call the school office. Our goal is to always make sure our students are safe at all times. In the event of rain in the afternoon, students will be taken into the gymnasium and dismissed from there. Parents should pull into the Tremont Street parking lot, put their sign in their window and wait for their children to be called. We ask that parents not get in the carpool line and leave their car unattended because this creates delays for everyone.

Please note: Because of construction that will be ongoing this year, we ask that students not be dropped off or picked up on Chapman Street. Again, please understand that the safety of our students is our first priority.

Can I visit my child during the school day?

Parents can bring forgotten lunches or homework to their children through the front office. Lunchtime visits are welcome, but please check in with the front office before going to the cafeteria. Lunchtimes can be found on our website.

Where can I find lunch menus and lunchtimes? How does my child buy lunch? Should I pack a snack for my child?

Our in-house cafeteria serves lunch each day and monthly menus are posted on our website and attached to our school newsletter. Parents can set up a lunch account for their student by purchasing 10 and 20 meal packages. This can be done on our website or checks can be sent in to our school office via your child's teacher. Please check with your child's teacher about snack routines.

How can a student's birthday be celebrated?

Birthdays are a special day in a child's life. If you wish to bring in a birthday treat to share with your child's class, please feel free to do so. Please be aware that some students may have food allergies. Check with your child's teacher for suggestions for birthday snacks. Snacks may be served at lunch or during snack time in the classroom. Baked or purchased goods are welcome.

How can I find out about inclement weather cancelations and delays?

Delays and cancelations due to weather will be posted on our OLG School Facebook page and on the OLG School website. We will also call all parents and send out a school-wide e-blast as soon as a decision to alter a school-day schedule is made. Closing and delays will be posted on WFMY and WGHP as well. Please be patient with this process. We try to consider the safety of all of our school community in situations like this and often the weather is unpredictable.

How do I get in touch with my child's teacher?

Parents can contact teachers through email or via classroom voicemail. Teachers are happy to schedule parent/teacher conferences at parents' request. Formal conferences for all grades are scheduled in November. If you are unable to attend, please re-schedule with your child's teacher.

Where can I find the forms I need and when should I turn them in?

Forms such as immunization records, emergency contact information, sports physicals, and after-school care registration can be found on the school website. These forms will also be handed out to all families at the school-wide open house in August. Please complete and return all necessary forms as soon as possible.

How does the Extended Care Program work?

Our Extended Day program begins on the first day of school. Before-school care is offered from 7:30 each day and is free. Students meet in the gym and are supervised by a teacher until they are dismissed to classrooms at 7:45 a.m. After-school care is offered each day until 6 p.m. Families can sign up for care after-school care on drop-in basis or for regular full-time care each day. If you aren't sure if your child will need these services, please fill out and turn in the forms anyway so your child's information is on record. You will not be charged until you use after-school care, and you will be billed once a month. To register, please download a form from our school website and return it to the school office.

What is OLG's electronics policy?

Students are not allowed to use electronic devices (including cell phones) during the school day. Cell phones should be kept in backpacks at all times during the school hours and phones should be turned off. Should a student use a phone while in class, that phone will be taken to the school office for the rest of the day and the student will be disciplined. A parent will have to come to the office to retrieve the phone for the student. Please help us adhere to this policy as we work towards creating an environment of learning that minimizes all outside distractions.

How do I pick my child up early?

Please send a note in with your child in the morning, informing their teacher that they will be leaving early that day. This is an important step – it allows the teacher to prepare your child to leave at the correct time and allows our office to fill out the dismissal form before you arrive. Parents must come in to the school office to sign children out of school.

What if my child is tardy?

If your child is late getting to school, please walk them in to the school office to fill out a tardy form. If the student is late due to a doctor's appointment, please ask for a note from your doctor's office. Please do not drop children off in the Chapman Street parking lot to enter the school without a parent.

What do I do if my child needs to take medication during the day?

Please complete a Medication Authorization Form to be signed by a physician for prescription medications or occasional medications. The form is on the website under Current Families, Important Forms. Medication will be stored in our Health Room, adjacent to the school office.

How do I volunteer in the classroom?

At grade-level orientations, teachers will post lists of volunteer positions needed. Please consider volunteering. Our parents are what makes our school community so special! Before volunteering in the classroom, parents must complete a 3-hour workshop called

“Protecting God’s Children.” This workshop is offered at various times and days throughout the Diocese. It is also offered online. You may register for a workshop at www.Virtus.org. Click the registration link at the left of the screen. Choose “Charlotte, NC (Diocese)” under “Select Your Archdiocese” and then follow the steps. Once you have completed the workshop, please bring a copy of your certificate to the church office. You also need to complete a “Volunteer Background Check” form as well and turn this into the school office. Parents interested in driving on field trips should also fill out a “Volunteer Driver” form (also found on the school website) and return it to the school office. Thank you for your commitment to our school – we love our volunteers!

How to I learn more about Our Lady of Grace Catholic Church?

The church’s website is www.olgchurch.org. You can also visit the church office in St. Joseph’s House on the corner of West Market Street and Tremont Street.