

# **WELCOME TO ST. ANN SCHOOL!**



## **NEW FAMILY WELCOME PACKET**

For more Information, please visit our school website –  
[www.stanncrusaders.org](http://www.stanncrusaders.org) and review the Family Handbook.



# ST. ANN SCHOOL INFORMATION

Address:

2211 W 18th Place  
Chicago, IL 60608

Phone Number: 312-829-4153

Fax Number: 312-829-4155

School Hours: 8:00 am – 3:00 pm

Office Hours: 7:00 am – 3:30 pm

School Website: [www.stanncrusaders.org](http://www.stanncrusaders.org)

Social Media Accounts

Facebook: [StAnnSchoolPilsen](https://www.facebook.com/StAnnSchoolPilsen)

Instagram: [@saintanncrusaders](https://www.instagram.com/saintanncrusaders)

Administration

Principal: Ms. Kathleen Fox

Assistant Principal: Mr. Josh Dempsey

Secretary & Administrative Assistant: Mrs. Debbie Warfield

School Mascot: Crusaders

School Colors: Blue & White



# A WARM WELCOME FROM OUR PRINCIPAL

Dear St. Ann Families,

We are thrilled to have you join our St. Ann family! Founded by the Sisters of the Holy Family of Nazareth, St. Ann School has been proudly serving the Pilsen community of Chicago for over a century. It is here where our children and their families are surrounded by people who give witness to Gospel values and who share their faith. With Christ as our model, we teach our students to see themselves as scholars, as well as saints. We pride ourselves in the academic rigor that our teachers provide in the classroom, as well as the Christ-like expectations that all of our students are expected to uphold.

What makes St. Ann unique? We are a family, student-centered, and are committed to educating the whole child. St. Ann staff members, in partnership with you, work to ensure that your child is engaged in learning opportunities that stir creativity, cultivate thinking, enhance physical and mental well-being, and optimize their whole learning experience.

We have strong relationships with organizations throughout Chicago and beyond and are committed to providing a top-quality Catholic education to all those who seek it, regardless of financial means. God is alive at St. Ann through the goodness of so many people who support our school by offering prayers, resources, and service.

What a blessing it is to welcome your family to the St. Ann community!

–Ms. Fox



# WELCOME FROM ST. ANN'S FAMILY SCHOOL ASSOCIATION

Dear New St. Ann Family,

Welcome to St. Ann! We are so happy that you have chosen to be a part of our school and our community. Every parent or guardian for a student at St. Ann is a part of our FSA (Family School Association), and we hope you'll join us in taking an active role in the organization. The FSA is committed to improving our school, celebrating our students and teachers, and creating fun and engaging events for the students, teachers, parents and community. We also promote the school within the community and support the school in recruiting and marketing necessary to maximize enrollment.

I have been part of the FSA for three years now and have been the treasurer for the past two years. The FSA gives me a voice within the school and an opportunity to shape the improvements that would enhance my children's and my family's experiences with the school. As a member of the FSA, I have been able to advocate for classroom parents, a school directory, a Dia de los Ninos Celebration for the students, marketing the school at different community events, and for new uniforms for our athletic teams. I have also enjoyed being a part of the FSA and volunteering at some of the FSA signature events, such as Breakfast with Santa or the Family Dance because it has given me an opportunity to meet other parents and teachers within the school. I feel more connected and welcome in the community by building those relationships.

There are many ways to be a part of the FSA – through leadership roles, participating in the monthly meetings, fundraising or securing donations for the school, and volunteering in the events the organization hosts. We meet at the school and virtually from 5:30 – 6:30 on the third Wednesday of each month or as otherwise specified in the principal's newsletter. Coming to a meeting is a great way to start your involvement with the FSA. We hope you'll embody our school's core values: to serve, to lead, to love – with Christ as our model, and generously volunteer your time and talents and help us continue to make St. Ann the best school for all the children it serves!

Lindsay Miller  
FSA Treasurer



# ST. ANN'S PHILOSOPHY, MISSION, VISION, & CORE VALUES

## St. Ann Catholic School Philosophy

For more than 120 years, St. Ann Catholic School has been enriching lives in the Pilsen community by providing high-quality Catholic education and cultural and community programs. Since the beginning, St. Ann has been blessed with a supportive community of parents, teachers, family members, parishioners, and, most importantly, the strong presence of the Sisters of the Holy Family of Nazareth.

## St. Ann Catholic School Mission Statement

We at St. Ann School are dedicated to helping our Preschool–8th grade students reach their full academic, physical, social, and spiritual potential. With Christ as our model and through a personalized learning approach, we encourage students to use their gifts to serve our school, the Pilsen community, and all of society.

## Vision of St. Ann Catholic School

At St. Ann Catholic School, our vision is to provide students with an opportunity to develop a strong Catholic faith, receive a quality education, achieve academic excellence, and become compassionate leaders who serve their communities with integrity and love.

## Root Beliefs of St. Ann Catholic School

- We believe that all are welcome
- We believe in educating the whole student in a balanced program – spiritually, academically, physically, emotionally, and socially.
- We believe school is an extension of home, and parents as their children's primary educators.
- We believe each person possesses unique, God-given gifts and talents.
- We believe learning is a life-long process that requires positive attitudes.
- We believe in serving others because we were made for each other
- We believe people are innately curious, and students should be leaders in their learning.
- We believe in celebrating each student's individuality and embracing their differences.
- We believe in loving one another because we were all made in the image and likeness of God



## ST. ANN TEACHER INFORMATION

Position	Faculty/Staff	Email
PreK	Ms. Julia Wolf	<a href="mailto:jwolf@stanncrusaders.org">jwolf@stanncrusaders.org</a>
Preschool	Ms. Sarah Bruns	<a href="mailto:sbruns@stanncrusaders.org">sbruns@stanncrusaders.org</a>
Kindergarten	Ms. Faith Hood	<a href="mailto:fhood@stanncrusaders.org">fhood@stanncrusaders.org</a>
1st	Ms. Chrissy Moore	<a href="mailto:cmoore@stanncrusaders.org">cmoore@stanncrusaders.org</a>
2nd	Ms. Griselda Jimenez	<a href="mailto:gjimenez@stanncrusaders.org">gjimenez@stanncrusaders.org</a>
3rd	Mr. Brendan Care	<a href="mailto:bcarew@stanncrusaders.org">bcarew@stanncrusaders.org</a>
4th	Ms. Alejandra Alatrisme	<a href="mailto:aalatrisme@stanncrusaders.org">aalatrisme@stanncrusaders.org</a>
5th	Ms. Isabelle Reynolds	<a href="mailto:ireynolds@stanncrusaders.org">ireynolds@stanncrusaders.org</a>
6th–8th Reading & Language Arts	Ms. Helen Muñoz	<a href="mailto:hmunoz@stanncrusaders.org">hmunoz@stanncrusaders.org</a>
6th–8th Math & Science	Ms. Olivia Clarke	<a href="mailto:oclarke@stanncrusaders.org">oclarke@stanncrusaders.org</a>
6th–8th Social Studies & Religion	Mr. Benjamin MacDonald	<a href="mailto:bmacdonald@stanncrusaders.org">bmacdonald@stanncrusaders.org</a>



Position	Faculty/Staff	Email
PE/Health Teacher, Athletics Coordinator	Mr. Justize Gottman	jgottman@stanncrusaders.org
Spanish	Mr. Emmanuel Martinez	emartinez2@stanncrusaders.org
Music	Mr. Francisco Arriaga	farriaga@stanncrusaders.org
After School Care Monitor	Ms. Carla Flores	cflores1@stanncrusaders.org
Food Service Coordinator	Mrs. Rosa Leon	rleon@stanncrusaders.org

Position	Front Office	Email
Principal	Mrs. Kathleen Fox	kfox@stanncrusaders
Assistant Principal	Mr. Josh Dempsey	jdempsey@stanncrusaders.org
Secretary/ Administrative Assistant	Ms. Debbie Warfield	dwarfield@stanncrusaders.org
Director of Inclusive Education	Ms. Jeana Reichard	jreichard@stanncrusaders.org
Operations Director	Ms. Monica Pavon	monicapavon@archchicago.org



## NEW STUDENTS ADMISSIONS POLICY

- ☐ Produce a completed application form and student data form
- ☐ Produce an official copy of the child's birth certificate
- ☐ Produce a baptismal record (if applicable)
- ☐ Produce a copy of immunization records
- ☐ Product the child's most recent
- ☐ Produce records of compliance with state and local health (including dental) requirements and exams
  - If students are not in compliance or without records, parents will be notified, and the children will be excluded from school until compliance is shown
- ☐ If a child has attended another school before, produce:
  - Some form of credential from that school
  - The child's most recent report card
  - A copy of the transfer
  - Standardized test scores
  - 504 Plan, IEP, ICEP, Student Service Plan (if applicable)

For more Information, please visit our school website – [www.stanncrusaders.org](http://www.stanncrusaders.org) and review the Family Handbook.





## HEALTH REQUIREMENTS/RECORDS

- ☐ Produce physical examinations and record of immunizations to the school office by September 30th (a health examination must be performed and documented before entering kindergarten, first grade, and sixth grade)
- ☐ Students in kindergarten, second, and sixth grades must present proof of being examined by a dentist by May 15th
- ☐ Students enrolling in kindergarten or school for the first time in school must present proof of any eye exam within the previous year by October 25th
- ☐ Document health issues with the school office
- ☐ (If applicable) Produce documentation of Asthma Action Plan from a physician with prescribed asthma medication by the first day of school
- ☐ (If applicable) Produce daily medication and Epi Pen, a copy of the Medication Authorization Form, Physician's Request for Self-Administration of Medication, Parent/Guardian Permission and Authorization, and the Annual Medical Information and Emergency Notification Form for students needing prescription medication by the first day of school

For more Information, please visit our school website – [www.stanncrusaders.org](http://www.stanncrusaders.org) and review the Family Handbook.



## ST. ANN'S SCHOOL WEBSITE

On our website– [www.stanncrusaders.org](http://www.stanncrusaders.org) you can find useful information that includes:

- Parent–Student Handbook
- Tuition & Fees Information
- Admissions Information
- Online School Payments
- Financial Assistance Information
- The Philosophy and Curriculum Guide
- Extended Day Program
- Parent Resources
- Uniforms
- Calendar
- Teacher Pages
- School Supply Lists

## POWERSCHOOL

PowerSchool is an internet–based system that allows parents/guardians and students in grades 4–8 to check their grades and assignments on the PowerSchool Mobile app. The district code for the app is FCGG. Parents/Guardians are encouraged to check PowerSchool frequently to stay informed about school progress. PowerSchool is also used to store family contact information and to re–register children for the following school year. Parents can reach out to teachers in PK–3rd for an update on student academic progress.

Please contact Mr. Dempsey at [jdempsey@stanncrusaders.org](mailto:jdempsey@stanncrusaders.org) if you need assistance with your PowerSchool account.



## COMMUNICATION

- School website ([www.stanncrusaders.org](http://www.stanncrusaders.org))
- Monthly calendar sent home from office at the beginning of each month
- School newsletter from Principal Kathleen Fox goes home in print form on Thursdays
- Weekly newsletters are sent home in grades PreK through 5th
- Monthly newsletters are sent home in middle school
- Regular communication with parents is promoted through the yearly calendar, monthly calendars, principal and classroom newsletters, progress reports, report cards, and periodic flyers
  - To see a teacher privately, please schedule a meeting before or after school hours. Teachers are not available to meet during the school day.
- Facebook page ([StAnnSchoolPilsen](https://www.facebook.com/StAnnSchoolPilsen)) & Instagram ([@saintanncrusaders](https://www.instagram.com/saintanncrusaders))
- Parents/guardians are welcome to call the school office ([312-829-4153](tel:3128294153))
- If it is necessary to close school because of severe weather, it will be announced on radio and television through the computerized Emergency Closing Center. We will also send an email, phone messages, and texts through School Messenger



## FACTS

FACTS is the online tuition management system used by schools in the Archdiocese. All families must create a FACTS account online. Tuition is paid in 10 monthly installments (August 2024 – May 2025). The FACTS program provides parents with several payment options, including online, by phone, by automatic deduction, by mail, or at school. Families can review their tuition balance at any time. Payments are posted within 24 hours of receipt.

- Website: [online.factsmgt.com/signin/41XF2](https://online.factsmgt.com/signin/41XF2)
- The system bundles all fees (tuition, book fees, extended care, athletic, fundraising, etc.) and allows families to pay online through various methods. It also offers the ability to change payment methods, view upcoming payments, and print tax statements.
- Any family wishing to receive financial aid or scholarship money must apply through FACTS. Any scholarship money awarded will be posted to your FACTS account.
- Billing for before- and after-school care is completed through FACTS at the end of every month.



## GENERAL PROCEDURES

- School begins at 8:00 am. Preschool dismissal is at 2:55, and K–8th grade dismissal is at 3:00 pm
- Students may be dropped off in the circle in front of the school or on Leavitt Street. Cars are permitted to pause in front of the school only for as long as it takes the student to exit the car. If parents need to park, they must do so on 18th Place or Leavitt Street
- Upon arrival, students are to report directly to Nazareth Hall (Pre-Kindergarten) and the gym (Kindergarten through 8th grade)
- Students are to cross streets at crosswalks only
- Parents are expected to drop off students at the school's main door
- Parents should not go into the building with their children upon arrival
- To enter the school, all visitors must register with the school secretary at the main office to receive a Visitor's Pass before proceeding to any other part of the school. The Visitor's Pass must be worn at all times while in the building before 3:00 pm
- Drivers are permitted to pick up students on 18th Place or Leavitt Street at the time of the regular dismissal
- Cars are not to block crosswalks on Leavitt and 18th place
- Enrichment clubs and activities run from 3:15–4:15 pm
- Teachers escort their students to the plaza and wait for each student to be picked up or begin their walk home. Each student in Kindergarten – 5th grade must tell their teacher who they are leaving with and shake the teacher's hand before leaving
- Students who are not picked up by 3:15 pm will be checked in at the After School Program. An adult approved by the parent or guardian must sign out each student from the After School Program
- If a child's pickup procedure has changed, the family must inform the office



## EXTENDED CARE PROGRAM

St. Ann offers before- and after-school care to provide a safe, secure environment for students to accommodate the work schedule of parents/guardians. The day-to-day administration of the before- and after-school programs are led by the program coordinators. Please review the Family Handbook for more information. Days when before- and after-school care are not happening will be communicated via the weekly principal newsletter. The program has a fee.

Before School Program: 6:45–7:30 am (\$8.00/day)

After School Program: 3:00–5:30 pm (\$8.00/day)

## FOOD SERVICE PROGRAM

The Archdiocese of Chicago sponsors a food service program through Food Services Professionals, which offers meal service to elementary and secondary schools. Information regarding the process to determine student eligibility for either free or reduced rate meals is available through Food Services Professionals. It is a matter of justice that schools make such programs available to economically challenged families. Students are provided free breakfast delivered daily to the school, prepared hot lunch, and snacks for After School Program.

The breakfast program begins at 7:30 am. Students who arrive on school property enter the gym or Nazareth Hall where supervision is provided.



## 2024-2025 School Calendar

*Additional dates/events may be added throughout the year.*

Month	Date	Event
August	10	Fun in the Sun, School Supply Fair & Used Uniform Sale (9:00 am-12:00 pm)
	18	Opening Family Mass and Blessing - St. Paul (10:00 am)
	21	PK & K Orientation & Meet and Greet (9:00-11:00 am) 1st-8th Grade School Supply Drop Off & Meet the Teacher (8:00 am-3:00 pm) School Supply Drop-Off Continued (3:00-5:00 pm)
	22	PK & K: 10:30 am Dismissal 1st-8th: 2:00 pm Dismissal
	23	PK & K: 12:00 pm Dismissal 1st-8th: 3:00 pm Dismissal
	28	Back to School Night (6:00 pm)
September	2	Labor Day (No Classes)
	27	Staff Development Day (No Classes)
October	4	¡Reventon!
	10	Progress Reports Sent Home
	14	Indigenous Peoples Day (No Classes)
	20	12:00 pm Dismissal Parent-Teacher Conferences by Teacher Request (1:00-4:00 pm)
November	8	Staff Development Day (No Classes)
	15	End of Trimester 1
	25	2:00 pm Dismissal Report Cards & Parent-Teacher Conferences (2:15-5:00 pm)
	26	12:00 pm Dismissal Report Cards & Parent-Teacher Conferences (1:00-3:00 PM)
	27-29	Thanksgiving Break (No Classes)
December	12	Feast of Our Lady of Guadalupe
	19	Christmas Program - St. Paul (6:00-7:00 pm)
	20	2:00 pm Dismissal No After-School Care
	23	Christmas Break Begins (No Classes)





## 2024-2025 School Calendar

*Additional dates/events may be added throughout the year.*

January	6	Classes Resume
	20	Martin Luther King Day (No Classes)
	23	2nd Trimester Progress Reports
	26	Family Mass - St. Paul (10:00 am)
	26-31	Catholic Schools Week
February	7	Staff Development Day (No Classes)
	17	Presidents' Day (No Classes)
	28	End of Trimester 2
March	5	Ash Wednesday
	6	Trimester 2 Report Card Pickup
	7	12:00 pm Dismissal Report Card Pickup, Parent-Teacher Conferences
	24-28	Spring Break
April	17	2:00 pm Dismissal Holy Thursday
	18-21	Easter Break
May	26	Memorial Day (No Classes)
	29	8th Grade Last Day - 12:15 pm Dismissal (8th Grade Only) 8th Grade Graduation – 6:00 pm at St. Paul Church
June	5	Last Day of Classes Field Day & Trimester 3 Report Cards





# FAMILY HANDBOOK

We kindly ask you to review St. Ann Catholic School's Family Handbook which can be found on our website.

The handbook includes additional Information about:

- Academics, School Curriculum, & Homework
- School policies
  - Admissions
  - Attendance, Absences, and Tardiness
  - Cell Phones/Electronic Equipment Use
  - Discipline & Conduct Expectations
  - Emergency Closings
  - Uniforms
- Arrival & Dismissal Policies
- Extended Care Program (Before and After School)
- Clubs and Activities
- Athletics
- Communication with parents
- Enrichment Program
- Emergency Forms
- Faith Development
- High School Recruitment
- Non-Custodial Parents & Parents
- Health Requirements/Records
  - Asthma
  - Medications
- Photography
- PowerSchool
- Safety Procedures
  - General Procedures
  - Emergency Drills/Crisis Response
  - Traffic
  - Visitors
- School Office & School Hours
- Student Records
- Technology
- Tuition
- Volunteers
- Mental Health Protocol
- Daily Schedule
- Field Trips & Chaperones
- Food Service Program
- Lost & Found
- Assignment Notebooks
- AND MORE!



# WELCOME TO THE ST. ANN FAMILY!

Thank you for choosing St. Ann Catholic School! We are so excited to have you. If you have any questions or concerns please contact Debbie Warfield at [dwarfield@stanncrusaders.org](mailto:dwarfield@stanncrusaders.org).

