



ESSENTIAL INFORMATION

2225 Westchester Avenue
Rye, NY 10580

MAIN NUMBER:
(914) 967-5622

FAX NUMBER:
(914) 967-6476

WEBSITE: holychildrye.org

IMPORTANT EXTENSIONS:

- Attendance: 200
- Athletics: 204
- Business Office: 220
- Field House: 701

OFFICE HOURS:
7:30 a.m. to 4:00 p.m.

SUMMER OFFICE HOURS:
9:00 a.m. to 3:00 p.m.
Tuesday to Thursday
Closed Monday and Friday

SCHOOL HOURS
Earliest Drop-Off: 7:30 a.m.
School Starts: 8:00 a.m.
School Ends: 3:00 p.m.
Latest Pick-Up: 6:00 p.m.

SCHOOL DIVISIONS

- Middle School**
Grades 5, 6, 7 and 8
- Upper School**
Grades 9, 10, 11 and 12



HEAD OF SCHOOL
Melissa Dan, Ed.S.
m.dan@holychildrye.org



**ASSOCIATE HEAD OF SCHOOL,
DEAN OF FACULTY**
Colleen Pettus
c.pettus@holychildrye.org



**DEAN OF STUDENT ACADEMIC
AFFAIRS, DIRECTOR OF THE ARTS**
Kim Calhoun
k.calhoun@holychildrye.org



**DIRECTOR OF ADMISSION &
FINANCIAL AID**
Jackie Ciaccia '06, ext. 213
j.ciaccia@holychildrye.org



CHIEF FINANCIAL OFFICER
Don Devine, ext. 220
d.devine@holychildrye.org



**DIRECTOR OF INSTITUTIONAL
ADVANCEMENT**
Samantha Hanley, ext. 290
s.hanley@holychildrye.org



DIRECTOR OF ATHLETICS
Catherine Conway, ext. 204
ca.conway@holychildrye.org



MIDDLE SCHOOL DEAN
Monique Gordon-Anefal '06, ext. 205
m.gordon@holychildrye.org



**DIRECTOR OF WELLNESS &
STUDENT COUNSELING**
Cairistin Mills, ext. 286
c.mills@holychildrye.org



**DIRECTOR OF STUDENT LIFE,
ITALIAN CULTURAL STUDIES PROGRAM**
Jen Whitt, ext. 207
j.whitt@holychildrye.org



DIRECTOR OF COLLEGE COUNSELING

Joanna “JB” Broda, ext. 221
j.broda@holychildrye.org



ASSOCIATE DIRECTOR OF COLLEGE COUNSELING, ENGLISH FACULTY

Kathryn Langstine Gazso '93, ext. 229
k.gazso@holychildrye.org



SCHOOL NURSE

Gina Romeo, ext. 217
g.romeo@holychildrye.org



DIRECTOR OF UPPER SCHOOL LEARNING CENTER

Joan Gangi, ext. 285
joan.gangi@holychildrye.org



DIRECTOR OF MIDDLE SCHOOL LEARNING CENTER

Fiona Kelly, ext. 218
f.kelly@holychildrye.org



DIRECTOR OF PARENT AND ALUMNAE RELATIONS, SPECIAL EVENTS

Toni Santangelo Archibald '76, ext. 224
t.archibald@holychildrye.org



DIRECTOR OF INSTRUCTIONAL TECHNOLOGY

Michelle Sherry, ext. 216
m.sherry@holychildrye.org



EXECUTIVE ASSISTANT TO THE HEAD OF SCHOOL & BOARD OF TRUSTEES

Amy Felter, ext. 228
a.felter@holychildrye.org



UPPER SCHOOL OFFICE ASSOCIATE, REGISTRAR

Marguerite Hajjar, ext. 202
m.hajjar@holychildrye.org



ASSISTANT TO THE ASSOCIATE HEAD OF SCHOOL

Jo Koehler, ext. 226
j.koehler@holychildrye.org



FRONT DESK RECEPTION, THEATRE FACULTY

Joy Clary, ext. 200
j.clary@holychildrye.org

BEFORE YOUR FIRST DAY AT HC

Documents required before the first day of school. These forms will be emailed over the summer.

- Emergency form
- Image release form
- Health forms
- Medication forms

Textbook Ordering

All students are required to purchase textbooks. These items are made available through an online bookstore that offers textbooks for direct purchase to families. New, used, and electronic books are offered for sale or rent. Students are encouraged to keep textbooks in good condition for potential resale at the end of the school year.

Each July the school emails information regarding the opening of the online bookstore. Textbooks are not sold on campus.

Textbook Loan Program

Students who attend non-public schools may be eligible for the Book Loan Program. This program allows students to loan textbooks from their individual school districts. Please be aware that each district has different guidelines as to how much they will allot for each student. Each district also has strict deadlines for submitted applications; some applications are due as early as June 1.

Parents must contact their school district directly for information and requirements.

School Uniform

Uniform skirts and the required school sweater may be purchased at Flynn O’Hara
www.flynnohara.com
800-441-4122 • 718-863-7561
136 Westchester Square
Bronx, NY 10461

Holy Child has a School Store on campus located in the Dining Hall. Uniform top options and Gryphon Gear are sold in the store. For store hours, please refer to *Newslines*.

There is a gently used uniform closet with discounted pricing. Please visit the school store during school hours to look through the closet.

Dress Uniform

Students are required to wear dress uniforms on Mass days. Other special event days may also require dress uniform. Any additions or exceptions related to special events will be communicated as needed.

Summer Reading and Summer Work

Links to summer work are made available on the Holy Child website at the end of June. Summer reading and summer work should be completed by the first day of school.

School Supplies

A list of school supplies for Middle School students will be available on the Holy Child website in July.

Upper School students will be given supply lists directly from their teachers on the first day of school.

Lockers

Every student has two lockers—an academic locker in the main building as well as an athletic locker in the Field House.

New students will receive their academic locker assignment during orientation.

New Student Orientation

Orientation for new students will be held on September 4, 2018.

PHOTO ID CARDS AND KEY FOBS

All new students in Grades 5 through 12 are given key fobs before the start of the school year. Students will be given photo ID cards after photo day and will be required to carry their ID cards and key fobs as part of their uniform to allow them access to school buildings.

WAYS TO STAY INFORMED

Newslines

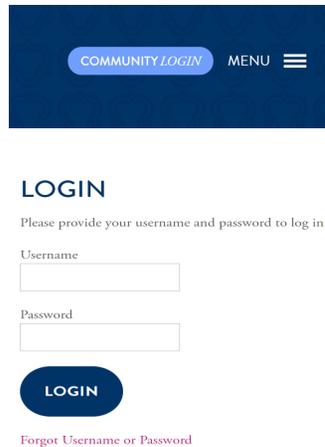
Newslines is an email-based newsletter sent out every week. This is the best way to keep up to date on campus-wide news and information, as well as notices about upcoming events.

Parent Portal on holychildrye.org

The website features a Parent Portal, which is where the majority of information for parents resides.

To access the portal, click on “*Community Login*” and enter your login credentials. Login information will be sent over the summer.

The portal offers access to information such as Signature Program applications, community service forms, and the Student/Parent Handbook. It also provides links to the school calendar, Veracross and Naviance (the Upper School college database).



Veracross

Veracross is the database the school uses to manage important information tied to individual students and families, such as:

- Admission process
- Attendance
- Household information updates
- Online re-enrollment
- Report cards
- Schedules and course selection
- School directory

Social Media

HC uses several social media platforms to help keep families informed about what is happening on campus. The platforms are primarily used to provide reminders for upcoming events; photos of students, alumnae, faculty and staff participating in events; student accomplishments; and daily school happenings.

Please consider following us:



@holychildrye



@holychildrye



@HCHeadofSchool



Instagram | Facebook | Twitter

Advising

Each student has a faculty advisor who oversees her academic and personal growth. The advisor serves as the liaison between the student, the student’s parents, and all of the student’s teachers. Parents are encouraged to contact their daughter’s advisor whenever there is a question about academic, social, or personal issues.

In the Middle School, a student’s homeroom teacher serves as her advisor. Middle School students report to their advisor three mornings per week upon arrival at school, in addition to an advising period that meets once a week during the school day.

Upper School students report to a morning meeting upon arrival at school, where her advisor will take attendance during morning announcements. There is also an advising period that meets once a week during the school day for Upper School students.

Community Service

Middle School students have community service opportunities built into their academic courses. There is no hourly requirement for Middle School students.

Upper School students must complete 25 community service hours per year. There are community service forms available on the Student Portal. Community service opportunities are sent out regularly by the Community Service Coordinator.

FLIK Dining Services

Lunch is provided for all students every day. Lunch is included in the tuition, so students do not have to pay for food during their lunch period. Snack is available for purchase daily.

After School Hours

The Library is open after school every day until 6:00 p.m. Students may work on homework in a supervised academic atmosphere.

Parents Association/Volunteering

The PA is the recognized parent body of Holy Child that works in partnership with the faculty, staff and administration to improve the quality of school life for all Holy Child girls.

The PA holds several meetings throughout the year and all parents are welcome to attend!

Volunteer opportunities are promoted throughout the school year and vary from one-time roles to long term, committee-based positions.

ABCs of Giving at HC

A—Annual Fund (July 1 to June 30)
Gifts made to the Annual Fund are used to enhance academic programs, support scholarships and financial aid, and provide funding for faculty development. The Annual Fund is the philanthropic priority of the School and everyone's participation, at any level, is requested.

B—Benefits and Special Events

There are two large fundraising events throughout the year that support Holy Child.

- *Library Luncheon and Boutique*
- *Annual Benefit*

C—Capital, Major and Planned Giving

New construction, renovation projects and restricted gifts to financial aid or other priorities as identified by the School all benefit from capital campaigns, major and planned gifts.

GENERAL FAQs

What should my daughter wear on the first day of school?

All students should wear their fall/spring uniform on the first day of school.

What time will my daughter be considered tardy?

Attendance is taken promptly at 8:00 a.m. Students who arrive after that time must sign-in at the front desk.

What do I do if my daughter is absent?

If you know your daughter will not be at school, you may call or email Joy Clary, at ext. 200. You may also notify your daughter's advisor by email.

How do I sign out my daughter during the day?

Whenever a student leaves school before dismissal, they must be signed out by a parent on the sign-out sheet that is kept at the front desk.

Can my daughter stay after school if she is not playing a sport?

Yes. The Library is open daily to students after school until 6:00 p.m.

When can I drop-off my daughter in the morning?

Students can arrive to school as early as 7:30 a.m.

Who should I contact if my daughter or I have an issue with a class or a teacher?

Conversations between the student and her teacher should always happen first. This is the best way to resolve any questions or concerns that may arise. If necessary, students may decide to talk to their advisor as well.

How can I access my daughter's homework assignments?

Assignments are posted to teachers' class pages through Veracross.

What should my daughter wear during P.E.?

Students can wear any color Holy Child t-shirt, shorts or black leggings during P.E.

How do I order my daughter's iPad or laptop?

iPads may be purchased directly from a vendor of your choice (Apple, Best Buy, etc.). You will be given a spec sheet from the Technology Department with the requirements over the summer.

Laptops may be ordered through the school's Technology Department picked up over the summer. Information about laptop ordering will be sent over the summer.

How does my daughter register for classes?

New students will be given course registration sheets from the Admission Office. If there are specific questions regarding course registration, please contact Kim Calhoun.

Do I need to pick up my daughter right at 3:00 p.m.?

No. Students may remain on campus to work in the Library or cheer-on an athletic event.

What is the best way to meet other HC parents?

Attend as many opening school events as your schedule allows. The two most important in the fall would be the New Parent Cocktail Party and Homecoming!

Parents Association meetings are also a great way to get involved and meet other parents. For more details about the Parents Association and how to volunteer at Holy Child, please contact Toni Archibald.

How much money should my daughter bring for snack?

There is a 15-minute "break" each day at about 10:00 a.m. after Period 2.

All Middle School students have this break. Upper School students typically have this break in their schedule; however, it is occasionally used for additional academic time.

Students may bring their own snack or purchase something from the Dining Hall. \$5 or less is recommended if she decides to purchase a snack.

Snack is also available daily at 3:00 p.m. in the Dining Hall.

How does the Gryphon Train Shuttle work?

A daily shuttle between the Rye Metro North Train Station and also White Plains Metro North Train Station to Holy Child is available at no cost to our families. In coordination with the station's train schedule, the pick-up time is 7:30 a.m., and the return times are 3:30 p.m. and 6:00 p.m.

What is the best way to reach my daughter during the day?

If you need to reach your daughter during the day, please call Joy Clary at the front desk at ext. 200.