

# Welcome Packet

PRESCHOOL - 5<sup>th</sup> GRADE  
Gearing Up for School Year 2020



Welcome  
To The  
Wellspring Crew!  
Bienvenidos!



**WELLSPRING**  
CATHOLIC ACADEMY  
OF ST. BERNADETTE

# Welcome to Wellspring!

Hey Wellspring Families!

July 10<sup>th</sup>, 2020

These are truly uncertain and unprecedented times, but amidst it all, we are so excited to be getting ready for a 2020-21 school year! The children are the ones who bring life to the school building, and since March, it's felt very empty without them. Our community just isn't the same when we cannot be together, and we cannot wait to get back, even to a new normal, for this upcoming school year!

To prepare to launch this new school year successfully, we've been hard at work this Spring & Early Summer clarifying many important policies (like uniform, before/after school care, etc.) and setting in place many procedures & protocols to ensure that all students and families return to a safe, clean, beautiful, and welcoming learning environment in August. While the full articulation of school policies will be shared in August in the Wellspring Student & Family Handbook, this Welcome Packet intends to cover some of the most important policies that you may be wondering about, subject to some edits before school resumes. Our detailed plans for safe reopening amidst COVID-19 will accompany this welcome packet as a separate document.

Please don't hesitate to reach out if we can answer any further questions for you. See you soon!

Peace in Christ,



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# I. Schedule & Academic Calendar

Our daily schedule and academic calendar have been designed not only to maximize learning time but also to reflect our root beliefs and core values. To support families, our school start time has been pushed back and changed to a “Flexible Drop-Off Window” – the aim of this policy is to decrease the stress many families feel in the morning (constantly feeling as if they are late), allowing more time for adequate sleep, having breakfast together, and starting the day with a more leisurely pace. We have also opted to start the school year 1 week earlier than most schools to allow us to build in more flexible time off during the school year, like our 1-Week Mid-Winter Break in February. In sum, we hope our schedule and calendar reflect our desire to make life for our families, students, and teachers more manageable.

## Daily Schedule

### Normal School Day:

Start of School Day: 8:30 – 8:55 am (Flexible Drop-Off Time, Anytime During This Window)  
End of School Day: 3:45 pm

### Before & After School Care (Additional Cost):

Before School Care: Can drop off as early as 7:15 am, up until 8:30 am.  
After School Care: 3:45 pm – 5:45 pm.

## Academic Calendar

### Weekly & Monthly Recurring Calendar Items:

- Weekly Mass: Thursdays (Time TBD, pending approval from new pastor)
- Faculty & Staff Professional Development (PD): Half-Day (11:30am Dismissal) on 1<sup>st</sup> Monday of Each Month\*  
\*If we do not have school on the first month for any reason, then the Half-Day will be the next Monday.

### Academic Calendar | Fall Semester, 2020

- 8/3/2020 – Faculty & Staff Return, Normal Off. Hours
- 8/18/2020 – First Day of School (Half Day)
- 9/7/2020 – NO SCHOOL, Labor Day
- 9/14/2020 – Half Day for Staff PD
- 10/2/2020 - NO SCHOOL, Staff PD
- 10/5/2020 – Half Day for Staff PD
- 10/22-23/2020 - NO SCHOOL, Staff PD
- 11/2/2020 – Half Day for Staff PD
- 11/25-27/2020 – NO SCHOOL, Thanksgiving Break
- 12/7/2020 – Half Day for Staff PD
- 12/21/2020-1/1/2021 – NO SCHOOL, Christmas Break

### Academic Calendar | Spring Semester, 2021

- 1/4/2021 – Classes Resume (Half Day for Staff PD)
- 1/18/2021 – NO SCHOOL, Dr. MLK Jr. Day
- 2/1/2021 – Half Day for Staff PD
- 2/5/2021 - NO SCHOOL, Staff PD
- 2/15-19/2021 – NO SCHOOL, Mid-Winter Break\*\*
- 3/1/2021 – Half Day for Staff PD
- 3/12/2021 – NO SCHOOL, Staff PD
- 4/2-9/2021 – NO SCHOOL, Easter/Spring Break
- 5/3/2021 – Half Day for Staff PD
- 5/7/2021 – NO SCHOOL, Staff PD
- 5/31/2021 – NO SCHOOL, Memorial Day
- 6/4/2021 – Last Day of School (Half Day)

\*\*Mid-Winter Break is a set of built-in flex days. In the event that the school must close or take days off due to COVID-19 or for any other reason (and is unable to pivot to Remote/Distance Learning), these 5 holidays could be re-allocated to cover missed learning days.

## II. Before & After School Care

To support the needs and work schedules of our school families, we believe that offering before and after school care is critical to our mission. As such, we are developing a larger plan for our before and after school care program. Because we are just getting started and our budget is still tight, we are launching our program with limited staffing and a small number of available spots. If there is large demand, we can hire additional staff and open more spots to meet demand. To reserve one of these limited spots, please contact the school office – spots will be assigned on a first-come, first-serve basis.

### Extended Day Preschool\*

On account of licensing requirements, preschool students enrolled in before/after care will essentially be in an “extended day” preschool program, taught and supervised by one of their preschool teachers in a preschool classroom. They will not be mixed with the Kinder – 5<sup>th</sup> Grade students, who will be in a separate room overseen by a separate staff member. This program is more expensive due to the smaller student to staff ratio.

**Total Number of Available Preschool Spots:** 10 (Required Student to Staff Ratio: 10:1)

#### Time:

Before School Care: Can drop off as early as 7:15 am, up until 8:30 am.  
After School Care: 3:45 pm – 5:45 pm.

#### Cost:

Before School Care ONLY: \$80 per student per month  
After School Care ONLY: \$80 per student per month  
BOTH Before & After Care: \$150 per student per month

### Before & After Care, K-5\*

The Kinder – 5<sup>th</sup> Grade Before/After School Program is envisioned to offer a safe, relaxing environment for students who need to arrive early or stay late. They will do community building activities, play games, create arts projects, engage in physical activity, get outside, have quiet reading time, work on homework with support and other academic extension work, and more. To start the year, we will have only 1 staff person staffed to this program, thus our program limit will be 15 students.

**Total Number of Available Preschool Spots:** 15 (Required Student to Staff Ratio: 15:1)

#### Time:

Before School Care: Can drop off as early as 7:15 am, up until 8:30 am.  
After School Care: 3:45 pm – 5:45 pm.

#### Cost:

Before School Care ONLY: \$60 per student per month  
After School Care ONLY: \$60 per student per month  
BOTH Before & After Care: \$110 per student per month

\*Please be aware that due to some of the challenges and effects of COVID-19, there may be modifications to this program or delays to its start. Any changes or delays will be communicated to you as soon as we become aware of them.

# III. Uniform & Dress Code

Unlike other Catholic schools that may utilize a strict dress code as a way of enforcing firm discipline (perhaps in absence of other authentic ways of forming students in the ways of self-discipline and self-respect), our policy aims to create a uniform that keeps things simple and attractive, while uniting our student body "as one" (as the word "uni-form" means). Through our uniform, we believe in a unity through diversity. Our uniform policy allows students to be comfortable and appropriately self-expressive, within the bounds of a dress code that ensures all students present themselves with pride and age-appropriate professionalism. Above all, we hope to keep it relaxed, simple, natural, affordable, flattering, & chic.



Keep it simple... Dress like Idris Alba ;-)

## Normal Dress Code



Article	Style	Colors	General Guidance
Shirts	Polo (Collared) or Oxford (Button-Up/Blouse), Short or Long-Sleeved	White or Navy Blue	Aim for a flattering fit: not too tight, not too baggy. Generally expected to be tucked in.
Pants & Shorts	Typical non-denim khaki material, with belt loops, no cargo pockets.	Khaki or Navy Blue	Aim for a flattering fit: not too tight, not too baggy. Either Pants or shorts can be worn all year long, at family's discretion.
Skirts, Skorts, & Jumpers	No Particulars.	Khaki, Navy Blue, or Approved Plaid	Girls Only. Skirts, Skorts, & Jumpers can be worn all year long.
Leggings & Tights	No Particulars.	Khaki or Skin-Tone, Navy Blue, White, or Black (No patterns)	Girls Only. Can only be worn under skirts or jumpers.
Sweaters, Cardigans, Vests, & Sweatshirts	Non-hooded, school-branded or school colored sweaters, cardigans, vests, or sweatshirts.	Navy Blue or other school-approved color (No patterns or graphics)	V-Neck or Crew-Neck are fine.
Shoes	Wear what is comfortable to be active in: Sneakers or Tennis shoes, Flats, Boots, Closed-toed shoes. For Safety Reasons, No Flip-Flops, Open-Toed Sandals, or Shoes with Raised Heels.		
Belts	Only required for students in grades 2nd & above. Do not have to be only brown leather, just keep them professional and tasteful, nothing vulgar, offensive, or overly distracting.		

# III. Uniform & Dress Code

## Normal Dress Code, Cont'd

Article	General Guidance
Socks	Be comfortable & expressive - fun socks encouraged! Keep it tasteful, nothing vulgar.
Hair	You be you, just ensure that it is well-kept, respectable, and professional - nothing too distracting. For girls, tasteful bows and headbands are fine.
Accessories & Make-Up	<p>Keep it simple, tasteful, subtle, and not distracting. Nothing too distracting or expensive.</p> <ul style="list-style-type: none"> <li>o <u>Nail Polish</u>: Fine, just keep it tasteful.</li> <li>o <u>Make-Up</u>: Not too much. Keep it natural - you're beautiful just the way God made you!</li> <li>o <u>Jewelry</u>: Simple and not expensive (the school is not responsible for lost, stolen, or damaged jewelry), and we don't want this to become a problem or stressor.</li> <li>o <u>Earrings</u>: Small earrings or studs only. No hoops or dangly earrings, for safety reasons.</li> <li>o <u>Smartwatches</u>: No Smart Watches are allowed, as they are a distraction for many and can be used as a status symbol that separates students, which is counter to our mission.</li> </ul>

## Dress/Mass Uniform

The "Dress/Mass Uniform" offers our school a way to dress up and look polished in a consistent way. It is not only about presenting ourselves well for mass or other special occasions, but also to teach the importance of and the skills needed to dress oneself well for professional or formal setting.



Article	Style	Colors	General Guidance
Shirts	Oxford (Button-Up/Blouse), Short or Long-Sleeved	White Only	Aim for a flattering fit: not too tight, not too baggy.
Pants	Non-denim khaki, with belt loops, no cargo pockets.	Khaki Only	Aim for a flattering fit: not too tight, not too baggy. Pants Only, No Shorts.
Skirts	No Particulars.	Khaki Only	Girls Only. No Skorts or Jumpers
Tights	No Particulars.	Khaki or Skin-Tone	Girls Only. Can only be worn under skirts.
Cardigans	Button-Up, School Emblem	Navy Blue	Purchased from school for minimal cost.
Ties & Neckerchiefs	Ties (Clip-On for Preschool - 3rd grade; Real Ties for 4th & Above) Neckerchiefs for Girls.	Gold	Purchased from school for minimal cost. Boys in 4 <sup>th</sup> Grade & above will learn how to tie their ties properly.
Shoes	Dress Shoes Encouraged, but wear what is comfortable.		

All other general uniform guidelines still apply, as it relates to belts, hair, accessories, etc.

# III. Uniform & Dress Code

## Relaxed Dress

Article	Style	Colors	General Guidance
Shirts	T-Shirts with School Emblem or Brand	Any School-Issued Color	Aim for a flattering fit: not too tight, not too baggy.
Pants or Shorts	Jeans, without large holes (some texturing is fine)	Normal Range of Denim	Aim for a flattering fit: not too tight, not too baggy. Pants Only, No Shorts.

Students can still opt to follow the normal dress code on any Friday or other day when we wear relaxed dress. On "Relaxed Dress" days, all other general uniform guidelines still apply, as it relates to sweatshirts, belts, hair, accessories, etc.

## Weekly Schedule

**Weekday:**

Monday – Wednesday:  
Thursday (Mass Day):  
Friday:

**Dress Expectation:**

Normal Dress Code  
Dress/Mass Uniform  
Relaxed Dress

There will be other days throughout the school year when students will be invited to wear "Free Dress," of the clothing of their choosing. Obviously, there are some guidelines that must be adhered to for "Free Dress," and these guidelines will be laid out in more detail in full Student & Family Handbook, forthcoming in August.

# IV. School Supplies List

## Preschool / PreK

Item	Qty
Reusable Water Bottle (straw better than screw lid)	1
Backpack	1
Lunch Box	1
Glue Sticks	6
Elmer's Glue	4
Thick Pencils	1 Pack
Colored Construction Paper	1 Pack
Washable Colored Pencils	1 Pack
Regular Colored Pencils	1 Pack
Watercolor Paint Set	1
Sandwich Ziplock Bags	1 Box
Large Ziplock Bags	1 Box
Nap Items: Crip-Size Sheet, Blanket, Stuffed, Small Pillow is Desired	1
Playdoh Containers	4
Sterilite Plastic Box with Lid (Shoe Size)	1
Change of Clothes (Back-Up Outfit)	1

General Classroom Items	Qty
Clorox Wipes	3
Boxes of Kleenexes	2
Papers Towel Roll	2
Reams of Printer Paper	2
Dry Erase Markers (Thin)	1 Pack
Dry Erase Markers (Thick)	1 Pack
Baby Wipes	2

## Kinder/1<sup>st</sup> Grade

Item	Qty
Reusable Water Bottle (straw better than screw lid)	1
Backpack	1
Lunch Box	1
Glue Sticks	2
Elmer's Glue	1
Crayons	1 Box
Pencil Bag or Box (to hold crayons, glue, scissors, etc)	1
Colored Pencils	1 Pack
Washable Markers	1 Pack
Scissors	1
Two-Pocket Folders	3
3-Ring Binder (1-Inch)	1
Blanket or Towel for Quiet Reading Time (No Pillows or Stuffedies Please)	1
Personal Hand Sanitizer	1

General Classroom Items	Qty
Clorox Wipes	3
Boxes of Kleenexes	2
Paper Towel Rolls	2
Reams of Printer Paper	2
Dry Erase Markers (Thin)	1 Pack
Dry Erase Markers (Thick)	1 Pack
Baby Wipes	2

## 2<sup>nd</sup> - 5<sup>th</sup> Grades

Item	Qty
Reusable Water Bottle (straw better than screw lid)	1
Backpack	1
Lunch Box	1
Glue Sticks	2
Erasers	2
Crayons	1 Box
Pencil Bag or Box (to hold crayons, glue, scissors, etc)	1
Colored Pencils	1 Pack
Washable Markers	1 Pack
Scissors	1
Two-Pocket Folders (Black)	3
3-Ring Binder (1-Inch)	1
No. 2 Pencils (Feel free to bring more Pens, Pencils, & Mech Pencils if you like)	1 Box
Wide-Ruled Paper Pack	2
Composition Notebooks	2
Personal Hand Sanitizer	1

General Classroom Items	Qty
Clorox Wipes	3
Boxes of Kleenexes	2
Paper Towel Rolls	2
Reams of Printer Paper	2
Dry Erase Markers (Thin)	1 Pack
Dry Erase Markers (Thick)	1 Pack
Baby Wipes	2

\*If you are having a difficult time purchasing any of these items, don't hesitate to let us know and we'll see how we can help.

\*\*Please make sure that your student's materials have his or her name on them to help us keep them from getting lost or mixed up. Thanks!

# V. Family Enrollment Check-List

We are so thrilled that you've chosen to enroll your children with us and join the Wellspring Community! As you prepare for the start of the school year this August, we want to help you (and help us) stay organized. Here's a master check-list of the things we'll need from you before your children start school on the first day.

## To-Do List: All Families

Action Item	Directions
<input type="checkbox"/> Registration Packet	Complete (Online or Hard Copy) & Sign
<input type="checkbox"/> Financial Aid Application	Complete (Online or Hard Copy) & Sign
<input type="checkbox"/> Income Verification (2019 Form 1040, W2, and/or Pay Stub)	If you've applied for financial aid, you must submit a copy of a 2019 tax document and/or recent pay stub to verify income. This can be brought to the office or emailed securely to <a href="mailto:Robbie.Bernardin@GoWellspring.org">Robbie.Bernardin@GoWellspring.org</a> .
<input type="checkbox"/> Tuition Contract	Review & Sign with Robbie Bernardin.
<input type="checkbox"/> Tuition Deposit: \$150 per Family	Payment of deposit secures your child(ren)'s spot(s) and will be credited on your August tuition statement.
<input type="checkbox"/> Emergency Contact Form	Additional Form included in the Reg. Form (Hard Copy). 1 per family.
<input type="checkbox"/> Home Language Questionnaire	Additional Form included in the Reg. Form (Hard Copy). 1 per family.
<input type="checkbox"/> Medical History Form	Additional Form included in the Reg. Form (Hard Copy). 1 per child.
<input type="checkbox"/> Authorization to Administer Medication (If Applicable)	Additional Form included in the Reg. Form (Hard Copy). 1 per child, for any child who may need the school to administer medication for him or her.
<input type="checkbox"/> Health Appraisal (Preschool & Kinder Only)	Additional Form included in the Reg. Form (Hard Copy). 1 per child in Preschool or Kinder, completed by medical personnel at pediatrician or clinic.
<input type="checkbox"/> Birth Certificate(s)	Supplemental Doc: Submit a copy for each student enrolled.
<input type="checkbox"/> Immunization Records	Supplemental Doc: Submit up-to-date copies for each student enrolled.
<input type="checkbox"/> School Records (If Applicable)	Supplemental Doc: Submit records from previous school(s) attended.
<input type="checkbox"/> Sacramental Docs (If Applicable)	Supplemental Doc: Submit certificates of Baptism, Confirmation, etc.
<input type="checkbox"/> Custody Paperwork (If Applicable)	Supplemental Doc: Submit legal custody paperwork if applicable.
<input type="checkbox"/> Safe Environment Training <i>Typically this class is in-person, but it is now offered online due to COVID-19.</i>	All adults in family must take the SET course offered through the Archdiocese of Denver. If you already taken it and have a certificate, it is valid for 5 years and can be renewed online thereafter. Use this link to find and register for upcoming classes: <a href="https://archden.org/safe-environment-training-classes">https://archden.org/safe-environment-training-classes</a>
<input type="checkbox"/> School Handbook	Sign & Return the Family Signature Page.
<input type="checkbox"/> FLYER App for Smart Phones	Download FLYER School App (it is free in the Apple App Store & Google Play) and add our school. This is a primary communication tool for WCA.

Due to COVID-19, it may be a bit harder to just "pop in" to the school office during morning drop-off or afternoon pick-up to give us documents, so we recommend calling ahead & scheduling a time to meet with us if you need to drop off materials (or sending things via the mail, the gold ol-fashioned way).