

GREEK SCHOOL  
ANNUNCIATION GREEK ORTHODOX CHURCH  
962 East Ave  
Rochester, NY 14607

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**REGISTRATION FORM 2009-2010**

**PLEASE PRINT**

STUDENT'S NAME \_\_\_\_\_

AGE \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TEL \_\_\_\_\_ E-MAIL \_\_\_\_\_

FATHER'S NAME \_\_\_\_\_

MOTHER'S NAME \_\_\_\_\_

PRIMARY LANGUAGE(S) SPOKEN AT HOME \_\_\_\_\_

EMERGENCY CONTACT OTHER THAN PARENT/GUARDIAN  
(indicate relationship to child--list contact information in order of preference)

\_\_\_\_\_

ENTERING GRADE (in Greek school) \_\_\_\_\_

NAME OF REGULAR SCHOOL & ENTERING GRADE

\_\_\_\_\_

**TUITION \$350/student/year**

**CHECK #** \_\_\_\_\_

**AMOUNT PAID** \_\_\_\_\_

**CASH** \_\_\_\_\_

Make checks payable to: **Annunciation Greek Orthodox Church**  
In the memo specify: **Greek School Tuition**

**Pickup Information**

Please list below all family members and any other person who have permission to pick up your child.

Name \_\_\_\_\_ phone \_\_\_\_\_ and/or cell \_\_\_\_\_  
relationship to child \_\_\_\_\_

Name \_\_\_\_\_ phone \_\_\_\_\_ and/or cell \_\_\_\_\_  
relationship to child \_\_\_\_\_

Name \_\_\_\_\_ phone \_\_\_\_\_ and/or cell \_\_\_\_\_  
relationship to child \_\_\_\_\_

**Medical Information (confidential-to be kept on GS files)**

Does your child have any allergies? \_\_\_\_\_

Does your child have a medical condition that we should be aware of in Greek School?  
If yes, please specify \_\_\_\_\_

Does your child have any special needs that would potentially interfere with his/her learning process in Greek School?  
If yes, please specify \_\_\_\_\_

Is there anything else you would like us to know about your child that would help us better assist him/her with the learning process in Greek School?

\_\_\_\_\_

**Statement of Risk and Liability**

I, \_\_\_\_\_ as the parent/guardian of  
\_\_\_\_\_ (student name) affirm to Greek School

of the Annunciation that:

I understand that participating in any Greek School activity involves a low risk of injury or harm. However, in the event of an emergency and if unable to locate me or the emergency contact designated person, I give permission to Greek School authorities to take necessary emergency measures as they deem appropriate until the emergency contact person or myself can be contacted.

I will not hold the Greek School, nor the Church responsible for any injury or other harm that may result from participation in Greek School.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## REGISTRATION

- **Registration and first day of Greek School is Saturday, September 12 2009. Registration deadline** for the school year 2009-2010 is **Saturday, September 26.** **Last day to join Greek School for the school year is October, 10.** Please note that after that date, **NO** new or returning students will be accepted for the year.
- Greek School accepts students of 5 and 6 years of age in Kindergarten (students must be 5 by Greek School registration in September).
- You may also pre-register in June for the following school year. You will receive all necessary information regarding pre-registration in the Spring of 2010.
- Registration constitutes acceptance of Greek School program, rules of school operation, and refund policy.

## TUITION

Tuition for the school year 2009-2010 is \$350 per student for church members. Non-member rate is \$690 per student per year (if not a member upon registration you will be asked to pay a non-member rate). Full payment is due upon registration unless you have pre-registered in June. Greek School does not have a refund policy.

## GRADE DISTRIBUTION

- **Greek School grades: K-7.**
- At the end of 7<sup>th</sup> grade students who are in 8<sup>th</sup> grade in regular school and fulfill the age requirement (by New York State Education) may participate in the ***Comprehensive Examination of Modern Greek (Greek Regents)***. Students submit the Regents certificate and scores to their school to receive credit in the study of a modern language other than English.

Students who do not fulfill the age requirement for the Greek Regents usually repeat 7<sup>th</sup> grade in order to submit their exam candidacy the following year. In case there is a group of 5 students minimum, Greek School will try to create a separate Regents prep class.

## TEACHER ASSIGNMENTS

Kindergarten	Miss Viki Katsetos
1 <sup>st</sup> Grade	Ms. Christina Georgiou & Mrs. Demetra Bouquin
2 <sup>nd</sup> Grade	Ms. Voula Gogos
3 <sup>rd</sup> Grade	Mr. Walter Bubie & Teaching Assistant (TBA)
4 <sup>th</sup> Grade	Miss Maria Katsetos
5 <sup>th</sup> Grade	Mrs. Archonda Demkou

6 <sup>th</sup> Grade	Mrs. Panagiota Mikedis
7 <sup>th</sup> Grade - Regents prep	Mrs. Niki Ioannidis-Zacharakis
Greek Culture, History & Music	Mr. Dimitri Katsetos
Greek School Principal	Ms. Julie Papaioannou

## GREEK SCHOOL HOURS

- Classes are held on Saturdays from 9:30-1:00PM. There are two sessions of an hour and a half each devoted to instruction of language and culture as well as more focused activities on Greek History, Mythology, Religion from 3<sup>rd</sup> to 6<sup>th</sup> grades.
- Our dismissal may be slightly extended to 1:30pm in preparation for an event (usually in the months of December before Christmas, and January-March for the preparation of the Greek Independence day on the 25<sup>th</sup> of March). Classes always begin at 9:30am and parents are urged to bring their children to school and pick them up promptly.

Class time will be distributed as follows:

first session: 9:30-11:00

recess 11:00-11:20am –(snack/lunch should be eaten during recess)

second session: 11:20am-1:00pm

Teaching schedule for Greek History, Mythology, and Religion:

3rd & 4th grades combined 12:00-12:30

5<sup>th</sup> & 6<sup>th</sup> 12:30-1:00

- Kindergartners will have snack/lunch time in class, and will take breaks at different times than the rest of students. Snacks or lunch are not provided, **however, if you don't have a snack please let your teacher know.** We will keep a small amount of snacks (crackers like Gold Fish, graham crackers, granola bars, and juice available).

## TEXTBOOKS & EDUCATIONAL MATERIAL

- Textbooks, Grammar books, and Greek-English/English-Greek Dictionaries are provided by Greek School **at no extra cost. It is a privilege** and students and their families should consider it as such. Greek School has no obligation to replace any lost or misplaced books or educational material distributed by the teacher. You may purchase another set of textbook(s), grammar books or dictionaries if they are in stock and still available at the office.
- Occasionally, students will need material that need to be purchased separately--especially in 7<sup>th</sup> grade Regents prep class.

## **RULES AND REGULATIONS**

Please read and discuss the following rules with your children.

### **Attendance**

- Attendance will be taken within the first 15min of class and will be submitted to the office. All students arriving late **MUST** sign in at the office.
- Absences should be kept to a minimum. Parents will have to inform the office or the teacher when a student misses class. Please call the office or send in a note/email to the teacher next time the student comes to class. **A student missing 10 or more classes will automatically have to repeat the class. A student making 6 or more consecutive absences will automatically have to repeat the class the following year.**
- It is the student's responsibility to be informed and prepared on lessons missed due to an absence. Please discuss with the teacher what solution works out best for the class.
- 100% attendance is expected in 7<sup>th</sup> grade. Discuss with your teacher all possible alternatives to cover for an absence.

### **Tardiness & Absences**

- Students are expected to be in class on time. **Students who arrive consistently later than 9:45AM will not be allowed in class until break. It will be the parent's responsibility to supervise the student until s/he is allowed to class. PLEASE DO NOT LEAVE YOUR CHILD IN THE HALL OR IN THE OFFICE WAITING.**
- We understand that students have other obligations and activities on Saturday mornings that may conflict with Greek School schedule. However, pulling regularly a student out of the classroom is disruptive to the teacher and classmates. Please inform the teacher and principal if there is a conflict and you are planning to pull a student out of the class earlier than Greek School dismissal time. **PLEASE MAKE AN EFFORT TO PULL A STUDENT OUT OF CLASS DURING RECESS SO THAT YOU DON'T DISRUPT THE CLASS. ALWAYS SIGN YOUR CHILD IN AND OUT.**

### **Student Behavior**

- Students should come prepared and bring their books, workbooks, notebooks, and any other material the teacher specifies. If a student comes to school unprepared, **the teacher will notify the parent the same day with a written note or email.**
- Any material irrelevant to class work (cell phones, electronic games, tape/CD

players, toys, etc.) is not allowed at school. **TURN OFF YOUR CELL PHONE AND PLACE IN A SECURE PLACE OR ON TEACHER'S DESK UPON ENTERING THE CLASSROOM. THE TEACHER HAS THE RIGHT TO CONFISCATE THESE ITEMS DURING SCHOOL HOURS.**

- Students are expected to be of good behavior, use appropriate language, and be respectful and courteous to their teachers and classmates. For example, chewing gum during class, putting feet on desks, running in the hall, disrupting class and disturbing the school in any way will not be tolerated. In case of improper behavior, the student(s) will receive a first verbal warning; at the second warning, the parent will receive a phone call; in case of continued inappropriate conduct, the parents will have to confer with the teacher and the principal. Subsequent infractions will result in suspension of 3 weeks from Greek school and/or permanent expulsion from Greek School.
- Students on probation will be automatically expelled from Greek School at first infraction.

## **SAFETY**

### **Student sign in/out & pickup**

- The back and front doors are locked from 9:45am until about 12:30pm. Anytime you need to enter the building during GS hours, you will have to use the front entrance, ring the bell, and state your name so that we can buzz you in.
- **It is really important for Greek School staff to know who is in the building during school hours. If you are late for your lesson or you take your child out earlier PLEASE STOP BY THE OFFICE AND SIGN YOUR CHILD(REN) IN OR OUT.**
- If there is need to leave class at an earlier time, parents must take the student from class with the **teacher's permission and sign out their child/inform the principal at the office.** Students will **NOT** be allowed to leave class with the excuse that a parent is waiting for them outside. **No student is allowed to leave the school grounds at any time unless picked up by a parent/guardian.**
- At Registration, parents need to designate an emergency person AND a pickup person if other than themselves (aunts, uncles, grandparents, neighbors and friends) will need to be on file in order for Greek School to release a student.
- Please update your contact information as soon as a change occurs. It is of paramount importance to us to be able to contact you (or the designated emergency person) easily during Greek School hours in case of emergency. **Please share all necessary information with us.**

- **It is the parents' responsibility to pickup their children at dismissal without delay.** The teachers leave shortly after that time, and it is not fair to make them wait with their students; nor is safe for the children to be left alone in the parking lot. Neither the school, nor the church is responsible for their safety after dismissal.
- When picking up your children, please park your car in the parking lot rather than in front of an entrance. There have been instances that traffic was blocked at the doors delaying others and causing a hazardous situation as the children were exiting the building. **Please bear this in mind especially during the winter months.**

### **Medication policies**

- In an effort to make our school community an interesting and safe place for all children, we would kindly request that parents inform the school of any medical conditions or allergies that would require us to take special precautions for the student. Your information always remains confidential.
- Please keep your child(ren) at home as you would for regular school if they feel sick or they have a fever and inform the teacher.
- In case a student needs to take prescription medication during school hours, we request that an adult, preferably the parent be responsible of this and bring the medication to school. Please **do not** send prescription or over-the-counter medication to school with your child; **do not** ask a teacher to administer the medication to your child(ren). **Teachers are not allowed to administer any kind of medication to students.**

### **Fire Drills**

- Our school will conduct two announced fire drills during the school year in the months of October and April. We may also conduct one unannounced fire drill any time throughout the year. Please remind your children that they need to strictly follow directions during the drills.

### **Closings**

- Please follow our Greek School calendar for dates when our school is closed during the year. For unexpected or emergency closings due to inclement weather, the principal will notify every teacher of the closing on Saturday morning by 8:00am. The teachers are responsible to notify their group of students by phone from 8:00 to 9:00am on the day the school is closed (every effort will be made to first notify students who live far from the city). An alternate Saturday is usually announced to make up any missed classes.
- On snowdays, you may also check the cancellation announcements on the Church's website at [www.annunciationrochester.org](http://www.annunciationrochester.org) on Saturday morning starting at 8:00am.

## AWARDS

- A Certificate of Achievement is presented to students in 3<sup>rd</sup> to 5<sup>th</sup> grade. This does not involve an award presentation at Church on Sunday of GS Graduation since it is not a monetary award.
- Two types of monetary awards (in US bonds) along with a Certificate of Achievement are offered to selected students in 5<sup>th</sup> to 7<sup>th</sup> grade from Agia Paraskevi, Mr. and Mrs. Martin Fund, Mrs. Modinos Fund, and Riki's Restaurant for:
  - 1/their consistency and excellence in the study of Greek Language and Culture. These students are invited to receive their awards at Church on Sunday of Graduation.
  - 2/for their consistent effort and progress in the study of Greek Language and Culture. These students are invited to receive their awards at Church on Sunday of Graduation.
- Monetary awards (in US bonds) from Greek School and the Panhellenic Society go to the student(s) with the best score in the Regents examination.

## LIBRARY

- In an effort to promote book borrowing, we have students come into the office select a book from our library shelves to take home. Please make every effort to return the book on the due date so that other students can benefit from this service.
- Greek school Library is open for use by students and our community members. We have a good selection of books, such as novels and historical books, children's books, videos and DVDs. We are accepting donations that could benefit our library expansion with new titles as well as educational and audiovisual material. In the month of February we hold a biennial library fundraiser (next fundraiser scheduled for Feb. 2011). For more information and questions regarding our borrowing policy and donations, please contact the Greek school office at (585)244-3377.

## PARENT INVOLVEMENT

- Parent involvement at Greek school at least **one Saturday per year is a requirement**. A list of activities and time slots will be available at the registration table, outside the classrooms, and the office for parents to sign-up. Signing up early is strongly recommended for best selection. **Any family that has not signed up by December will be assigned a date and/or event**. All parents should become involved in a productive way to assist the teachers and school to organize events and fundraisers that greatly benefit the operation of our school and offer our students a number of events throughout the year, such as the GS Christmas party, the 25<sup>th</sup> of March, and the Seabreeze Annual Family Picnic at the end of school year.
- It is important that you request Parent/Teacher Conferences around the time of Student Report Cards. The more you stay involved the more our students will thrive.

- Last but not least, communication: check the GS bulletin board and the Home Folder (yellow folder provided at the Registration table) every Saturday to see whether there is important information for you from Greek School or the class teacher. Please remember to use the same folder to send notes with your child(ren) to school. **The teachers IN ALL CLASSES will collect the yellow folders every Saturday to receive notes from the parents and distribute information from school.**