

To: Parents and Guardians of St. Vincent de Paul Faith Formation  
From: Sr. Joanne Suranni  
Date: Week of September 26, 2021  
Re: New Office Manager, Safety Procedures, Arrival and Dismissal

### **New Office Manager**

Our new Faith Formation Office Manager is Belinda Pappal who previously had been serving as a teacher in our program. Belinda came aboard over the summer. If you need to contact her, please use the following e-mail and phone number:

E-mail: bpappalsvdp@gmail.com

Phone: 297-5010 ext. 200

Our previous Faith Formation Office Manager Maxine Menshon is now serving as parish bookkeeper and Bingo Manager

### **Safety Procedures**

All teachers, aides, children and parents entering the building must wear a mask. We ask that if your child has any symptoms of illness, you keep them at home in consideration of others. Thank you for your cooperation.

Other safety procedures were detailed in the letter of welcome which was previously received. Please review them so that you are aware of our policies.

### **Arrival and Dismissal**

Please try as best you can to arrive on time. If you are running late, you will need to come to door # 4 and ring the bell. There is a Blessed Mother right next to the door. The door is to the left of the Bingo Hall doors if you are facing the building. Someone will let you in and you will sign your child in to class.

Parents and guardians are welcome to stay for opening prayer and announcements and then leave for the remainder of the class until dismissal time.

At dismissal, children must take their seats at their class tables. We will say closing prayer and then dismiss the children. Please do not leave with your children until the closing prayer is finished.

Finally, ***arrival and dismissal will only be through the front doors of the Bingo Hall*** to ensure the safety of the children. The traffic is not too bad, and we ask you to be patient.

### **Additional Families/Students**

If you know of anyone who would still like to register, please assure them that it is NEVER too late and encourage them to contact Sr. Joanne at 297-5010 ext. 202.

### **Food Pantry**

If at all possible, please support our efforts to help our neighbors in need by sending your children in with canned goods, cereal, macaroni and cheese dinner mix or anything other non-perishable goods.