

**IMPORTANT: Notes regarding school communication  
for 2009-2010**

The Principal Newsletter will continue to be updated and placed on our website **every Wednesday** along with any other school communication, Parents in Prayer, any forms, fundraising information, etc.

**Every family MUST be registered** on our website to receive email alerts. If you have not already done so, please register your email at [www.saintjamesacademy.com](http://www.saintjamesacademy.com) and click on 'Wed. News' in the left hand column. This will be the number one form of school communication and you must be registered. Please remember to update your registration if your email address changes.

Wednesday envelopes will only go home the **first Wednesday of each month**. Please return the envelope **the next day** with your child to their home room teacher. This will give each family an opportunity to update their volunteer hours on the back of their envelopes every month.

When sending in any communication, payment, monies for fundraising, etc., you must label **whom** this communication is to go to or **what** this payment is for and the name of the student/family that is sending it, so it can be correctly distributed/credited.

All teachers have websites that will be kept current. If you wish to communicate with a teacher or set up an appointment please **email the teacher** or call during school hours to leave them a voicemail and he/she will respond within 24 hours. Teacher's emails will also be in the 2009-2010 directories that will be coming home soon.

**Play dates should be made from home.** Children will not be allowed to use the office phone to set up a play date or ask permission for a play date. This ties up the phone lines at an important time of the day-dismissal.