



# St. Walter-St. Benedict

Two Campuses. One Community. A Legacy of Academic Excellence.

## Important School Information 2023/2024

<b>Name &amp; Address:</b>	<b>St. Walter-St. Benedict School</b> CHI campus: 11741 S. Western Ave. Chg. 60643 BI campus: 2324 New Street, Blue Island, 60406	
<b>Principal:</b>	Mrs. Kimberly Leonard	<a href="mailto:kleonard@stwstb.org">kleonard@stwstb.org</a>
<b>Assistant Principal:</b>	Mrs. Camille Alfrejd	<a href="mailto:calfrejd@stwstb.org">calfrejd@stwstb.org</a>
<b>Admin. Asst: CHI:</b>	Mrs. Elizabeth Cardenas	<a href="mailto:ecardenas@stwstb.org">ecardenas@stwstb.org</a>
<b>Admin. Asst: BI</b>	Ms. Julie Martinez	<a href="mailto:jmartinez@stwstb.org">jmartinez@stwstb.org</a>
<b>Communications Dir.</b>	Ms. Julie Martinez	<a href="mailto:jmartinez@stwstb.org">jmartinez@stwstb.org</a>
<b>Tuition Manager:</b>	Mrs. Alicia Salinas	<a href="mailto:asalinas@stwstb.org">asalinas@stwstb.org</a>
<b>Daycare Billing:</b>	Mrs. Alicia Salinas	<a href="mailto:asalinas@stwstb.org">asalinas@stwstb.org</a>
<b>Website:</b>	<a href="http://www.stwstb.org">www.stwstb.org</a>	
<b>General E-Mail:</b>	<a href="mailto:info@stwstb.org">info@stwstb.org</a> (all emails first initial, last <a href="mailto:name@stwstb.org">name@stwstb.org</a> )	
<b>Phone Number:</b>	CHI: 773-445-8850 Option 4	BI: 708-385-2016 Option 5
<b>Fax Number:</b>	CHI: 708-616-0639	BI: 708-385-4490
<b>School Hours:</b>	<b>1<sup>st</sup> Bell Rings:</b>	CHI: 7:50 am / BI: 8:05 am
	<b>Tardy Bell Rings:</b>	CHI: 8:00 am / BI: 8:15 am
	<b>Dismissal:</b>	CHI: 3:00 pm / BI: 3:15 pm
	<b>Half Day Dismissal:</b>	CHI 11:30 am / BI: 11:45 am
	<b>Early Dismissal:</b>	CHI: 1:30 pm / BI: 1:45 pm
<b>Preschool Half Day:</b>	Dismissal is at 11:15 am.	
<b>Extended Care:</b>	There is a yearly one-time registration fee to participate in extended care. 1 student=\$50, 2 or more=\$100. This will be added to your FACTS Tuition account.	
<b>Before Care:</b>	Begins at 6:30 am – 8:00 am or 8:15 am (\$5 flat rate)	
<b>After Care:</b>	Begins at 3:00 pm or 3:15 pm – 6:00 pm (\$5 per hour) Before and After care costs are charged weekly. You are billed every Friday with payment due on the following Monday. Billing is added to your FACTS account. After 6 pm \$20 per every 15 minutes. Any drop off within the hour equals the hourly rate.	



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**Absence Policy:**

If your child will be absent **you must call** in to the School to report this absence by 8:30 am or your child will be marked unexcused. Phone calls will be generated for anyone who has not called to report absence.

**Physical Education Days:** Students will have Phys. Ed on **Tuesdays and Thursdays**. Please wear your gym uniform to school on these days. In cold weather, wear the sweatshirt and sweatpants over the gym uniform (t-shirt and shorts).

**Volunteering Policy:** All parents/guardians/grandparents are required to complete a background check online at [Virtusonline.org](http://Virtusonline.org) if volunteering. In order to volunteer: attend a one-time Virtus Training Class (available online), complete a mandated reporter online training with the children, complete a CANTS form and sign a Code of Conduct.

**School Communications:** Once a month the Paw Press Bulletin and a calendar will be sent via **email/text** with information for that month. No paper copies will be sent home. The website calendar is updated regularly and can be found at [www.stwstb.org](http://www.stwstb.org).