



Mundelein Campus
22277 Erhart Rd.
Mundelein, IL 60060
(847) 223-4021

Wauconda Campus
316 W. Mill St.
Wauconda, IL 60084
(847) 487-5600

Dear Parent,

Communication between school and home has never been more important -- for weather notification, emergency alerts or other general announcements.

Frassati Catholic Academy has implemented the School Messenger broadcast system for its preschool – 8th grade at both campuses which enables school personnel to notify all households and parents by phone, email and text within minutes of an emergency, inclement weather, unplanned event or other school emergency.

This notification service is provided by School Messenger, a company specializing in school-to-home communications. The service has the flexibility to provide voice, text and email messages based upon the contact information we have on file for your student.

Frassati Catholic Academy will also continue to report school closings due to snow or weather on the Emergency Closing Center, as well as on our website and social media sites. General school announcements and information can be found in our Virtual Backpack, sent via email and/or posted on our social media websites as well.

In an effort to ensure you receive these communications, please make sure the school campus offices have updated contact information on file. This includes: parent email addresses, home and cell phone numbers. Please be sure to check us out on Facebook – LIKE our page and/or JOIN our group, bookmark our Virtual Backpack on our school website and refer back to our school calendar located on our website as well.

Frassati Catholic Academy will provide the following communications to parents:

Email:

- Monthly – Mountain Climber – to include classroom highlights, snap shot of week and upcoming events, as well as principal notes
- Medical Alerts which include notification on classroom cases of strep throat, lice, etc.
- Periodic reminders regarding upcoming school events, i.e. picture day reminder
- Other correspondence from the school office

Teacher Communication

- Notes from Room Parents and teachers regarding upcoming class and campus events and parties will be distributed through the classroom and/or via teacher websites



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Website – www.frassaticatholicacademy.org

- Our school website will serve as the catalyst for recruiting prospective families: content on our website will remain predominantly static, providing useful tools, materials and content for those families discovering our school
- Our school website will also include a few interactive outlets for current families, including: Virtual Backpack, Teacher Websites, Hot Lunch sign up, PowerSchool access, Volunteer opportunities, Teacher and Staff Contacts, Photo Gallery, FACTS, School Calendar and more. Please refer back to our website frequently to assist you in finding the information needed throughout the year
- Updated school calendar – including both campus affiliated activities & events, clubs, meetings and athletic event
- School, parish and community flyers, updates, information and happenings uploaded to the Virtual Backpack on our website – www.frassaticatholicacademy.org

Virtual Backpack

- Our Virtual Backpack will serve as a go-to spot for flyers and information distributed to school families in the below listed areas. The Virtual Backpack will be updated weekly by end of day Monday. Please be sure to get all information desired to be included in the Virtual Backpack by 3:00pm each Monday
 - All information must be approved prior to distribution, please email PDF to marketing@frassaticatholicacademy.org
- Notes from classroom parents and Frassati Family Association (FFA) regarding upcoming class and campus events and parties
- School, parish and community flyers, updates, information and happenings

Social Media

- Social Media's primary goal is to market our school: weekly snap shots of classroom and school programs, activities, lessons and projects will highlight academic and program success
- Social Media sites will be used to communicate a variety of events, updates, information and happenings at our school campuses but should not be used as the only means to verify most up-to-date information, please refer to website and emails

Phone/text:

- School closing due to weather or other circumstance
- School lockdown information

Reach for the Heights - "Verso l'alto!"
- Blessed Pier Giorgio Frassati



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In the event of a lockdown, the school will notify parents via text or voice message. Please DO NOT call the school. Please know that we will work with law enforcement to do everything possible to keep our students and staff safe. We need to keep phone lines open, so that law enforcement can reach us if needed.

Soft lockdown: all doors are locked and students are kept inside. Visitors are not allowed into building.

Hard lockdown: all doors are locked and students are kept inside and in classrooms. No one is allowed in the building. School (and parish office phone at the Wauconda Campus) will not be answered. We must remain focused on keeping everyone safe. Please do not contact students or staff on their cell phones, cell phones should be off during a hard lockdown. Dismissal procedures may be delayed or altered; parents will be notified via text, email and the school website about any changes.

It is important that you notify the school office of any changes in your email or phone numbers. Please send an email to the school campus offices providing your new information. This facilitates alerting teachers and staff of the changes.

Parish – School Communication

From time to time our partnering parishes would like to share information with our school families. In an effort to protect and respect your privacy, we are asking you provide permission to the following parishes: Santa Maria del Popolo, St. Mary of the Annunciation and Transfiguration, to use your contact information to provide you with promotional information and events led by our parishes.

Parish – School Communication Permission Slip

Parent/Guardian Name: _____

Email: _____

Home Phone: _____ Cell Phone: _____