



**SAINT JOHN'S**  
CATHOLIC SCHOOL  
LITTLE CANADA



## BACK TO SCHOOL FAQs

Welcome to the 2025-2026 school year! We're glad you're here! We know there is a lot to take in, so we've highlighted some of the most important information and answered some of our most Frequently Asked Questions for you. Keep this packet handy to use as a quick reference guide throughout the year! All of the information included can also be found on our [school website](https://school.sjolc.org), along with more details about our awesome school! Are you ready to SOAR?!

### BACK TO SCHOOL NIGHT

Our Back to School Night open house is **Wednesday, August 27th, 2025, 5:30-7:00 PM**. All are encouraged to attend! Please go to the gym entrance, where you will then stop in the dining area to get your student's Back to School Packet. You will also be able to visit the school community information tables, sign your student up for sports and fine arts activities, shop the used uniform sale, and pick up Spiritwear orders. After that, it's on to classroom visits and meeting your teacher for the new school year!

### SCHOOL COMMUNICATION

#### *How do I find out about school events, important dates, etc.?*

We strive to keep our families up-to-date with all of the latest and greatest information about our school and students! Below are a few of the best ways to stay connected:

- **Mr. Hurley's weekly newsletter is emailed out on Tuesdays at 10:15 AM.** We also store an archive of all previous newsletters on our school website, so you can refer back to them as needed. <https://school.sjolc.org/eagle-news>
- The school website: [www.school.sjolc.org](https://school.sjolc.org)
- The school calendar: <https://school.sjolc.org/school-calendar>
- Social media, Facebook and Instagram, are updated frequently throughout each day

**Dan Hurley, Principal**

[dhurley@sjolc.org](mailto:dhurley@sjolc.org)

651-288-3220

**Karla Schultz, Office Administrator**

[saintjohnschool@sjolc.org](mailto:saintjohnschool@sjolc.org)

651-484-3038

**Tani Riel, Early Childhood  
Coordinator/Eagle Club**

[triel@sjolc.org](mailto:triel@sjolc.org)

651-288-3226

**Kathy LaCasse, Registrar**

[klacasse@sjolc.org](mailto:klacasse@sjolc.org)

651-288-3223

**Jen Owens, Office Admin**

[jowens@sjolc.org](mailto:jowens@sjolc.org)

**Sarah Davis, Athletic Director**

[sdavis@sjolc.org](mailto:sdavis@sjolc.org)

**Ian McCoy, Faith Formation**

[imccoy@sjolc.org](mailto:imccoy@sjolc.org)

*STAY CONNECTED!*



[www.school.sjolc.org](https://www.school.sjolc.org)



[facebook.com/SaintJohnLittleCanada](https://facebook.com/SaintJohnLittleCanada)



[instagram.com/SaintJohnLittleCanada](https://instagram.com/SaintJohnLittleCanada)

## ATTENDANCE

### ***Who do I contact if my child will be absent, late, or needs to leave early from school?***

A parent or guardian is required to call or email the school each morning of a student's absence 30 minutes prior to the official school start time. The school office should also be contacted if a student is going to be late or needs to leave early from school. Please include the student's name, grade, and reason for absence. The student's teacher may also be emailed in addition to notifying the school office.

- **Attendance Hotline:** 651-484-3038
- **Attendance Email:** [saintjohnschool@sjolc.org](mailto:saintjohnschool@sjolc.org)

## TADS

TADS is your one-stop-shop for all things enrollment and tuition for your student! Most of your mandatory forms can be found in your [TADS account](#). Please visit your TADS account to see what required documentation is needed for your student. You may submit your documents through TADS, email them to [klacasse@sjolc.org](mailto:klacasse@sjolc.org), or bring them to the school office.

If your doctor's office needs to fax immunization or health records, the school office **FAX NUMBER is 651-481-1355**.

- **Who do I contact for enrollment questions in TADS?** Kathy Lacasse, [klacasse@sjolc.org](mailto:klacasse@sjolc.org)
- **Who do I contact for billing questions in TADS?** Karla Schultz, [kschultz@sjolc.org](mailto:kschultz@sjolc.org)

## EDUCATE PARENT PORTAL

### ***What is the parent portal and who uses it?***

This is where parents with students in **grades 6-8** can find information regarding assignments, attendance, and report cards. Returning parents of 7th and 8th grade students - you already know the drill! For parents of 6th graders and new 7-8 grade students, you will receive an email from our Educate registrar by mid-September inviting you to create a password for your portal. Please visit our [school website](#) for more information and the link to the [Educate Parent Portal](#). If you have questions or need password assistance with your parent portal, please contact Kathy LaCasse at [klacasse@sjolc.org](mailto:klacasse@sjolc.org).

## HOT LUNCH PROGRAM

### ***How does my student get hot lunch?***

The Free School Meals Program in Minnesota provides free breakfast and lunch for **K-8th Grade students**. Students may select a breakfast starting at 8:40 AM in the Gathering Space when they arrive at school. We are partnering with CKC again this year to provide hot lunch for students. Students will place their hot lunch order with their teacher every school morning during attendance. Preschool students will pay for meals through our PayPams system.

Students who bring cold lunch and would like to purchase milk to go with their lunch will be charged \$.40 for milk-only.

### **PayPams**

We use PayPams for our meal accounting system. Parents will need to create an account to prepay your milk-only charges. Your student will be assigned a lunch number to charge their milk as it is received. More information regarding the hot lunch program and instructions for setting up a PayPams account can be found on our [school website](#). If you have questions regarding your PayPams account, please contact Jen Owens at [jowens@sjolc.org](mailto:jowens@sjolc.org).

## SCHOOL ARRIVAL & DISMISSAL

### Who, what, where, when, and how do I drop-off/pick-up my student from school?

Don't worry, we got you! We know that the school drop-off/pick-up process can seem overwhelming. Here at Saint John's School, we've worked diligently to get it down to an efficient process.

- **8:40 AM:** Drop-off carline begins at the **Gathering Space entrance**.  
*\*No early drop-offs allowed. Children must not be unattended in the Gathering Space.*
- **9:00 AM:** Classes begin; students who arrive past this time are marked as tardy.
- **3:10 PM:** Pick-up carline begins.
- **3:30 PM:** Students who are picked up past this time are moved to Eagle Club; charges will apply.

### Please Note:

- **Eagle Club** students use the **Gym entrance** and should be dropped off and picked up there. A parent or guardian must sign the student in and out.
- **Preschool and PreK** students may be dropped off and picked up at the preschool entrance. Use the parking lot off of Little Canada Rd.

Additional information regarding arrival and dismissal policies and procedures can be found on our [school website](#).



## BUS TRANSPORTATION

### ***Is your student riding the bus this school year?***

Roseville Area School District is responsible for bus transportation for students living within the Roseville Area School District. Starting with the 25-26 school year, families will need to register ALL BUS STUDENTS (including those currently riding) for bus transportation if they would like a bus stop established for their student(s). **The District will no longer be rolling bus assignments forward from year to year.**

If you have questions, need to request a change to a bus stop, or if you no longer require transportation services, please contact the Transportation Coordinator, Kristen Donaldson, at [transportation@isd623.org](mailto:transportation@isd623.org) or 651-635-1638. Please be prepared to provide the following information:

- *School*
- *Student Name*
- *Student ID*
- *Reason for the request (for example, relocation, change in transportation needs)*

Additional information regarding bus transportation can be found on our [school website](#).

## EMERGENCY SCHOOL CLOSURE

### ***How do I find out if there is a late start, early dismissal, or closure due to inclement weather?***

Principal Hurley makes cancellation decisions by 6:00 AM and posts announcements shortly thereafter, along with sending email notification to the parent email network. Please check our school Facebook/Instagram pages, or watch WCCO TV/Fox 9/KSTP for school closings. Saint John's School is closed if the Roseville Public School District is closed due to severe weather conditions. No announcement means school is in session. Please note: Saint John's School *may* be closed even though the Roseville School District is open. In that situation, Saint John's School will be specifically named on the TV or radio.

## EAGLE CLUB CARE

### ***How do I sign up?***

Before school (7:00-8:30 AM) and after school (3:00-6:00 PM) care is available for students on weekdays during the school year. Contact our Early Childhood Coordinator, Tani Riel, for more information: [triel@sjolc.org](mailto:triel@sjolc.org).

## UNIFORMS

### ***What can my student wear to school?***

All students, Preschool through 8th Grade, are required to be in full uniform during the school day, unless an exception is announced in the school newsletter, specific permission is given by the principal, or a Free Dress Pass is used. As a reminder, Free Dress Passes may not be used on Wednesday Mass days or other days that students are in the church (E.g. stations, rosary, reconciliation, etc.). If a student is out of uniform and unable to correct the uniform violation, they will not be allowed to attend class until they are in proper uniform. Out of uniform exceptions will be made for medical reasons only, with a signed note from a physician. Please visit our school website to review the full [Saint John's School Uniform Policy](#).

## ATHLETICS

### ***How do I sign my student up for athletics?***

We are excited to offer a variety of Fall, Winter, and Spring athletics. All athletics at Saint John's School are offered to students in grades 5-8, unless otherwise specified. Details regarding our athletic programs and registration forms can be found on the [school website](#). We continue to seek extracurricular options, camps, and clinics for all grade levels. If you have questions, feedback, would like to sign up to volunteer, or are interested in coaching, please contact our Athletic Director, Sarah Davis, at [sdavis@sjolc.org](mailto:sdavis@sjolc.org).

## VOLUNTEER

### ***Volunteer this year!***

We've heard (via Mr. Hurley's surveys) that you want to get more involved in your student's education and the day-to-day activities we have here at Saint John's School! We have an abundance of one-time and regular volunteer opportunities we would love to share! Should you want to volunteer in small doses throughout the year or more regularly scheduled roles, we would love to find the right fit for you.

**Check out some of our volunteer opportunities here:** [www.school.sjolc.org/volunteer](http://www.school.sjolc.org/volunteer).

The first step is to ensure you are registered and up-to-date on your Safe Environment Training, a prerequisite for all adults who work with kids in our Catholic School System here in the Archdiocese of St. Paul and Minneapolis. Please contact Kay Wimer at [kwimer@sjolc.org](mailto:kwimer@sjolc.org) to check your status and/or get the process started.

**Important:** You will not be able to volunteer, even on a field trip, until you have completed the requisite online training, put forth by VIRTUS and McDowell Agency. Learn more on our website here: [www.school.sjolc.org/virtus](http://www.school.sjolc.org/virtus).

