



New Family Guide



NOTRE
DAME
ACADEMY



2025-26
School Year



Letter From
Dr. Jungels



Questions &
Answers

Mission

As a regional Catholic school our mission is to provide PreK-8th grade students a Christ centered, inclusive and innovative learning environment. Each student has the opportunity to learn, grow and work toward their unique potential while continually guided by the spiritual example of Our Lady in a joyful and nurturing community.

Philosophy

As a PreK-8th grade Catholic school, Notre Dame Academy provides students spiritual guidance, awareness of their thinking, academic opportunities for excellence, a personal power to achieve their unique potential, and a love for lifelong learning.



Letter from Dr. Jungels

Welcome

Dear Parents,

On behalf of our entire NDA community, we want to welcome you to Notre Dame Academy! I am proud to say that our NDA faculty and staff are incredible - dedicated, compassionate and extremely knowledgeable. Your children will be cared for by a team of amazing people who want your child and family to experience excellence in joy and excellence in academics.

The NDA community is comprised of caring, generous, and committed families. The Home and School Committee is an organization that represents every parent or guardian of our NDA students. They encourage and facilitate the involvement of parents in the spiritual and academic life of NDA by providing support in the areas of fundraising and volunteer services. We encourage everyone to become part of the HSC as they assist in providing our students the best education and atmosphere possible.

We have a program called the LPVA that defines all of our volunteer opportunities and fundraising activities. We administer and implement this program through Sign-Up Genius. The title LPVA stands for Lions Pride Volunteer Agreement. There are many opportunities to get involved which is the best way to meet other people, get acquainted with the staff, and feel connected to NDA.

The Notre Dame Academy faculty, staff and HSC want to welcome all new families to our NDA community and want you to feel assured that you and your children have found the right place. We look forward to getting to know you this year.

We hope you find the following information helpful as you begin a very special journey at Notre Dame Academy. If you have any questions, please reach out to me!

Respectfully,

Dr. Bonita Jungels

Principal

bjungels@nda-mn.org

952-358-3506



The Year at a Glance

2025-26

August

Ice Cream Social/New Middle School Family Orientation - Aug. 21

Back to School Meet and Greet - Aug. 25

First Day of School - Aug. 26

September

NDA Parent Information Night - Sept. 17

October

School Picture Day - Oct. 2

Marathon - Oct. 3

Parent/Teacher Conferences - Oct. 13

MEA Break - Oct. 13-17

Grandparents/VIP Day - Oct. 24

November

Day of Giving - Nov. 19

Thanksgiving Break - Nov. 26-28

December

Santa's Workshop - Dec. 5

Christmas Boutique - Dec. 11

Christmas Concert - Dec. 18

Christmas Break - Dec. 22-Jan. 2



The Year at a Glance

2025-26

January

School Resumes - Jan. 5

Catholic Schools Week - Jan. 26-30

Trivia Night - Jan. 31

February

Pops Concert - Feb. 19

March

Conferences - Mar. 13

NDA Play - Mar. 19-22

Spring Break - Mar. 30 - Apr. 6

April

School Resumes - Apr. 7

Grand Beginnings - Apr. 25

May

Golf Tournament - May 4

Spring Band Concert - May 14

Spring Vocal Concert - May 20

June

8th Grade Graduation - June 3

Last Day of School - June 4



School Newsletter & Website

School Newsletter

How do I learn about important school information?

The NDA Insight is our school newsletter. It is sent via email to all parents, typically on Wednesday afternoons. Please be sure to read this each week, paying special attention to headers that apply to your family.

What is a News Note?

We will send short email communications when needed. Examples include inclement weather announcements, nearby deadlines, and important reminders.

Does NDA send texts?

Yes! School texts are sent to cell numbers that are listed in your family account in Educate. Texts are used for high priority and immediate communication, like a weather delay

Parent Resources Page

Where can I look for general information?

Your first resource should be the Parent Resources page on our website and the Family Handbook. If you have any additional questions, you can call/email the school office, contact your Good Shepherd family, or, depending on the question, a Home and School Committee Member.

What type of information is on the Parent Resources website page?

The Parent Resources page includes links to various NDA calendars, policies, forms, supply lists, class website pages, TADS, Educate, carline instructions and lunch balance information. This is the number one resource page in addition to the weekly newsletters.



Office Communication

Student Messages

How do I leave a message for a student during the school day?

Parents can call the school office (952-958-3500), send an email (office@nda-mn.org), or fill out the Contact Office form on our website to leave a message with the office staff.

Who should I notify for transportation changes?

Please communicate transportation changes to the office before 3:00p.m. If you send an email, it's helpful to copy your child's teacher on the email. You can also copy the homeroom teacher when you use the Report Attendance form on the NDA website.

Sick Child

What do I do if my child is sick?

If your child is ill and cannot attend school, parents should call, email the office (office@nda-mn.org), or fill out the Report Attendance form as early as possible on the day your child is absent. It is necessary to state the reason the child will be out of school as we are required to send notes home regarding certain illnesses.

How do I get homework assignments from multiple missed days?

This should be requested by the parents when the student's absence is reported into the office. Homework will be gathered and made available in the school office.



Office Team

Office Contacts

Dr. Jungels - Principal

Mrs. Flom - Business Administrator

Mrs. Wilson - Administrative Assistant

Mrs. Meyer - Marketing & Enrollment Manager

Who do I call?

Who do I contact with questions about tuition?

Mrs. Flom, our Business Administrator is happy to help families with questions about their TADS account, tuition payments, and financial aid applications.

How do I re-enroll my student?

Every December, we re-enroll current students. Contact Mrs. Meyer, with questions about enrolling your student or to request a tour of the older grades.

How do I learn about development opportunities?

Please contact our principal, Dr. Jungels, to learn more about the many ways you can support our school, or visit our Support NDA tab on our website.



Transportation

Transportation

How do the Drop-off and Pick-up Car Lines work?

Safety is a priority at NDA. Please follow the procedures listed below.

Morning Arrival

Doors open at 9:10a.m. School starts at 9:30a.m. Buses arrive and drop off students in the playground parking lot on the east side of the building.

Afternoon Dismissal

Preschool students are released at 4:00p.m. and K-8 students are dismissed at 4:15p.m.

Preschool Carline (Morning and Afternoon)

Families dropping off preschool children by car need to drive around back to the playground lot and park in a space. Please walk your child to the ramp door and inside to their specific classroom. After school, you will park in the same back lot and walk to your student at 4:00p.m. for their dismissal. Students are walked out to you by a teacher, you will not enter the building.

Morning K-8 Carline

To drop off K-8 students in the morning, please drop them off in line at the front of the school between 9:10-9:30a.m. Please have your children exit the car once you are close enough to the entrance for them to be on the sidewalk. Please refrain from parking in a visitor spot to drop off. Stay in line and encourage your students to be swift. If you need to enter the building, please park in a visitor spot in front of the school and carefully cross the carpool line. Students wishing to eat breakfast should aim to be at school by 9:15a.m.



Transportation

Transportation

Afternoon K-8 Carline

School ends at 4:15p.m. Families with last names beginning with A-H will pick up in the playground parking lot. Families with last names beginning with I-Z will pick up in the church parking lot. Lines form in both areas, and staff will assist your kids into your car. Please follow the maps outlined on our parent resources page and refrain from parking and walking through the lines. Please follow the adult instructions being given around our carlines to keep us all safe.

Multi-family Carpools

If your family carpool with another school family, your carpool will always pick up in the same place. Please inform the office as to which last name you will use as a group.

Buses

Buses will pull up in front of the school building for afternoon dismissal.

How does busing work?

Busing is coordinated by the school office with both Hopkins and a contracted bus company depending on where you live. Hopkins district residents ride at no charge. Families outside of Hopkins pay an annual fee. Bus registration is in July. Times and location of bus stops are emailed to families directly at the end of summer. For more information about busing please contact the school office (952-358-3500).



Uniform Policy

Uniforms

How many uniforms should I buy?

The number of uniforms you purchase depends on a number of factors. The younger children tend to be harder on their clothes (boys especially). Boys may wear pants or shorts (students may wear shorts through October 31 and starting again in April). Girls have the option of wearing pants, shorts, a jumper or skort. We recommend starting with 2-3 outfits to see what your child prefers to wear before you buy more (they often change their minds after school starts). Please refer to our Uniform Policy for the required Mass uniform and specifics.

Where do I buy uniforms?

The uniform policy in the Student Handbook states that uniform pieces must be purchased through Lands End, Educational Outfitters or Target Cat & Jack Uniforms. All plaid pieces must be purchased through Lands End. When ordering, please allow extra time for logos.

How often and when do the children go to Mass?

The students attend and assist with Mass every Thursday at 2:00p.m. In addition, there will be Holy Day Masses, Living Stations, Adoration and rosary prayer services throughout the year. Students are required to wear their Mass uniforms for these events. Students may also be asked to wear a Mass uniform for field trips. Parents are always welcome to attend weekly Mass.

What is Spirit Wear Thursdays?

Spirit Wear Thursdays are earned through our school Marathon held in the fall. This allows students to dress more casually as long as they wear proper NDA spirit wear. Please refer to the uniform policy for spirit wear requirements as well as rules for non-uniform days.



Breakfast & Lunch

K-8 Meals

How does the breakfast process work?

All K-8 students may eat breakfast before school regardless of how they arrive. Lions Lair students will eat at 9:00a.m. and bus/carline kids head to the cafeteria as they arrive school each day. A bell will ring to give them five minutes to go to class.

How does the lunch process work?

The Food Service department uses a computerized system. At mealtime your child will enter their personalized number (PIN) on a keypad. Your PIN will be assigned to you at the Back to School Meet and Greet or the first day of school. It is important that this number is memorized and kept confidential because it will be used daily to track their lunch usage and any extra fees.

What part of lunch do we pay for?

K-8 Lunch is free, however, extra entrees, extra milk, or milk with a cold lunch are not. We ask parents to prepay for a few extra entrees/milk if you plan to allow your child to order these items as they are optional and do require payment.

How do I send in money?

Please send in cash or check to the school office in an envelope written with your child's name and marked "lunch money". This is especially important if sending in cash. If you're paying by check, please write lunch money on the memo line. Lunch money is put into a family account that all siblings share.



Parent Involvement

Good Shepherds

What is a Good Shepherd?

The Good Shepherds are a small group of parents whose goal is to make you feel welcome. These volunteers are available to answer any questions you might have and/or direct you to the right place to find the answers you need. If you are new to NDA, your child is paired with an “experienced” NDA family who also has a student in the same grade. Hopefully you heard from your Good Shepherd in July. If not, please email jmeyer@nda-mn.org.

Home & School Committee

What is the Home and School Committee?

The Home and School Committee is made up of parents of NDA students. The Committee encourages and organizes the active participation of parents in the academic and community life at the school. The Home and School Committee meets once a month and is open to visitors. The Home and School Committee’s main volunteering tool is our Sign Up Genius through which parents volunteer to assist with certain activities and/or events held throughout the school year.

How do I volunteer?

Descriptions of volunteer positions are available in our SignUp Genius. We encourage parents in Grades K-5 to volunteer for our annual spring gala and parents with students in Grades 6-8 to volunteer for the play. Then choose what else works best for you. The Sign Up Genius link is shared through our school newsletter, the weekly Insight and can also be found on our NDA website.



School Events

Events

What events should parents attend?

Parents are invited to attend our community events such as Family Fall Fest and Santa Workshop, Parent Information Night (September), Fall & Spring conferences, school Mass, athletic games and academic activities. Check out our school calendar and our event listings on the NDA website.

What student events are included in the activity fee?

The activity fee covers classroom parties for Halloween, Christmas, and Valentine's Day. It also covers school wide activities such as all school assemblies, middle school dances, and the 8th Grade graduation reception.

Fundraisers

What are the NDA fundraisers?

- Marathon - Each student collects donations and prayer intentions and then we walk/run a route around the school and end the day with a family fall festival.
- Day of Giving - An opportunity for our school to raise funds to fill the gap between the cost of tuition and cost to educate a student.
- Gertens Sales - Twice a year we have a plant sale to raise money.
- Trivia Night - A fun adult-only community event in which teams compete in a trivia contest.
- Grand Beginnings - This adult-only evening is held at a local venue and includes a social hour, silent and live auctions, and dinner.
- Golf Tournament - A fun best ball tournament at Deer Run Golf Course.