

July, 2010

ST. PAUL'S LUTHERAN SCHOOL

GENERAL INFORMATION

2010-11 SCHOOL YEAR

OUR FACULTY FOR 2010-11: Mrs. Laura Thomas, Kindergarten; Mrs. Jill Dehne, Grades 1 & 2; Mrs. Lauren McLaughlin, Grades 3 & 4; Mrs. Ida Doyle, Grades 5 & 6 and Principal; Ms. Carol Aebel, Grades 7 & 8; Mrs. Holly Bowers, Art; Mr. Ralph Monroe, Music; Pastor Schuessler, Confirmation and Religion. Mrs. Michelle Warner, ECC Director and PS-3's and Mrs. Darla Blackford, PS-4's are also returning.

REGISTRATION FEES: If you have not already paid the student registration fee, please send or bring payment to school as soon as possible.

SCHEDULE: Our first day of classes is Wednesday, August 18th. **The school doors will be unlocked each day at 7:45 a.m.** If your child must arrive before 7:45 a.m., please make arrangements with the daycare (667-2173) for before and/or after school care. Please do not drop your child off and leave him/her unsupervised. **Our school day will begin promptly at 8:00 a.m.** Students who are not present and ready to begin the day at 8:00 a.m. will be counted tardy. (Allow enough time for your child to unpack book bag, hang up jacket, sharpen pencils, etc. **before** 8:00 a.m.) Classes will end at 3:00 p.m. Students will then pack up and be dismissed—approximately 3:05 p.m.

STUDENT DEPARTURE INFORMATION:

- Bus riders will be dismissed in time to board the bus.
 - All other students will be dismissed at approximately 3:05 p.m. Students will remain inside the building until a parent or other designated person arrives. The supervising teacher will dismiss the students as parents/cars are spotted. NOTE: The new parking lot is currently being installed which will mean some adjustments and procedures will need to be established regarding drop off and pick up. Detailed info will be sent closer to the beginning of the school year. We appreciate your patience as we adjust to the necessary changes.
 - Students and their families should leave the school premises immediately after dismissal, unless a parent needs to talk with someone on the staff. After school use of the gymnasium and outdoor areas is limited to use by the daycare and students participating in sports practices only.
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GYM SHOES REQUIREMENT: In order to keep as much dirt and rocks off of the gymnasium floor as possible, each student is required to have a pair of appropriate athletic shoes to keep at school for use in the gymnasium during P.E., practices and games

(VB, BB). For younger students, parents are asked to practice tying shoe laces with their children so that the changing of shoes doesn't take up too much time. **Soles of shoes worn by students should be non-marking.** Scuff marks are very visible on our white floor and it takes the custodian hours to remove them.

UNIFORM DRESS CODE POLICY: A copy of the policy was sent to each family recently and is also attached, in case you have misplaced the original.

BAPTISMAL BIRTHDAYS: If you have not already given us your child's baptismal birthday, please e-mail or give it to Ms. Craig. (linda_craig@stpaultroy.org)

3 TARDIES = 1 DAY ABSENCE: Three tardies will be recorded and counted as one day of absence. If a child's absences total 12 or more days, a review by the Board of Christian Day School will take place to determine whether or not the student should be retained.

e-MAIL ADDRESSES: We will once again be sending information to parents via e-mail whenever possible. Please include any e-mail addresses that you would like to be placed on our list (home, work, etc.)

WELCOME TO OUR SCHOOL FAMILY. All new students are accepted for a nine-week probationary period. Refer to the handbook for more information.

Each of our classrooms has room for additional students. Be sure to mention our school whenever the opportunity arises.

STATEMENT: See the attached statement for other fees that may be due. You may send/bring payment for these fees to school at any time.

BUS INFORMATION: Bus routes will be printed in the Troy *Times-Tribune* in August.

BEFORE AND AFTER SCHOOL CARE AVAILABLE: ALL families must have a completed form on file, so that their children may attend daycare if there is an emergency that prevents you from picking up your child by 3:15 p.m. A note from the ECC Director and the form is attached. If your child will be attending before and after school care on a regular basis, please contact Michelle Warner, the PS/DC director (667-2173) to make those arrangements.

CERTIFICATES OF HEALTH/IMMUNIZATIONS: By state law, students entering Pres-school, Kindergarten, grade 6, and any student transferring from another state or country must have a physical exam prior to the beginning of school. Parents should complete and sign the form on the top left corner of the certificate of health exam and be sure you

doctor signs both places indicated on the certificate. The child's immunizations must be up to date. Forms are available in the school office.

DENTAL EXAMS: It is also Illinois state law that students in Kindergarten, grade two and grade six must present a certificate showing that they have had a dental exam. Forms are available in the school office.

VISION EXAMS: A State of Illinois law requires that each Kindergarten student have a vision exam performed by an optometrist. Forms are available in the school office. Parents are encouraged to arrange regular vision exams for other students.

SPORTS PHYSICALS: Any student in grades three through eight who is planning to participate in sports activities must have a recent physical exam completed before he/she will be allowed to participate in such sports, including practices. (State law and school policy) (The required "certificate of health examination" for sixth graders serves as a sports physical also.)

SCHOOL MEDICATION REQUEST: If your child must take medication during the school day, please complete the appropriate forms that are available in the school office.

If your child uses an inhaler, you will need to complete a parent agreement form and have your child's doctor complete a physicians request for self-administration of medication form. These forms are available in the school office.

PERMISSION/AUTHORIZATION: A permission/authorization form (attached) must be completed for each child and returned to the school office **NO LATER THAN THE FIRST DAY OF CLASSES**. This form must be signed in the presence of a notary public. (Mrs. Craig is a notary.) We encourage both parents to sign, but only **ONE** signature is **REQUIRED**.

LUNCH PROGRAM: We will continue to have a lunch program. In order to make this program financially viable, students are encouraged to participate at least 50% of the time. Menus will be available in advance, The application form for free and reduced lunches will be sent home with students on the first day of classes.

Teachers keep a monthly log of each student's participation and a bill for the total due for the month is sent home at the end of the month and is due upon receipt. Since this account is totally separate from others, a separate check for the lunch amount is mandatory.

TUITION PAYMENTS: If you have opted for the 10 month payment plan, FACTS will either automatically deduct your monthly amount or send you bills for the amounts due. Payments should be made directly to FACTS. If you used FACTS last year and want to

continue doing so, you don't need to do anything. If you have any questions, please contact Ms. Craig.

KINDERGARTEN MILK FEE: Kindergarten students will have milk during their snack time each day. The annual \$50.00 fee is due at the beginning of year.

TEXTBOOK LOAN FORM: Parents of all students entering Kindergarten and new students entering grades 1-8 must complete a textbook loan form for each child enrolled at St. Paul's Lutheran School asking that they be allowed to use textbooks purchased through the Illinois Textbook Loan Program. Please complete and return the appropriate form to the school office.

TECHNOLOGY FEE: The Board of Christian Day School has established an annual technology fee of \$75.00 per student, per year (K-8). This amount will help defray the cost of keeping our current technology equipment up to date and in good repair as well as establish funds to make additional technology purchases.

SPORTS FEES: There is a \$40.00 annual sports fee for those students who participate in our sports programs. Students may participate in as many sports activities as they wish for the one fee. Students who participate in the track season only do not pay this fee.

BIBLES & CATECHISMS: Faith Alive NIV Student Bibles* and catechisms for students may be purchased through the school office. Bibles cost \$20.00 and Catechisms are \$11.00.

INSURANCE: The church liability coverage does not cover normal medical costs for accidents, nor does it pay any deductible you might have to pay for your personal insurance.

PTL DONATIONS: Each family is asked to donate \$10.00 per month or \$100.00 per year to the PTL. Your voluntary contribution means no door-to-door fundraising and less other fundraising!

CELL PHONE AND INTERNET USE POLICY: The cell phone and internet policy is attached. Please read (and discuss this information with your child, where appropriate) the cell phone and internet policies, complete the permission and acceptance form, and return it to the school office.

PLANNERS: Students in grades 1-8 will be given a daily planner to assist with keeping track of assignments. The cost: \$5.00 each.

PTL RUMMAGE SALE: The annual rummage sale has been scheduled for October 8 & 9 at the Tri-Township Park Pavilion. Helpers will be needed from Sunday, October 3 through the afternoon of October 9. Please mark your calendars and plan to help.

NEW U.S. DEPARTMENT OF EDUCATION REQUIREMENT: All schools are now required to collect race and ethnicity data. Parents must complete the form and return it to the school office. The school must then compile the information and report to the State of Illinois. This form will be sent home with all students during the first week of school.

PRAYERS: And, certainly the most important note is about prayers. We need yours! Please pray for the staff and students as they begin the new school year, for more students and more opportunities to share the love of Christ in the community. **GOD ANSWERS PRAYER!**

QUESTIONS: Call the school (667-6314) or send me an e-mail (linda_craig@stpaultroy.org)