

WHAT YOU NEED TO KNOW TO START SCHOOL

(Website links to all forms referred to are listed at the end of this letter.)

New Parent Information Night

We would like to invite new families to our New Parent Night on **Thursday, August 13 at 7:00** to provide some information and to help with a smooth transition into our school.

School Directory 2009-2010

We are in need of a volunteer to take on the task of putting together the School Directory. The directory promotes communication within the Star of the Sea School community. Familiarity with Microsoft Publisher is required. If you can help with this project please contact Adelaide Grandfield, Administrative Assistant at Adelaide.grandfield@sosschool.org or at 428-8400 ext. 10. Thank you.

Edline

Edline is an on-line communication tool that will include webpages for each of the teachers and allow parents to access their student's grades, class calendars, and more. Look for more information about accessing and setting up parent user ID's and passwords on **Meet the Teacher Night, August 27, 2009 at 6:30pm.**

First Week of School – August 24-28, 2008

Grades PK*-8 will begin school on Monday, August 24, 2009 with full days (8am-3pm) on Monday, Tuesday, Thursday, Friday; Wednesday (8am-2:30pm). Before and After School Care will be available for students in grades K-8 until 6pm Monday through Friday and for those students who are registered for the PK after school care program.

*PK-Half Day students attend school Monday – Friday 8am-12pm.

School Hours

Students in grades PK (full day) -8 begin class at **8:00 AM** and will be dismissed at **3:00 PM** on Monday, Tuesday, Thursday and Friday. *Each Wednesday (unless otherwise noted on the calendar), students will be dismissed at 2:30 PM (faculty planning time).*

Students may report to the classrooms beginning at 7:45 AM. Any student arriving before 7:45 must be signed in at the Before School Care Program by the parent/guardian who brings the child to school. Students arriving after 8:00 are tardy and must be brought to the main office or the nurse's office, for a late slip, by the parent/guardian responsible for bringing the child to school. The reason for tardiness must be given. Unaccompanied children may be required to contact a parent/guardian prior to being admitted to class.

Students will be dismissed at 3:00 (2:30 on Wednesdays). Any student remaining will be brought to the After School Program where a parent/guardian must sign the student out. All students brought to the Before/After School Care Program will be charged the appropriate fee (\$4.00 per hour, per child) for which you will be billed every two weeks. Bills will be sent home in the Wednesday envelope.

Medical Forms/Procedures

Students who take medication (prescribed by a physician or over the counter) or have allergies, asthma, etc. must return the necessary forms, completed and signed by physician and parent/guardian, by the first day of school, August 24, 2009. The following forms may be downloaded from our website:

Letter from the School Nurse, Request for Administration of Medication in Hampton Roads Schools, Asthma Action Plan & Authorization for Medication, Food Allergy Action Plan. (Links listed at the end of this letter)

Attention Parents/Guardians of Preschool, Kindergarten: All students entering preschool, kindergarten are required to a physical prior to the start of school. The form may be downloaded from website. (Link listed at the end of this letter.)

(More on the back)

