

Sunnyvale Christian School

July 16, 2018

Dear Parents,

I want to personally welcome you to SCS! I am looking forward to some wonderful years filled with learning and lasting relationships. Most of you have already made SCS your home by getting an early start and beginning school during the summer, while the rest of you will begin in August. Whatever the situation, I am so glad that you are here with us.

Our main communication will be using our Parent Portal through Google Sites. This portal will not be available until the first week of school. Click here bit.ly/scsparentportal to access the Parent Portal. You can also access the parent portal from our main webpage www.sunnyvalechristianschool.com You will also receive weekly emails from your child's teacher, as well as monthly communication from the Administration. Please make sure you are checking emails as well as the Parent Portal. Another major communication SCS uses is Seesaw. This is an awesome tool! You will receive a QR code from your child's teacher during the first week of school.

We have a system for signing in and out. We use I-Pads. Each parent and authorized persons will have their own pin to pick up your child. You will receive an email from Sunnyvale Christian School with the pin specific pin number. Also, **please sign as legibly as possible**, this is a state mandated law.

Wednesday, August 15th is our first day of school this 2018-2019 Academic Year. I have some important reminders and information to share with you before we start the year.

SCHOOL HOURS: **School opens at 7:00 a.m. and closes at 6:00 p.m.**
 Half day students are to be picked up no later than 1:00 p.m.

Please plan to join us for our annual **"Back to School BBQ" on Friday, August 24th** for all of our families!!! The FREE BBQ begins at 5:30. We will be serving Hot Dogs, Hamburgers and Veggie Burgers, as well as side dishes. The classrooms will be open afterward for you to have an opportunity to ask questions or simply get to know your child's teacher. You will receive important information this night, so please make it a priority to come. This is such a wonderful night to get to know your new school community.

If your child will be arriving before 8:30 AM please drop your child off in room #7, Ms. Nikki will be there to greet you and take your child. Please make sure to sign-in your child in the office. You should have received a sign-in code already, for each parent. If you arrive after 8:30 AM, please take your child directly to your child's classroom. If you are not sure what classroom that is, we can help you in the office. Since we place the highest value on your child's safety and security, ALL STUDENTS **must** be signed in and out every day. This is state mandated. For the first couple of weeks we are tight on our security as we get to know you, so you may be asked to show I.D. if we are not familiar with you.

What to bring the first day of school: A lunch, an extra change of clothes to keep in their cubby, a crib sheet and blanket for nap time, and any paperwork that you need to submit!

Students who are not picked up by 6:05 PM will be charged \$1.00 per minute until 6:30 PM, after which it will be \$2.00 a minute. We realize that emergencies do occur from time to time, however, if a student is left an hour beyond closing time and NO contacts have been made, the school may report the situation to the local Police Department as child abandonment. Please stay in close communication with the school. **If your child is absent** from school, please notify the school office. We ask that every child arrive by 9:00 AM. This is when circle time starts. This is a big part of their learning experience. The teacher plans a holistic program starting right at 9:00, so please make EVERY effort to have your child here at that time.

Microwaves are available in the classrooms for lunch "warm-ups". All food must be in microwavable containers with your child's name clearly indicated. We provide two snacks and milk throughout the day. The snack menu is posted in the

office as well as in the display case on the brown wall. We do serve an alternative snack for those of you who are vegetarian. We are also NUT free environment, so please no peanut butter sandwiches.

Please check your child's file folder in the classroom every day. It may have information either from your child's teacher or the school administration, as well as school work and art projects.

Please mark all of your child's belongings with their name. We are not responsible for lost or stolen items. We want to teach the children responsibility for taking care of their things so please help us by reminding them to gather their belongings each night.

Tuition for the school year is **paid through FACTS MANAGEMENT.** By now, you should have received login information from them. If you are not currently enrolled in this program, or have not heard from them, please call the office! There is a SIX step process you must complete by July 27th. If not set up by July 27th it will change your payment amount for the rest of the year. If you have difficulties please contact us. Please select the 11.5 payment plan, this is for PRESCHOOL ONLY. Within your FACTS account, there are two categories, one, **Preschool daycare**, and two, **Incidentals.** You must log into your account and click on auto-pay in order for your incidentals to be taken out of your checking account. If you do not, late fees will incur. So please set up the **auto-pay for incidentals.**

On the first day of school your child's teacher will hand you a Student Information Sheet to fill out as well as an Emergency Pick up sheet. On the Emergency sheet, you will need to have an out of state contact. Please come prepared to spend a few minutes to fill out forms.

We know that you are entrusting us with your most precious possessions, your children, and we take this very seriously. Please pray for SCS and for your child's teacher, as we together practice Proverbs 3:5,6 "Trust in the Lord with all your heart, and lean not to your own understanding; in all your ways acknowledge Him, and He shall direct your paths."

You can call me or email me with any questions or concerns! I want to be here for you.
408 736-3286 x 101 or mdickson@sunnyvalechristianschool.com.

I also have links for our [school calendar](#) and an [article](#) about transitioning your child to preschool. You will be hearing from your child's teacher soon.

Love,

Margo Dickson
Preschool Director