



July 2019

Dear Parents,

**We are busy preparing for Elementary students to return on Monday, August 19th.** Welcome and thank you for choosing Sunnyvale Christian Elementary School this year. We are dedicated to partnering with you, offering a well-rounded education, developing character, offering engaging academic challenges, and bringing God's truth and love into each classroom, for each child. We encourage you to carefully read over this letter and feel free to contact us with any questions or concerns.

**Monday, August 19th** is our first day of school.

This is what you need for the first day of school:

>**Be sure your child brings all the items on the supply list for his/her grade.** (You can find our supply list on [amazonsmiles.com](http://amazonsmiles.com) under scsoffice.)

>**All Elementary students must arrive by 8:15AM each day of the week.**

>**All Elementary students must arrive in proper uniforms.** All Elementary students join together for assembly every morning, and must be on the playground no later than 8:15 AM. ***It matters!!! Please plan to sign your child in by 8:15 AM each day, so they have time to greet their friends and put their belongings in their lockers.*** (Lockers will be assigned later the first morning, by each classroom teacher.) Click [here](#) for supply list.

**We look forward to seeing you each morning, as you come into the school office, and sign in your child.** This is required of all families, everyday. We have **iPads on the counters**, and each family will be sent a PIN to enter and then proceed to sign the screen, ONE family PIN is issued, and then a signature is required for each child under that family PIN. Do not give your PIN to anyone else. Mom and Dad will each be assigned an individual PIN, so ONLY the parents may sign-in. (NO children may sign or use the counter iPads, so please do not encourage them or lift them on to the counter.)

**WE NEED SOME INFORMATION FROM YOU AS WELL. BE SURE TO GO TO THESE LINKS TO COMPLETE THE ENROLLMENT EMERGENCY FORM, PARENTAL AGREEMENT FORMS AND WEBSITE USAGE CONSENT & RELEASE FORM. THEY MUST BE COMPLETED BEFORE THE FIRST DAY OF SCHOOL.** Click [here](#) for forms

**Each Elementary classroom teacher will be communicating with you using our parent portal on Google Sites and Seesaw.** Our parent portal will be available August 19th. To access the parent portal go to <http://bit.ly/scselementary>. You can also access the parent portal from our main webpage [www.sunnyvalechristianschool.com](http://www.sunnyvalechristianschool.com). Your child's teacher will give you a QR code to access Seesaw during the first week of school.

**FACTS is used for all financial transactions.** Tuition for the school year is either paid in full (with a discount) or divided into an 11 month payment plan. You should have received all necessary information and your child already enrolled by now. If you have not yet received any information from FACTS, notify the office! There is a six step process that must be set up by July 26th. If it is not set up by July 26th it will change your payment amount for the rest of the year. Notify the office immediately with any concerns or problems.

**School Lunch** is at 11:30AM for lower elementary students (EK, K & 1st). Lunch is at 12 noon for upper elementary students (2nd, 3rd, 4th, & 5th). Students eat in the gym or outside on the covered patio area, weather permitting. Please remember: **NO WARM-UPS**, so pack accordingly! **NO NUTS** are allowed in lunches. (No peanut butter, or Nutella in sandwiches allowed.) Please remember to pack a healthy snack for students to enjoy during the morning recess, and if they stay for Extended Care after school.

**Proper uniforms are required.** (Click [here](#) for uniform details.)

> Each child's name **must** be on each item of clothing, and on their back pack and lunch box, in **permanent** marker.

>P.E. clothes required for 4th and 5th graders, includes SCS T-shirts and gym shorts and gym shoes.

>Thursdays are Chapel Days so girls required to wear plaid skirts or plaid dresses, and boys to wear green shirts.

>Each Friday is free dress day.

**School ends** at 2:30PM for Early Kindergarten, Kindergarten and 1st Grade. School ends at 3PM for 2nd, 3rd, 4th, and 5th. If your child is not registered for Extended Care, they will be waiting for you to pick them up in their classroom with their teacher for the first two weeks of school. All children have a 15 minute grace time on the playground. Be sure to pick up your child within that time.

**Extended Care** is available for all Elementary students. If your child is already registered for Extended Care he/she will be released from the classroom, under the supervision of the Extended Care staff by the classroom teacher. If you would like to join the Extended Care program at any time simply notify the office.

**School Calendar.** Days noted in **red** indicate when school is closed for holidays or Teacher In-Service. Parent Conferences for your child's class will be your child's class teacher, during the day between November 18 -22, and you will be notified of the day on which you shall choose your appointment. This will be reserved electronically early in November. Click [here](#) for the school calendar.

**SCS Parent Volunteer Hours: Required 3 hours per Trimester, per family.** SCS asks each family to invest a minimum of 3 hours per trimester. SCS offers many opportunities for parents to share their *TIME AND TALENT* within our greater community. We believe God has brought us together and we are serious about expecting each family to be involved. We are better together! Ask your child's classroom teacher for a list of ways you can help, in class, on field trips, with STEAM projects, etc. Any families who choose not to volunteer will be charged \$50.00 at the end of that trimester.

**Back to School Night BBQ, Friday, August 23rd at 5:30PM.** This is the first event for the Academic year, and we hope you will prioritize coming with your child(ren) and meet more of the SCS family. Plan to visit your child's class, and talk with the teachers after enjoying a great school wide BBQ that begins at 5:30 for our SCS FAMILY..

**Monthly Character Trait** challenges are rewarded with lunch with the Principal. We go to lunch to celebrate the great choices our students are 'caught' making each month. Please ask your child what they are working on each month, and help them apply good lessons each day. With the EK, K and 1st, the lunch is brought to the school for an 'on campus lunch with the Principal'. For the upper Elementary student winners, a day and venue is selected and the students are taken out to lunch with the Principal.

We look forward to meeting each of you. If you have any questions or need further assistance, please feel free to call the SCS office 408-736-3286 or email us at anytime! Be sure to check the parent portal each week for upcoming reminders.

SCS Administrative Team,

Leanna Christie, Principal  
Margo Dickson, Preschool Director  
Lorraine McLintock, Office Administrator