

# Trinity – St. Paul Lutheran School

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Dear School Parents:

We trust God has kept you safe and grant you a restful summer break. Here are a few items regarding our upcoming school year. If you have any questions, please call the school office.

## SCHOOL WEB SITE

Our summer mailer and registration forms for the 2011-2012 are posted on our website. If you need a physical form (Students in Grade K, 6 and sport participants) or dental forms (Students in Grades K, 2, 6), please call the school office and make arrangements to pick them up or have them mailed to you. Other necessary forms are available on this website.

## REGISTRATION NIGHT

Our Registration Evening will be at the St. Paul Center on Monday, August 1, 2011 from 5:00 p.m. to 8:00 p.m. This night is set aside to take care of ALL Payment of Fees and completion of necessary forms. All school families with a kindergarten student must bring the student's birth certificate. We also ask that parents bring three to four separate checks, payable as follows:

- \*TSP PTL for sports/music and non-fundraiser fees (Thrivent Matching forms will be available).
- \*TSP Lunch Program for first month's lunch fee.
- \*TSP for registration fees, if not already paid.
- \*TSP Activity Fund for any spirit wear you may wish to purchase.

Registration night is also a time for parents and students to sign up for PTL activities, athletics, hand chimes, and brass choir. We have various Patriot clothing items for sale. If we do not have the item or the size available, you may place an order at that time. Please make every effort to attend. If you cannot attend, contact the school office to make other arrangements.

VOLLEYBALL PRACTICE All girls in grades 4 through 8 may participate in volleyball at TSP.

Practices will begin before school start—TBA.

LATCHKEY PROGRAMS Once again we offer before and/or after-school care at St. Paul Early Childhood Learning Center at 125 Wolf Avenue in Hamel. If you are interested in this program, you must contact Terri Wagner at (618) 633-3252. We will provide transportation to and from this center.

EARLY ARRIVAL AND LATE PICK-UP POLICY All families are required to sign the Late Pick-up Policy form and bring it to registration night. This form is posted on the website.

CHAPEL SCHEDULE Chapel services will be held each Wednesday, starting at 8:30 a.m. The location rotates each month between St. Paul and Trinity.

TARDINESS It is very important that all students be in school on time. In fact, we encourage parents to arrive with their students at least 10 minutes prior to the start of school to allow time to prepare for the day and be ready for opening devotions at starting time. Excessive tardiness (more than 4 times per quarter) will result in your child being marked absent. Please note that the starting time at the Trinity center is 8:30 a.m. and at the St. Paul center is 8:15 a.m.

SCHOOL DENTAL FORMS All new students and students in grades K, 2, and 6 must have a current dental examination on file.

SCHOOL PHYSICAL – IMMUNIZATIONS All new students, students in grades K and 6, and students participating in sports need a physical and show proof of immunization.

SCHOOL LUNCH PROGRAM We provide an Illinois State lunch program at TSP. To maintain this program, we must require all school families to participate. You may be exempt from this program only by a written letter from your physician on physician's letterhead stating medical reasons why your child cannot eat the school lunches or why your child might need adjustments to his or her diet within the school lunch offerings.

SCHOOL LUNCH COST School Lunch Cost - School lunch (including one milk) will cost \$2.34 per meal per student per day. Milk break is required for grades K-2 and encouraged, but optional, for grades 3-8 with a cost of \$.30 per day. Lunches and milk breaks for August and September must be paid on registration night. Throughout the school year you will be billed monthly. It is very important to keep your balances current. Although we make every effort to maintain a quality, cost-effective program, we are challenged to produce hot lunches at two centers, which we believe is best for our students' overall education.

STATE SCHOOL LUNCH FORMS Illinois State Lunch Program forms for free/reduced lunches and milk will be available at registration. All personal information will remain confidential.

REGISTRATION FEE (NON-REFUNDABLE) \$80 per student

BOOK FEE (NON-REFUNDABLE) \$140 per student

OPENING SERVICE On the first day of school we will be having a special opening chapel service starting at 8:45 a.m. at the St. Paul center in the church. Parents and friends are invited.

SCHOOL CALENDAR Please note PTL schedule (Bold and larger print) and Singing Schedule (located after the title of each month in parenthesis).

SCHOOL HANDBOOK You will receive a PTL handbook with policies schedules during the month of September.

NEW FAMILY/STUDENT All new school families are encouraged to read the Trinity-St. Paul Lutheran School Handbook. On registration night a copy of last schools year's TSP Handbook will be available to help indoctrinate you into the TSP setting until a current TSP handbook is available in September. If at any time you have questions or concerns, please feel free to contact the school office.

All new students, upon enrollment at Trinity-St. Paul Lutheran School are placed on probation. This probationary status is reviewed at the end of the first quarter. Pending an examination of the student's academic and behavioral performance, the school will make a decision regarding the student's continued status.

SCHOOL HOURS School will begin on Thursday, August 18, 2011 for all students.

HALF DAY SCHEDULE

<u>TRINITY CENTER</u>	<u>ST. PAUL CENTER</u>
7:55-Bus leaves Trinity Center	8:10 – Bus leaves St. Paul Center
8:30 – Start of School at Trinity Center	8:15 – Start of School at St. Paul Center
11:15 – Dismissal from Trinity Center	11:30 – Dismissal from St. Paul Center

FULL DAY SCHEDULE

<u>TRINITY CENTER</u>	<u>ST. PAUL CENTER</u>
7:55 - Bus leaves from Trinity Center	8:10 – Bus leaves from St. Paul Center
8:30 – Start of School at Trinity Center	8:15 – Start of School at St. Paul Center
10:00 – Recess	9:50 – Recess
11:30 – Lunch	11:30 – Lunch
3:00 – Dismissal from Trinity Center	3:15 – Dismissal from St. Paul Center
3:05 – TSP School Bus leaves Trinity	3:20 – TSP School Bus leaves St. Paul

STUDENT ARRIVAL St. Paul Center – No students may arrive before 7:55 a.m. Those students who arrive before 8:05 will report to the 7<sup>th</sup>/8<sup>th</sup> grade room. All students should arrive by 8:05 and report to their classrooms to prepare for the day. Trinity Center – No students may arrive before 8:10 a.m. When you arrive at school, please report to your classroom.