



# Grace Lutheran School

[www.graceoakcreek.org](http://www.graceoakcreek.org)

August 31, 2017

Dear parents,

We have made it through our first two weeks of school! Everyone seems to be adjusting to their new schedules quite well. Remember that we do not have school on Friday, September 1<sup>st</sup> or Monday, September 4<sup>th</sup>. I hope everyone has a great Labor Day weekend with family and friends. As we look ahead here are a few reminders...

➤ **TEACHERS IN PRAYER**

Each week our teachers keep **all** of our students and their families in prayer but especially remember a few of them from one of the classrooms. Next week we will remember **Austin** and **George**.

➤ **CHRISTIAN EDUCATION SUNDAY/CHURCH PICNIC**

We will celebrate Christian Education and have our church picnic on **Sunday, September 10<sup>th</sup>, at 10:00 AM**. This will be an outdoor service held at school that will include the rededication of our teachers. The students will be singing for this special event. The picnic will immediately follow the service. Everyone is invited to attend!

➤ **COMMUNICATION**

Communication between school and home is very important. Grace utilizes Fast Direct as part of our school management program. Within this program, parents are able to email the office as well as the teachers. Grades for our 1<sup>st</sup> – 8<sup>th</sup> grade students can also be viewed on Fast Direct. Our families that are new to Grace should have received their log in credentials. If you have not, please contact Ms. Dena in the school office.

➤ **ABSENCES/LATE ARRIVALS:**

Please call the school office (762-3655) or send a Fast Direct message to Ms. Dena to let us know your child's status. It's important that we hear from you. Unless you have specified the number of days your child will be absent, we should receive a call or Fast Direct message each day until your child returns to class. If we do not hear from you we will be calling just to make sure everything is alright! Any student that arrives to school late must stop in the office for a pass to class. In the event that a child will be gone for a planned absence, please fill out a pre-planned absence form available in the school office. This is just another measure in making sure our students are safe.

➤ **EDUCATIONAL TIME**

The educational time that students spend during the school day is very important! Classes start promptly at 8:30 and it is important that all students are ready to go. I would like to encourage parents to help build the children's independence in the mornings as we start the school day. We often tell the students, once they come through the brown double doors into the school hallway they need to be in school mode. This means taking responsibility for their morning duties such as hanging up coats, putting away lunches and getting settled for the morning classroom projects. It's important that students have parental encouragement to do these things on their own. While we recognize that the beginning of the year is an adjustment for everyone, once we come back from Labor Day our 1<sup>st</sup> – 8<sup>th</sup> grade students should be able to walk down to class and prepare themselves for the day on their own. It may take a bit longer for our 4k/5k students to adjust and therefore we recognize it may be necessary for parents to accompany them to the classroom for drop off. This is just another step in your child's educational maturity as we help them become more independent.

➤ **MORNING WRAP AROUND CARE ARRIVAL**

Parents should bring their children to the Wrap-Around Care room (first classroom on the left going down the hallway) for the morning wrap around care program. For security purposes we use a key fob entry system. If you are in need of a fob, please contact the school office. In the event that there is an emergency with a morning Wrap-Around Care worker and you arrive to find the building still locked, please take your children to our Early Childhood Center located at 3381 E. Puetz Road. While we do not anticipate there being a need for this to happen, we want to make sure there is a backup plan in place.

➤ **PARKING LOT**

- ✓ Please **do not** park in the round-about area by the sidewalk (this is a school bus zone and should only be used for dropping off children in the morning – cars should not be left unattended in this area!)
- ✓ Please **do not** park around the flag-pole (this leads to congestion for some who are entering the parking lot).
- ✓ Please **park in one of the marked parking spots.**
- ✓ Please drive slowly through the parking lot, always on the lookout for children and parents crossing the lot.
- ✓ ALL students must be escorted from the sidewalk and through the parking lot by their parents. 4k – 2<sup>nd</sup> grade must sign out with their teachers.

➤ **SCHOOL DAY SAFETY**

Our doors remain locked during the school day. If you stop back at school, please ring the bell (located to the right of the inside set of doors) and we will release the door lock. **Please come into the office and the person on duty in the office will assist you.** Any items that need to be transported to a student will be handled by one of our staff members.

If you need to pick up your child for a scheduled appointment, **please check in at the office.** We have a sign-out and sign-in sheet on counter in the reception area. We will alert your child's teacher to send the child to the office.

Any volunteer/visitor within the building must wear a volunteer/visitor badge while in the building so they can easily be identified. Those that are volunteering at Grace must fill out a background check form. The background checks are good for two school years. Forms are available in the school office and should be submitted along with \$10 at least three days prior to the event with which you will be helping.

➤ **CHAPEL**

Our students attend chapel once per week. This is an opportunity for us to come together as children of God to worship and thank Him for the many blessings He has bestowed upon us. During this time, we also collect an offering. Each child will receive a box of offering envelopes to use throughout the year if so desired. Next week Miss Rachel Meyer, missionary to Uganda, will be with us for our chapel service. She is one of the missionaries that we will be supporting with our chapel offerings this year.

➤ **ELECTRONIC NEWS**

This is one of the few Friday packets that you will receive this year as Grace will continue to utilize our website to post all of our current information. [www.graceoakcreek.org](http://www.graceoakcreek.org) On our site, we will have the Friday information from the office as well as the classroom newsletters. Don't forget to follow us on Facebook as we regularly post updates from things happening in the school.

Serving our Lord,

*Mr. Gettelman*