

SMOKE SIGNALS

Redeemer Lutheran School * 468 Grand St. * Redwood City 94062
 (650) 366-3466 * www.redeemer-school.org

August 5, 2004

UPCOMING DATES

Aug 27..... Back To School Night 6:30 pm
 Aug 30..... First Day of School 8:30 am
 Aug 31..... 6th-8th Parent Night 7:00 pm

 Sep 6..... Labor Day Holiday No School
 Sep 14..... School Pictures
 Sep 27-Oct 1... Ocean Week
 Oct 1..... All school field trip to beach

WELCOME!

Mrs. Gale Olsen

**School Office Administrative Assistant
 Smoke Signals Editor In Chief**

Welcome new families! Welcome returning families! We are looking forward to a fantastic year. We currently have 148 students enrolled with openings in every grade. *Spread the word!*

If you recommend a new family to RLS and that family enrolls one or more children and they attend and pay tuition for at least one semester, you will be credited with a \$400 tuition rebate in 04-05. You may use it during the year, or save it for 05-06 re-enrollment fees. You will be credited \$400 for every child that enrolls from each family!! **They must list your name as a referral on their enrollment application.**

As this is written, classes for 04-05 look like this...

<u>Grade</u>	<u>Teacher</u>	<u>Classroom</u>	<u># of students</u>
K	Mrs. Madigan	HH2	12
1	Ms. Scofield	Baptist Ch.	16
2	Mrs. Maier	Baptist Ch.	22 (full)
3	Ms. Geraghty	Baptist Ch.	18
4/5	Mrs. Davis	Room 1	24 (full)
6	Mr. Doody	Room 2	16

7	Ms. Rathe	Room 4	18
8	Mrs. Lenahan	Room 5	22

Mr. Mike Mancini - Principal
 Mrs. Gale Olsen - School Office
 Mr. Gary Behrens - Speech (grades 5-8)
 Mrs. Sherry Harper - Resource Aide
 Mrs. Pam Fosnes - Extended Care Director

IMPORTANT OFFICE STUFF

1. School starts Monday, August 30. School hours are 8:30 a.m. - 3:00 p.m. for all grades.
2. The school office is open daily during the school year, 8:00 a.m. - 4:00 p.m., Monday-Friday.
3. The School fax number is 650-366-5897.
4. Please call the office in the morning if your child will be absent or late. Voice Mail picks up during off hours (I am Extension 10). If you need to remove your child from campus during school hours, you must first obtain a check-out slip from the office.

RLS NEEDS YOU!

Volunteers are needed daily to cover lunch tables & lunch recess.

Can you help?

Earn mandatory hours and spend time with your child!

Can you give RLS approximately one hour, one day/week?

Please call the office to sign up!
THANK YOU! THANK YOU!

5. Student telephone calls cost \$.50/each. If a child is sick or instructed to call home by a teacher, the call is gratis. All calls for forgotten homework, PE clothes, etc. must be paid for at the time of call. No IOU's! Be sure your child has a couple of spare quarters, just in case. The office phone is NOT to be used for social calendaring. Plan ahead! Thanks!
6. The Snack Shoppe opens at 3:00 (days to be determined). Sodas, ice cream, and misc. other yummy munchies are available for purchase.
7. **Children not enrolled in Extended Care may not be dropped off prior to 8:15 a.m. and should be picked up no later than 3:15 p.m. Thank you for being prompt! Students still on campus at 3:30 will be checked into Extended Care and you will be billed.**
8. **MEDICATIONS** - The only medicine the office keeps on hand is Tylenol. We must have your signed authorization on the emergency card in order to dispense Tylenol to your child. If your child requires any other medication, prescription or over-the-counter, it must be kept in the office. Packaging must have your child's name on the container along with written instructions. Students may not keep any medications with them in their backpacks or desks - no exceptions please.
9. Please notify the office immediately if your child comes down with a contagious disease (e.g., strep throat) or has a head of lice. We must notify other class members of any possible exposure.
10. If your child is in grades 1-3, their classroom is at the Baptist Church. Please park in Redeemer's lot. Redeemer families are not allowed to park in the Baptist Church lot. No exceptions! Teachers will walk their students as a group to the Redeemer campus for pick up at 3:00 p.m. Please do not allow your child to walk alone to their classroom. Please do not drop them off at the curb on Hudson Street. Neither of these options is safe for the children as Hudson is a very busy street and Noah's Ark preschool uses the Baptist Church lot for drop-offs. Thank you for your cooperation.

11. Smoke Signals is a monthly publication. It is sent home with your youngest child the third or fourth Friday of the month in their "Friday Folder." If you do not receive your copy, first ask your child! If no luck there... I'll be happy to send home another copy.

TARDY POLICY

Tardy students disrupt class and waste valuable time in the classroom. Not only does the tardy student's work suffer, but the entire class is affected. By their actions, a habitually tardy student shows a lack of respect for his/her teacher and classmates.

Therefore, when a *habitually* tardy student in grades 4-8 arrives after the 8:30 bell, he/she must wait in the school office until the first class period has ended before joining their class. The student will receive a failing grade for the missed period's classwork and/or assignment.

A *habitually* tardy student is defined as a student who has had *three or more unexcused tardies in a single quarter*. Beginning with the next unexcused tardy, the above policy will apply and will be in effect for each subsequent tardy during the quarter. At the start of each quarter, a student's tardy record is cleared. (Tardies due to appointments are excused. Be sure to obtain an appointment slip from your doctor. If there are any "special circumstances," they must be cleared by Administrator.)

FAMILY DIRECTORY

Each year I prepare a family directory which lists all students and their addresses, phone numbers, and e-mail addresses. This information is obtained from your enrollment application. If you have moved, changed your marital status, etc. since enrolling, please let me know. ***IF YOU DO NOT WANT YOUR INFORMATION TO BE INCLUDED IN THE DIRECTORY FOR ANY REASON, PLEASE LET ME KNOW ASAP.*** The directory will be available in late September and will be sent home with your youngest child. (One directory per household please!)

INTERNET

All of Redeemer's classrooms are ready to surf the net. Enclosed in this mailing is an Internet Use Permission Slip. This must be returned before your child is allowed to participate in Internet classroom activities. Please read it through carefully and return the signed slip to the school office. Thank you for your prompt response.

SCHOOL UNIFORMS

Enclosed is a list from Dennis Uniforms of approved school uniforms for the 04-05 school year. You may also go online at www.dennisuniform.com and look at the list of authorized uniform pieces and check out pricing. Redeemer's school code is M3HRED. The store also has a list of Redeemer's authorized uniform pieces. Please purchase uniforms at Dennis Uniform only. Look-a-likes from stores other than Dennis are not acceptable. *Check out the new skort that we added this year! It's cute!*

Store address: 1282 Oddstad Drive, RC. Phone 650-299-9623. Dennis is open Tuesday-Friday 10:00-5:00, and Saturdays 10:00-2:00. Beginning on August 5, hours are Tuesday-Saturday 10:00-5:00.

We have three items available for special order: red lined hooded jackets, and navy fleece jackets and vests. Please don't wait until the last minute. Order early and have your winter clothing when you need it!

We have a large stock of used uniforms for sale at \$3.00/piece that you are welcome to look over. Our current "Experienced Uniform Coordinator" is Manal Abdel Shahid (365-8756). Call first to arrange a shopping trip.

PE uniforms are required for all students in grades 6-8. (PE uniforms are not required this year for 5th graders due to the combined class... our apologies if you have already purchased PE clothes.) These uniforms are also purchased at Dennis Uniform. Students who do not "dress out" for PE are marked down in their PE grade.

PLAYGROUND OR PARKING LOT?

The Redeemer parking lot is off limits to cars 9:00 a.m. - 3:00 p.m. and again 3:30 p.m. - 5:00 p.m. The students use the lot as a playground during the day and Extended Care and Sports use the lot after school. If you'll be on campus during these times, please park on Harrison or Grand Street.

Please remember to **ENTER on HARRISON and EXIT on HUDSON STREET.**

CHAPEL

Please join us for a special opening day chapel at 8:45 a.m. on Monday, August 30.

Chapels are held each Friday morning at 8:40 during the school year (Thursdays when we have a Friday holiday). You are always welcome and invited to join us.

We support various charities throughout the year with our weekly chapel offerings. Look for specifics in next month's Smoke Signals. Thank you for your generosity.

TUITION PAYMENTS

If you did not sign up to pay in full for your 2004-2005 tuition, you should have received a letter from SMART Tuition company letting your know the dates and amounts for auto-withdrawal. If you have not yet returned your SMART enrollment form to the school office, and are not planning to pay in full, please return your SMART form immediately. You have missed the deadline for an August payment, therefore you will now have nine larger payments withdrawn from your account (September - May) rather than the standard ten payments (August-May).

Students who have not paid in full or had their SMART tuition auto-withdrawal account set up prior to the first day of school will not be allowed to attend until their account is current.

Checks for payment in full were due in the school office no later than August 1 to qualify for the \$200/child tuition discount. Please mail yours immediately if you haven't already done so. Mail them to 468 Grand Street, RC 94062. Thank you!

03-04 OUTSTANDING BALANCES

Families with outstanding balances from 03-04 will not be allowed to return until all past due amounts are either paid in full or a payment plan is agreed upon with the principal and school board. This includes tuition, extended care, and unfulfilled mandatory hours. 04-05 registration fees must also be paid in full before your child may attend classes. Please call me if you have any questions.

If you have any outstanding amounts, a statement of is included with this mailing.

HOT LUNCH

Enclosed in this mailing is a hot lunch order form for September and October. A few items to note:

1. Hot lunch will start on Friday, Sept. 3
2. Offered Monday, Wednesday, and Friday
3. Checks payable to AVANTI PIZZA
4. Two meal choices/ day - be sure to pick one!
5. No extra entrees
6. Beginning with the November order, we will go on-line with Avanti. For those who are computer-shy, we will allow you to bring in a paper order.
7. Only water will be served with hot lunch. Be sure to order juice or milk or send a drink with your child.
8. *We need your help!* The hot lunch program relies on volunteers for staffing!!! Thank you!!! Be sure to return the volunteer form ASAP.

RLS E-MAIL GROUP

SIGN UP NOW

for Redeemer Lutheran School's E-Mail Group

Receive important reminders, notices, and information sent directly to your e-mail.

Simply send a blank e-mail to
redeemerschoolnews-subscribe@yahoo.com

Only RLS (Mrs. Olsen) can send e-mails via this group. You will not receive any spam because you've sign up. It's a great way to stay informed! Don't delay... log on and sign up today!

Enclosed in this mailing is a yellow

EMERGENCY CARD

**THIS CARD MUST BE ON FILE IN
THE SCHOOL OFFICE NO LATER
THAN 8:30 A.M. ON MONDAY,
AUGUST 30.**

Students may not attend class without it! Please mail or drop yours off today. Don't wait until school starts.

Be sure to sign the card.

Please use **BLACK** ink.

Please avoid folding the card
if at all possible!

PARENT HANDBOOK

A Parent Handbook is included for all families new to Redeemer School. If you are a returning family and would like a new copy, please stop by the office and pick up a copy. The only revisions are to the Dress Code and a copy of this page is included in this mailing (red sheet of paper).

**PSC WELCOME BACK
FAMILY DINNER
FRIDAY, AUG. 27
6:30-8:30 PM
FELLOWSHIP HALL**

See you there!!