



Berea Lutheran School

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Phone: (651) 994-1074 school.bereacl.org

August 7, 2017

Dear Parents,

As August begins, that means summer is winding down and the school year is fast approaching. The 2017-2018 school year begins on **Monday, Aug. 28**. All of us on the faculty are looking forward to guiding your children in the knowledge of their Savior and the world He has placed us in. We are busy making preparations for the coming school year. As we do so, there are several items that we would like to make you aware of in order to help you prepare as well. Please read carefully the following information:

Parent/Teacher Orientation Meeting: The Parent/Teacher Orientation meeting is scheduled for **Thursday, Aug. 24, at 7:00**. All parents should make plans to attend this meeting to get additional necessary information on the upcoming school year, turn in forms, and fill out important additional forms. The registration fee of \$100 per student (\$200 family limit) will also be collected at this meeting. This fee is used for field trips, activities, and other expenses not falling under the general school budget. There will also be several sign-up sheets at the meeting. After the whole group meeting, the following small groups will meet: parents of Kindergarten students with Mrs. Gullerud, parents of students new to the Gr. 1-4 classroom with Mrs. Rehm, and parents of students new to Gr. 5-8 with Mr. Thurow.

Emergency Information Forms: All parents will either be filling out a new emergency information form or updating the current one **at the Orientation meeting**. Please bring along contact and health information to the meeting to update these forms.

Parent Activity Committees: There are three Parent Activity committees which you will have an opportunity to sign-up for. Each committee will have several school activities and events to oversee throughout the year. Parents who volunteer for a committee do not necessarily need to be present for the activity, nor provide all the items needed, but can simply help with the planning. In addition, each committee will be responsible for quarterly cleaning of the school. This cleaning will be done once each quarter (except the first) to clean items and areas not covered by the school cleaner. If you are willing to serve as committee chairperson, please indicate that. **The CDSA meeting (see below) will also be an organizational meeting for each committee.** The committees will plan their activities for the year and divide up responsibilities at this meeting.

Christian Day School Association. As mentioned in the letter you received in July, based on the responses I received from the year-end survey, the CDSA (Christian Day School Association) will continue to function as it did last year, with one organizational meeting held at the beginning of the

year, parent activity committees, and communication continuing throughout the year via e-mail, Facebook, etc.

The meeting is scheduled for **Thursday, Sept. 7th, at 7 p.m.** On the agenda for the September meeting:

- set and plan school carnival and silent auction
- look ahead to various activities and projects for the upcoming school year
- activity committees meet and organize their work for the year

Home visits: If you would like to schedule a home visit with the faculty to discuss a particular issue regarding your child for this upcoming school year, please call Mr. Thurow and a meeting can be scheduled.

School Cleaning: Christy Moen is currently hired by Berea Lutheran Church to be its church and school supplemental cleaner. Her duties include regular cleaning of all bathrooms, the lunchroom, narthex, school hall and stairs, Activity Center lobby and kitchen, as well as other areas common to the church and school. We thank her for her hard work in keeping our school clean.

However, quarterly cleaning of the school will still be completed by parent activity committees to clean items and areas not included in the church and school supplemental cleaning position duties, but which still require cleaning on a regular basis. Unfortunately, last year, **several quarters went by with many of the quarterly cleaning items going uncompleted.** Let's all do our part to chip in to keep our school clean and presentable for our children and staff.

Quarterly cleaning duties will be distributed at the Orientation meeting, and will be posted at the beginning of each quarter. **Please make sure quarterly cleaning is done as close to the beginning of the quarter as possible, to ensure regular, periodic cleaning of those areas.**

Lunch Reminder: When school starts, students are asked to bring their own nutritious bag lunches. Students are encouraged to eat all of their lunch. If any portion is not eaten, it will be sent home, and not thrown away at school (within reason). Parents should also provide a small morning snack. This is important for many students to give them plenty of energy for the late morning hours.

Refrigerators and microwaves are available. Kindergarten students are asked to keep their lunches in the refrigerator in the Activity Center. Grades 1-8 are asked to keep their lunches in the refrigerators in the downstairs lunchroom. A schedule noting days that you can send microwaveable meals with your child in grades 1-8 will be distributed to help with congestion at the microwaves. There are currently three microwaves available in the lunchroom. It is not possible to install any more microwaves than are currently available due to space issues and electrical circuit load. **If too many students are using the microwaves at any one lunch period, there may not be enough time for all students to finish their lunch. Please adhere to the schedule. This is necessary to ensure that students get enough time to eat their lunch and have their full recess.** Kindergarten students may bring microwaveable meals at any time. The school provides paper plates, napkins, and plastic utensils.

Building Security: According to Berea's Building Security policy, five lockdown drills will be held during the school year. Prior to the first drill in early September, a letter explaining the drills and the policy will be sent to all parents. We will prepare our students adequately for these drills. In addition, five fire drills and one tornado drill will also be held.

Shoes: All students will need to have a pair of shoes to be worn only in the gymnasium. These shoes should be non-marking. Please be aware that many shoes that indicate they are non-marking still leave marks. For this reason, shoes should be tested in the gym before disposing of the receipt in case they need to be returned. Also, please make sure that students have outdoor tennis shoes, not sandals or flip-flops, at school on scheduled P.E. days (schedules distributed at the Orientation meeting). As the weather turns cold and snowy, all students will need boots and proper winter outerwear for outdoor recess and activities.

Forms and Information: Look for the following forms and information on the school blog under the "August 2017 Back-to-School Information". You can get to the blog by logging onto the school website, school.bereacl.org, going to the "Enrolled Families" tab, and clicking on "School Blog". If you are subscribed to the school blog, each new post will be e-mailed to you. Documents and forms may be printed from the blog.

Forms to fill out:

- **Volunteer list-** Volunteers are needed and are greatly appreciated by the teachers. Please review the list and bring it to the Orientation meeting with your choices marked, if you are decided. These forms will also be available at the meeting. We will be discussing the various jobs and you will also have an opportunity to sign up for them at that time. Please contact any of the teachers if you have questions about the volunteer jobs.
- **Internet Guidelines -** This form is regarding the use of the internet at Berea. We would ask that you and your child read through it, sign it, and bring it to the Orientation Meeting.
- **Field Trip Permission Form -** Please fill out this form for each of your children and bring it to the Orientation Meeting.

Other Information:

- **School Calendar**
- **School Workday List -** The school cleaning/workday is scheduled for **Saturday, August 19th**. It is scheduled to begin at 9:00, but the doors will be open early. Please take note of this list of projects. We would appreciate participation from all school families. These projects may be done at anytime, before or after the workday. **If you cannot make it on the workday, please find something from the list to complete at another time prior to the 19th**. This list will be immediately posted in the school on the lunchroom bulletin board.

Previous Forms: There are also forms available on the blog for those families that still need to fill out an Enrollment Form (**new students to K-8 only**), a Student Census Form (**students new to District #196 only**), or a Prescription Medication Authorization Form (**if your child will be taking prescription meds during the school year.**) Please fill out and submit those forms as soon as possible.

If you have any questions about the information in this letter or anything else regarding the upcoming school year, please don't hesitate to contact me by phone, text, or e-mail. May the Lord bless the rest of your summer and your preparations for another school year.

On behalf of Berea's faculty, and in Christ's service,

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