

There are A LOT of REMINDERS and IMPORTANT INFORMATION in this email. Please read it all thoroughly even if you think you already know it! Some information may be new to you, and some may have changed.

Upcoming Events

Wed 8/23 - First Day of School for Grades 1-8

Kindergarten Orientation 9:00 - 11:00 am

Thurs 8/24 - First Day of School for Kindergarten

Boo Hoo Breakfast for Kindergarten Parents 8:00 - 9:00 in the BAC

Fri 8/25 - BEAP Raffle Begins

Mon 8/28 - Character Monday - Wear Character T-shirts and non-uniform bottoms

Thurs 8/31 - Bethany Singers Begins 3:00 - 4:00 Music Room

Mon 9/4 - Labor Day - No School

Tues 9/5 - Webby Dance Starts Gr K-3 3:00 - 3:45 gym

Wed 9/6 - Handbells Rehearsals Begin 7:15 - 7:45 BAC

Thurs 9/7 - Meet the Teacher Night 6:00 - 8:30 pm

Mon 9/11 - Character Monday - Wear Character T-shirts and non-uniform bottoms

Fri 9/15 - Non-Uniform Day

Individual Picture Day

Skating Party 3:45 - 5:45 at Skatetown USA

Mon 9/18 - Class Photos (in uniform)

Wed 9/22 - First Quarter Midterm

Welcome!

Welcome new families. Welcome back to all of our returning families. We are so happy to have you as part of our "Family"! We hope you all had a fun-filled summer and are as ready as we are for a great school year.

Forms - DEADLINE is THIS FRIDAY, August 18

If you have not already filled out and returned the forms sent home this summer and those you need to print from the website (under the PARENTS tab), please do so now. We need the [Emergency Medical Authorization \(EMA\)](#), [School Directory](#), [BEAP Membership](#), [Responsible Use of Technology](#), and [Guardian Permission to Publish](#) forms returned **right away**. Students will not be able to go on field trips if we do not have the EMA, and they will not be able to use our school computers after September 1 (they will sit in the office during computer time) if we do not have the Responsible Use of Technology form on file.

Kindergartners and all **NEW Students** must also submit health and oral history forms and copies of birth certificates.

You may scan and email the forms to office@bethanyschool.org, mail them in, or drop them off at the office.

Correspondence with the Office

Payments may be hand delivered to the office, placed in an envelope and given to the child to give to their teacher, or sent via the postal service. On checks, indicate on the memo line the name of the child and to which account the payment should be applied (Tuition, Latchkey, Lunch, etc). Do not combine Tuition with any other payments on the same check. Cash must be placed in an envelope and **should have the student's name and to which account the payment is to be applied written on the envelope**. Please Note: We do not accept credit cards.

If you give payments to your child to deliver and want to be sure they make it to the office, you can call or email us and we'll track them down.

Parents, If you would like to send items to the office in a **reusable folder/envelope**, you can either provide one of your own or you can purchase one from the office with the Bethany Logo for \$1.00. Write your child's name, homeroom, and "Office Correspondence" on the envelope and we will be sure to remove any items you send and return it to your child.

If you wish to contact the office with questions, concerns, etc. You can reach us at:

Front Office - office@bethanyschool.org, 771-7462 ext 0, or ext 100 for Margie Kessler

Business Office - business@bethanyschool.org, 771-7462 ext 110 for Elaine Lynch, or ext 111 for Jenny Meiners

Nurse - lands@bethanyschool.org, 771-7462 ext 106 for Mrs. Lands,

To reach any faculty or staff member by email, the email address is the lastname@bethanyschool.org (for Mrs. Snavelly, it is snavelly.s@bethanyschool.org).

Absences and Sign-in, Sign-out Policy

The school day begins at 8:00. Students arriving between 8:00 - 8:15 may go straight to homeroom if they arrive before 8:15, but they will be marked tardy. At 8:15 the doors are locked and students must report to the office before going to class.

If your child will be late to school or will be absent, please notify the office by **8:15 am** at 771-7462 (option 2). You can also email us office@bethanyschool.org or fill out and submit the Student Absence Notification form online on the website (under the PARENTS tab).

Students arriving after **8:15** (after homeroom period) must sign in at the office or they may be counted absent all day. For our students' safety, they are not permitted to leave campus early unless signed out by a parent or another person listed on the EMA. Parents, please understand that we will not call the student to the office until you arrive. It is important that students stay in their classes as long as possible, and parents are often delayed. Also, do not make arrangements to meet your student anywhere except the office and do not go to their buildings to get them.

For the entire attendance policy, see the Parent-Student Handbook under the Parents tab on the the website.

Thursday Emails

You should receive a “Thursday” email each Thursday afternoon which will be filled with information regarding upcoming events and other communications from the office, BEAP, sports signups, extra-curricular signups, etc. Please be sure to give us any email address changes during the school year so you don’t miss any of these important communications. There will be some handouts which must still go home with the students (Picture day forms, for example). We will give these to the homeroom teachers to distribute, and we will mention in our email that you should be on the lookout for these items.

Be sure to include bethanyschool@bethanyschool.org in your contacts so the emails do not get sent to spam or bounce back.

You should receive these Thursday emails every week during the school year. If by Friday morning you haven’t seen the email and it is not in your Spam folder, email office@bethanyschool.org or call the office, and we will send a copy of the email as well as troubleshoot the situation.

Forgotten Items

Students often forget items at home (homework, lunches, etc.). If you bring these items to school, please bring them only to the Front Office. For our students’ safety and to minimize interruptions and distractions, parents should not go to the classroom buildings themselves. The buildings are locked after homeroom and parents should not be knocking on doors asking to be allowed in. Office personnel will make sure items get to the students.

Carline

All new families will receive information about our carline procedures at the New Family Picnic. Please familiarize yourself with these procedures. They have been put in place in order to help keep the carline flowing smoothly and for the safety of our students. If you do not have a copy of these procedures, you can find them on our website (under the PARENTS tab).

All students should be dropped off and picked up only in the main driveway. Please do not drop them off in the bus circle or the parking lots near the Activity Center.

Morning Drop-off - Grades 4 & 5

Parents of students in grades 4 & 5 should only drop your students off at the upper part of the driveway (by the first cross walk or dining room) if you arrive at school prior to 7:55 a.m. Fourth and Fifth grade students will be directed to either the dining room or the playground depending on their arrival time. They may not go into St. Faith until after 7:55.

Monday Morning Assemblies

We begin nearly every Monday morning with an all-school assembly. The adults in morning carline can let students know if they should go to homeroom or assembly. If you arrive after the adults are gone from morning carline, have your child go to the office, and we will direct them to the correct location.

Parking on Campus

Parking is available in the parking lot near the library, in the lots near the gym (limited), on Hedgerow, and in the bus circle. When parking in the bus circle, you may not park on the side closest to building

until after 8:00 am and all buses have completed the drop off process. Cars must be removed from the bus circle by 2:00 pm when buses begin to arrive for afternoon pick-up. **Please do not park in the parking spots in front of the convent, in the Spirituality Center's parking lot, or in any Handicap designated spots.** Parking is not permitted at all on Oak Road and Glendale police are quick to ticket!

Calendar

The academic, sports, and monthly calendars are available on our website. We will be updating the monthly calendar as soon as dates of upcoming events are available. This way you will easily be able to see if we have events such as Lessons and Carols or Spring Concert scheduled. It will also show any corrected information such as changes of time or location. If you hover over an event, it will give the details of it. If you click on it, you may see more information, as well. Check it often to see what is coming up!

Character Mondays

The first Character Monday of the school year is Monday, August 28. On these days, students may wear the character t-shirt they were given the first day of school and any non-uniform bottoms. If they do not wear their character t-shirt, they must wear the regular uniform.

Please see our uniform policy (under the PARENTS tab on the website) for guidelines for non-uniform attire.

Lunch - Charging

Each student has a card in the lunchroom with a barcode on it which they pick up on the way into the building if they are purchasing lunch. For new students, their card does not yet have their photo on it, but they still do have a card with their name and barcode on it. Patti will scan the barcode and enter in the total charged for the day. All students are permitted to charge unless you notify us that you do not wish them to charge.

Lunchroom staff does their best to be sure kids are not buying a lot of food if they have brought a lunch, however, it is difficult for them to know who just needs an item or two to supplement and who needs more. Please talk to your child and let them know when they may charge and give them guidelines on what they can purchase. Our lunch menu is on our website (under the PARENTS tab).

You will receive a lunch statement approximately once a month letting you know where your lunch balance is at that time. You can also check this at any time on PowerSchool.

Students may charge even if their balance goes below zero, however, if their account has not been paid and the amount owed is over \$50, you may receive notification that they will not be permitted to charge until it has been paid.

If you have any questions about your lunch charges or do not want your child to charge, call Patti Herzner (771-7462 ext 101) or email her at herzner@bethanyschool.org.

Lunch - Warm-ups

When students bring lunch items which need to be warmed up, they can bring them to the dining room prior to homeroom, place them in the bins in their building that office personnel pick up and deliver to the dining room, or in the case of students in grades 5-8, they may use the microwaves to warm them

up themselves. Items taken to the lunchroom early in the morning will be warmed up for them by the lunchroom personnel so it is ready when they arrive to the lunchroom.

When sending in “warmups”, be sure to put your child’s name and homeroom on the container so the lunchroom staff knows for which lunch period to prepare it and which child should pick it up.

If your K-4 child arrives to school late, please leave the warmup items with the office personnel so they can get it to the dining room prior to the start of the lunch periods.

Before and After School Care (Latchkey)

All students may go to our Before and After School Care (latchkey) program at any time. You do not need to “enroll” for them to be able to attend. Approximately once a month, you will receive a statement of the prior month’s charges. The first statement will include the \$25 per child (or \$50 per family) registration fee and the charges for the time your child was in latchkey. You will not be charged the registration or other fees until you actually start using the program.

You cannot check your daily charges on PowerSchool, but once a statement has been issued, you can see your total balance due in the system.

If you have any questions about your latchkey charges, call Patti Herzner (771-7462 ext 101) or email her at herzner@bethanyschool.org.

Labeling Your Child’s Belongings

Be sure to put your child’s name on every article of clothing they wear and all belongings they bring to school (backpacks, lunchbags, notebooks, etc). Since all students’ uniforms look alike, if we find a lost sweatshirt, sweater, Bethany fleece, etc., there is no way for us to know to which child it should be returned unless it is labeled. In the event they do lose something, there are multiple places they can look to see if it’s been found: their classroom building, the gym hallway, or the dining room. Articles of value (eyeglasses, electronics, jewelry, etc) are sent to the office, but no other items can be found there. If they need an extra set of eyes helping them search, you can email their teacher. But, truly, the best way to be sure an item makes it back is to have a name on it!!!