



ALL-SCHOOL INFORMATION

The following information pertains to families with students at all grade levels. Please read the following information carefully, and contact the school office if you have any questions.

Welcome to a New School Year at SCS!

Calendar

The most up-to-date version can always be found at www.shorelinechristian.org/calendar. There are a few events that we want you to take note of right away! Please put these on your calendar.

Preschool and Pre-K Preview

All Preschool and Pre-K families are invited to join us on Thursday, August 23rd, from 10am - noon or from 4:30pm - 6:00pm. At this meeting you will meet your child's teachers, learn details about the upcoming school year, and receive the remaining forms and paperwork required by the school. Your child is welcomed and encouraged to come. In order to ease the transition on the first day of school, please take a look at the supply list below and additional items that will be emailed to you by the beginning of August. Please bring these items with you to the Preschool Preview. If you are unable to attend Preschool Preview, you may bring these items along with your completed forms on the first day of school (Monday, August 27th).

Elementary Preview

Elementary Preview for grades K-5 is back again this year on August 23rd from 4:30pm to 6pm. Come visit your classroom, meet your teacher, drop off your school supplies and get a sneak peek at the year to come.

Teacher Meet & Greet and All-School Family Picnic

All SCS families, from preschool through twelfth grade, are invited to join us for our Teacher Meet and Greet at 5:30pm on Friday, September 7th, followed by our Annual Family Picnic at 6:00 pm. This is a wonderful evening that offers opportunities to greet old friends and meet new families. We'll be gathering on campus by the amphitheater, so bring a blanket or lawn chairs for seating. The school will provide hot dogs and buns, condiments, plates, napkins, and utensils. **Please bring a salad (last names beginning K-Z) or dessert (last names beginning A-J) to share, enough to serve 10-12 people.**

Emergency Information

It is essential that the office has current contact/emergency information for all our students.

Please let the office know if you have made any changes since you filled out the registration paperwork last spring, including phone numbers, email addresses, and mailing addresses. If at any time during the school year any contact information changes, please update this information with the office as soon as possible.

Inclement Weather and Flash Alert

The best, fastest way to be notified of school closures or changes in schedule due to inclement weather is the Flash Alert system. You can register online at <https://www.flashalert.net/>. **Note: SCS decides**

independently of the Shoreline and Seattle school districts if there will be a school closure or late start due to weather. Do not look at district websites for SCS closure information.

Immunizations

Summertime is a great time to take your child(ren) in for required immunizations. Washington State Board of Health is continually changing immunization requirements at all grade levels for students to be enrolled in school. SCS must file a report with the state to verify that our students are up-to-date with their immunizations. If you have questions, please email school nurse Krista Kennedy at schoolnurse@shorelinechristian.org. All immunization updates are due by August 20, 2018.

Preschool and Pre-K: Vaccines required for preschool include Hepatitis B (Hep B), DTaP, Hib, Polio (IPV/OPV), PCV, MMR, and Varicella. Please fill out the required form available from the school office—all immunizations must be up-to-date. If you have questions regarding your child's immunizations, contact your child's physician. Immunization forms are due at the school on or before August 20, 2018. Please get your completed immunization records to the school on time.

Kindergarten: All children attending Kindergarten are required to have completed all immunizations recommended for their age; these include DTaP, Polio (IPV/OPV), Hepatitis B, MMR, and Varicella. Updated DTaP and Polio immunizations are required after 4 years old. If your child has been in preschool, your immunization paperwork likely needs to be updated. Please have all paperwork/physician appointments completed and turned in to the school office by August 20, 2018.

Sixth grade (middle school): The TDaP vaccine is required of children who are 10-11 years old and attending 6th grade. Parents, please go in to the school office to add the most recent date to your student's immunization form or send a note into the school including the student's name, date the immunization was received, and a signature on the note. These updates must be made by August 20, 2018.

Middle School and High School: The State Board of Health has mandated that all students in grades K-12 have two doses of the varicella vaccine.

Milk

Students in grades K-12 and preschool students remaining in childcare may preorder milk for the school year. Students who order milk may choose white or chocolate, and will have an individual milk carton delivered to their classroom each day (PS-5) or can pick it up from the office (6-12) at lunch time. Milk for the school year is \$50 per student (about \$0.28 per day). You will be given opportunity in February to add or drop milk.

To order, please fill out the order form and return it to the school office *no later than* the first week of school. Your student may be eligible for free milk depending on your family's income. The income chart and "Application for Free Milk" are available from the accounting office.

Renweb/ParentsWeb

Renweb is our Student Information System and school management software. Re-enrollment is completed each spring through Renweb. Parents can log into their ParentsWeb account using the log-in used for registration for your students. Important documents are available through the Resource Documents page in ParentsWeb. Middle school and high school families can check their student's grades, homework assignments, and attendance records through ParentsWeb.

You will need the district code to log in to ParentsWeb. **The District Code is SCS-WA.**

Google Classroom

We will be continuing our use of Google Classroom in grades Preschool-12 as the hub for classroom announcements, upcoming assignments, and missing work. If you are a returning student, your login information will be the same as last year. At the start of school, new students/parents will be given a log in to a Google Classroom account by the Technology Integration teacher Jeff Miller.

Shoreline Christian School Society

Shoreline Christian is owned and operated by the Shoreline Christian School Society, a non-profit corporation. Membership is comprised of many parents and others interested in Christian education. Society members elect the School Board, which makes policy decisions, hires the Head of School, and recommends the annual budget to Society members for approval.

The SCS Society hosts three All Parent Meetings during the school year, attendance is encouraged. The first meeting will be on September 17th at 7:30 pm, look for details in Charger News.

Student Allergies and Medications

It is very important to let the office know of any allergies that your student has and any medication they take for them. We will pass the information along to the classroom teachers. If your student requires having any medication for allergies on campus (i.e. Benadryl, epi-pen, etc.), we will need an Authorization for Medication form, and the medication must be stored in the office. More information about medication is available in the handbook.



PRESCHOOL AND PRE-K INFORMATION

The following information pertains to families with students at the Preschool level. Please read the following information carefully, and contact the school office if you have any questions.

Preschool/Childcare Director: Mrs. Amy Hart

Teaching Staff

Preschool:

Mrs. Heide Handy

Mrs. Amy Hart

Mrs. Denise Rietkerk

Mrs. Dora Vander Giessen

Childcare:

Mrs. Shari Hudson

Mrs. Jennifer Jones

Mrs. Joan Oordt

Ms. Eujin Koh

Pre-Kindergarten:

Mrs. Kimi Linaman

Preschool and Pre-K Preview

Please join us on Thursday, August 23rd, from 10am - noon or from 4:30pm - 6:00pm. At this meeting you will meet your child's teachers, learn details about the upcoming school year, and receive the remaining forms and paperwork required by the school, your child is welcomed and encouraged to come. In order to ease the transition on the first day of school, please take a look at the supply list below and additional items that will be emailed to you by the beginning of August. Please bring these items with you to the Preschool and Pre-K Preview. If you are unable to attend Preview, you may bring these items along with your completed forms on the first day of school (Monday, August 27th).

- **Emergency Kit**

- Please place the following items in a ONE GALLON resealable plastic storage bag and write your child's name on it:
 - Six 6-oz cans of juice or canned water. Please do not pack flavored, carbonated, or spring water. These do not have a sufficient shelf life to be stored for the school year.
 - A letter from you to your child explaining that they will need to stay at school and that you will be there as soon as possible to pick them up. You may want to include a small picture of your family.
 - A plastic rain poncho or a large 30-gallon trash bag to be used as a rain poncho.
 - The names of individuals authorized to take your child home in case you are not able to get to the school. Please include in this note an "Out of area code" telephone number that both you and your child can use as a contact point. Often long distance lines are restored before local lines.
 - Some snacks with a long shelf life that can be stored outside (we store the kits outside the building so that we can get to them in the event we need to evacuate the building).
 - Some suggestions: granola bars, beef jerky, raisins, fruit snacks
 - A small toy or stuffed animal

- **Gym shoes**
 - Clean, well-fitted shoes to keep at school
 - Velcro is preferable
- **Extra set of clothes in a gallon zip-lock bag**
- **Baby picture**
- **Two current pictures** (for cubbies)

First Day of School

Preschool will start on Monday, August 27th at 9am.

Attendance Policy

Please notify the preschool staff if your child will not be in school for the day or will be coming in late. The best way to relay this information is by calling the preschool/childcare at 206.361.7971 or by emailing Amy at ahart@shorelinechristian.org . If you are unable to get through, the next best option is to contact the main school office at 206.364.7777 or attendance@shorelinechristian.org.

Childcare

Before and after school childcare hours are 6:30 a.m. – 6:00 p.m. beginning August 27th. Families using childcare *must* register, and will be given more information as the school year gets closer. The childcare closes for federal holidays and for Thanksgiving and Christmas. It is open on school-related closures, such as teacher workdays, teacher conference days, etc. For such days, families will be required to fill out a special registration so that staff/student ratio can be properly calculated. Please check the school calendar for updates.

Please note: there are no early dismissal days in the 2018-2019 school year.

Immunizations

Please alert the school office or school nurse if you have any updates to your child's immunization records. Remember that it is a Washington State requirement that students' immunization records must be on file before they may attend school.

Preschool: Vaccines required for preschool include Hepatitis B (Hep B), DTaP, Hib, Polio (IPV/OPV), PCV, MMR, and Varicella. Please fill out the required form available from the school office—all immunizations must be up-to-date. If you have questions regarding your child's immunizations, contact your child's physician. Immunization forms are due at the school on or before August 20, 2018. Please get your completed immunization records to the school on time.

Dear Parents of Childcare Students:

Welcome to the 2018-2019 school year! If you plan to utilize Before/After Care this year, please take note of the following information. Remember, if you have not yet filled out the childcare registration for the 2018-2019 school year, you *must* do so before your child may attend childcare. This packet is available from me or from the school office.

Each year your child's files are reviewed to comply with our licensing requirements. This year we will make a copy of your child's SCS enrollment information. If there is additional information you wish to add, such as additional persons authorized to pick up your child, please let us know. It is critical that you specify who is authorized to drop off and pick up your child, since we are able to release your child **ONLY** to those persons for whom you have given written authorization. Also, if your child has a severe allergy, we will need you to complete an emergency medical plan. Please see me for this form.

If you are using childcare on a "drop-in" basis, please email the childcare office to ensure that we have space available. Keep in mind that we often fill up on early dismissal days, so be sure to plan ahead and be in touch with us.

If you plan on being gone for a period of time, please notify the childcare staff so we can plan our staffing accordingly. If your child is absent because of an extended illness, please let us know as well.

If your child requires medication at childcare, please check with one of the teachers about the necessary forms to fill out.

Finally, throughout the school year, there are days that school is not in session, but the childcare will be open, please send me an email when you know that your child will attend these extra days. Please include the times your child will attend as well.

We look forward to seeing you and your children!

In Christ's Service,

Amy Hart
ahart@shorelinechristian.org



2018-2019 Childcare Registration

100+ hrs/month \$610/month	100 hrs/month \$515/month	80 hrs/month \$445/month	60 hrs/month \$375/month	40 hrs/month \$320/month	Drop-in \$13/hr	Daily Rate (non-school days) \$60.00
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Note: Additional \$65 Registration fee required

Child's Name: _____

Child's Grade: _____

Child's Arrival Time: _____

Child's Departure Time: _____

Days childcare will be needed (please circle): **Mon Tue Wed Thu Fri**

*Preschool tuition not included in childcare cost listed.

Childcare Payment Policy

Childcare will be billed on a monthly basis. All childcare fees are due by the **10th of each month**.

Payments received after the **10th** day of the month in which they are due are delinquent and subject to a minimum late fee of \$25.00 or 1.5% of the past due balance - whichever is greater.

The Nonpayment Policy will be applied after 30 days of nonpayment and is as follows:

- a. After 30 days of nonpayment, the parent(s)/guardian will receive either a letter stating the overdue balance must be paid or arrangements made with the accounts receivable department within 10 days.
- b. After three (3) months of non-payment, student(s) will not be allowed to attend childcare until the account is brought current. Ten (10) days prior to deadline, parent(s)/guardian will be advised in writing of this action.
- c. If the student arrives at childcare, they will be brought to the Administrator's office and wait for their parent(s)/guardian to pick them up.
- d. Satisfactory arrangements for payment of overdue monies will be required prior to readmission. Implementation of this policy resulting in denial of continued enrollment will be deemed a withdrawal from school and reapplication with the Admissions Committee and Accounts Receivable Committee will be required prior to readmission. Additionally, individual credit terms may be imposed as a condition of readmission
- e. A two week notice is needed for early withdrawal, otherwise you will be billed at the monthly rate.
- f. A two week vacation notice is needed in order for vacation credit to apply. Vacation credits will be done on a weekly basis.
- g. No child will be admitted to the new school year unless all monies owed from the previous school year are paid in full.
- h. A fee of \$25.00 will be assessed to an account if a "non-sufficient funds" check is returned to the school by the bank.

We have been presented the 2018-19 Proposed Childcare Fees and Payment Schedule. We hereby agree to the payment schedule and policies as set forth on this pledge form. We further agree to have our name(s) included in the Parent Directory.

Parent Signature _____

Date _____

Name _____

Address _____

Phone # _____

Consent to Medical Care And Treatment of Minor Child

I, _____, parent or legal guardian, hereby give my permission that my child, _____, may be given emergency treatment to include first aid and CPR by a qualified child care staff member at Shoreline Christian School. I further authorize and consent to medical, surgical and hospital care, treatment and procedures to be performed for my child by my child's regular physician, or when he cannot be reached, by a licensed physician or hospital when deemed immediately necessary or advisable by the physician and I cannot be contacted. I waive my right of informed consent to such treatment. I also give permission for my child to be transported by ambulance or aid car to an emergency center for treatment.

Date and Place

Signature

Sunscreen: I give permission to SCS staff to apply sunscreen to my child. I understand reasonable efforts will be made to reduce/eliminate sunburn and hold harmless Shoreline Christian School and all staff in the event any sunburn occurs. Yes No

INFORMATION ON CHILD

Child's Name _____

Birthdate _____

Allergies, including drug reactions _____

Chronic Illnesses _____

Regular Medication _____

Other pertinent information _____

Child's Physician and phone # _____

Date of Last Physical Exam _____

Child's Dentist and phone # _____

(Put NONE if none)

Date of Last Dental Exam _____

(Put NONE if none)

Mother's phone numbers: home: _____ work: _____ cell: _____

Father's phone numbers: home: _____ work: _____ cell: _____

Other Emergency Contacts (Name & phone #): _____

Insurance Coverage _____

Group # _____ Member # _____

Place of Employment _____

CHILDCARE REGISTRATION FORM

(Only Preschool families need to complete the following)

Date: _____

Child's name: _____ Gender: _____ Birthdate: _____

Parent(s) name(s): _____

Parent(s) name(s): _____

Child's primary residence: _____

Child's secondary residence: _____

Home phone: _____

Is child living with both parents? _____ If not, with whom? _____

Emergency Person: _____ Telephone: _____

Emergency Person: _____ Telephone: _____

Names and phone numbers of person permitted to pick up your child from school:

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Doctor's Name: _____

Clinic Name: _____

Clinic Address: _____

Clinic Phone Number: _____

Date of last physical exam: _____

Does your child have any specific health problems which the staff should be aware of? (i.e. vision or hearing loss, allergies, physical limitations, etc.): _____

How does your child act when ill? _____

Please list names and ages of other members of your family that your child relates to:

List any specific fears, likes, or dislikes your child has that might help us know him/her better:

Does your child take naps? _____ What is an average nap time? _____

Has your child had any previous group experiences (i.e. co-ops, Sunday School, daycare, home)?

How were those experiences for your child? _____

Who disciplines your child at home? _____

What method is used for discipline? _____

Is your child fully toilet trained? _____

If so, at what age did this occur? _____

Does your child have a good appetite? _____

What are your child's interests and favorite activities? _____

Any other information you would like us to know about your child? _____



AUTHORIZATION FOR PRESCRIPTION MEDICATIONS TO BE TAKEN AT SCHOOL

Student's Name _____ Birth date _____ Grade _____
Last First

The following section is to be completed by the HEALTH CARE PROVIDER

Name of Medicine: _____ Dose: _____					
<input type="checkbox"/> Tablet/Capsule	<input type="checkbox"/> Liquid	<input type="checkbox"/> Inhaler	<input type="checkbox"/> Injection	<input type="checkbox"/> Nebulizer	<input type="checkbox"/> Other _____
Diagnosis for which medication is given: _____					
If medicine is to be given DAILY, at what time? _____					
If medicine is to be given WHEN NEEDED, describe indications: _____					

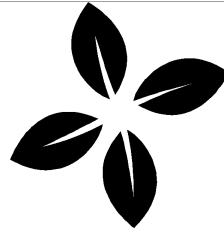
How soon can it be repeated? _____					
Is child authorized to medicate himself/herself? <input type="checkbox"/> yes <input type="checkbox"/> no					
List significant side effects: _____					

Length of time this treatment is recommended: _____					
I request and authorize that the above named student be administered the above identified medication in accordance with the instructions indicated above for the period commencing with _____ and ending with _____ as there exists a valid health reason which makes administration of the medication advisable during school hours or during such time that the student is under the supervision of school officials. Such medication may be administered by medically untrained school personnel.					
Health Care Provider's Signature: _____			Date: _____		
_____		_____		_____	
Health Care Provider's Name (Print or Type)		Address		Phone	

To be completed by the Parent or guardian:

I certify that I am the parent, legal guardian or other person in legal control of the above identified student, I have read the Medication Administration Policy of Shoreline Christian School and I request and authorize the school personnel (medically untrained) to administer the above identified medication to the above identified student in accordance with the prescription or doctor/dentist/professionals' instructions for the period beginning _____ and ending _____, not to exceed one school year. I am supplying the medication to the school in the original, unexpired container.

Parent/Guardian Signature _____ Date _____ Home Phone _____ Emergency Phone _____



SHORELINE

CHRISTIAN SCHOOL

MILK ORDERS 2018 - 2019

We will be operating our school milk program again this year. If you wish to order milk for your child(ren) please do so by completing the form below (indicate chocolate or white milk preference). Please return the form and payment by Monday August 20, 2018. The price for milk for the **entire year is \$50.00** (about 28¢/day). Opportunity will be given in February to add or drop your milk order for the second half of the year. Children remaining in childcare for the lunch hour may order milk in the same way, please mark "childcare" on the form.

Your student may be eligible for free milk, depending on your family's income. The income chart and "Application for Free Milk" will be included in the Charger News in September. Please return the Application for Free Milk to the school Accounting office with your milk order if your family qualifies. This information will be kept confidential. Contact the school office if you have any questions.

Shoreline Christian School MILK ORDER FORM

STUDENT NAMES:	Choc.	White	GRADE	PRICE
				\$50.00
				\$50.00
				\$50.00
				\$50.00

<u>Office Use Only</u>
Check #
Date Paid
Amount Paid \$
Month Added