



2017-2018 Back to School Essentials

Welcome!

We look forward to starting the year very soon! **The first day of school is Wednesday, Sept. 5th, with an early release at 11:45am.**

Normal School Day Hours

- **8:25am-2:45pm** Grades K-4
- **8:25am-3pm** Grades 5-8
- **2:45pm-6pm** Village Care (fee)
- **3:15pm** School Supervision ends

Punctuality-- Please come to school on time! Because we start our day together thoughtfully and intentionally, we don't want your child to miss the opportunity to begin each day with their class. All classes start promptly at **8:25am**. **If a child is late for school, parents must sign them in at the office and get a tardy slip before entering the classroom.** For students in younger grades, parents must wait with the child in the breezeway until circle time is over and the teacher opens the door for tardy students. Please check with your teacher if you are unsure of their tardy procedure. Thank you for your support.

Drop-Off & Pick-Up-- Students in grades K-4 need to be dropped off and picked up at the classroom door. If you will be more than 10 minutes late picking your child up after school, please contact the office so that we can arrange for your child to be waiting for you in the office. Although we understand that many of our older students walk, bike or bus on their own, at 3:15pm they must be off campus or in the office coordinating transportation. **Other than students participating in The Village School Aftercare, there is no supervision after 3:15pm.** Carpool, bike-pool and walk-pool sign-ups will be available at the All School Meeting. Please contact the office if you need assistance.

Parking-- Please respect our neighbors and each other. Do not park in the driveways or block the driveways of anyone's house. ***There is no drop off/pick up in school parking lots.** Park your car in the direction of traffic, not against it. Please plan ahead and give yourself extra time to drive to school. **No double parking or idling! The safety of all students and families is our shared responsibility.** *Please see the school access map for more information.

Food Service-- All students are asked to bring a daily, nutritious, non-sugary snack (except for Kinder, for which we request food supplies). Breakfast and hot lunch are available in the cafeteria, provided by our wonderful Village Kitchen program. Applications for free and reduced meals are included in this packet. Unless your student is Directly Certified by DHS, your application must be processed and approved before you can receive benefits. Families receiving this benefit last year will continue to receive it until the new forms are processed, with a deadline of mid-October.

Electronic Devices/Cell Phone-- Cell phones and other electronic devices are **NOT** allowed during school hours. They must be powered off and stored in student backpacks or lockers for 7-8th graders. If a student must make a phone call during school hours, they must use the phone in the office. If parents need to contact students, they can call the office and a message will be passed along to their student. Thank you for your support in helping us to reduce distractions at school.

Dress Code— Please read school policy in the “Family Handbook,” pg. 11

Visitors & Volunteers-- All volunteers and visitors must sign in and out at the office and wear a badge while on campus. Please help ensure the safety of our school community. In order to volunteer, all parent volunteers must submit and pass a Volunteer Background Check. Volunteers record their hours in the office in order to track their annual 40 hours.

Medication-- All student medicine (prescriptions, over-the-counter, homeopathy, etc.) must be kept and administered in the office. Please fill out the appropriate paperwork in the office to authorize staff to store and administer medicine to your child. Inhalers may be kept in the office with parent approval and proof of prescription or a doctor's note. Students should only use their inhaler in the office under supervision.

After School Care-- Village Care provides after school care in the cafeteria for a fee. Please contact Nisha Calkins at villageschoolaftercare@eugenevillageschool.org to register. Credit card payments can be made online at <http://happyvillage.org/villagecare>. See Village Care info sheet for more information.

Addresses, Numbers & Emails-- We will have parents update contact information at the All School Meeting on September 19th. Contact information will be available to all families in the Family Directory, which will be distributed after contact information is verified at the All School Meeting. **Call the office by Sept. 19th if you do not want to be included.**

Family Handbook-- The updated Family Handbook includes school policies and procedures as well as an overview of curriculum and services provided at our unique school. You will receive your copy of the “Family Handbook” at the All School Meeting. In the meantime, please contact the office if you have any questions.

Communication-- Each family has a mailbox inside the office. Mailboxes are labeled by students’ last names. Please check your mailbox regularly. The Village Voice newsletter is emailed to parents every Friday and paper copies are also available in the office on request. The school also sends occasional automated voice, text message, and email reminders. **If you do not have email, please contact the office.** We encourage parents to register for “text” announcements. If you are interested in getting text messages from us, please text the word “Yes” to **67587**. If you’re on Twitter, follow us: **@EugeneVillage**. Find us on Facebook: <http://www.facebook.com/eugenevillageschool>.

Back-to-School Supplies-- The Village School supplies most of the back to school items your child will need, e.g. paper, notebooks, pencils, pens, art supplies, rulers, etc. **Please contribute \$80 per student to cover the cost of the high-quality items we supply. (See the Supply Contribution form).** Families may pay installments each term if necessary. Students in some grades may be asked to purchase some additional supplies. (Please refer to your teacher letter). All Kindergarten items are listed in the teacher letter.

Specific Items for Grades 1-2:

- Children in grades one and two need comfortable, sturdy shoes clean enough to wear indoors. These should be suitable for running in Movement class and fit snugly on the foot without falling off.
- A **FULL** change of clothes that can be kept in a bag on your child's coat hook
- Rain gear for when the rains start, including rain boots. All classes go outside for recess, rain or shine!

Specific Items for Grades 3-4:

- On days of Movement class, please have your child dress in clothing that allows for freedom of movement and wear a sturdy pair of athletic shoes that tie or Velcro. All grades have two classes a week. Students will be asked to sit out if they do not have appropriate attire.
- A **FULL** change of clothes that can be kept in a bag on your child's coat hook
- Rain gear, including rain boots. All classes go outside for recess rain or shine!

Specific Items for Grades 5-8:

- A pair of athletic shoes must be worn for Movement class. If your student does not wear these shoes on a regular basis, please be sure a pair is kept at school. Students will be asked to sit out if they do not have appropriate attire.
- Deodorant is also recommended.
- Rain gear. All classes go outside for recess, rain or shine!

Thank you for taking the time to review the back to school essentials. If your family needs any assistance before school resumes, please contact the office. Monday-Friday, 8:00am-3:15pm