

New Parent Orientation 2011-2012

Important Information Sheet

✓ **Contacting the School**

330-562-8191

Main Office 330-562-8191
Clinic ext. 342
Attendance ext. 341
Transportation ext. 341
Kitchen ext. 328
Business Office ext. 311
ESS phone 440-318-5984
E-mail @valleychristian.com
Website valleychristian.com
Fax 330-562-9257

✓ **Times**

7:00 a.m. ESS (with fee)
7:45 am the earliest students can be
dropped off (without fee)
8:30 am school begins
2:40 pm first bus dismissal
3:00 pm school ends (second bus dismissal)
3:15 pm all students must be picked up

✓ **Important Communication Tools**

Nightly blue homework folder
Assignment Notebook (Grades 2-8)
Parent/Student Handbook
Family Directory on ParentsWeb
Parent News
Monthly School Calendar
Friday Email from the School

✓ **First Day of School**

All students report directly to their classrooms through morning arrival doors under canopy

✓ **Attendance**

All students arriving after 8:30 am must go to the office for a tardy pass
All student absences should be called in by 10:00 am
When a student is going to arrive late or leave early, a note should be sent in to the teacher
When picking up a student early, come to the office—students will be called from the classroom

✓ **Visitors**

ALL non-employee adults (visitors or volunteers) should come to the office for a name tag

✓ **Transportation (Bus)**

Contact your local bus garage
Student drop-off and pick-up happens in the side parking lot with cars circling counter-clockwise
If you park and come in, pick up your children in the main lobby
To report changes or ask questions, contact Mrs. Gilmer

✓ **Dress Code**

Chapel Day is Wednesday!

Check your dress code guidelines sheet
Please let the teacher know if clothing items have been backordered
Contact Mrs. Horak in the office

✓ **Clinic and Medications**

Emergency Medical Forms should have already been returned to the nurse
Administration of Medication forms should have been returned to the nurse if medication is to be given to your student during school hours
Contact Mrs. Edenfield in the clinic

✓ **Finances**

Contact Mr. Meurer and Mrs. Dolan in the Business Office

✓ **People to Know**

Mrs. Kathleen Horak, Registrar
Mrs. Jackie Wendl, Admin Secretary
Mrs. Darlene Robinson, Development
Mrs. Linda Gilmer, Recess, Attendance, Transportation
Mrs. Linda Barrow, Kitchen Coordinator
Mrs. Diane Roberson, Lunchroom Coordinator
Mrs. Elizabeth Edenfield, Clinic
Mrs. Connie Eide, Principal
Mr. Dale Moncrief, Administrator
Mrs. Debbie Buss, Pupil Services
Mrs. Cari Rosen, ESS Coordinator
Mr. Rich Papa, Board President
Mrs. Kristy Aiken/Mrs. Gracelyn Kowalski, PTF
Mrs. Susan Gills, Room Coordinator
Mr. Tim Meurer and Mrs. Myra Dolan, Business Office
Mrs. Lynelle Cook, TRIP Coordinator