

June 18, 2009

Dear Families,

Welcome to our new school year 2009-2010. The information below provides times and dates for orientation for new students/parents as well as returning students/parents. Please read this entire letter carefully so that you will be prepared to finish the process as quickly as possible. You will need cash for some items, checks for others, paperwork etc. Please do not try to go to the classroom first as the teachers cannot let you in until they receive the appropriate documentation from you. Read the checklist and chart contained on page three for more information.

### **NEW PARENTS AND STUDENTS**

**\*\*NEW PARENTS – There is a newcomer’s meeting on Tuesday, August 18, 2009 at 8:30 a.m. in the gym. You will be receiving a call by a member of the Advisory Council to welcome you and remind you of the meeting. Bring school supplies with you – however you need to leave them in the car, proceed to the gym, then to the cafeteria and then back to your car for supplies.**

**Please follow the guidelines below to continue the orientation process after your welcome meeting in the gym.** After this meeting you will proceed to the cafeteria. After you visit each station and have acquired the necessary stamps – you may then proceed to the classroom to drop off supplies and meet your teacher. **Mid-school students will set up their locker at this time.**

### **NEW STUDENTS**

New Students (any grade) – Please plan on coming to Orientation in the cafeteria **(after your meeting in the gym at 8:30 a.m.)** any time between 9:00 and 10:30 a.m. on Tuesday, August 18, 2009. After you visit each station and have acquired the necessary stamps – you may then proceed to the classroom to drop off supplies and meet your teacher. (See info on page 2 – **please be prepared**).

### **RETURNING STUDENTS**

1<sup>st</sup> – 3<sup>rd</sup> – Please plan on coming to orientation in cafeteria any time between 10:30 a.m. – 12:30 p.m. on Tuesday, August 18, 2009. After you visit each station and have acquired the necessary stamps – you may then proceed to the classroom to drop off supplies and meet your teacher. (See info on page 2 – **please be prepared**).

## **RETURNING STUDENTS**

4<sup>th</sup> -5<sup>th</sup> – Please plan on coming to orientation in the cafeteria from any time between 1:30 p.m. – 3:30 p.m. on Tuesday, August 18, 2009. After you visit each station and have acquired the necessary stamps – you may then proceed to the classroom to drop off supplies and meet your teacher. (See info below – **please be prepared**).

## **RETURNING STUDENTS – Middle School**

6<sup>TH</sup> – 8<sup>TH</sup> – Please plan on coming to orientation in cafeteria from any time between 9:00 a.m. – 11:30 a.m. on Wednesday, August 19, 2009. (See info below – please be prepared). After you visit each station and have acquired the necessary stamps – you may then proceed to the classroom to drop off supplies and meet your teacher. **Mid-school students will set up their locker at this time.**

*If you have more than one child – please come at the time of the oldest child. If you do not have more than one child – please come at the scheduled time for his or her grade above to avoid congestion.*

**Orientation** for the school year 2009-10 is different this year. **Make sure and read the expectations outlined in chart on page three for each station so that you will be prepared.** The procedure is outlined below:

### **Orientation Instructions**

1. St. Charles Orientation is **A MUST FOR EVERY ONE K-8.**
2. Please bring your supplies and leave them in the car until orientation process is finished.
3. Proceed to the cafeteria.
4. Here – you will receive a documentation checklist card. Proceed through all stations and receive a stamp at each station. It is important you visit each station. All fees must be paid in full and paperwork complete before your child (ren) can start attending classes. **(There will be no exceptions to this – please plan ahead and bring what you need to.)**
5. Plan to start at Station #1 – if you do not get a stamp at #1, you cannot go on to #2, if you do not get a stamp at #2, you cannot go on to #3 and so forth.
6. When your card is filled and fully documented – you may then proceed to the classroom. Take the completed card with you as you take your supplies to the classroom.
7. **Remember** – your teacher cannot allow you to enter classroom with supplies until she receives a completed documentation card.
8. Retrieve your supplies from the car and take them to the classroom. Each child may meet their teacher and deliver their supplies and get classroom information. **Mid School Students must set up their locker at this time. Parents – please allow about 10-15 minutes for this.**

**Used Uniforms and New Shirts and Sweatshirts will be on Sale. Bring cash or a separate check to pay for these.**

## Stations for Orientation Chart

Station	Purpose	Instructions
1	<b>Pick Up Orientation Documentation Card</b>  <b>Handbook Acknowledgement</b>	Handbook Acknowledgement Form – Please go to the website <a href="http://www.stcharlesabq.org">www.stcharlesabq.org</a> and read the handbook. Print an acknowledgement form for each child and bring it signed to orientation. <b>Every student needs their own form.</b> Go to station #1 and turn it in. Make sure you get a stamp.
2	<b>E-Mail Blasts</b>  <b>6<sup>th</sup> Grade Introduction</b>	Update e-mail and get a stamp.  All 6 <sup>th</sup> grade parents must sign in and receive an intro to mid-school letter. Make sure and get a stamp.
3	<b>Finance</b> (In Ms. Harrison's office)	Go to Ms. Harrison's office and ensure your account is up to date. Make sure and get a stamp. Bring your check book or credit card if you are not sure or even if you are sure☺
4	<b>Raffle Tickets</b>	Pick up raffle tickets at station 4. <b>You must have a check or money order made out to St. Charles for \$300.00.</b> Remember any returned check will result in \$25.00 extra charge. <b>(No Credit Cards Accepted for Raffle)</b>
5	<b>Chair Slipper Fee/Planner/Bible/Dictionary</b>	<b>You must have cash for these items.</b> Chair Slipper Fee – K-8 - <b>\$5.00</b> Planner – 3-8 - <b>\$7.00</b> *Bible – 4-8 – <b>\$10.00</b> *Dictionary – 4-8 <b>\$11.00</b> Students in 5 <sup>th</sup> -8 <sup>th</sup> may use the dictionary/bible purchased from St. Charles previously.
6	<b>Nurse's Station</b>  <b>**Go to the Website and download PMF and AMF forms to be signed by your doctor before you come to Orientation.</b>	Stop by to get information and to turn in shot records etc. ALL students must have immunization on file before they can start to attend class. Make sure you bring them with you. If not – you will have to go get them and then come back and finish orientation.
7	<b>Before/After Care</b>	All students who will be participating in After Care/Before Care need to register. If you are not sure you need it, register anyway. If you are not registering stop by and get a stamp to indicate you have gone to this station. If you do not register and end up needing the service – you will need to register upon picking your child up the first time you use it. Please plan for the extra time.
8	<b>APS Lunch –</b> <i><u>I am asking everyone to fill this as our school gets federal funds depending on zip code.</u></i>	Please be sure to fill our paperwork for free and reduced lunch and/or prepay your lunches. Make sure and bring another check.
9	<b>Buy your Yearbook Early!</b>	<b>Buy your yearbook early for a discount. Bring your credit card to purchase on line.</b>
10	<b>Scrip – Support the school the easy way!</b>	Pick up your order form at orientation. Turn in by Tuesday, August 25, 2009.

Look forward to seeing all of you soon! Have a Great Summer!

Principal B.J. Rossow-Deming

**J.O.Y.F.U.L.**

## Orientation Checklist

\*\*\*\*Do not leave home without the following:

- \_\_\_\_\_ Child☺ - Uniforms not required until August 20<sup>th</sup>.
- \_\_\_\_\_ Supplies (Mid-school students need to bring shelf etc. to set up locker)
- \_\_\_\_\_ Handbook Acknowledge Form (Download from Web Page)
- \_\_\_\_\_ One e-mail address you look at every day
- \_\_\_\_\_ One check or credit card to bring account up-to-date
- \_\_\_\_\_ **Another** check for \$300.00 or money order for \$300.00 only for raffle tickets
- \_\_\_\_\_ K-2<sup>nd</sup> \$5 Cash for fees
- \_\_\_\_\_ 3<sup>rd</sup> - \$12 Cash for fee and planner
- \_\_\_\_\_ 4<sup>th</sup> - \$33.00 for fee, planner, bible and dictionary
- \_\_\_\_\_ 5<sup>th</sup> -8<sup>th</sup> - \$12 Cash for fee and planner; \$10 if you have not purchased a bible from a previous year from St. Charles or need a new one; \$11 if you have not purchased a dictionary from a previous year from St. Charles or need a new one
- \_\_\_\_\_ PMF and/or AMF filled out by physician if you need them (see website for forms)
- \_\_\_\_\_ Copies of Immunizations and shot records for all children
- \_\_\_\_\_ Credit Card if you want to purchase yearbook early for a discount
- \_\_\_\_\_ Bring another check or more cash for used uniform sale and other uniform purchases – **SALE on Pullover Sweatshirts at Cost \$12.00**
- \_\_\_\_\_ Please make sure you bring enough checks, cash and credit card if necessary

**Thank you for your preparation to help this orientation process be efficient, fast and fun!!!**

