



5001 Forest View Ave. Rockford, IL 61108 (815)227-8894

This packet is your "Back to School" information for 2017-2018. We have included basic school information and forms that need to be filled out and kept on file for your child. All forms can be turned in on "Back to School" day. For your convenience, we have included a "To Do List" for Back to School.

Back to School Day is a time for you and your child to meet your new teacher and bring in your school supplies. It is also a time to put a deposit on lunch, and your extended care accounts and turn in all your forms. Please stop in any time between 3:00 – 6:00 pm. Mr. Bob McVinnie, our school principal will be there, as well as Mrs. Strakeljahn, the school secretary. This is also a great time to get any questions answered for the upcoming year.

# BACK TO SCHOOL INFORMATION

Please join us for:

**Back to School Day is Wednesday, August 9, 2017  
Stop in anytime between 3:00 – 6:00 pm in the gym**

1<sup>st</sup> day of school is Wednesday, August 16<sup>th</sup> from 8:00 am – 11:00 am (*No extended care available*)

1<sup>st</sup> full day of school is Thursday, August 17<sup>th</sup> 8:00 am – 3:00 pm

## School Hours

Our school hours are 8:00am-3pm (Kindergarten-6<sup>th</sup> grade). Please remember classroom instruction begins at 8:00 am. If a parent or visitor is still in the classroom after school has started, please do not be offended if you are asked to leave so instruction may begin. Students may enter their classroom at 7:50am. Any student dropped off prior to 7:50am must go to the before care program. Preschool classes are dismissed at 2:50pm. **All students need to be at their desk and ready to start the school day at 8:00a.m.**

## Registration and Tuition

Thank you for enrolling your child at Alpine Academy of Rockford. On your registration form, you have the following options for tuition payments:

Annual	Your tuition payment is due August 1, 2017
Semester	Your tuition payments are due on August 1, 2017 and January 1, 2018
Monthly	You have 10 equal tuition payments due August 1, 2017 – May 1, 2018
*Monthly Auto Withdrawal	You will have 10 equal payments withdrawn from your bank account starting in August 2017 – May 2018 (Yellow form enclosed)

\*If you choose the monthly auto withdraw program, please fill out the enclosed yellow form with your banking information and cancelled check. This needs to be returned by May 22, 2017.

**Please note:** You will receive your first tuition invoice on or about July 1, 2017, due in 30 days on August 1, 2017. Thereafter depending on your payment plan, you will be invoiced approximately 30 days prior to your due date (for ex: your next monthly payment will be sent to you on August 1, due September 1).

## Extended Care Program

Alpine Academy of Rockford offers before care from 6:30 – 7:50 am and after care from 3:00 – 6:00pm. The cost is \$4.00 per hour. If you think you will be using the extended care program, please make a deposit in your extended care account on Back to School Day. Your account will be debited when your child uses the extended care service. Students dropped off before 7:50am will be sent to the before care program. For safety reasons any child not picked up by 3:10 will be sent to the Aftercare Program, and you will be responsible for the charge. Students can not be left unattended before or after school hours. We recommend that you fill out the enclosed forms, even if your child will be attending for only one day. **Please enter and exit through Door "A" for the Before/Aftercare program.**

For students who stay after school for an after school event: 1. They *will not be charged for the first hour* of childcare while waiting for their after school activity. 2. *Charges will start after the first hour* until they go to the event. 3. Once the after school event is over, students are charged until the parent arrives and signs them out. Please see the Parent Handbook for further information.

## Communication

It is extremely important to have good communication with your child's teacher. Each teacher has an e-mail address that you will receive at the beginning of the year. You can also schedule a time to meet with your child's teacher either over the phone or through their e-mail. It helps you both to stay on the same page with your child. If parents have two different residences and the parent who does not have primary custody would like correspondence such as the newsletter or report cards sent to them, please give your street and email addresses to the teacher in writing. For any correspondence sent by mail please give the teacher or office a self-addressed, stamped envelope.

## Parents & Families Visiting During School Hours

For safety reasons, all outside doors are locked during school hours. Please ring the doorbell at the front door to be let in during school hours. You are welcome to visit your child in school as long as it does not cause any disruptions. Please talk with your child's teacher about their schedule. All visitors must check in at the main office. You may take your child out for lunch anytime; however, his/her teacher must be informed. Please make every effort to have them back at school on time.

## Lunch

Students may bring their own lunch or purchase a micro available meal, milk and assorted snacks. On Fridays only, the students have the option of ordering pizza as well as the micro available meals and snacks. If your child forgets their lunch they may pick from our selection of foods. We will never let your child go hungry.

If your child will be purchasing a lunch or drink you will need to put money on your lunch account. Like the extended care account, your child's lunch account will be debited when he/she purchases a lunch.

Micro available entrée.....	\$1.75	Milk.....	.50¢
Pizza.....	\$1.50 per slice	Snacks.....	.75¢
Flavored Bottled Water .....	\$1.00	Juice.....	.75¢

## Easy Ways to Reduce Your Tuition

1. Scrip – Gift card program. Enclosed is a scrip order form. With the Scrip Program, you can purchase Gift Cards from Alpine Lutheran Church, and a **percentage of the purchase price will go towards your child's tuition**. This is a great way to purchase gift cards, for establishments you go to, and get the benefit of receiving a tuition credit. \*Make sure that your child's name is on the top of the form every time you order. An account will be set up in your child's name. If you have any questions just stop in the school office or send us an e-mail at laaoffice@yahoo.com
2. Student Referral Program—Any current family who refers a new student to Alpine Academy of Rockford and that new student enrolls and stays for the school year, you will receive a \$1000.00 tuition credit for full time students and \$500.00 credit for part time students.
3. A multiple student discount may be given where a family has more than one child enrolled. The 2<sup>nd</sup>. student 10% off, 3<sup>rd</sup> and 4<sup>th</sup> students 50% off.
4. Alpine Lutheran Church—If you are a member of Alpine Lutheran Church and in good standing you will receive a 10% discount off your tuition.

## Jeans for Jesus

“Jeans for Jesus” is a program that we will continue for this school year. Students are allowed to wear jeans (in good repair and modest in style) on Friday with either a uniform top or an Alpine Academy Spirit wear top. Students bring in change to donate on Fridays in order to wear jeans. Each quarter Alpine Academy will donate the collected change to a charity.

## School Supply List

If there are supplies you are unable to find, ask your child's teacher at “Back to School” day or the first day of school.

Assignment notebooks are needed for grades 2<sup>nd</sup> – 6<sup>th</sup> grade. They will be sold at “Back to School” day for \$3.00 and are always available in the office.

## Medical

The State of Illinois requires a physical exam, age appropriate immunizations, vision exam, and hearing and vision screening. Below is a list of health requirements for each grade. If you have any questions please contact, Tracie Lindquist, CST at 227-8894. **These forms must be turned in by the first day of school.** If your appointment is after the first day of school your physician's office may FAX the date of the appointment to the school at 815-227-8899.

If your student is not mandated to have any hearing and vision screenings, you may still have them screened. I cannot stress how important it is to have your child screened every year. Over the years we have seen more students requiring glasses after nine years old than under the age of nine. So, please consider having your student screened.

### Preschool-3 and Preschool-4

- A *physical exam* with appropriate immunizations for the age.
- A *hearing & vision screening* (Done at school for a small fee. More details to follow)

### Kindergarten

- \*\*A *vision exam* completed by an ophthalmologist or optometrist.
- A *physical exam* with appropriate immunizations for the age.
- A *dental exam* completed by a dentist.
- A *hearing screening*.

### 1<sup>st</sup> Grade

- A *hearing screening*.
- Recommended *vision screening*.

### 2<sup>nd</sup> Grade

- A *dental exam* completed by a dentist.
- A *vision screening*.
- A *hearing screening*.

### 3<sup>rd</sup> Grade

- A *hearing screening*.
- Recommended *vision screening*.

### 4<sup>th</sup> Grade

- Recommended *hearing screening*.
- Recommended *vision screening*.

### 5<sup>th</sup> Grade

- Recommended *hearing screening*.
- Recommended *vision screening*.

### 6<sup>th</sup> Grade

- A *physical exam* with appropriate immunizations for age.
- A *dental exam* completed by a dentist.
- Recommended *vision screening*.
- Recommended *hearing screening*.

Any over-the-counter medication (i.e. cold medication, cough syrup) that your child needs to take must be sent in the original container - this means the medicine needs to be with the original bottle containing the directions. **Without this, the medication cannot be given.** Any student receiving daily medication at school must have a medication form signed by the child's doctor. The parent must sign all forms. These forms are available from Mrs. Lindquist, the nurse.

\*\*The kindergarten vision exam must be done by an ophthalmologist or optometrist. Target, Walmart, Lens Crafters, etc. can also provide this service.

### Absents

***If your student will not be at school you must call in every day that he/she is absent regardless of the reason.*** Illnesses and the symptoms are reported daily to the Public Health Department.

### Newsletter

A school newsletter is e-mailed every other week. If you would like a hard copy please notify the office. There are some extra newsletters in the hallway by the office. On occasion there are handouts pertaining to sports or other activities, so be sure to check your child's folder nightly.

### Returning Correspondence

Any correspondence you have; field trip forms, volunteer forms, tuition or lunch checks, etc. may all be given to the teacher. If you feel more comfortable, there is a black locked payment box outside the office. Please state the reason, in the memo section for any check.

### Phone Calls

There will be no phone usage during or after school unless it is an emergency, so tell your child to make plans before school.

### Classroom Treats

We all know that birthdays are important to every child and that kids like to celebrate with their classmates. However, sending in a food treat to the classroom to celebrate can exclude or single out those children who have food allergies, diabetes or other dietary restrictions.

Due to increased allergies in recent years, many schools have adopted the practice of not allowing any food to be brought into the classroom. We are grateful that we are allowed to still have this benefit.

In the past, Alpine Academy has allowed students to freely bring in treats for their classroom. In light of the problems, we have implemented the guidelines listed below:

1. Before purchasing treats they must be approved by the nurse *one week prior* to bringing them to school.
2. All treats must be the same for all students.
3. If the treats have not been approved, your student *will not* be allowed to pass them out.

Out of respect for our students with restrictions or limitations on things such as sweets, candy, etc., we encourage parents to consider other types of healthy treats or prizes for the celebrations as much as possible. At the end of the parent handbook are some ideas for healthy treats and/or prizes. No matter what you decide to do, *all* treats and prizes must be approved by the office according to the guidelines listed above.

### Recess

Students will be expected to be outside for recess, and should be dressed accordingly. A signed note from a physician is required to be exempt from recess. Students will not go outside in extreme weather conditions. Factors taken into consideration are wind chill, precipitation, extreme low temperature, playground exposure and length of recess.

### PTO Events/Questions

The PTO relies heavily on fundraising throughout the school year to fund different events and goals they want to accomplish. If you are interested in occupying a position on the PTO, please contact the office. By attending and/or participating, you will play an active part in your child's school by voicing your opinion on the fundraisers we have and what the money is used for. The meetings are the second Tuesday of every month at 6:00pm in the church conference room and are open to EVERYONE. Please consider participating.

### All Are Welcome

Grandparents and family members are welcome to any activity we have at the school. Chapel is every Tuesday at 2:15pm unless otherwise noted. Please see the calendar for dates and times of our events.

### School Sports

Information about the school sports program will be in the gym on "Back to School" day. Each sport, including the Spirit Squads has a sports fee. The coaches will send home the information.

### Free Money for Alpine Academy

Please help us earn free money for our school. Below is a list of how you can help.



Save Campbell soup UPC codes, Box Tops for Education, Tyson Project A+ labels (this company gives us the most money) and Coca-Cola product lids or inside tear-offs.



When you shop at Schnuck's be sure that you choose our school, and they will donate a percentage of your sale to the school and in return you will receive a **discount on gas** at Kelly-Williamson Mobil gas stations.



5% of your purchase is credited back to our school. The card is enclosed in the "Back to School" packet. If you shop online at Office Depot, our schools number is 70118834.



If you have a Target charge account a percentage is credited back to our school.



If you shop Amazon, you can go to [www.amazon.com](http://www.amazon.com) to register our school and they will donate a percentage of your sale. You will have to order through the above website to earn. Ordering through the regular Amazon web address will not work for this.

Thank you for sending your child to Alpine Academy. We look forward to a wonderful year of education and getting to know you and your child better.