

K-12 INFORMATION LETTER

for the 2018-2019 school year

SUMMER OFFICE HOURS

The Administration Office at 8930 – 162 Street is open during the summer from 9 am – 1 pm on Tuesdays, Wednesdays and Thursdays. From August 20 forward all campus offices, as well as the Administration Office, will be open Monday through Friday.

NEW STUDENT OPEN HOUSE, WEDNESDAY, AUGUST 29

Grade 1-12 students who will be attending Surrey Christian School for the first time in September 2018 are invited to the New Student Open House session on Wednesday, August 29. Grade 8 students coming from the Fleetwood or Cloverdale Campuses are encouraged to attend as well. This is an opportunity to meet the teachers, have questions answered and relieve some of those first day jitters. Students entering kindergarten who attended our Kindergarten Day in May 2018 do not need to attend this orientation.

Secondary Campus Students: Orientation from 1-2 pm.

Fleetwood/Cloverdale Campus Students:

Open House from 1-3. If you also have children going to high school, please start at the Secondary Campus at 1 pm and then make your way over to the Fleetwood or Cloverdale campus.

LATE START FRIDAYS Please note that school starts late every Friday for all grades. School buses typically run 30 minutes later than usual on Friday mornings.

Fleetwood Campus starts at 9:15 am

Cloverdale Campus starts at 9:25 am

Secondary Campus first bell rings at 9:10 am, first class begins at 9:15 am

SCHOOL BUS

Final touches are being made to the school bus routes right up until school starts. Drivers will contact families with the pick-up time and place one or two days before the first day of school. If you have not heard anything by Sept. 3, contact the Combined Christian School Transportation Association (CCSTA) at admin@ccsta.net or call 778-986-9011. For those who are new to the bus system, please be aware that it often takes a few days for the routes to fall into a rhythm so you may choose to make alternate arrangements for the first day or two of class just in case. See the [Surrey Christian School Bus Guidelines \(surreychristian.com/wp-content/uploads/2017-2018-SCS-Bus-Guidelines.pdf\)](http://surreychristian.com/wp-content/uploads/2017-2018-SCS-Bus-Guidelines.pdf) for everything you need to know about registering for the school bus. Please note that if you registered to ride the bus and your circumstances change, you have until September 30 to inform the office without incurring a penalty. After that date you will be required to pay the monthly bus fee regardless of whether your child is riding the bus or not as the school is invoiced from the bus company based on the rider list on October 1.

SHUTTLE BUS

There is free shuttle bus service between all campuses both before and after school.

- **Secondary to Fleetwood:** Students riding from the Secondary to Fleetwood in the morning or afternoon can hop on any of the designated buses that are destined for that campus.
- **Fleetwood to Secondary:** There will be a bus that will be designated to shuttle students from the Fleetwood Campus to the Secondary Campus after school. A staff member is usually available to help younger students and avoid them getting on the wrong bus.

- **Cloverdale to Fleetwood:** Bus 205 will shuttle students from the Cloverdale Campus (8 am departure) to Fleetwood and Secondary (8:25 arrival). Times are approximate.
- **Fleetwood to Cloverdale:** Bus 201 will shuttle students from Fleetwood (8:25 departure) to Cloverdale (8:40 arrival). Times are approximate.

Space is limited and parents must register children who take the shuttle bus regularly by emailing info@surreychristian.com. Provide your child's name, grade, and whether they use it AM only, PM only or both ways.

STUDENT HANDBOOK

The Parent/Student Handbook is available online at "surreychristian.com/campuses/cross campus" which includes helpful information on various school activities, student conduct, what it means to live in community and other aspects of our school. Please take a few minutes to review it for the 2018-19 school year.

BACK TO SCHOOL BBQ All families Preschool through grade 12 are invited to our Back to School BBQ on Friday, September 7 from 5-7:30 pm at the Fleetwood Campus (8888 – 162 Street). This is a free event for ALL CAMPUSES and a wonderful opportunity to meet other parents and get connected to the school community if you are new to Surrey Christian School. There will be hamburgers, salad, cotton candy, bounce castle, face painting, games and live music. Register to play in the annual alumni soccer game by contacting Doug Stuart at dstuart@surreychristian.com. Many volunteers are needed to make this event a success so please contact the administrative offices 604-498-3233 if you can help.

ABSENCES & LATE ARRIVAL

Please be sure to inform the school office by 9 am if your child will be absent from school. Call 604-581-1033 for Secondary Campus, 604-576-6313 for Cloverdale Campus or 604-581-7073 for Fleetwood Campus. You may also email absent@surreychristian.com to report your child's absence. If a student comes late to school, he/she must sign in at the office. To ensure a late is excused, parents should either send a note or phone the school.

SCHOOL CLOSURE

In the rare event that the school will be closed due to unsafe weather conditions or a power outage, announcements will be made on CKNW (AM980) and Global BC. We aim to have an announcement up on our school website by 7 am if there is a closure. It is not advised to Google "snow day at Surrey Christian School" as that may bring up outdated and inaccurate posts from previous years.

COMMUNICATING WITH YOUR CHILD'S TEACHER(S)

If you wish to contact your child's teacher via email, use the first initial of the teacher's first name and then type the last name with the extension @surreychristian.com. For example: Jane Smith – jsmith@surreychristian.com.

MEDICATION AND MEDICAL ALERTS

If your child requires medication to be administered during the school day, please download, complete and submit a "[Medical Condition/Medication Authorization Form](#)" If your child has a life-threatening allergy that requires an Epi-pen please download, complete and submit an "[Anaphylaxis-Emergency Plan](#)" signed by your doctor.

WHEELS

We love that children bike, roller blade, scooter and skate board to school. Please remind your children that for the safety of other students they are not permitted to ride them while at school, and that it's important to wear a helmet.

MESSAGES FOR YOUR CHILD

Our campus secretaries do a fantastic job serving the needs of students, parents and staff. If you need to get a message to your child via the office during the school day, please contact the secretary. Note that it may not be possible to deliver the message on time if it is received after 2 pm.

MYSCHOOL MANAGEMENT

Every grade 8-12 student, and every parent of K-12 children, needs to have an active *MySchool* account, an online system that tracks all our student information. At the Secondary Campus level, teachers use it to post homework assignments, grades, permission slips etc. In an effort to be stewardly with our resources we are moving towards sending home less paper announcements and using email for most updates, field trip notices, reminders etc. Report cards are posted to *MySchool* each term. Hard copies of report cards are also sent home with students at the K-7 grade levels. If you require new log-in information please contact info@surreychristian.com. **New parents will be provided with the link, a password and login information in late August or early September.** Watch our [“how to” video](#) with information on how to navigate the program as a parent. (Tip: You may need to turn up your speaker volume.)

ATHLETICS

Please read the separate athletics document outlining everything you need to know about participating in sports for grades 4-12 at Surrey Christian School.

VOLUNTEER HOURS

Parents/Guardians of each family are requested to volunteer a minimum of 10 hours per family. Your contribution of service will be a rewarding experience, model important values to your children as well as help the educational process. We recognize that it may be difficult for some parents/guardians to volunteer during school hours, but there are many opportunities that can be done at home such as phoning, baking, washing table cloths or volunteering at evening events. We believe parental involvement is essential to being engaged in your children’s education. We want you involved because you love your kids and your kids’ school. We are stepping out in faith believing that parents want what is best for SCS and are willing to participate in creating and sustaining what is best by volunteering. Trusting you will do your part, we no longer require you to complete a volunteer log form.

SOCIETY MEMBERSHIP

The school board encourages all parents to be members of the Surrey Christian School Society. Membership is required in order to vote at our fall Annual General Meeting. Click on the [Membership Application/Renewal Form](#) to apply for or renew your society membership. Dues are paid on a 5-year renewal starting with the 2017-18 school year. Members joining part way through a 5-year period will pay a pro-rated portion of the 5-year fee (\$10 per year or \$50 for a full 5-year membership). So if you are applying to become a member this year, or if you did not renew your membership last year, the fee is \$40 and is renewable in the fall of 2023. If you are applying to become a society member for the first time your application will go to the school board for approval.

SPIRIT WEAR / PE STRIP

Click on the link to order your child’s [PE strip](#) online (<http://www.surreychristian.com/shop/>). Orders will be filled promptly and can be picked up at your child’s campus. You may also buy in person at the Administration Office where all sizes are available for viewing. The new stock should be delivered to our office in late August. School PE wear is required for grade 4-10 (T-shirt & shorts). They are optional at the kindergarten to grade 3 level. Cotton and dry-fit options available. Fleece pants and hoodies are available and may be worn to PE classes.