

A Classical and Christ-centered Education

Veritas School

To New Families...

A Warm Veritas Welcome!

Please read the following information carefully as it contains important school procedures:

- **Nota Bene** – Every Monday, or on the first day of the school week, you will receive a Nota Bene (“note well” in Latin) packet via e-mail. It is extremely important that all parents and secondary students read this every week, as it will cover pertinent, all-school information. Often, important forms will be attached to the newsletter, as well. Please be sure the office is notified immediately if there is a change to your e-mail address or if you are not receiving a copy of Nota Bene. Hard copies will be available in the office for those who do not have access to the Internet. Information pertaining just to a child’s class, such as the weekly Homework Assignment Sheet, will be handled directly by that teacher. Any information that needs to be returned to the school, including hot-lunch order forms, scrip order forms, etc., may be dropped off at the school office through the slot in the front of the reception desk.
- **Tuition** – All tuition payments go through a company called SMART Tuition. SMART will send you a hard copy of your statement, as well as email reminders. If you are paying by mail, please allow for mail service to the SMART Tuition office in California (approximately two days). Other charges, such as field trips, will also be collected through SMART. Each family will be notified of any upcoming fees prior to their appearing on the statements. Please note that there will be a \$20.00 fee applied on those late payments received after the 10th of the month. If you have any additional questions, please call Beth King, Veritas’ Business Manager, at 503-538-1962.
- **Required Forms** – The following forms are required to be on file in the school office for each child prior to the first day of school -- September 2, 2008: Emergency Form, Immunization Form, Field-Trip Permission Slip, DMV Driving-Record-Release Form (Even if you think you will not be driving on field trips, we ask that you please complete and return this form anyway), and the Alternate-Pick-Up Form (one per family). All will be made available to new families upon enrollment. To allow time for processing, we ask that these be completed and mailed/delivered to the office by Monday, August 4, 2008. For safety reasons, children not having completed forms on file will be unable to start school until all are turned in to the office.
- **Car-line** – Please be sure to look over the car-line map for directions and where to park. This is also available on line at www.veritasschool.net (you will find other important information on the school website, as well). So as not to hold up traffic on North College, we are required by the City of Newberg to enter only by turning right in to the church parking lot, and exit by turning right off Mission onto College. This means you need to be traveling south on College when coming to and leaving the campus. If you need directions on how to accomplish this, please ask in the office. Also, PLEASE do not use our neighbors’ driveways as turnarounds. Though there are “traffic directors”

for the afternoon car line, there are none for the morning drop-off time. To help the car line move smoothly and safely, we ask that you observe the following recommendations:

1. 1. If yours is the first car in line, please pull all the way up to the mail boxes before you unload your children.
 2. Only the first three cars should unload. It is very dangerous for the children to unload further back in line as they then have to walk through the parking lot to get to the covered area.
 3. Please unload quickly. If you need a few extra minutes to unload because your child wants one more hug or he/she has several items to organize and carry, please pull into a Veritas parking spot and walk your child in when you're ready to do so.
 4. It is very helpful if you have your children ready to exit the car when you pull up to the front of the building. Those walking from the parking lot through the car line to the covered area should do so in the crosswalk and when the cars have stopped to unload.
- Parking – Per the City of Newberg, there is to be no parking or unloading of children in the gravel lot. This is to be used by permit only when unloading heavy or cumbersome items, or for staff deliveries. Please refer to the Driving Instruction sheet (See the school office for a temporary permit).

Be sure to share all these carline/parking directions with anyone else who might be driving your children to or from school (i.e., grandparents, neighbors, etc.).

- School Hours – Students need to be in their rooms by 8:25 a.m., with class starting at 8:30. In order to allow enough time to walk to the school from car line, it is recommended that your child(ren) be dropped off between 8:10 and 8:20. The teachers will be in staff prayer until 8:10, so classrooms will not be opened until that time. Please do not drop off your children before 8:10. Kindergartners need to be picked up from their classrooms right at noon. First-through-sixth graders are released to the covered area with their teachers at 2:45 p.m., and the secondary students get out at 2:55 p.m. The aides are only on duty at carline until 3:15 p.m. At that time, remaining students (1st-12th) are brought to the office and considered “late pickups” and the parents will be charged \$1-per-minute in late fees, per the Veritas office clock.
- Uniforms – Our families purchase uniform items from Dennis, a Portland-based company near OMSI. Additionally, used uniform pieces are made available at no charge before and after the elementary assemblies (see Nota Bene for dates) and on Field Day. School ties are required on assembly days for secondary boys and optional for secondary girls. These are available for purchase from the office. Skirts are required for secondary girls on assembly days.

Secondary P.E. is required for students in the 7th -10th grades, with PE uniforms consisting of a Veritas P.E. shirt (which may be purchased from the office the first week of school for \$10), modest navy shorts, and athletic shoes.

- Lunches – Veritas does not have kitchen facilities for hot lunches, so each student brings his/her own lunch/drink, plus a mid-morning snack if desired (Kindergartners also need a snack). However, several times per week our 6th and 8th grades provide meals from local fast-food restaurants as

a fundraiser for their annual trips to outdoor school and Washington, DC. Order forms for this will be provided in the Nota Bene packet (email) and in the office, along with a reminder calendar.

- Student Check in/out – If your child needs to leave school for any reason, or comes in later than 9 a.m., please check him/her in and/or out in the office (secondary students may check themselves in/out). One of the forms you will fill out at the start of school is the Alternate Pick-up. On this you list everyone who has your permission to take your child home from school. The school cannot release your child to a name not on your list. If your child is going home with another student after school, please make sure that parent's name is on your form, and that you make these arrangements prior to that day. The office staff cannot be responsible for telling students that they are going home with someone else, unless it is due to an unforeseen emergency. Please inform your children prior to school if they will be riding home with someone else that day.
- Contact Book – In your elementary child's backpack you will find the teacher/parent contact book. If you need to pass information along to your child's teacher and are unable to do it in person, please write in the next space in that book and then mark the page with a sticky note. The teachers will do the same if they wish to pass special information on to you regarding your child. This book is used in such situations as your wanting to let the teacher know that your child's pet died during the night or the teacher may also contact the teachers via their school email addresses, which are available through the office.
- Outdoor Recess – Please note that the elementary students will be going out to recess in all kinds of weather (except heavy rain), so they need to be dressed accordingly.
- Volunteer Expectations – Each class is responsible for overseeing an event during the year (Auction, Picture Day, Open House, etc.). A listing of these class duties is available in the office and you will also be contacted by your child's classroom coordinator. Parents are always welcomed and encouraged to volunteer in their child's class or to offer assistance to the front office, the music program, art classes, etc. We have had parents teach a PE course on orienteering, another organized several school triathlon teams in preparation for a local competition, and many have helped coordinate the class art projects for the auction using their skills in quilting, metalworking, etc. If you have a hobby or skill you'd like to share, please contact your child's teacher.