

**CHARTER OAK PRIMARY SCHOOL
5221 W. TIMBEREDGE DRIVE
PEORIA, IL 61615
309-693-4433**

**John E. Wetterauer
Principal**

**Connie Lowe
Secretary**

August 15, 2008

Dear Parents:

Greetings from Charter Oak Primary School! I trust you had an amazing summer and were able to relax and have some fun. As principal, I would like to welcome those of you who are new to our school this year as well as to welcome back those of you who were with us last year. As we begin this new journey together, I encourage you to meet, get to know, and work with your child's teacher throughout the school year. We appreciate your support and look forward to it again this year. Following is information that you need to know. Please read:

SCHOOL DAY SCHEDULE

The first day of school is **August 26th - 8:45 A.M. until 11:15 A.M.** Buses will be running.

The first full day of school begins **Wednesday, August 27th. School hours will be 8:45 A.M. until 3:15 P.M. *The Heat Schedule will not be in effect this year.***

Students should not arrive at school before 8:30 A.M. as there is no adult supervision until then. In the morning, Kindergarten students line up next to the front doors closest to the side black-topped area; 1st-4th graders line up near the 2 entrances at the back of the school.

CLASSROOM ASSIGNMENTS

Classroom assignments have been made. Check the room number on the label below and find the teacher's name corresponding to the room as listed below to determine your child's teacher for this school year. Considering many factors, your child's teacher from last year and I have worked together to determine what we consider to be the best placement for your child.

K-100 – Mrs. Badorek	2-112 – Mrs. Evans	4-210 – Mrs. Gallion
K-101 – Mrs. Stepping	2-113 – Ms. Chave	4-205 – Mrs. Lamie
K-102 – Mrs. Mahrt	2-114 – Mrs. Sutton	4-206 – Ms. Roach
1-104 – Mrs. Rasmussen	3-200 – Mr. Berg	4-208 – Mrs. Hipes
1-106 – Mrs. Baer	3-202 – Mrs. Gutierrez	
1-110 – Mrs. Fix	3-204 – Mr. Hagan	

FEE DAY

On Thursday, **August 21, 2008 from 9:00 A.M. to 3:00 P.M.** you may come to school to pay your child's fees. If teachers are working in their rooms and you stop to see them, please limit your visits to 5 minutes as they are busy getting their classrooms set up. Each student will receive a set of textbooks on the first day of school. **Fees for students in Kindergarten are \$45.00. Fees for students in Grades 1-4 are \$55.00. If textbook fees are not paid before October 15, 2008 the fee doubles.** **If paying by check, please make it payable to Charter Oak School.** Applications for waiver of textbook fees are available in the school office. *****If you are unable to attend on Fee Day or if you would rather pay from home, you are now able to pay textbook and lunch fees through "Webstore" which can be accessed by going to: www.psd150.org, clicking on "parents" and then on "webstore."** **If you do not know your child's ID number, contact our school office. This store accepts credit card payments and all information is confidential.**

Our Parent-Teacher Club purchases Weekly Reader magazines at all grade levels. We ask for your help to defray the expense by paying **\$ 4.00 per child**. There is also a room party fee of **\$3.00 per child** that is collected by the PTC which helps to cover the cost of party supplies. You may write **one check for these fees, payable to Charter Oak PTC.**

HOT LUNCHES

Hot lunches will be available each full school day. **The price for a regular hot lunch is \$1.75 per day. The reduced hot lunch price is 40 cents.** If your child qualified for free or reduced lunch last year, you should have received a Direct Certification letter from the State of Illinois over the summer. **You will need to return the bottom portion of that form** if you haven't done so already. There are also free and reduced lunch applications available in the school office. You are encouraged to pay for lunches by the week either by sending money to school or paying through the Webstore with a credit card. **Students may bring a sack lunch and purchase milk for 30 cents.**

EMERGENCY CARDS

An emergency card is enclosed for each student. **Please complete it and return it on fee day or the first day of school.** We ask you to carefully fill out each item. In the event of an emergency and we cannot reach you, we **must** know who to call. ***If there are changes during the year, it is imperative to let us know. Please keep your emergency card up to date.***

PHYSICALS/DENTALS/IMMUNIZATIONS

Students entering Kindergarten are required by law to have on file a physical exam given **after August 26, 2007.** These students must also have a record of up-to-date immunizations on file. **Students will not be allowed to attend until these forms are complete and turned in to the office.**

ATTENDANCE

Students are required to attend school every day it is in session. Acceptable reasons for absences will be listed in the "Student and Parent Handbook," which will be sent home with your child after school begins. **Please call the school office by 8:40 A.M. if your child will be tardy or absent.** If you do not call, you will be contacted by a recorded message from me informing you that your child is not in school and your child will be given an unexcused absence. If you haven't called, please send a written excuse when your child returns to school. **Students are tardy when they arrive at school after 8:45 A.M.** It is important that your child attend the entire day. **Please avoid getting your child early unless it is absolutely necessary.** Please send a note or call ahead if you need to pick your child up for an appointment.

SCHOOL SAFETY

Maintaining a secure building and having procedures for visitors is another measure we take to address school safety. All doors, except the front door, will be locked during the day for safety purposes. **You are always welcome at school. However, all visitors including parents must report to the office upon coming to school during the day to visit, volunteer, or to bring or take your child to or from school. If you are visiting or volunteering, you need to sign in at the office and wear a visitor's badge at all times while in the building.** We expect this of all visitors.

ROOM PARTY MONEY

Students will participate in room parties at Halloween, Christmas, and Valentine's Day. Each student is asked to bring \$3.00 to help defray the expenses of the parties. Room parents are involved in organizing and running these parties. We ask that siblings not attend classroom parties. If you do not want your child to participate in the room parties, let the teacher know.

PROGRAM PRIDE (LATCHKEY)

The YMCA operates a before and after school program here at school. If you are interested, call 692-7631 (YMCA) for more information. Latchkey begins the first full day of school.

TRANSPORTATION

The transportation department sent out notices giving you the location of your bus stop and pickup times. If you have not received this, please call the school office. Students are required to use only the stated corner. Kindergarten students will be provided a specially colored tag to help the driver and teacher know which bus to ride and where they should be dropped off.

PLEASE do not drop off or pick up your child or park in front of the school in the morning or afternoon as the buses need to be able to use the front driveway. Use the parking lot on the north side of the building to do this. It is not safe for children to be in the driveway when the buses are coming and going.

The office must be contacted if your child is to be picked up or released anywhere other than your home, e.g., at a sitter, day care within the attendance area, etc. Students desiring to walk home or go home with another student MUST HAVE A NOTE FROM THEIR

PARENT granting permission. The Principal must sign all such requests. Without a note, students will not be permitted to ride another bus.

SCHOOL PICTURES

School pictures are scheduled to be taken on **Wednesday, September 10, 2008**. Interstate Studios will take our school pictures again this year. There will be individual and class photos taken. You will be getting more information about pictures as the date gets closer. We will also have spring pictures which are informal, full-view pictures that are taken before spring vacation. You are under no obligation to purchase pictures. A Yearbook will be sold at the end of the year.

CHARTER OAK PARENT TEACHER CLUB (PTC)

Charter Oak has an amazing PTC! You will be informed of their meetings through the Principal's Newsletter. Generally, Board meetings are held the 1st Thursday of the month in the school library and school-wide PTC activities are held the 3rd Thursday of the month, with some exceptions. You will want to become involved in school activities, as this is an excellent opportunity to participate as a family in your child's education. Please try to attend all of the PTC activities. Please read the PTC Volunteer sheet that is enclosed with this packet.

FUNDRAISER

The Charter Oak PTC will again be sponsoring a fundraiser, selling Fannie May products. **The fund raiser kickoff will be Tuesday, October 7th with an all school assembly at 2:45 P.M.** Please look for the order form and information sheet that will be sent home that day. This is our major school-wide fundraiser.

It is going to be another magnificent year at charter Oak Primary School! Please feel welcome to come to school or to call me if you have any questions or concerns. I will be happy to do what I can to help you. We thank you for entrusting us with the care and education of your child.

Sincerely,

John E. Wetterauer
Principal