



June 17, 2020

Dear Parent/Guardian(s),

May God bless you and your family as you enjoy some time of rest and relaxation. We are preparing for the 2020-21 school term. At Atonement Lutheran School we impact lives through Christ daily. Each day during the upcoming school term, it is my prayer that we, as a school community, parents, faculty, students and administration, recognize the opportunity we have not only academically, but more importantly spiritually to follow the Lord together. Children learn to share the love of Jesus and to serve Him. May we continue to live and work together to help our children to be productive American citizens and more importantly, followers of Jesus Christ.

COVID-10 PLAN

Like many schools, we are closely monitoring the COVID-19 pandemic and it's resulting potential school scenarios for the upcoming 2020-21 term. Our desire is to start the school term with traditional, direct instructions. We missed the students during 4th Quarter and look forward to seeing them again! We continue to study best procedures to return to school in August. Our desire is safety, quality education, and to determine what is best for ALS.

The Louisiana Department of Education is encouraging schools to be ready for various possibilities in the methods of teaching and learning. I currently see three scenarios for ALS as follows:

1. If the tracking towards Phase 3 continues (Governor Edwards will make an announcement toward the end of this month), then traditional, direct instruction will commence per the dates listed on the school calendar (see our website for complete calendar). There will be some protocol/best health practices in place, but it will be less restrictive, although standards for schools are yet to be defined in this stage.
2. If Louisiana remains in Phase 2, we still plan to commence traditional, direct instruction per the dates on the school calendar (see website), but with a higher level of safety protocol/best health practices in place. These may include, but are not limited to physical/social distancing, modification of lunch procedures, masks to be worn for faculty, staff and students (ages to begin for children has yet to be determined) are required and student temperatures taken upon entry in the morning. Modifications will also be made to recess, dismissal, chapel services, safety drills and what sports can be offered.
3. Should there be a resurgence to the degree that Governor Edwards issues a "Shelter at Home" order, as we experienced in the 4th Quarter of last school term, then ALS buildings will be closed and we will switch to online education until such time that Governor Edwards restores Louisiana to Phase 2 status.

Needless to say, for numbers 1 and 2, deep cleaning and sanitizing will be imperative and will occur frequently at ALS. **For students to attend ALS in 2020-21, you will be required to sign a COVID-19 attendance waiver.**

FIRST DAY OF SCHOOL

The 2020-21 school term begins on **Wednesday, August 12th at 8:30am** for **Kindergarten-Grade 8**. We will evaluate safety protocols for the opening day chapel service in the gym scheduled for **9:00am**. (8:45am on each following Wednesday). Parents/Guardians are invited to attend chapel. A fellowship time for parents will be hosted AFTER chapel with refreshments being provided (assuming safety protocols can be met). Parking will be permitted in the large east parking lot with direct access to the gym (not necessary to check in at the school office when attending chapel). Preschool students first day of school is **Thursday, August 13th beginning at 8:30am**. **A full academic calendar for the year is available on Sycamore and our website.**

SAFETY INFORMATION

Upon entering at the main west (office building side) entrance, we require all adults, including parents, to sign in at the office. Please understand that this is done for the safety of all on the campus, especially the students. Please do not assume that all staff members know all parents/guardians authorized pick-up persons and vice versa. Access to the campus and preschool (including the gym, except for chapel services) during school hours will be through the school office.

ORIENTATIONS

Each term we offer several orientation programs to help our families and students get off to a good start in the new term. PLEASE TAKE NOTE!

KINDERGARTEN – GRADE 5 CLASSROOM VISITATION PROGRAM

On Monday, August 10th 10:00am- 12pm and 4:00pm - 6:00pm, Kindergarten - Grade 5 students/families may come to their classrooms to drop-off supplies, see their classroom(s), and visit with their teachers. This event is an open house format.

GRADES 6 AND NEW GRADES 7-8 “ICE CREAM/GET ACQUAINTED”

All Grade 6 students/families along with new Grades 7 - 8 students/families are invited to come on Monday, August 10th, 5pm to visit the upper department of our school. Students can become acquainted with their lockers/locks and get a feel for how things work in the upper department to assist them as they begin the 2020-21 term.

NEW PARENT ORIENTATION (K-8) – Parent orientation is set for **Monday, August 10th, 6:00pm**. We request that at least one parent/guardian from each new family be present at the new parent orientation meeting. This meeting is for adults.

PRESCHOOL ORIENTATION VISIT

*Preschool students and their parents are asked to visit the classroom and meet with their teacher on one of the following dates: **Monday, August 10th or Tuesday, August 11th***

This will be a time for students to become familiar with their teachers and new school surroundings. This will help relieve anxiety on the first day of school, especially for those coming to a school setting for the first time. Teachers will also provide helpful information to parents. You may contact your teacher via email starting July 27th to schedule a visit. We would like to meet with each family prior to the start of school.

3 year olds – klangston@alcs.org (Mrs. Langston)

4 year olds – twells@alcs.org (Mrs. Wells)

3 year olds - ddheming@alcs.org (Mrs. Dheming)

4 year olds - ebarlow@alcs.org (Mrs. Barlow)

BACK TO SCHOOL NIGHT (K-8)

On **Wednesday, August 19st, 7:00 p.m.** you will proceed directly to your child(ren)'s classroom. Your attendance helps build the cooperative spirit for the success of the 2020-21 school term. Teachers will review pertinent classroom procedures and expectations as part of their presentation. This event is for adults; no childcare offered.

Kindergarten - 2nd Grade: 7:00pm

3rd Grade - 5th Grade: 7:30pm

Middle School: 8:00pm

STAFFING

Preschool Director/Preschool 3

Mrs. Kelly Langston

Preschool 3

Mrs. Donna Dheming

Preschool 4

Mrs. Emily Barlow

Preschool 4

Mrs. Tabitha Wells

Kindergarten

Ms. Cherie Groth

Grade 1

Mrs. Tina Hellmers

Grade 2

Mrs. Courtney Verde

Grade 3

Mrs. Chloe Soignier

Grade 4

Mrs. Kelli Gremillion

Grade 5

Mrs. Sarah McDow

Grade 6

Mrs. Rachel Harney

Grade 7	Mr. Chris LeBlanc
Grade 8	Ms. Emily Macaluso
Music/Choir	Mr. Evan Arceneaux
Art	TBA
Physical Education	Mrs. Karol Lee
Foreign Lang Coordinator/Tech/Music	Mrs. Tiffany Wismar
Asst. Principal/Athletic Dir./Algebra I	Mr. Chris LeBlanc
Principal/Athletic Director/Religion	Mr. Doug Molin
Administrative Assistant	Mrs. Kimberly Lempfert
Teacher Aides Preschool	Mrs. Katie Townsend, Ms. Christine Delatte, Mrs. Ana Pelingon, Mrs. Suleika Lugo, Mrs. Jenna Neumann, Mrs. Cara Sundquist
Teacher Aide Kindergarten	Mrs. Jamie Shields
Librarian	Mrs. Terry Ritchie
Extended Day Care Supervisor	Mrs. Natalie Guedry
Office Business Manager	Mrs. Rebekah Robb
Accounting	Mrs. Gayle Shuckrow

We will celebrate the ministry of our teachers and our school on August 9th, 2020 at the 9am worship service. The faculty/staff will be dedicated to service for the 2020-21 term. We invite you to come and worship with us this special day, especially as we celebrate Atonement Lutheran School's 60th anniversary.

PAYMENT OF TUITION AND FEES

All fees are due on or before **Monday, August 3rd**. The Fees Worksheet is attached for your convenience. You can mail or bring payments to the school office prior to **August 3rd, 2020**.

Your payment options are as follows:

- 1.) Annual tuition payments are due by July 1st. Full payments will still be accepted after July 1st but will be billed at the 10-month installment rate.** Payments should be made at the school office.
- 2.) Monthly Billing (August-May)** – Payments should be made to the school office or returned by mail. Payments are due on the 1st of the month and will be considered late if not received by the 15th. **A \$25.00 late fee will be automatically added to your account if payment is received after the 15th.** A \$35.00 NSF fee will apply to all returned payments.

Payments can also be made online via Sycamore using PayJunction. The login information for new families will be emailed, and an instruction sheet for setting up and making online payments is available to everyone through Sycamore. We will NO LONGER be able to accept American Express.

ACPD (Active Church Participation Discount) rates are available for those families who are members of Atonement Lutheran Church. **In order to receive this rate, families worship attendance must be at least at a 50% rate.** For new Atonement members, the discount is not effective until the following school term, providing the above-mentioned criteria have been met. ACPD discounts do not apply to Preschool and Grade 8.

REQUIRED SUMMER ENRICHMENT

Please be reminded that it is important that your child/ren in grades 2-8 maintain his/her summer required enrichment schedule. **Should you need a list, please visit our website: www.alcs.org**

SCHOOL SUPPLIES

A school supply list is attached. **You may also choose to purchase your school supplies through PTL. Please visit <https://www.edukitinc.com/schools/12458/> to order. YOU MUST ORDER BY JULY 2nd!** This link is included on our website and **in Sycamore.** Teachers ask that each child have their supplies at school on opening day. **Please be sure to label school supplies with the child's name.** More information regarding the covering of books will be provided during orientation. All Grade 2 students, along with students new to Atonement this year receive a complimentary Bible at the beginning of the new school term. This gift is made possible by the Parent Teacher League (PTL).

TRAFFIC FLOW

Kindergarten – Grade 8 carpool drop-off and pick-up will be along the covered walkway on the south side (I-10) of the campus. Each family will be given 2 car tags to place on their dashboard and staff will call students as you arrive. Car placards must be used for us to release students to approved drivers. Should you need more than 2 tags, please contact the school office. Student Safety Patrol will assist students getting in and out of cars. Please follow the recommended procedures along with practicing courtesy and patience! Safety must be our primary concern.

Preschool students must be walked into the Preschool Building. Parking is located in front of the preschool in the large east parking lot. For mid-day dismissal you must park on the west side of the campus and proceed through the large school building past the school office. It will not be necessary to sign in at the office if you are proceeding straight to the preschool for drop off and pick up.

ARRIVAL / DISMISSAL/EXTENDED DAY CARE

Students must arrive at school no earlier than **8:10am**. Any student arriving **before 8:10am** must report to the AM Extended Day Care (EDC) program. We ask that students be picked up punctually at the end of the school day. A student not picked up by **3:45pm** must report to the PM Extended Day Care (EDC) program. Students will be assessed a fee of \$2.00 per half hour. Please be advised that children dropped off the EDC prior to **7:00am** or picked up after **6:00pm** will be assessed penalty fees.

ACCIDENT INSURANCE

EACH student must be adequately insured by a family medical plan OR some form of accident insurance. Atonement makes available a student accident insurance plan written by Markel Insurance Company. The insurance coverage is provided by American Youth Inc. through the local carrier, Martin Insurance Agency in New Orleans. An email link with about coverage plans will be published in August. Participation in this plan is optional. The cost for the annual plans is determined on the type of plan chosen. Several plans are offered will be for “School Time” coverage and for “24 Hour” coverage.

SCHOOL DRESS AND UNIFORM SHOES

School uniform dress is required for all (Preschool – Grade 8) students. **Schumacher’s**, 3601 Hessmer Avenue, 454-0427 is our supplier of uniform items. Schumacher’s has the dress/shoe requirements on file. **Ponsetti’s** (Clearview Mall) is also a supplier of uniform shoes. See our website and/or Sycamore for details. **There will be a used uniform sale on July 24th from 8am - 5pm and on July 25th from 8am - 1pm in the Gym.**

PE UNIFORM/SWEATSHIRTS

Atonement PE uniform items (Grades 5-8) are sold by the Booster Club. The shirts are \$12.00 and the mesh shorts are \$13.00. Prices are subject to change. Orders will be taken during orientation events and delivered to classrooms. At all other times, orders may be handed in to the school office and delivery will be to the student’s homeroom.

SCHOOL LUNCH PROGRAM

The hot lunch program is offered through Piccadilly Catering. The meals are cooked at a nearby Piccadilly restaurant and then transported to Atonement. Menus for the week are listed in the weekly Wednesday Word newsletter and on Sycamore. Each day there is a hot option, a sandwich option or a salad option.

Lunch for students Preschool – Grade 8 currently costs \$3.50 per meal. This price is subject to change. Students may bring their own lunch. *Under no circumstances are fast food lunches permitted even on days when hot lunch is unavailable. This includes “Subway” sandwiches.*

VOLUNTEERS NEEDED

Volunteers play an important role at Atonement. If you can volunteer your time on a regular basis, please contact the school office and let us know your availability. The following are needed: **LUNCHROOM HELPERS** (11:15am – 1:15pm), **LUNCH RECESS ASSISTANTS** (12:00pm – 1:00pm), **OFFICE HELPERS** and **CLASSROOM ASSISTANTS**.

BOOSTER CLUB

The Booster Club provides resources primarily for our athletic program. Please consider volunteering to help.

PARENT-TEACHER LEAGUE (PTL)

The PTL is a vital support arm for school improvement. PTL dues are \$25.00 per student and are due by August 3rd, 2020. Each year the PTL generously provides funding for a variety of school improvement projects. Even more importantly, the PTL assists parents and teachers to work cooperatively together for the benefit of our children.

BACKPACKS

Back packs are allowed but **NO rolling backpacks are permitted**; there is not enough space in their cubbies to hold this type of bag. Students in grades 6-8 are assigned lockers. The approximate locker dimensions are 11" wide, 15" deep and 4' high. The packs must fit in the lockers. Students in all other classes will have a cubby. Backpacks should be plain in color and not contain slogans or commercial endorsements. Preschool students will be given a school issued tote bag, so no backpack is needed.

OTHER NOTES

We anticipate an opening day enrollment of approximately 220 students. Space is available in some classes. You are our best "P.R.". As a special incentive, a \$100.00 tuition credit is granted to currently enrolled families who are instrumental in recruiting a new family to Atonement. Please notify us in writing if you have helped to recruit a new Atonement family.

May God bless the remainder of the summer for you and your family.

In our Lord's service,

Mr. Douglas C. Molin

Douglas C. Molin
Principal