



## How We Keep In Contact With Our SCVi Families

### Checklist

#### **School Wide Information:**

- **Monday Message**-School wide announcements.
- **Monthly Newsletter**-Monthly school updates, activities & articles.
- **Classroom Websites**-Our Facilitators maintain classroom website.
- **Volunteer Registration**-All Volunteers must register at our website, complete a livescan & have a current TB test on file

#### **Grade Specific & Class Contact Information & Computer Access:**

- **Weekly Emails** from your student's Facilitator
- **Grade 6<sup>th</sup>-9<sup>th</sup> Aleks Login**-Computer aided math program.
- **Rosetta Stone**-Language Acquisition Software to supplement language your student is currently studying.
- **Power Parent**-Enables parents to keep updated on there learners assignments, attendance and grades.

#### **Things You Should Know:**

- **How to report absences**
- **SCVi's Lunch Program**
- **School Hours**
- **Student Arrival & Dismissal**
  - Valet: for drop-off & pick-up
  - Walk-up: for drop-off & pick-up
- **Before & Aftercare**
- **New Family Ambassador Program**



### How We Keep In Contact With Our SCVi Families

SCVi Parents,

Welcome to Santa Clarita Valley International Charter School. Here at SCVi we do much of our school communication via the Internet. In order to make sure that you are receiving all School and Facilitator communications please read the following information:

The items below can be signed up for by accessing our school website at [sevcharterschool.org](http://sevcharterschool.org) under:

- 1) **Monday Message**-Provides you with school wide announcements. (Click on **-Email/Contact** and click on **Monday message** then go to the left column of the Monday message and click on **-join our mailing list**).
- 2) **Monthly Newsletter**-Provides you with monthly updates, activities, and articles. (Click on **Email/Contact** and click on **-join our mailing list**)
- 3) **Class website(s)**-Many of our Facilitators maintain a class website. These sites provide you and your student with updates on class projects, reminders, activities and photos. (Click on **Email/Contact** and click on class websites. Find your students facilitator. If your facilitators name is underlined they maintain a website. If your student has more than one facilitator (grades 6-10), it would be a good Idea to check those websites also.
- 4) **Volunteer Registration**-All of our families are asked to provide volunteer 2 hours a week, 8 hours a month, 80 hours a year. Hours are logged after entering your information on the school website. (Click on **Community Action Team** and go to Volunteering. Click on **-online volunteer application**.) Please read the entire section on volunteering in order to make sure that you have completed all the necessary requirements, i.e.: 1) volunteer application, 2) Livescan (background check)-**Livescans are not transferable**. If you have completed one for another organization you may not transfer it to SCVi or any other organization. 3) Current TB test- (no more than 3 years since last negative test)

The following items will be provided to you or your learner after registration and class placement. Your learner's facilitator will provide most of the following information.

- 1) **Weekly Emails from your student's facilitator**-after teacher assignment is made.
- 2) **Grades 6<sup>th</sup>-9<sup>th</sup>-Aleks Login**- (Aleks is a computer aided math program that your learner will be able to access at school and at home.)- **Your Facilitator will provide access.**
- 3) **Rosetta Stone Software login**- (Rosetta Stone is a highly effective language acquisition software program that all SCVi learners will be able to access. Languages will be available to supplement a language your learners are currently studying. Email questions to <http://scvitech.com/>
- 4) **Power Parent login**- (Parent portal is used to access your learners current grades, assignments, attendance and tardiness.) Your Facilitator will provide access password and login.

**To report absences:** please contact the attendance office via email or phone by no later than 9:00am on the day of the absence. Please include the students name, grade, homeroom teacher and the reason for the absence. You must notify the attendance office everyday that your student is absent from school. If your student is absent for three or more days consecutively, a doctor's note is required.

**Email:** [absence@scvcharterschool.org](mailto:absence@scvcharterschool.org)

**By Phone:** 661-705-4825

**SCVi School Lunch Program:** Please go to the school website and click on **Lunch**, to view our new lunch program that starts after winter break 2010/2011 school.

**School Hours:** **Kindergarten**-8:45-12:15 Monday – Thursday, 8:45-12:30 Friday  
**Grades 1-7** -8:45-3:15 Monday – Thursday, 8:45-12:30 Friday  
**Grades 8-9**-8:00-3:15 Monday – Thursday, 8:00-12:30 Friday

**Student Arrival and Dismissal:** Early Drop-Off This year we will be offering an early drop-off beginning at 7:30 a.m. If you choose to drop your child off between 7:30-7:55, the cost is \$5 per day. Please bring your child around to the playground, where you will need to check in with our new playground supervisor. Arrival after 7:55pm our student K-7<sup>th</sup> must remain on the play-area until 8:20am. At that time your student may go to (his/her) homeroom in remain on the play- area until 8:40am when they should be in class ready for a great day of learning.

**Valet-Drop-off & Pick-up:** **Drop-off Valet services are available for students starting at 8:15am.** Parent volunteers & staff run the valet drop off in the morning. You may enter the parking lot through the last driveway on Industry Drive and go behind the church building, (map available on website). Follow the road to the orange cones where you will stop your vehicle, and place it in park. Valet workers will open your vehicle doors on the right side to allow your learners to exit. Please make sure that your learners have everything ready to go out of the car before you enter valet. Parents please do not exit your vehicle as this slows down the valet process. If you need to help your learner get something from the car into school, please



park in the front lot, (SCVi designated spaces), and walk your learner into school. **Valet Pick-up**-Is run by SCVi Staff. At school dismissal, 1<sup>st</sup> grade through 7<sup>th</sup> grade are walked down with their facilitator and remain behind the play yard fence. The Staff go to each vehicle and radio names and grades of learners being picked up by that vehicle. Those students are then gathered and walked to that vehicle. **No valet is available for Kindergarten, M-Th, due to the early dismissal.** Kindergarten dismissal times are the same as all other learners on Friday, so they are dismissed the same as the other students. Valet is a very efficient, safe and convenient system for our families. We would hope that you would take advantage of this service.

**Walk-up, drop-off and pick up: Morning Drop off**-If you choose to walk your child into school, you must park your vehicle in **SCVi designated spots- (map available online)**. Please **do not park in any green spots**, not even for a minute, as they are designated retail and restaurant parking only. We want to be good neighbors and ask that you show our neighbors this courtesy. After parking your vehicle in the designated areas, please exit your vehicle with your student and walk them to the lobby entrance. Please do not allow your students to navigate the parking lot alone. Drivers are not always giving learners their full attention. We want to make your students entrance into school the safest it can be. This is why we suggest you take advantage of the valet service. **Afternoon Pick-up**-All students are to be picked up at the back gate outside the play area. Parents are asked to line up in an orderly fashion. Students are released by the school staff. No students are to be picked up from the front lobby. For the safety of our learners, the lobby door will be locked at 3:00pm Monday-Thursday and at 12:15pm on Friday.

**Before and Aftercare**- SCVi does not provide before school or after school care. We do, however, work with several childcare services that offer before and aftercare and pick up students from SCVi, here are just a few.

**After-School Care -- Club F.A.M.E.**

We are proud to announce the start of Club F.A.M.E., your one-stop-shop for after-school enrichment. Our one-of-a-kind program offers classes and activities in martial arts, dance, music, singing, acting, art, fitness, homework room, and so much more, all in one convenient location. Club F.A.M.E. will operate Monday through Thursday from 3:15 - 6:15 p.m. with special SCVi Fridays from 12:15 - 6:15 p.m. Programs include 2-day, 3-day, and 5-day per week packages ranging from \$135 - \$225 per month. For more information, please e-mail hvclubfame@gmail.com or call 661-295-6620. Sibling discounts are available. **Club F.A.M.E.'s special SCVi Kindergarten Program, Club Kinder!** Club Kinder runs Monday through Thursday from 12:15 - 3:15 p.m. for just \$135 per month per child! Children are escorted free of charge from SCVi to the Club F.A.M.E. facility (located in the southwest corner of the Higher Vision Church facility). Activities include martial arts, dance, art, sports & fitness, creative learning, and more. Please e-mail hvclubfame@gmail.com or call 661-295-6620 for more information. Sack lunch is required.

**ABC Academy:** With a variety of services that cater to students K-12, ABC Academy seeks to be a part of your child's continuous educational needs. Tutoring and homework assistance offered. ABC Academy is located next door to SCVi and provides pick up at the school for students attending. Phone#661-294-5222.

**New Family Ambassador Program:** We like to match new families with returning families at SCVi. We feel that a family already attending the school provides a unique perspective to our incoming families. This Mentor family will assist you in your transition into our SCVi Family. Our Family Ambassador Coordinator is Shannon Barragan and can be contacted via email at

If you have any questions you may contact the SCVi at 661-705-4820