



The May Letter

Riviera Hall Lutheran School Academic Excellence in a Christian Environment

Dear Riviera Hall Families,

The faculty and staff wish you a happy and restful summer vacation.

The enclosed information is vital to the successful opening of the new school year.

Wednesday, August 23rd - Kinder Ice Cream Social 5:00 p.m.

Tuesday, August 29th – 6th & 8th Grade Pali Camp Meeting 5pm

Thursday, August 31st - TK & K Meet and Greet 10:00-11:00 a.m.

Thursday August 31st - 6th Grade Orientation 1:00pm

Thursday, August 31st – New Parent Orientation 6:00 p.m.

Thursday, August 31st – Parent Wine & Cheese Mingle 6:30pm

Watch for reminders over the summer

School starts Tuesday, September 5, 2023 – 8:40 a.m. all classes.

In Link

Please ensure that you have received the following items:

1. School Calendar
2. Oral Assessment- TK/ K & new families to RHLS only are due July 31st.
3. 2023-2024 Immunization Needs for TK/ K- are due July 31st.
4. 2023-2024 Immunization Needs for 7th grade- are due July 31st.

If you think you are missing anything—please call or email the School Office.

ONLINE ENROLLMENT THROUGH GRADELINK

Login and electronically submit your forms by June 9th

All families are required to enroll online at Gradelink.com. Important contact information and numerous forms are available online and must be reviewed, filled out, or initialed in order for your child to begin school. If you have forgotten your login please contact the School Office. Gradelink online enrollment due by June 9, 2023. Any late submissions will be charged an Administrative fee of \$50.00 that will be automatically added to your Smart Tuition account.

Go to Gradelink.com for the following forms:

Day Care Enrollment	Playground Waiver
Enrollment Agreement	Technology Guidelines
Handbook	
Parent Code of Conduct	
Parent/Student Conduct Agreement	

TUITION

The following includes tuition payment information for the 2023-2024 school year. Blackbaud Tuition Management (formerly Smart Tuition) processes and collects tuition and fees for RHLS. There are two options to pay your annual tuition:

1. Payment in full: Tuition may be paid in full by July 5th. Families that elect to pay in full will receive a discount of 1.5% for the first student and 1.5% for each sibling.
2. 10-month payment plan: Annual tuition may be paid in ten monthly installments due by the fifth of each month. The first payment is due July 5, 2023, and the last payment will be due April 5, 2024.

Returning families will receive an email from Blackbaud Tuition Management informing you that your account has been rolled over to the 2023-2024 school year.

New families please click the [link](#) and follow the instructions to activate your Blackbaud Tuition Management account. The deadline to activate your account is May 26, 2023.

Note: Checks returned by the bank are subject to a \$30 NSF fee.

FIRST DAY OF SCHOOL

We look forward to another great year at Riviera Hall Lutheran School. We are glad you have chosen to be a part of the Riviera Hall Lutheran School family. Please plan to stay after the 8:40 morning bell and have coffee and pastries on the patio with other parents on the first morning of school, September 5, 2023.

SCHOOL HOURS

4th-8th grade begins at 8:15 a.m. TK through 3rd grade begins at 8:40 a.m. Supervision on the yard begins at 8:00 a.m. Dismissal times are 2:50pm for middle school, 3:00pm TK-2nd, and 3:10pm for 3rd-5th.

DRIVE THROUGH PROCESS



IN THE MORNING, Please drop students off on the playground. Gates are open until 8:30 a.m. Drive through gates close at 8:30 a.m. Please do not let your students walk on the driveway, use the man gate only for entrance. The playground will be supervised from 8:00 a.m. until school begins. Students arriving before 8:00 a.m. must sign into day care. 4th through 8th grade students arriving after 8:15 a.m. and TK - 3rd grade students arriving after 8:40 a.m. must go directly to the office to obtain an admittance slip.



IN THE AFTERNOON, All students must be picked up on the playground via drive through. We stagger dismissal to relieve congestion. Middle school pick up is 2:50pm, TK- 2nd grade at 3:00pm, and 3rd – 5th 3:10pm. Please enter through the south parking lot near the church office. There are two lanes in the church parking lot to help with traffic lines. For your safety please do not let traffic back up onto PV Blvd. If there is not space to enter the parking lot drive around the block and re-enter. You will be able to drive out through the north parking lot near the preschool office, having made a comfortable loop of the school/church campus. The preschool parking lot is exit only from 3:05 to 3:20 p.m. each day. Please be courteous and patient.



Students not picked up by 3:20 p.m. will be signed into day care. The preschool parking lot is for preschool parents and staff only. Please do not park or wait for your student in the preschool lot.

LUNCH

Students bring their own lunches to school. Grades TK-3rd eat lunch in the classroom or on the patio under supervision. Grades 4-8th eat lunch outside at the picnic tables or patio, and microwaves are available for all grades. If you must bring lunch or homework to your child after school has begun, please deliver it to the office, not the child's classroom.

For those who like the convenience of prepared meals, RHLS works with Kelly's Korner in Rolling Hills and Casa Playa in the village. You can call and place an order for delivery. There will also be different 8th grade fundraisers thorough out the week such as pizza. More details to come at the beginning of the year.

UNIFORMS

Uniforms are required for all students. We have two vendors Norman's Uniforms and Land's End. Both vendors have online stores. If you would like to go to a brick and mortar you can visit the Norman's store in San Pedro. Please defer to the parent handbook for the dress code. Throughout the year students will be allowed free dress. Students don't have to wear uniforms on half days, and can donate \$10.00 for free dress on designated days called Free Dress for Dreams. Please see the calendar for Free Dress Days.

DAY CARE

Extended day care is available to all Riviera Hall students. Day care begins at 7:30 a.m. and closes at 5:30 p.m. starting the first day of school. Some holidays and vacation times are available only if sufficient paid reservations are received two weeks in advance. See the published calendar for special day care availability.

Day care monthly fees are due and payable along with tuition, July through April. The first payment is due July 5th. Please enroll for day care in Gradelink. **Carefully select the appropriate day care option (regular or occasional) for your circumstances.** We ask that you avoid switching day care options during the school year.

The day care fees are as follows:

AM only = \$85

PM only = \$120

AM & PM = \$175

Occasional Use = \$10 per hour

There is a \$10 late fee for each 15 minutes or portion thereof charged for children picked up after 5:30 p.m. Abuse of the pick-up time could result in removal from day care. Periodically, there is no day care. See the published calendar. Monthly day care rates are only available to those families who pay in advance.

STUDENT EMERGENCY INFORMATION

Please advise the school office immediately of any changes in telephone numbers, addresses or emergency contacts.

IMMUNIZATIONS and BIRTH CERTIFICATE

A copy of immunization records and birth certificate is required for all new incoming students. Transitional Kindergarten and Kindergarten: Provide a copy of your child's immunization records from their doctor. Using the doctor's records, we will complete the required forms.

7th Grade: Provide a doctor's evidence of Tdap (whooping cough/pertussis) booster and 2 varicella vaccinations.

Please consult your doctor for a complete list of required immunizations. Students who have not submitted a copy of required immunization records will not be permitted to attend classes.

SUPPLIES

School supply lists will be on Teacherlists.com. This is an easy way for teachers to create and share online school supply lists with parents. With everything from pencils, rulers to calculators, and binders, you can complete back-to-school shopping in just a few clicks. In one click you can get a prefilled cart on Amazon, and Target. When parents and teachers are on the same page about supplies, the students get off to a great start. To get started go to www.teacherlists.com and click on the tab labeled "parents." Please check your supply list and come to school prepared. If you have summer assignments, they are due the first day of school. You are not required to purchase items online. If you wish to print the list and shop elsewhere, please do so.

MIDDLE SCHOOL TECHNOLOGY

Bring Your Own Device 7th & 8th Grade 2023-2024

Students in both seventh and eighth grade will be required to bring their Chromebook devices. We recommend initially setting the laptop up with the student's personal Gmail for administrative purposes. We will provide students with the WIFI code and can assist with setting up their student accounts during our orientation in August. If you have parental controls, we will need access to the code to add their school account profile to the device.

6th Grade: Both returning and new students in sixth grade will be assigned an RHLS Chromebook device for use at home and school. For more information, please reach out to our Technology Department.

CELL PHONE POLICY

Between the hours 8:15 a.m. and 3:05 p.m., students may not use their cell phone or smart watches for any reason or have their phone on their person for any reason. Appropriate use of phones that complies with school-wide online etiquette may occur before and after school.

Consequences: If a student does not adhere to policy, a teacher may confiscate the phone or smart watch, to be returned to student at the end of the school day. Teachers and principal will log inappropriate uses of phones. Repeated infractions of policy will result in consequences from the principal. Inappropriate use of phones during class time will result in lower participation grades.

Exceptions: Exceptions to routine policy may occur. Examples are 8th grade trips to the village and occasional academic uses of phones for mobile purposes around campus or in class. Once phone tasks are complete, student must return phone to locker or backpack.

CHAPEL

Chapel is held weekly giving our students the opportunity to praise and worship God, our Father. Birthdays are celebrated at the last chapel of each month. Parents are always welcome to join us in worship on Fridays at 10:15 a.m.

SCRIP

SCRIP is a program that allows merchants to make direct, immediate financial contributions to participating organizations in their community, like Riviera Hall. In this program, the merchants sell their gift cards to RHLS at a discount. RHLS then sells the merchant's gift cards at face value to our school and church families and friends, thereby raising funds for up-to-date, state-adopted curriculum materials, other classroom essentials, special projects, and the implementation of new projects. The SCRIP program remains active during the summer. Please make use of SCRIP in every way you can for groceries, gasoline, clothing, restaurants, home improvement, etc.

RIVIERA HALL PARENT VOLUNTEER ORGANIZATION

We are all members of the Riviera Hall Parent Volunteer Organization (PVO) because we know each and every family contributes in some way to the many activities and events that are sponsored by our school and volunteers. Our children benefit in a variety of ways from the monies that are raised through our fundraisers. We look forward to your involvement so that we may continue to provide our students with special assemblies, social and academic growth programs, fellowship events, supplemental supplies/equipment and many other special activities.

HANDBOOK

The Riviera Hall Lutheran School Handbook is on Gradelink. Please take the time to review and discuss the school rules and the dress code. You will electronically sign the acknowledgment page.

WEDNESDAY WORDS

Each Wednesday during the school year, the Wednesday Newsletter is emailed to parents through Constant Contact with important information attached.

TEACHER INSTALLATION

On Sunday, September 17th, RHLS staff members will be installed at the 9:00 a.m. worship service at Resurrection Lutheran Church. You are all cordially invited. Immediately following this service, we will gather on the patio to share in fellowship with our teachers and RLC family.

Back to School Night, adults only, will be Thursday, September 7th at 6:00 p.m.

POSTCARD CLUB

Don't forget to send us proof of your world travels. We enjoy receiving your postcards and emails throughout the summer.

FINALLY, ...

It is my joy to be part of the RHLS family! I am hoping you have the most peaceful and restful summer, and I am looking forward to seeing you in the fall.

Happy summer!! -Kelly McCabe

CONTACT

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