

## Welcome to Christian Heritage Classical School

Dear New Families,

In an effort to help ease the transition to our school and answer some commonly asked questions about what to expect in the coming months, please allow this letter to serve as a guide. We understand there is a multitude of details that come with starting a new school, and it is our aim to help your transition to CHCS be as smooth as possible!

**Enrollment:** Now that your student has been accepted, your next step is to enroll them for the upcoming school year. In order to do this please visit our website at [www.chcslongview.com](http://www.chcslongview.com). At the bottom of the home page, you will see an icon for our database system, FACTS, next to the Facebook icon. The FACTS icon will take you to the parent's login page where you will enter our district code and your username. Your passwords are initially set, but you may change them at your convenience. Once you are logged in, you will choose the enroll/re-enroll tab from the menu on the left side of the page in order to begin filling out your enrollment packet. There is an enrollment fee of \$300, which will be paid at the time of packet completion.

**Curriculum Fee:** Each student is charged a curriculum fee to help cover the cost of their textbooks, workbooks, and teacher curriculum training, etc. This fee is \$175 per student and will be invoiced to you through our FACTS management system.

**Parent Participation:** **Stefany Bowers** is our Parent Participation Coordinator. She will be contacting you about how you would like to serve our school community with your gifts and talents.

**Uniforms:** At CHCS, we maintain a standardized dress code policy in an effort to provide neatness and modesty on our campus. You can find the current dress code policy on the website in the "Parent Resources" section of the "Parents" tab. Currently, our approved school uniforms can be ordered through Lands' End or Backstage Graphics. Direct links to both suppliers are also located in the "CHCS Resources" section. The CHCS member number for Lands' End is 900048828.

**Suggested Reading:** Suggested reading is available for parents/grandparents who wish to learn more about the classical education model and Biblical virtues that CHCS values. These selections can be found in the "Admissions Process" section under the "Admissions" tab. We love to share great books with our parents and hope that they are a help and encouragement to you in understanding the aim and philosophies at CHCS.

**Morning Carpool Drop Off:** Our school day begins each day at 8 am. The doors open at 7:30 am to begin receiving students, and students are considered tardy after 8 am. Please drop off 4K and K students off in the line closest to the building to help ensure their safety. Upon drop off, the Grammar school students will enter the cafeteria and gather with their class to begin their day, while Logic and Rhetoric students will pass through the cafeteria and meet in the gym.

**Lunch:** Hot lunches at CHCS are provided by outside vendors. You will be notified after the start of the school year regarding which vendors are being used for the current year. Hot lunches start the Tuesday after Labor Day. Hot lunch **ordering** is available one week each month in which orders are placed for the upcoming month. Of course, students are always allowed to bring a lunch from home, and you may come to eat with your student at any time!

**PE:** Students in grades K4-8th participate in PE twice a week while students in 9th-12th have Lifetime fitness classes. Beginning in 5th-grade students will wear a PE uniform that can be ordered online from Backstage Graphics. 3rd and 4th graders will be asked to purchase a PE shirt to wear when they participate in our area-wide Fall and Spring Relays. Also, athletic fees for 6th-12th graders playing sports are billed through FACTS at the start of each season.

**Afternoon Carpool Pick up:** Afternoon carpool begins at 3:15 pm for Grammar School and at 3:35 pm for Logic and Rhetoric students (and their younger siblings) every day with the exception of Wednesday. Wednesday is an early release day for our school in order to provide families with a little extra time on an evening that involves church activities for many in our community. On Wednesdays, afternoon carpool begins at 2:25 pm for Grammar School and at 2:45 pm for Logic & Rhetoric schools. If you arrive to pick up your student more than 15 minutes after their designated pick-up time, you are considered late and will need to park and come in to check out your student. If someone else is picking up your child, please call the receptionist prior to carpool to let her know who will be picking up your student.

**After School Care:** After school care is available Monday-Friday until 5:30. Please let the office know if you would like information on this program.

### **Important Contacts:**

**Stephanie Jones** serves as our Head of School and is available to answer any questions you have about curriculum and discipline. [sjones@chcslongview.com](mailto:sjones@chcslongview.com)

**John Rutherford** serves as our Academic Dean for 6th - 12th grade. You may contact him at [jrutherford@chcslongview.com](mailto:jrutherford@chcslongview.com).

**Pam Fisher** is the office manager for CHCS and oversees a variety of tasks including the calendar, communication both to parents as well as teachers, assistance in lunch ordering, parent participation, and overseeing facility needs. You may contact her at [pfisher@chcslongview.com](mailto:pfisher@chcslongview.com) with any questions.

**Kristine Poss and Kim Avery** work in our business department. Kristine is the business manager and Kim Avery handles Human Resources, overnight field trips, and serves as Kristine's assistant. All financial questions, including billing and financial aid, may be directed to: Kristine at [kposs@chcslongview.com](mailto:kposs@chcslongview.com).

**Caroline Eynon** serves as our receptionists and are able to handle most of your quick questions. It is also important that you let her know when your child is absent. [office@chcslongview.com](mailto:office@chcslongview.com)

**Griff Mauldin** is our Athletic Director and **Leslie Dorrrough** is our assistant Athletic Director. They are able to answer any questions you may have pertaining to our sports programs. [gmauldin@chcslongview.com](mailto:gmauldin@chcslongview.com), [ldorrrough@chcslongview.com](mailto:ldorrrough@chcslongview.com)

**Beth Sheffield** leads our Fine Arts department and is able to provide you with any information you might need in this area. [bsheffield@chcslongview.com](mailto:bsheffield@chcslongview.com)

**The Board of Trustees** would love to hear from you if you have questions regarding the school's mission, vision, core values, or policies. They are happy to receive questions or communication at: [theboard@chcslongview.com](mailto:theboard@chcslongview.com)

**The Village** consists of our parent community. If you have questions about upcoming events or how you can get involved in the life of our school, please email them at: [thevillage@chcslongview.com](mailto:thevillage@chcslongview.com)

We hope that this letter has been helpful in providing direction as you join our CHCS community. In order to provide further details on the "ins and outs" of a school day, we ask that you please plan to attend New Family Orientation.

In the meantime, should you have any further questions, please feel free to contact me at any time! We look forward to getting to know your family and are delighted that you have chosen to partner with us as you train your children to savor God and serve our fellow man.

Sincerely,  
Jana Horne  
Director of Admissions  
Christian Heritage Classical School