



July 9, 2024

Dear Parents and Students,

We hope you are enjoying your summer! The teachers and I are excited for the upcoming school year and all the great things it has in store. Enclosed you will find all kinds of great and useful information for the upcoming school year.

I would like to extend a warm welcome to the many new families that will be joining our St. John school family this year. Let me introduce you to our team!

### **Pastoral & Teaching Staff**

**Pastor John Raasch**(filling in until we receive a full time pastor)

Available to serve all our families and their spiritual care

**Tim Raddatz** - [tim.raddatz@stjohnwrightstown.com](mailto:tim.raddatz@stjohnwrightstown.com)

School Administrator, Gr 4-8 Dept Teacher: E.L.A, Religion, Social Studies

**Dillon Solomon** – [dillon.solomon@stjohnwrightstown.com](mailto:dillon.solomon@stjohnwrightstown.com)

Dean of Students(academics & attendance), Gr 4-8 Dept Teacher: Math, Science, Religion, P.E.

**Rebecca Wicks** – [rebecca.wicks@stjohnwrightstown.com](mailto:rebecca.wicks@stjohnwrightstown.com)

Gr 2-3 Classroom Teacher, Gr 2-8 Dept Teacher: Art, Library Coordinator, School Media

**McKenzy Crowley** – [mckenzy.crowley@stjohnwrightstown.com](mailto:mckenzy.crowley@stjohnwrightstown.com)

Gr K-1 Classroom Teacher

**Jamie Buss** – [jamie.buss@stjohnwrightstown.com](mailto:jamie.buss@stjohnwrightstown.com)

EC Director & EC 3 Classroom Teacher

**Leah Gamboa** – [leah.gamboa@stjohnwrightstown.com](mailto:leah.gamboa@stjohnwrightstown.com)

EC 2 Classroom Teacher

**Madie Otto** – [madie.otto@stjohnwrightstown.com](mailto:madie.otto@stjohnwrightstown.com)

EC 1 Classroom Teacher

**Claudia Puente** – [claudia.puente@stjohnwrightstown.com](mailto:claudia.puente@stjohnwrightstown.com)

Student Support Coordinator (Student interventionist for our entire student body)

**Dierdra Stary** – [office@stjohnwrightstown.com](mailto:office@stjohnwrightstown.com)

Admin Assistant & Accts Payable/Receivable

### **Classroom Aides**

**Ms. Zuberbier, Ms. Mata-Perez, Ms. Bowers, Ms. Post**

## PTO President

Courtney Schisel

## School Board

Todd Coenen – President, [boe@stjohnwrightstown.com](mailto:boe@stjohnwrightstown.com)

Evan Bern – member

Carl Uitenbroek – member

Brad Hein – member

Wayne Cisler – church elder representative

## Building Logistics

All EC classrooms are located on the northeast end of the building. All elementary classrooms are located at the southwest end of building. The school library is located in the southwest corridor, the gym and worship/meeting space are centrally located separating our EC and elementary wings. Offices for our pastor, school administrator, admin assistant, and student support coordinator are located near the front reception area, our EC director's office is located in the EC wing. All students, families, and visitors are to enter through the main entry doors.

## Bussing

A reminder for those possibly planning transportation for your child(ren). At this time, we are unaware of what if any changes FIRST STUDENT (bussing service for the Wrightstown School District) has or will make in regards to what school transportation will look like for your child. If you have a child who is four years old or older, live within the Wrightstown school district and are seeking bussing for your child, we ask you to do the following: 1. Call or email our school office letting us know your child's name, home address, and whether you need AM, PM, or AM & PM bus services for your child. 2. Contact First Student bus services and let them know the same information. We have found that submitting this information to both works the best.

**First Student – P: 920.532.4956 or E: philip.roberts @firstgroup.com**

## Communication

St. John prides itself on striving towards excellence in all aspects of its communication. The three major areas of communication are school with home, parent with teacher, and student with teacher. All school communication is done through *Remind*. This program/app **should** be downloaded via google play or Apple store by each family. All school cancellations or delays, schoolwide or classroom specific news, and all things important will be delivered via the *Remind* app. Parents are you able to directly message our teachers through the *Remind* app, by cell (please request number), or by email. Generally speaking, unless time sensitive, teachers should respond within 24 hours during the work week. Students are welcome to reach teachers via cell phone or email for school work related matters. Please note that each teacher will provide you with times of availability. Weekly news will be sent via email from our school office ([stjohnwrightstown.com](http://stjohnwrightstown.com)). It will bear class news, if any, as well as events, and other useful information. The “**A/T/E**” form (absence, tardy, early dismissal) can be found on our website at [stjohnwrightstown.com](http://stjohnwrightstown.com). We strongly encourage all families to submit this **prior** to any late arrival or early departure, and **require** parents to submit this within 24 hours of aforementioned circumstances.

Please note that we are always looking for ways to better the communication process. We welcome parents to pass along to our teachers or administrator any feedback that they think would be beneficial for our whole school family. Don't hesitate in reaching out to your child's teacher if any questions or concerns arise. If those questions still remain unanswered, please reach out to the school administrator.

## Extracurriculars

We have included important information with this summer letter pertaining to **NEW** extracurriculars that St. John is planning to begin. However, we need information from families to strategically plan for their implementation for the upcoming year. ***Please take the time to go through the extracurricular survey.***

You will find lots and lots of useful information with this brief introductory letter. If any questions arise don't hesitate to send them our way. We eagerly await our orientation evenings and the amazing opportunity for our whole school family to get together.

Please feel free to direct any questions to me at the following email: [tim.raddatz@stjohnwrightstown.com](mailto:tim.raddatz@stjohnwrightstown.com), or cell: 920.636.5007. We hope you enjoy the rest of your summer, and look forward to seeing everyone soon!

Sincerely,

Tim Raddatz  
**School Administrator**  
**St. John Lutheran School**

**Ignite ~ Infuse ~ Inspire**

## **ORIENTATION OPPORTUNITIES:**

Orientation will be on **Wednesday and Thursday, August 14<sup>th</sup> and 15<sup>th</sup>**. It will be held at **St. John Lutheran School from 5:30-7:00pm (5:30-6:30pm is our parent presentation)**. Each family is required to have at least one parent present on one of the two evenings. Activities, games, and FREE childcare will be provided by our PTO. Kiddos can be dropped off in the gym, parents should assemble in the worship space.

Our Admin Assistant, Ms. Dierdra Stary will be reaching out to each of you individually to set up a time to come in prior to our orientation nights to finalize anything pertaining to tuition or other payments. Please look for her email or contact. If you do not receive one, please call the office to schedule a time to stop in and visit with her.

## **TUITION:**

Student/family tuition statements for the year will be emailed out prior to our orientation evenings. Please note there are a few items that have been modified and/or clarified for the upcoming school year.

### **EC1-EC3(PreSchool & Prek)**

1. Preschool and Prek tuition is a flat weekly rate, based upon a predetermined schedule. Billing will be done on a prepay basis.
2. Preschool and Prek tuition can be paid in full or billed monthly.
3. Payment methods are cash, check, Credit (5% processing charge), ACH Transfer(\$3/payment), PayPal, or Bill Pay through your banking institution.
4. Families are not responsible to pay for Christmas Vacation or Spring Break.

### **Elementary(K-8)**

1. Tuition is a flat annual amount. Families will be invoiced based upon their payment schedule selection.
2. Tuition can be paid in full or billed monthly.
3. Payment methods are cash, check, Credit (5% processing charge), or ACH Transfer(\$3/payment)

### **Extended Hours (mornings & After School Program)**

1. We offer extended hours from 7:00-7:45am, and 3:00-5:00pm
2. Our extended hours are available **ONLY** to students attending St. John, and their siblings.
3. Extended hour rates are \$5/hr.
4. Attendance in our extended hours **DO NOT** have to be scheduled. At the conclusion of each month, Ms. Stary will bill families based upon our recorded attendance of how many hours your child(ren) were present.
5. Due to food allergies, and specific food requirements, St. John is **no** longer providing snacks for our After School Program. It is recommended to send a separate snack if your child would need additional food following lunch before they are picked up to head home.

**CALENDAR AND SCHOOL DAY:** The enclosed calendar is to help families plan for the school year. All early releases and breaks can be found there. Any special bussing days, days where pick up and drops off times may change, WILL ALWAYS be communicated to parents at the earliest possible time. All families using the bus will still have bus service on these days. Each month a specific calendar will be sent home with events and activities. The calendar will also be available on our website at [www.stjohnwrightstown.com](http://www.stjohnwrightstown.com).

**Please note the First Day of School:** Our first day of school will be **August 26th**.

**School hours are as follows:**

- 7:00 A.M. -- School doors open for **extended hours**
- 7:45 A.M. -- Classroom doors open to welcome all students
- 8:00 A.M. -- Classes begin promptly (Preschool-Grade 8)
- 11:30 A.M. -- ½ Day Early Childhood students are dismissed
- 2:50-2:55 P.M. -- Classes dismiss
- 3:00 P.M. **After School Program begins**
- 5:00 P.M. School building closes

Children gain the most when both school and home are firmly committed to faithfully and punctually following this plan. For those in elementary grades, a tardy will be assigned for those arriving after 8:00. An absence will be assigned when a student does not arrive by 9am each day, unless previously excused. Tardies will be given for those who arrive at school after 8:00am but before 9:00am. All information regarding tardies and absences should be reported through our online form. Visit our webpage, [stjohnwrightstown.com](http://stjohnwrightstown.com) and click the tile for our attendance form that should be filled out. Please do not use the Remind App, or message the classroom teachers with matters pertaining to late arrivals, early pickups, or absences. *Please note our elementary attendance records are submitted to the school district each year. Accordingly, we must follow the tardy/absence per state law.*

**SCHOOL CLEANING:**

“Many hands make light work” is an old but true saying. Cleaning days have been set: **Saturday, August 10th from 9:00 AM. to 5:00 P.M., Sunday, August 11<sup>th</sup> from 12PM to 5PM, Monday, August 12<sup>th</sup> from 9AM to 7PM.**

**HOME CONTACT/VISITS:**

If you would like a home visit from your child’s classroom teacher, feel free to reach them via phone or email. They are happy to stop out to visit with you.

**CHAPEL SERVICES**

Chapel services are held every Wednesday at school. We would encourage anyone interested to attend. Chapel begins at 8:15am and is held in the Worship Space, located near the main entry.

**OPENING SERVICE**

All are invited to the opening service beginning at **8:30 A.M. on Monday, August 26th**.

**MISCELLANEOUS DOCUMENTS (included with this mailing OR coming by the end of the month)**

1. Handbook (digital copy to be emailed by first week in August)
2. School Calendar
3. School Supply Lists
4. Remind App instructions
5. Extracurricular Survey – link to a google form <https://forms.gle/QfoKNhTQoWXsBaaX6>