



TRINITY EVANGELICAL LUTHERAN CHURCH AND SCHOOL

THE LUTHERAN CHURCH • MISSOURI SYNOD

123 East Livingston Street • Orlando, Florida 32801

Church: 407-422-5704 • Fax: 407-423-2085 • School: 407-843-4896 • Child Care: 407-849-6316

<http://www.trinitydowntown.org>

July 2009

Dear Trinity Parents/Guardians and Students,

Welcome to the 2009-2010 school year!

We are excited for the opportunity to promote academic excellence, nurture personal relationships with God, and prepare your children to lead responsible, purpose-filled lives for Christ. We look forward to all that God has in store for this year and to future opportunities to interact with your entire family! We praise God for your child and we will focus this school year on our theme "Connected in Christ" which is inspired from Romans 15:5, "May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus."

The Beginning of School

- We will **not** be holding a set open house time this year. School supplies may be brought the first day of school unless other accommodations are made by your child's teacher.
- **Dinner and Meeting:** Monday evening, August 18th, at 6:00pm, the PTL will be hosting a dinner for all school families. Following this dinner at 7:00pm is the mandatory meeting in the CLC (gym). Childcare will be available at Trinity for infants through 4 years old. All other children are asked to sit with their parents during the meeting. This meeting is a time to share important information and changes regarding the upcoming school year and will be kept to no longer than an hour.
- Before and after this meeting, booths will be set up around the gym. These booths will include the sale of student planners, Trinity t-shirts, Bibles, etc. There will also be booths for the PTL (Parent Teacher League), Athletic Boosters, and Boy Scouts etc. All booths will open at 5:00pm.
- Attendance will be taken so that we are sure all families were represented. Handbooks will be distributed at the start of the meeting. **Please remember to return the Emergency Form and Parent Authorization Checklist included in this mailing at the meeting.** We must have these forms no later than the first day of school. If you do not attend this meeting, you will be contacted by the principal to discuss the information presented at the meeting.

Opening Worship

The opening of school worship service will be held on Wednesday, August 19th at 8:30 am in the church. Parents are welcome to join us. We request that kindergarten students be accompanied to this service by parents who are attending. Parents should then accompany their kindergarten child to his/her classroom following the service.

School Supplies

Please see the enclosed school supply list. Bibles, assignment books, and t-shirts will be available for purchase before and after the Parent Meeting on Monday the 17th.

School Calendar

Enclosed is a school calendar. Early dismissals are scheduled each Wednesday throughout the school year. On Wednesday, the entire school will dismiss at 2:30pm. Early dismissal days provide time and opportunities for teacher meetings and in-service training.

Uniforms

Our uniform vendor is Educational Outfitters. They are located at 3845 East Colonial Drive, Orlando, Florida 32803 (phone #

is 407-897-5363). Store hours are M-F 10am-6pm and Saturday 10am-3pm or you may order anytime online via the link on our Trinity webpage at www.trinitydowntown.org. Our school code for ordering via their website is FL01008. All students are required to wear uniforms from the Educational Outfitters uniform company only. Please make sure to plan your uniform buying to accommodate the cooler winter days. Only Educational Outfitters uniform components may be worn.

Used Uniform Sale: We will have used uniforms available for purchase at the school office July 15th – 17th from 9:00am to 3:30pm. Used uniforms may also be purchased at the Parent Meeting on Monday the 17th.

2009-2010 School Faculty and Staff

Kindergarten	Mrs. Jean Prochnow	Principal	Miss Melissa Wittcop
1 st Grade	Mrs. Lynn Stapp	School Secretary	Mrs. Cathy Fuller
2 nd and 3 rd Grade	Mrs. Debra Blackwood	School Receptionist	Mrs. Lisa Wilstrup
4 th Grade	Mrs. Donna Wilkins	Accounts Receivable	Mrs. Amy Dittmer
5 th Grade	Mr. Jeffery Wegner	Pastor	Rev. Jeff Moore
6 th Grade	Mr. Matthew Bergholt	Urban Missionary	Billy Brath
7 th Grade	Ms. Christie Wilkins	Deaconess	Elizabeth Borth
8 th Grade	Mrs. Janet Eggert	Church Secretary	Mrs. Chanda Busby
Music	Mrs. Lisa Moore	CDC Director	Mrs. Patty Moser
Band	Mr. Mike Davis	CDC Assistant	Mrs. Debbie McFadden
Spanish	Miss Ingrid Bell	Youth Director	Mrs. Megan Miessler
Teacher Assistant	Mrs. Pam Koenig	Property Manager	Mr. David Blackwood
Physical Education	Mr. Danny Mauro	Maintenance	Mr. Gary O'Rourke
		Maintenance	Mr. Bill McFadden

Meeting the Teachers

The teachers return Monday, August 10th to attend our staff retreat. All offices and summer care will be closed that day. Meetings and classroom preparation begin on August 11th. Classroom teachers will be contacting all families to set up a time to meet before school begins. These meetings are designed to help you and the teacher to get to know one another better and open up effective communication between home and school.

PE Classes/Athletics

Students in grades 6-8 are required to wear PE uniforms which include gym shoes. PE uniforms are available through the uniform company. Students in grades 6-8 who plan on being involved in any extra curricular sports are reminded they ARE REQUIRED to have an HRS physical form completed in order to participate. THIS INCLUDES PRACTICES. Physicals are good for one year so your child may participate until that physical expires. They may resume participation when a new physical form is turned in to the office.

Immunizations and Current Physicals required for All students

The health department is requiring **all students** to have a current physical and up-to-date immunization record on file. They will do a check of our files in October. This year we will do vision assessments for all students as well as scoliosis screenings for our 5th, 6th and 7th grade students (both boys and girls).

Arrival Procedure

- **Starting at 7:00am all students** are to be dropped off through the front parking lot on Livingston down the west driveway and exiting on Amelia Street. Beginning at 7:55am, there will be marked locations where children will be assisted by our Safety Patrol with exiting the car. There will be no supervision in the front parking lot. For the safety of your child, please do not drop them off in the front parking lot unless you are walking them in.
- **If you would like to park and walk your student in, please feel free to use the Ministry Center parking lot which can be accessed from Magnolia Ave.** Because of the lack of ample parking spots in the mornings, we would prefer that you only walk your child in if it is absolutely necessary or if you feel your child is not old enough.
- Please remember that prior to 7:55am, there will be no one in the office to let you in the front gate.

Dismissal Procedure

- **K through Grade 3:** pick-up is from the circular drive in the parking lot off Ruth Lane to the east of the campus. (Ruth Lane is one way going south.)
- **Grades 4-8 and younger students who are carpooling with older students:** pick-up is in the driveway to the west

of the school campus. Cars will enter from Livingston Street on the south of campus and exit on Amelia Street.

Extended Care

Before School Care is available from 7:00am to 8:15am. Students arriving on campus before 7:55am must report to the Fellowship Hall. Beginning at 7:55am, children may wait in the courtyard under the supervision of a teacher. Please do not drop your child off on our campus before 7:00am. There is no adult supervision available at this time.

After School Care is available from dismissal time until 5:30pm. The enclosed extended care information sheet outlines the fee schedule and gives important information pertaining to extended care at Trinity. A registration form has been included for your convenience.

Band and Music Fees

Please remember that there is a fee for any 4th - 8th grade student participating in band. There is also a fee for any 6th - 8th grade student participating in choir or bells.

Tuition Payments

Tuition payments are made through the FACTS Management Company. All families should have signed up with the FACTS program by July 1, 2008 to process your tuition payments. Information regarding that process was sent home in May. Please contact our school bookkeeper, Amy Dittmer, if you have any questions.

Volunteer Form and Fingerprinting

We encourage and value parents and grandparents volunteering here at Trinity. But because of the *Jessica Lunsford Act* we are now requiring all volunteers to fill out and sign the enclosed volunteer form. If you intend to chaperone overnight field trips you must be fingerprinted. All coaches and substitutes will be fingerprinted as well.

Work Day

You are invited and encouraged to join our Properties Board for a work day on Saturday, August 15th from 8am - 1pm to get our school campus ready for the new school year. Lunch will be provided.

I am looking forward to another year! I will continue to keep you, your families, and the upcoming school year in my prayers. Thank you for your attention to these important matters. See you in August!

Serving in Christ,

Melissa Wittcop
Principal

Worship Services: Saturday 6:00pm • Sunday 8:00am, 9:30am and 11:00am (Jazz 2nd and 4th Sunday at 9:30)

“Our mission is to proclaim the Gospel of Jesus Christ through ministries which strengthen and equip people for Christian witness and service in downtown, metropolitan Orlando, and the world.”