



OUR SAVIOR LUTHERAN SCHOOL

School Year 2017-2018

Welcome to the new school year! Please read the information below, as well as the enclosures and note the deadlines to return forms.

OPENING SCHEDULE:

Wed	July 26	Orientation Day, 7:00-10:00 A.M. or 11:00 A.M. - 1:00 P.M. (Rm. 4 next to office)
Wed	Aug 2	First Day, K-8 Early Dismissal (pick-up 11:30/11:45), Daycare till 6:00 p.m. – bring lunch from home Preschool has their Regular Hours
Thu	Aug 10	Back to School Night, PS - Gr. 2 Parents, 6:30-8:00 p.m.
Fri	Aug 11	Back to School Night, Gr. 3-8 Parents, 6:30-8:00 p.m.
Fri	Aug 18	Admission Day, No School, No Day Care
Wed	Aug 30	K-8 Early Dismissal (pick up 11:30/11:45) Daycare till 6:00 p.m. – bring lunch from home Preschool has their Regular Hours
Fri	Sep 1	Parent-Teacher Conferences-No School, No Day Care
Mon	Sep 4	Labor Day, No School, No Day Care
Wed	Sep 27	K-8 Early Dismissal (pick up 11:30/11:45) Daycare till 6:00 p.m. – bring lunch from home Preschool has their Regular Hours

ORIENTATION DAY: (Also known as “Registration Day”) A **parent or legal guardian must attend** to submit contact information forms, health forms, lunch forms, payments, etc. **Incomplete forms will not be accepted.** You will need the following information: Student’s Social Security Number, Physician or Clinic and phone number, and Names, Addresses, and Phone Numbers of at least 2 adults whom we may contact in case either parent cannot be reached. Students may not start school until we receive the completed forms.

NEW OR TRANSFERRING STUDENTS Submit to the office a **RELEASE FORM** from your former school and the **Health Form 14** that shows the TB clearance, physical exam, and immunizations are completed and updated.

HEALTH RECORDS: Returning students must have a TB clearance and a Physical Exam every 2 years.

TUITION PAYMENTS Starting July 1, payments due on the 1st of the month with a 10-day grace period. Credit Card payments available only online with added fees. Refer to the Fee Schedule.

LUNCH ORDERS: We’ll post Hot Lunch Ordering Forms online as soon as they are ready.
Combining checks for siblings is OK, but please fill out 2 separate order forms for each child.

SCHOOL UNIFORM RESALE, K-8: 8th Graders’ parents will sell “almost-new” uniforms in Room 301.

SALES: Bibles, Catechism Book, Phonics Plus (Cards & CD)

ELEMENTARY DAY CARE: Before School Care Drop-Off: Room 201 or 202. (Doors open @ 6:00 a.m.)
After School Care Room Assignments: Room 201 or 202 = PS, Room 203 = Gr. K-8
Day Care students please remember to bring home lunch on half-days 11:30/11:45 dismissal.

PRESCHOOL: Separate information attached.



Our Savior Lutheran School Tuition Agreement and Payment Plan

For our child's Our Savior Lutheran School (OSLS) 2017-2018 academic school year enrollment, we agree to pay OSLS the annual tuition of

\$ _____ together with any and all fees. We submitted the non-refundable registration fee to insure the enrollment of our child,
(Refer to the 2017-2018 Tuition and Fee Schedule)

Student Name: _____

Grade Level: _____

We understand and agree that our obligation to pay the tuition and fees assessed this academic year is unconditional and that no portion of such tuition or fees outstanding or paid will be refunded or cancelled notwithstanding our child's absence, withdrawal, or dismissal from OSLS. *[Parents/Guardians make tuition payments in advance. Refunds or dismissals, expulsions, or early withdrawals are made on a pro-rated basis according to the end of the month in which the withdrawal is made. We require a two-week written notice prior to withdrawal; regardless, we charge for the two weeks. We pro-rate according to days enrolled with a \$2.00/day surcharge added for early withdrawals or late entry.]*
The Application Fee and Registration Fee are NOT refundable nor transferable.

Four tuition payment options are available. *[Please carefully make your selection by checking the box next to your choice of program or payment plan. Make sure you select your program for your preschooler. For K-8, please indicate if day care is needed. You'll pay a \$20 service charge if you change your program or payment plan.]*

	ANNUAL PAYMENT – Tuition is payable in advance in a single installment and is due on July 1, 2017. [If payment under this option is not received by the due date our account will be charged a \$40 late fee.]
	SEMESTER PAYMENTS – Tuition is payable in advance in two (2) installments; the first payment is due on or before July 1, 2017, and the second installment is due on or before December 1, 2017. This option includes a \$50 handling fee payable in two installments. [If payments under this option are not received by the due dates, our account will be charged a \$40 late fee.]
	QUARTERLY PAYMENTS – Tuition is payable in advance in four (4) installments; the four payments are due on July 1, 2017, October 1, 2017, December 1, 2017, and March 1, 2018. There is a \$100 handling fee payable in four installments. [If payments under this option are not received by the due dates, we will pay a \$40 late fee.]
	MONTHLY PAYMENTS – Tuition is payable in advance in ten installments; each installment is due on the 1 st of each month starting July 1, 2017 and ending April 1, 2018. The option includes a \$250 handling fee, payable in ten installments. [If payments under this option are not received by the due dates, our account will be charged a \$40 late fee.] If choosing this option, you will be enrolled in the automatic deduction plan, please complete the enclosed form and attach a voided check or savings deposit slip.
	Please enroll our child in the Day Care Program. (Grades K-8) We will pay the additional fee for this. <div style="display: flex; justify-content: space-between; margin-top: 5px;"> _____ Before School Care \$780 _____ After School Care \$2040 _____ Both \$2480 _____ Early Dismissal Days only! \$250 </div>
	Please enroll our PRESCHOOL CHILD in the following program. We will pay accordingly. <div style="display: flex; justify-content: space-between; margin-top: 5px;"> _____ 8:00 am – 12 noon \$6600 _____ 6:00 am – 3:00 pm \$7900 _____ 6:00 am – 6:00 pm \$9880 </div>

We have chosen our payment plan, and we have noted the payment schedule for our selection. There will be no billings and we will pay according to the schedule stated in the plan. Any Returned Checks will be assessed \$25. Any additional fees are due when incurred. Students may be suspended from classes if payments are not made in a timely manner.

Failure to pay all outstanding tuition and fee balances in full by April 15, 2018, will result in the release of our child from enrollment. All outstanding tuition balances will be due within 30 days if students are no longer enrolled for any reason. 8th Graders will not graduate unless all tuition fees and other delinquent accounts are paid by the above date. Delinquent accounts of released students will be turned over to a collection agency or referred to legal counsel for collection. In case action is taken, whether by court proceedings or otherwise, to collect any sum which may become due under the terms of this Agreement, the undersigned promise to pay in addition to any amounts owed plus interest, all costs of collection, including reasonable attorney and collection agency fees of 50% of the unpaid balance, and other expenses OSLS incurs.

We also agree to accept all Our Savior Lutheran School rules and regulations stated in the Parent-Student Handbook.

Signatures are required of both Parents or Guardians who are financially responsible for the above mentioned student.

Father/Guardian Signature

Date

Mother/Guardian Signature

Date

**COMPLETE THIS SECTION FOR ENROLLMENT IN
THE MONTHLY AUTOMATIC DEDUCTION PLAN**

Last	First	Middle Initial	
Mailing Address	City	State	ZIP CODE
Home Telephone Number	Work Number	Cellular Number	
<p>Check the appropriate section:</p> <p align="center"><u> X </u> New enrollment/authorization for the 2017-2018 academic year.</p>			
<p>PRIVACY/CONFIDENTIALITY: This Authorization Form is seen by the non-profit Lutheran organizations enrolled in Simply Giving® as well as by the Vanco Services employees who process it. In addition, participant name and address information may be provided to Thrivent Financial for Lutherans. Participant information will not be shared with any other organizations.</p>			
<p>Payments should be taken from:</p> <p align="center"> <input type="checkbox"/> Checking (attach a voided check) <input type="checkbox"/> Savings (attach a savings deposit slip) <input type="checkbox"/> Credit Card (Master Card or VISA) </p> <p>Routing No.: _____</p> <p>Account No: _____</p>		<p>I authorize Thrivent Financial for Lutherans and Vanco Services, LLC to automatically withdraw tuition payments from my account. I have attached a voided check or savings deposit slip. This authority will remain in effect until I give reasonable notification to terminate the authorization.</p> <p>Authorization Signature:</p> <p>_____</p>	

Attach a voided check or savings deposit slip.

If you have any questions regarding tuition, please call the Account Manager at 488-0000 ext. 222.

Our Savior Lutheran School 2017-2018 Student Supply List

98-1098 Moanalua Road, 'Aiea, HI 96701 (808) 488-0000 office@osls-hawaii.org

ALL GRADES: Label all personal items. All textbooks must be covered with book covers. ***DO NOT*** use book covers that stick to the book!

- K
1. Scissors (Blunt-Tip)
 2. White Glue (1 8-oz. Bottle) & 8 Glue Sticks (6)
 3. Colored Crayons (Box of 24)
 4. 2 Plastic Folders with Pockets at the Bottom (2)
 5. #2 Lead Pencils with erasers (12 sharpened)
 6. Black Dry-Erase Marker (1) & Paint Smock (1)
 7. Watercolors (8 Colors with Brush) & Washable Markers (1 box of 8)
 8. Composition books (1 Primary Journal)
 9. Paper Towel Roll (1) & Baby Wipes (2 boxes)
 10. Folders with Prongs (2 with pockets at the bottom)
 11. Clorox® Disinfecting Wipes (2 boxes)
 12. Change of Clothes with a pair of slippers in Ziploc-style Bag (Non-Uniform)
 13. OSLS Blue T-Shirt for field trips--purchase from *Dennis Uniforms (Aloha Island)* www.dennisuniform.com/
 14. Computer Headset - "over-the-ear" 3.5 mm plug, No inner-ear ear buds
- NO Cell Phones, Calculators, iPads, DS's, Pets, Monsters, Toys
 Please bring supplies to July 26th Orientation Day

- Gr. 2
1. ESV Bible - buy at School Office or the July 26th Orientation Day
 2. Scissors (Good Quality, Blunt-Tip Fiskars®)
 3. White Glue (1 8-ounce Bottle)
 4. Supply Box (No Larger than 5" x 8" x 3") (Larger will be sent home)
 5. #2 Lead Pencils with erasers (48 Sharpened) & Crayons (Box of 24)
 6. 24 Crayola® Color Pencils (24) & 1 Crayola® Water Color Set
 7. Erasers (3 WHITE Plastic) & Red Correcting Pencils (3)
 8. 2 Dry-Erase Black Expo® Markers
 9. Composition Books (3 Hard-covered Books, WIDE-RULED)
 10. Pocket Portfolio (Pockets at the Bottom) (2)
 11. Kleenex-style Tissue (2 Boxes) and Paper Towels (2 Rolls)
 12. Wide-Ruled Filler Paper (150 Sheets)
 13. Cardboard Juice Tray (e.g., Hawaiian Sun) (1)
 14. Paint Smock or Large Dress Shirt (No T-Shirts)
 15. Ziploc-style Clear Plastic Bags (1 box— Sandwich Sized)
 16. 1 OSLS Blue Fieldtrip T-Shirt (purchase from www.dennisuniform.com)
- NO Trapper Keepers or Three-Ring Binders
 NO Mechanical Pencils or Mechanical Erasers
- (Fisher Hawaii in Mapunapuna has great sales.)

- Gr. 4
1. Bible - buy at July 26th Orientation Day
 2. Colored Pencils (place in Ziploc bag with name on bag)
 3. 3" X 5" lined Index Cards (2 packs—total 50+)
 4. #2 Lead Pencils with erasers (12) sharpened and unmarked
 5. 1 Black Fine-Point Sharpie® Marker & 1 White Rectangular Polymer Eraser
 6. Ballpoint Pens (1 Black & 2 Red) (No Gel-Types)
 7. 1 Plastic Non-Tear Pocket Folder with pockets (no prongs)
 8. 1 Report Cover with clear front cover
 9. Wide-Ruled Filler Paper (600 Sheets Minimum) (re-stock as needed)
 10. 7 Wide-Ruled Composition Books
 11. 3" Three-Ring Binder (1) with 12 tabs and double-pocket dividers
 12. 1" Three-Ring Binder (1) with 6 tabs and double-pocket dividers
 13. Tacky Glue (4 ounces, clear) & 1 Glue Stick
 14. Ruler (12" with Standard and Metric Increments)
 15. Supply Box (1 Standard Size) with 1 pair of pointed Scissors (good quality)
 16. Yellow Highlighter (1), Kleenex Tissues - large boxes (2)
 17. Paper Towels (2 Rolls) Germ X or Purell Hand Sanitizer (1 40-ounce size)
 18. Dictionary (Paperback, Desk Size)
 19. 2 large refillable package of Baby Wipes (unscented)
 19. Computer Headset - "over-the-ear" 3.5 mm plug, No inner-ear buds
- P.E. Shirt & Shorts - buy at Aloha Island (Dennis) Uniforms www.dennisuniform.com/
 Please Keep Re-stocking Items as they run out.
 NO Mechanical Pencils, White-Out, Correction Tape, or Mechanical Erasers

- Gr. 1
1. Scissors (1) (Good quality, blunt tip – Fiskars)
 2. Glue Sticks (6 small)
 3. Smock or large shirt for painting
 4. White Glue (1) (4-ounce bottle...no larger size)
 5. Red pen (1) (NOT a gel pen)
 6. Crayons (box of 24 – Crayola® brand – larger count will be sent home)
 7. Erasers (2 large) & Dry-Erase Eraser for personal white boards
 8. Dry-Erase Markers (2) personal use when using individual white boards
 9. Ruler (1) marked with inches and centimeters
 10. Composition Books (3 hard-covered, wide-ruled – nothing else)
 11. Washable Markers (box of 8–Crayola®—regular colors, no fine markers, nothing else)
 12. Watercolors (1 set) (1 tray of 8 with brush – nothing else)
 13. Cardboard juice or soda can tray (used inside desk)
 14. Supply/pencil box (Plastic with a lid – no larger than 8 x 5 x 3 – anything larger will not fit in desk and will be sent home)
 15. Red Plastic Folder with 3 Prongs and 2 Pockets (1)
 16. Clorox Wipes (3 packs, not bottles, Costco Size)
 17. Baby Wipes (4 Costco-Sized Refillable Packages)
 18. Kleenex-Style Tissues (3 boxes)
 19. Paper Towels (4 rolls) & Gallon-Size Ziploc bags (1 box)
 20. Phonogram Cards for home study - small set on ring – buy in school office
 21. Shoebox (1 Large) lid and box wrapped separately with decorative paper
 22. OSLS Blue T-Shirt for field trips--purchase at *Aloha Island (Dennis) Uniforms* www.dennisuniform.com/
- NO Mechanical Pencils or Mechanical Erasers
 NO Liquid White-Out/Correction Tape
 NO Rolling Backpacks for 1st graders

- Gr. 3
1. Bible - buy at July 26th Orientation Day
 2. Crayons (Box of 24 - No More)
 3. Washable Colored Markers
 4. Plastic, non-tear, Folders with pockets (No prongs) (2)
 5. Watercolors (ONLY a Tray of 8 with brush - Not Neon)
 6. Clear Tape on Disposable Dispensers (4 rolls)
 7. Colored Pencils (Sharpened at home)
 8. Sharpener (1 Good-Quality, Covered) (Not Battery-Powered)
 9. Pencil Box (1 small, plastic) (Approximate Dimensions: 5" x 8" x 3")
 10. Composition Books (6 Hard-Covered Books, Lined, WIDE-RULED) (Not Spiral Bound)
 11. Ruler - 12" Plastic with Standard and Metric Increments (1)
 12. Decorated Shoebox (1 large) with its lid (both covered with colored wrapping)
 13. Cardboard Tray (from soda or juice, approximately 11 X 16 in.)
 14. Dishwashing Tub (1 standard-size)
 15. Baby-Wipes (nicely scented) (2 Large Re-Fillable Packages)
 16. Computer Headset - "over-the-ear" 3.5mm plug, No inner-ear ear buds
 17. OSLS Blue T-Shirt for field trips--purchase from *Aloha Island (Dennis) Uniforms* www.dennisuniform.com/
 18. DON'T BRING the Items before school starts.
A Schedule will be given to parents, so the items are brought over several days (to reduce the load).
- (Fisher Hawaii has great sales.)
- NO Mechanical Pencils or Erasers NO White Out Fluid or Tape

2017-2018 School Supply List

Our Savior Lutheran School — 98-1098 Moanalua Road, 'Aiea, Hawai'i 96701

"Go Saints!"

(808) 488-0000

office@osls-hawaii.org

Grade 5

1. Bible - buy at the July 26th Orientation Day
2. Computer Headset - "over-the-ear" 3.5mm plug, No inner-ear ear buds
3. P.E. Shirt & Shorts - buy at *Aloha Island (Dennis) Uniforms*
www.dennisuniform.com
4. USB Thumb Drive/Flash Drive (4 GB—Check Compatibility 1st Week)
(Avoid cartoon/character/odd shapes because the thumb drive won't fit in laptops.)
(Students need home-access to parent-supervised computers.)
5. Pencils with Erasers (un-labeled) (12 pre-sharpened) & white erasers(2)
6. 4 Ballpoint Pens (2 Black; 2 Red)
7. 2 Black Dry-Erase Markers and 1 Eraser (board provided)
8. Colored Pencils (12 count, assorted colors, pre-sharpened)
9. 1 Permanent Sharpie (Any Color)
10. 1 Pointed Scissors (Good Quality)
11. High-Lighters (1 yellow and 1 of any light colour)
12. White Glue (4 oz.) & 2 Large or 4 small Elmers® glue sticks
13. WIDE-Ruled Filler Paper (300 Sheets Min. & refill later)
14. Ruler (12" w/ Standard AND Metric increments) (non-bendable)
15. Supply Box (No Larger than 5" x 8" x 3")
16. 7 Composition Books (Wide-Ruled, Hard-Covered)
17. 1 Clorox Wipes Tub or 1 Paper Towel Roll (short sheets)
18. 2 Pocket Folders with prongs (different colors)
19. 2 Three-Ring Binders (Optional tabs & Double Pocket Dividers)

Optional: Box of small nitrile exam gloves for science
(Goggles and Aprons are provided)

- ⊗ NO Liquid White-Out/Correction Tape
- ⊗ NO Gameboys, Monsters, etc.

Grades 6-8

1. USB Thumb Drive/Flash Drive (4+ GB)
(Unusual shapes won't fit the laptops.) — We'll Check Compatibility the 1st Week.
(Students need home-access to parent-supervised computers.)
2. Computer Headset - "over-the-ear" 3.5mm plug, No inner-ear ear buds
3. Composition Books (4 standard, not spiral-bound, hard covers)
4. #2 Lead Pencils with erasers (12 pre-sharpened & 12 unsharpened;
put name or initials on each pencil)
5. 1 White Art Eraser and 1 Regular Eraser
6. Pencil Case (1 standard-sized, must fit inside desk)
7. Ballpoint Pens (3 red and 5 Blue or Black) & Highlighter (1 Yellow or Orange)
8. Scissors (Good Quality, Pointed Tip)
9. Colored Pencils (No more than 12, Good Quality) & Black Sharpies® (2)
10. 5 black/blue wide-tip dry-erase markers & 1 dry-erase eraser
11. WIDE-Ruled Filler Paper for 6th - 8th Graders (Keep Re-Stocking this....)
12. Ruler (12" with Standard and Metric increments) (No Floppy or Bending Rulers)
13. 3" x 5" Index Cards (400 Minimum) (for Science, Composition, Band, & Spanish)
14. 6 Two-pocket folders; paper preferred with prongs to hold
3-hole punched paper
15. 1 Roll of Paper Towels & 2 Boxes of Kleenex-style Tissues
16. 1 Container of Clorox wipes
17. 6th grade - 1 Clipboard & 1 pack of Graph Paper
18. 6th Grade - 2 Spiral-bound, wide-ruled notebooks
19. Calculator for algebra class (purchase after Math Placement)
20. Buy P.E. Shirt & Shorts at *Aloha Island (Dennis) Uniforms*
www.dennisuniform.com

Buy these Items at the *July 26th Parent Orientation Day* at school:

1. Bible (may use the Bible bought from grade 5)
2. Luther's Small Catechism for 7th & 8th Grade
 - ⊗ No Liquid White-Out or Correction Tape allowed on campus
 - ⊗ No Poor Attitudes
 - ⊗ No Gameboys, Monsters, etc.
 - ▶ Get Teacher's Permission for i-Pads, Calculators, and Cell Phones
 - ▶ Goggles and Lab Aprons are provided

(Fisher Hawaii in Mapunapuna, near the airport, has great sales.)

Office DEPOT
What you need. What you need to know.

Office Depot supports schools. *Office Depot* has donated millions of dollars in credits to schools through their "5% Back to Schools" Program. Parents, teachers, and our supporters may designate Our Savior Lutheran School in Aiea to receive a 5% credit of qualifying school supply purchases.

If you purchase your school supplies at *Office Depot*, be sure to give them our school ID number so that Our Savior Lutheran School receives the "5% Back to Schools" credit.

Our Savior Lutheran School ID: 70027072 (the cashier can look it up at the register)

Mahalo for your support!