

June 27, 2008

Dear Parents:

The first month of summer vacation has already come to an end and before long the beginning of the 2008 – 2009 school year will be here. I hope you get an opportunity to have some relaxing, quality time with your child before the school year begins on August 13th. The anticipation of starting another school year is exciting for me. The beginning of school gives everyone a chance to start over with a renewed commitment and positive attitude. Listed below and enclosed with this letter is important information you will need to begin the year smoothly. Please read everything carefully.

Tuition Loan Guidelines: Please refer to the enclosed sheet if you have a loan with First Bank and Trust. These new guidelines will go into effect this year.

School Improvements/Updates:

- ❖ As everyone can see, our multi-purpose building is progressing along on schedule. The contractor is projecting an April 2009 completion date. It's exciting to think that before the end of this upcoming school year we could be using this new, much needed addition to our school.
- ❖ For the upcoming school year, an additional kindergarten homeroom is being added to accommodate our growing enrollment. Room C will be remodeled into two classrooms to house a fourth kindergarten.
- ❖ Through the generosity of the Co-Op and the many parents who participated in last year's school fundraiser, ALL students will benefit from an updated 2008 reading series. Generally it takes two years to purchase a new series for all grade levels but the \$40,000 donation from the Co-Op made it possible to complete in one. Thanks to everyone for their support.

“Campus Kick Off”: I would like to remind you about our “Campus Kick Off” sponsored by the School Board, Co-Op Club, and Men's Club. Please try to join us on Saturday, August 9th at 9:00 a.m. to help prepare our classrooms and spruce up the school campus. I would like to extend a special invitation to all new parents. This is an excellent way for you to meet other parents and get acquainted with Visitation. Through participation we can help strengthen our school community and develop pride in our school. We have a great school and so many dedicated parents working hard to make it even better. Lunch and childcare will be provided on this day.

First Days of School for 1st – 8th Graders: On August 13th, 14th, and 15th from 7:30 – 8:15 a.m., parents will be allowed to visit classrooms, drop off supplies and meet their child's teacher. All students will be attending Mass on August 15th for the Feast of the Assumption. You are invited to join us at the 8:30 Mass. Pre K & Kindergarten parents will meet their child's teacher during their “phase-in” week. We hope this will help ease the transition of the first days of school.

Dismissal: Please refer to the dismissal procedures and diagram enclosed if you will be picking up your child in the afternoon. Both parking lots use a car pool process, and it is very important that **everyone** comply with the guidelines for the process to work properly. All students in K - 2nd are dismissed from the Barataria (library) lot and 3rd – 8th grade students are dismissed from the Ames (cafeteria) lot. You are asked to remain in your car to help keep the traffic flowing smoothly. With the construction of the new building, there are no available places to park on the Barataria side of the campus. I ask you to please support and cooperate with these guidelines and always remember to be courteous. Everyone's safety is our utmost concern. PreK-4 parents will receive a separate procedure for dismissal which applies only to PreK-4.

Web Site: The school's web site (www.vol.org) is an important tool used to help keep parents updated and informed about events happening at VOL. You are encouraged to visit the school's site and the web page of your child's teacher daily for information. If you have not already registered to receive electronic notices about school wide events and activities, please do so at your earliest convenience by clicking on the email list link on the school's web site.

If you have any questions or concerns, please do not hesitate to call. The office is open Monday through Thursday during the month of July from 9:00 a.m. – 2:00 p.m. Enjoy the rest of the summer vacation. I look forward to seeing everyone again in August.

God Bless,

Mrs. Carolyn Levet
Principal

Tuition Loan Guidelines

Beginning with the 2008 school year, the following guidelines will be used to address past due balances on tuition loans. The parish finance board has approved these policies to help ensure monthly payments of all tuition loans. The school's monthly operating budget is dependent upon monthly loan payments made on time. Your cooperation in meeting your financial obligations in a timely manner will be greatly appreciated.

- The school has Internet access to view all tuition account balances. A review of account balances will be done on a daily basis to ensure that proper payments are being made.
- Tuition loan payments are due on the first day each month beginning in July and ending in April. Payments not made by the 10th of the month are considered delinquent and will be assessed a \$15.00 late fee.
- July and August loan payments must be made in order for a student to begin school on August 13, 2008.
- Parents will be notified if a payment is delinquent. In the event that an NSF check is written for a tuition payment, the original past due date will apply.
- If an account becomes 30 days past due, the student(s) will no longer be allowed to take exams/weekly tests. This will result in the student(s) receiving an incomplete on their report card. Once the account is brought fully up to date, tests will be administered.
- Any loan that is 45 days past due will be charged back to the school. At this point a \$100 cash charge back fee is due to VOL. The full loan balance is due at this time or withdrawal from school will be necessary.
- If a family's tuition loan is charged back on more than one occasion during their years at Visitation, the family will not be eligible to obtain a loan to pay their tuition and fees. The family must pay their tuition and fees in full using cash.
- All accounts must be current in order for families to register for the subsequent school year. The school will in no way be obligated to hold a space for students of families whose accounts are not current. If at any time after registration the family becomes delinquent in paying tuition, the family will be subject to having their registration for the subsequent year dropped.