

Grace Community School

Frequently Asked Questions

We are pleased to welcome new and returning families to Grace Community School this year. As a part of our official “Welcome” to the GCS family, we offer the following helpful information. As always, feel free to contact the school office with any questions at 818.909.5611.

Back to School Night: Monday, August 24th, at 7:00pm in the Chapel, for parents only. *(It is OK for one parent to stay home with the children, as long as one parent attends BTSN.)*

First Day of School: Wednesday, August 26th.

School Hours:

Elementary classes start promptly at 8:15am and are dismissed at 3:10pm.
Junior High classes start promptly at 8:00am and are dismissed at 3:15pm.

How early may I drop off my child before school? What if I cannot pick my child up right after school?

Please see the enclosed Extended Supervision Program flyer. Please also note the location change of the Extended Supervision Program.

Can my child purchase lunch at school?

Please see enclosed Hot Lunch Program flyer from Creative Catering. Creative Catering will offer lunch beginning the first day of school.

How may I contact my child at school?

Children may be contacted through the school office. Please do not go directly to your child’s classroom. All visitors must sign in at the school office and receive a visitor’s badge. Office phones are available to the students only in case of an emergency. Please call the office if you would like to leave a message for your child and it will be delivered to your child’s teacher.

May I pick up my child before class is dismissed for the day?

Yes. Please come to the school office to sign-out your child; the office will contact the teacher to send your child to the office.

What is the best way to contact my child’s teacher?

You may either email the teacher directly through www.gracecommunityschool.org or leave a message with the school office.

If my child is absent , how do I pick up his/her homework?

The office must be contacted PRIOR TO NOON if you would like to pick up your child's homework. The work will be available in the office after 3:00pm. WE ARE UNABLE TO COLLECT HOMEWORK FOR JUNIOR HIGH STUDENTS. THEY MAY TAKE CARE OF THIS UPON THEIR RETURN TO SCHOOL.

If my child is absent, what do I need to do upon his/her return?

GCS requires a written excuse for each absence. The written excuse should include the reason and date(s) of your child's absence, and should be signed by you and dated. Elementary students are to present written excuses to their teachers. Junior High students are to present written excuses to the GCS office. The receptionist will give your JH student an admit slip for class.

What enrichment classes will my elementary child attend during the week?

All elementary students will be enrolled in weekly classes in Computer Lab, Physical Education, and Library. Students in grades K-3 will also attend Music class. Students in grades 4-6 will have opportunities to participate in Elementary Choir, Elementary Band, or Beginning Guitar, on a space-available basis.

Will my child need a uniform for PE?

Junior High students purchase a PE uniform (shirt—\$10, shorts- \$10) on the first day of PE class. Elementary students attend PE in their regular school uniform (We recommend that elementary students wear shorts on PE days.)

Will my child have a locker at school?

Junior High students are assigned a book locker and a PE locker. Elementary students do not need or use lockers.

How will I know what is going on at school on a regular basis?

Visit www.gracecommunityschool.org for regular school calendar updates and information about GCS. All elementary teachers will send home weekly newsletters with class specific information. Please have an email address available to which your child's teacher can send these newsletters.

What if my address or phone number changes during the school year?

Please notify the school office with your new contact information; we have a form for you to complete just for this purpose. In the event of an emergency, it is very important that the school office be able to reach you.

What should my child wear to school?

GCS students wear uniforms to school every day. (Exceptions will be rare and you will be notified in advance.) Our uniform supplier is Mills Campus Wardrobe Company. You may purchase uniforms in person at their store on Sepulveda Boulevard in Van Nuys, by mail order, or by telephone or fax. Uniform order forms are available in the GCS office. (Please see enclosed "Dress Code Reminders" flyer for more detailed information.)

If my child wears the wrong clothing to school, what will happen?

We will handle this on a case-by-case basis, depending upon the child's age. If the violation warrants, we may ask you to bring your child the proper clothes before he/she may attend chapel or class. Please check your child's clothing before you leave home for school every day to make sure that your child is wearing the right clothes for school, both for chapel and regular school day.

How can I get more involved in the overall success of Grace Community School?

This is a simple one. Join and support the PGA (Parents of Grace Associated). This hard working group of parents is a principal's best friend. They raise funds for many important projects at GCS (thus keeping the tuition as low as possible). They also plan exciting programs for all GCS families, and help in too many other ways to mention. By becoming active in our PGA, you can help make GCS a better school for all our students.

How can I make sure that I receive important GCS information on a regular basis?

Make sure that both the GCS office and your child's classroom teacher have your email address. Our monthly newsletter, "The Hawkeye", GCS weekly updates, and even teacher newsletters are all sent electronically via email.

Is my child allowed to use the school telephone during the school day?

Please note the following GCS telephone policies. (These are also listed in the Student Handbook).

Office telephones are available for students to make *emergency* phone calls to their parents or legal guardians. Emergencies do *not* include calls for items forgotten at home (including):

Lunches, homework, projects, and team uniforms.

Parents, we work hard to support you in training your children in personal responsibility. We appreciate your cooperation as we work together in this important area.