



Polish School Handbook 2018/2019

Dear Parents,

Welcome to the new school year!

Summer is ending and we hope you all had a wonderful summer, and are coming back to school with lots of fun memories. We're happy to announce that we've moved, and our classes will be in our new location, **Contra Costa Christian School, 2721 Larkey Ln., Walnut Creek!**

Our school accepts children who turn 3 years old by 1 September, and our curriculum goes through 12th grade. We also offer Polish language courses for adults.

Open House - 18 August

We encourage you to attend our open house on **18 August, 10:00am - 12:00pm** at **2721 Larkey Ln., Walnut Creek.**

This is a new place for all of us, so let's make the first day easier and help our kids feel at home by getting to know the classrooms, playground, and campus ahead of time. The Open House is also a good time to pay for school books, tuition, learn about parent volunteer opportunities, and have some coffee & baked goods with us.

Registration Process Simplified

We've simplified the registration process for this school year. Before the open house, please fill out the forms online at the school website at: polishschool.org/formularze/. You don't have to print them out, but you do need to meet with one of the school representatives to confirm your payment and application have been confirmed.

1. Tuition, Fees, and Payment

First Child	\$515
Second Child	\$415
Third Child	\$315
Administrative Fee - Per Family	\$25

Payment Options

You can pay in full, at the Open House or on the first day of school, or you may choose to pay in 3 installments, with \$50 convenience fee.

Payment Methods

- Credit Card, PayPal - <http://polishschool.org/platnosci/>
- Cash or Check (payable to PAEC) - In-person at Open House or First Day of School or send to:

PAEC
P.O. Box 5439
Walnut Creek, CA 94596

2. Requirements to Obtain a Diploma/Certificate of Attendance

To earn a diploma:

- Completion of homework
- Must attend 60% of classes
- Active participation in classes
- All absences must be excused by a parent or guardian

If a student does not meet these requirements, they will not be eligible to receive a diploma, but may receive a Certificate of Attendance.

Students may also receive a certificate of attendance for religion classes.

3. Parents' Responsibilities

- Drop off and pick up your children on time
- Walk your children into the building; never leave them unattended at the playground before or after school
- Fulfill 15 hours per family of volunteer service to the school or pay \$20/hour for any hours you choose not to volunteer

4. Volunteer hours/yard duty

- Each family is responsible for working 15 hours during the school year.
- These hours include serving as a yard duty during the school day. Yard duty responsibilities are: Ring the bells for classes and recess, monitoring the playground and ensuring the children's safety during recess. We must have 2 yard duty parents each school day, so you may want to sign up with a friend. Spending a Saturday as a yard duty is a great way to get to know other parents, teachers, and your children's school friends!
- We provide several other opportunities for earning volunteer hours during the year, such as: helping staff and/or prepare food for our events, (Mother's and Father's Days, Barboroka, Poetry Recital, etc.), helping in the classroom, and bringing kids to/from festivals.

5. Alert! We are a nut-free school!

Some of our students have allergies to different kinds of nuts. Please do not send food with any nuts in your children's lunches, and if you prepare food for the school or one of our events, we ask that you prepare it without any nuts. We appreciate your help accommodating and ensuring the safety of all our students.

6. Donations to support our school

If you would like to make a donation or know of an individual or company who would like to support us financially, please write a check payable to “PAEC”, and send it to our mailing address:

PAEC P.O. Box 5439 Walnut Creek, CA 94596

Donations to our school are tax-deductible, as we are a non-profit, 401(c)3 organization. Our Tax ID is: 23-7012816.

We are also happy to accept items and gift cards as donations for our silent auction/Barborka ball, which will be on November 3 this year.

Your commitment and involvement are what make your children’s experience memorable and our school successful!