



CHARLES
ARMSTRONG
SCHOOL

January 5, 2018



ATTENTION PARENTS:

Please sign into Student Services prior to going to your child's classroom or anytime you're on campus.

You are required to sign in at Student Services for safety reasons.

Important Safety Reminder:

For the safety of our students, please remember they must exit your car at drop-off only from the passenger side.



Please DO NOT use cell phones when driving onto campus.

Financial Aid Applications for 2018-2019

Armstrong has a strong financial aid program which provides tuition assistance to over 25% of our students. Financial aid grants are based 100% on need and we utilize a third-party software tool (SSS by the National Association of Independent Schools) to ensure we have an equitable and objective process. All returning families applying for Financial Aid for the 2018-19 School Year must complete an application whether or not they are currently receiving financial assistance from Charles Armstrong School. When completing the application online at SSS, please use the Charles Armstrong **School Code of 2304** to access our school-specific application.

Financial Aid Application Calendar

- By Friday, January 19, 2018
 - Complete Parents' Financial Statement (PFS) online at www.sssbynais.org/parents. You can begin your PFS now using your best estimates when asked information about your 2018 income and



Important Upcoming Dates:

January 10	<ul style="list-style-type: none"> • M.S. Band Performance (11:30am-12:30pm)
January 12	<ul style="list-style-type: none"> • Health Ed. Parent Info (5th-8th Grade 8:30-9:30am) RSVP: Nicholas Peruzzaro
January 15	<ul style="list-style-type: none"> • MLK Day- No School
January 16-19	<ul style="list-style-type: none"> • Health Education 5-8th Grade
January 19	<ul style="list-style-type: none"> • 2nd Quarter Ends
January 22	<ul style="list-style-type: none"> • 3rd Quarter

expenses.

- If you have not already done so, upload your FY 2016 Federal Tax Return including all attachments and W-2 forms and your 2017 W-2.

We will not review any files missing these required documents.

- As soon as possible, upload the following documents to the SSSbyNAIS website
 - Completed FY 2017 Federal Tax Return and all attachments
 - Completed IRS form 4506-T

All forms and taxes must be submitted electronically to the SSSbyNAIS website.

Please note that divorced, separated, or never-married parents must each complete the PFS and submit tax documents. All Financial Aid awards are provisional until the school receives all parts of the application including copies of 2017 taxes.

If you have any questions, please contact Madonna Uyenoyama, Business Office Associate at muyenoyama@charlesarmstrong.org or 650-592-7570, x1228

13th Annual Community

Fundraiser

Save the Date!
Saturday, April 14, 2018
New Location this year:
Sportshouse in Redwood City

The Auction Committee is getting organized for the Community Fundraiser, please consider donating one of these items from


	Begins
January 25	<ul style="list-style-type: none"> Parents 7th Grade-HS Intro (8:30-9:30am)

our Wish List:

- A bottle of wine valued over \$30
- A gift card of any amount to any business

Thank you! Questions? Contact Cheri Jaunich, Auction Chair, at 650-288-7518 or cjaunich@yahoo.com

Donations can be sent to school.

<p align="center"><u>Attendance:</u></p> <p>Please remember to phone in your child's absence to the Attendance Line at 650-592-7570 Option 1 by 9:00am each day your child is absent, going to be late, or out of the classroom for testing or vacation. Please State:</p> <ol style="list-style-type: none"> <u>1) Child's Name</u> <u>2) Child's Classroom</u> <u>3) Reason for Absence</u> 	<p align="center"><u>Lost & Found:</u></p>  <p>Please write your child's name and classroom # on all sweatshirts and jacket!! Each week the bin is emptied. Labeled clothing is washed and returned to the classrooms. Clothing that is not labeled is donated to the Uniform Bank.</p>
<p align="center"><u>After School Care</u></p> <p>The After School Care Coordinators are: Jennifer Herrick, Meghan Jauregui & Patrick Hughes</p> <p>Lower School Location: Armstrong Campus Library</p> <p>Middle School Location: Room 20</p> <p>Hours: 2:45-5:30 pm M,T,TH, & F 12:45-5:30 pm Wednesday</p> <p>Contact Number: 650-730-6152</p>	<p align="center"><u>Team Teaching & Communications</u></p> <p>We ask that when you send an email to your child's teacher, please include all the teachers in your child's classroom. You can find their names in the class placement list emailed to you this summer or on WhippleHill.</p> <p>How to Email a teacher: Use their first initial and full last name +@charlesarmstrong.org</p> <p>How to Email teachers by room: Example: all teachers in room 4= Room04Teachers@charlesarmstrong.org</p> <p>How to email teachers by grade level: Example: all teachers in 7th grade = 7thgradehomeroomteachers@charlesarmstrong.org</p>



Instagram

Follow us on Instagram @charlesarmstrongschool