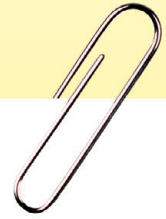
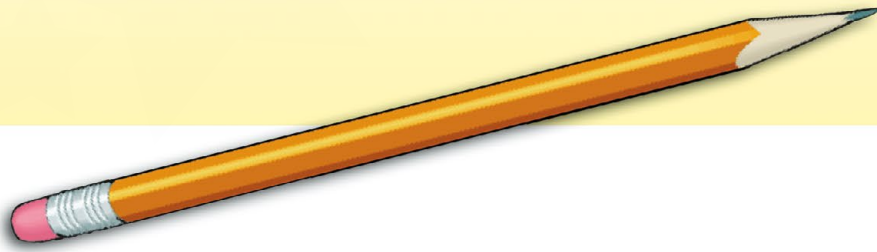


Are You Ready for an Exciting New School Year?

Organization and planning are important keys to preparedness.



STAFF:

- All staff trained
- Staff orientation planned
- Staff training or refresher in first aid/CPR planned

STUDENTS:

- Diagnostic testing dates set for new students
- Student orientation scheduled and planned

LEARNING CENTER:*

- Academic Projection completed for each upper-level student
- New Student Progress Charts prepared
- New Supervisor's Progress Cards completed
- New Goal Card prepared for each student
- Student offices repaired, painted, and cleaned
- Learning Center and furnishings freshly painted
- Bulletin boards added or redecorated
- Schedule for small-group devotions assigned
- Key chapel speakers scheduled for the year
- Monthly Bible memory passages selected
- Weekly field trips planned
- Athletic events scheduled
- Yearly calendar of events prepared for staff, parents, and students
- Preparations made for a monthly parent newsletter

* Refer to *Procedures Manual I* for more information.

PARENTS:

- Parent orientation scheduled
- Written announcement made/distributed concerning any changes in uniforms, policies, fees, and so on
- Parent conferences and Academic Projection for each upper-level student signed
- Beginning-of-year parent-teacher fellowship scheduled

MATERIALS:

- PACE inventory and ordering completed
- Diagnostic tests acquired for testing new students
- Score Keys and Test Keys checked and replaced as necessary; additions made as needed

- Worn literature books replaced
- Old, frayed, or soiled flags replaced
- Computers installed or upgraded with needed software (Internet filter installed)
- Upper-level course DVDs and Readmaster Plus[®] ordered

RECORDS AND FORMS:

- Transcripts requested for all new students
- All Permanent/Academic Records updated and completed
- Cumulative Record folders made for all new students
- All necessary forms for new students completed and in Cumulative Record folders
- Office and Learning Center forms, accessories, and supplies replenished as needed

FACILITIES OUTSIDE:

- School entrance spruced up and sign freshly painted
- Traffic patterns designed for safety and clearly marked
- Outdoor area made presentable
- P.E. and playground equipment area checked for safety and repaired

FACILITIES INSIDE:

- Doorways, windows, and steps clean and repaired
- Staff work area equipped, pleasant, and clean
- Heavy traffic doors covered with Formica or washable, high-gloss paint to facilitate cleaning
- Worn and damaged carpet and stair treads replaced or repaired
- Built-in water fountains added in strategic areas
- Rest rooms cleaned, sanitized, and in good repair
- First aid kits well-stocked and conveniently placed (staff trained in first aid)
- Emergency numbers listed near phone (parents, police, fire, etc.)
- Smoke and fire alarms checked; batteries replaced as needed