



Team Lone Tree



Lone Tree School & Wheatland Charter Academy
Wheatland Elementary School District

123 Beale Highway, Beale Air Force Base, California 95903

Phone: (530) 788-0248 – Fax: (530) 788-0518

Craig Guender
Superintendent

Jodie Jacklett
Principal

Dear Parents,

Students who are currently enrolled at Team Lone Tree will continue enrollment for 2016/17 unless we have been notified by parent of a move over the summer. However, in order to obtain a classroom assignment for 2016/17, the following items need to be completed in August:

Continuing Enrollment Students

◆ *Inter-District Agreements - Families residing off the base and outside our district must turn in a new Inter-district Agreement for the 2016/17 school year unless you are from Marysville or Plumas Lake and are on a multiple year agreement. Inter-District forms are stamp dated for priority placing.*

The following forms will be provided at school during registration:

◆ *Food Form submission (not available until summer 2016).*

Even if you never plan to have your child eat cafeteria/school meal or if you are certain that your income would surpass the qualification limits to reduce your student's fee for school meal, we are requesting that all families complete the form. If you are certain you will not qualify, you may decline to complete the income portion of the form, however, a form must be received for every student. A portion of our school funding is dependent on the completion of the Free and Reduced Meal Application and 100% participation in completing the form may help us capture more school funding, which, as you know, is imperative for our school programs.

◆ *Emergency card complete.*

◆ *Medication Administration form if medicine is prescribed and to be administered at school.*

◆ *Caregiver Affidavit for all students who are not living with parents or legal guardians.*

Students New to Team Lone Tree

◆ *Birth certificate*

◆ *Verification of address with inter-district agreement for families living outside of the Wheatland Elementary School District boundaries.*

◆ *Immunization Records, including TB assessment and, if required, proof of test. See chart attached.*

The following forms will be provided at school during registration:

◆ *Food Form submission (not available until summer 2016).*

Even if you never plan to have your child eat cafeteria/school meal or if you are certain that your income would surpass the qualification limits to reduce your student's fee for school meal, we are requesting that all families complete the form. If you are certain you will not qualify, you may decline to complete the income portion of the form, however, a form must be received for every student. A portion of our school funding is dependent on the completion of the Free and Reduced Meal Application and 100% participation in completing the form may help us capture more school funding, which, as you know, is imperative for our school programs.

◆ *Registration card complete.*

◆ *Emergency card complete.*

◆ *Internet use agreement.*

◆ *Medication Administration form if medicine is prescribed and to be administered at school.*

◆ *Caregiver Affidavit for all students who are not living with parents or legal guardians.*

◆ **1st Grade Physical is due in our school office not later than November 2, 2016 so that we can complete our reporting within the *90 day due date. The form is available in our school office for you to take to your doctor. For all students with forms complete and submitted to the school office by August 15, 2016 a book with a student addressed note signed by the Principal will be awarded on August 17, 2016.**

***A health examination must be completed any time between 18 months before first grade entry through 90 days after entry into first grade per California Department of Health Care Services.**

REVISED 3/23/16 to clarify 1st Grade Physical Information

****A California Distinguished School and Title 1 Academic Achievement Award****

Important Dates

- **Starting March 23 and Ongoing** - Open enrollment begins March 23 and will continue daily through Jun 2. During the month of June, please come see us Monday-Thursday. We are closed July and re-open August 1.
- **August 1 – August 3, 7:00 a.m. – 3:00 p.m.** - Non-military families needing base access please visit the school office or complete the form (<http://lonetree.wheatlandsd.com/Parent-Info/Forms/index.html>) and fax to 530-788-0518 or scan and email completed form to tcraig@wheatland.k12.ca.us. Upon completion of your background check you will receive paperwork from the school office to take to pass and ID to have a valid pass generated for the 2016/17 school year. It is imperative that you complete this step and make contact with our office as delayed action may result in an inability to access our campus.
- **August 1 – 12, Monday – Friday, 7:00 a.m. – 3:00 p.m.** – School office is open for registration for new student and form completion for continuing students.
- **August 9, 2:30 p.m.** – New parent orientation on campus with an overview from our School Principal, Jodie Jacklett.
- **August 9, 3:00 p.m. – 5:00 p.m.** - Kindergarten classroom assignment notification, to include time for Meet and Greet classroom visit on August 15, will be provided when all registration documents have been received. If a parent is unable to attend today and all registration documents are complete, the letter with classroom assignment and meet and greet time will be mailed home on August 10.
- **August 15, 3:00 – 5:00 p.m.** - Check in Fair for grades 1-5 in our multipurpose room. We will provide you with your student's classroom assignment when all required documents have been received (see list above). A representative from our Transportation Department will be on site to answer questions regarding bus schedules and transportation needs.
- **August 15, TK and Kindergarten Classroom Meet & Greet per schedule on your classroom letter.** The scheduled times are 4:30 p.m., 5:15 p.m., and 6:00 p.m. with your session assigned to your family by the school.
- **August 16, 7:00 – 3:30 p.m.** – If you are unable to come to the check in fair, please feel free to stop by the school office to receive your classroom assignment. Please remember to bring your completed forms to the office or plan to fill them out on site prior to obtaining your class assignment.
- **August 17, First Day of School!** Breakfast opens at 7:45 a.m. and is complimentary to all enrolled TK – 5th grade students and supervised by school staff. Campus is not open for arrival prior to 7:45 a.m. TK – 3rd grade rooms open 8:15 a.m. with school start at 8:30 a.m. 4th – 5th grade rooms open at 7:55 a.m. with school start at 8:10 a.m. All students dismiss at 2:15 p.m. (1:15 p.m. dismissal on scheduled minimum days).

We look forward to your family's school year experience and we are committed to providing the best possible education for every student.