
CROWN OF LIFE LUTHERAN SCHOOL
115 CRUSADER AVENUE
WEST ST. PAUL, MN 55118
PHONE: 651-451-3832
WWW.COLWSP.ORG

July 2023

Dear Parents:

God willing, Crown of Life Lutheran School will begin on **Wednesday, August 23, 2023**. Our opening service will be at 8:05 am and parents are invited to join us.

For the 2023/2024 school year, the teachers will be as follows:

Instructor	Grade
Mrs. Jeanni Kutz	Preschool Director
Mrs. Jennifer Otto	Preschool Team Teacher
Mrs. Katie Sievert	Preschool Team Teacher
Mrs. Michelle Kom	Kindergarten
Mrs. Kristi Bredendick	Grade 1
Miss Rebecca Kramer	Grade 2
Mrs. Valerie Schmidt	Grade 3
Mrs. Penny Mielke	Grade 4
Miss Becky Boehlke	Grade 5
Miss Madison Ott	Grade 6 Homeroom/Science 6-8
Miss Lydia Wilde	Grade 7 Homeroom/Language Arts 6-8
Mr. Jared Matthies	Grade 8 Homeroom/SS 6-8/Athletic Director
Mr. Justin Vilski	Principal/Math

Registration

If you have not yet registered your child for the 2023/2024 school year, please do so soon. Call the school office (651-451-3832) or contact Mr. Vilski (385-212-9473). For Preschool, contact our Director, Jeanni Kutz (651-336-6539).

Important Dates

Please keep the following dates in mind:

August 17 **6:00 – 8:00 p.m.** ****Orientation Night****
****Please note this is now held on a Thursday****
Required for ALL families with students entering Preschool – 8
This evening is set aside for parents only (students are encouraged not to come on this night) to come in and learn what is new for the upcoming school year, check on sign-ups for their children, discuss any paperwork/tuition issues, and learn what each classroom is like. We will begin with a short devotion in the church.

August 21 **5:00 - 6:00 pm** ****School Supply Drop Off****
This is an opportunity for parents and students to drop off their school supplies before the first day of school.

August 23 **First Day of School - Opening Service 8:05 am - Hot Lunch program begins**
All parents are welcome and invited to attend the opening service!

September 5 Bus service from District 197 begins

News Updates

New Teachers

Our new Sixth Grade Teacher is Miss Madison Ott. Miss Ott is a 2021 graduate of Martin Luther College and was previously teaching at St. Paul Lutheran School in Moline, IL. In her spare time, Miss Ott enjoys reading, running, and traveling to see family and friends.

Our new Seventh Grade Teacher is Miss Lydia Wilde. Miss Wilde was previously teaching at Grace Christian Academy in Falls Church, VA. Besides teaching, Miss Wilde enjoys reading, writing, and playing music, all of which are done with a cup of tea by her side.

Please find an opportunity to introduce yourself and warmly welcome these new teachers to Crown of Life.

Parent Information and Bringing of School Supplies

Information can always be found in our school handbooks (which can be found on the school website.) The administration and teachers communicate as much as possible electronically with all families. Parents should plan to attend Orientation Night on Thursday, August 17 where new information will be shared. Parents and students should bring in school supplies on the School Supply Drop Off Night on Monday, August 21.

Band

Our band program is through St. Croix Lutheran Academy. We are continuing to work out which days will work best for both individual and group lessons. All lessons will be held during the school day at Crown of Life. More information will continue to go out to families once decisions are made.

School Year Theme – “Rooted in Love” is the theme for this upcoming school year. It is based on Ephesians 3:17-19 - *“We pray that you, being rooted and established in love, may have power...to grasp how wide and long and high and deep is the love of Christ, and to know this love that surpasses knowledge – that you may be filled to the measure of all the fullness of God.”*

Administrative Program

Crown of Life uses a Student Information System called Gradelink. Gradelink serves Crown of Life by allowing us to electronically register, record and grade assignments, and communicate with families. If you ever have questions about Gradelink, please communicate with the office and we will help work through any issues.

Payment Method

All tuition payments will be electronically pulled through PaySimple. This is the electronic payment system that integrates with Gradelink. Since many families have filled out ACH forms, most banking information is no longer needed. Mr. Vilski will reach out to families that need to fill out an ACH form. Tuition totals will be sent to families by middle/late July for approval or discussion. Once tuition totals are approved, families can sign the document in the office as soon as they are able. Look for communication on this process.

Preschool

We offer a preschool program for children 3-5 years of age that is flexible, offering a minimum of two half-days per week and up to five full days per week, with the possibility of extended after school care.

Hours:	Half Day Preschool (Mornings)	Monday – Friday 8:00 – 11:30 am
	All Day Preschool	Monday – Friday 8:00 am – 3:10 pm

****There is a non-refundable registration fee of \$100.00.**

Fees: See our website for fees

Monthly fees are automatically withdrawn through each family's account which is set up with PaySimple. The registration fee should be made by automatic withdrawal. If a family needs to pay by cash or check (payable to Crown of Life,) please speak with Mr. Vilski. Mr. Vilski will discuss this registration fee with each family.

****Classes for Preschool begin August 23, 2023.**

General Information

School Supply List

It is that time...stores are preparing the shelves and I have seen ads for school supplies. Click [here](#) for the updated supply list. Happy shopping!

Transportation

Students in grades K-8 living in District #197 will receive bus information from the district as to the time and place of pickup. This schedule usually arrives by mail from the district about one week before school begins. You must be registered at Crown of Life Lutheran School in order to get on the bus list. Transportation policy states that a student must be transported to the same location five days a week; this can be in the morning, afternoon or both.

The school district requires families to register their transportation needs with the school district. This form is found on the district website at www.isd197.org.

**(Go to Parents/Transportation/E-Forms/Non-public school bus registration form.)
This form needs to be filled out and returned to the school district office by
August 1.**

*If you are looking for someone with which to carpool, please contact the school office.
We will try to help you with names of others in your area.*

School Hours

School will begin at **8:00 am and end at 3:10 pm** every day for all grades, **Preschool through 8. School doors will open at 7:40 am for all students.** The school door used is the door by the flagpole. Please note these times so that your child is given enough time before school to get their backpacks unloaded and prepared for the day. We would also ask that you pick your child up promptly at the end of each day. **If you are going to be late dropping off or picking up, please call the school office at 651-451-3832.**

Before School Care

COL offers Before School Care from 7:00 am - 7:40 am, in the Fellowship Hall for students in KINDERGARTEN-8th Grade (at this time we can not support Preschool students in Before School Care.) Students should enter at the side door of the fellowship hall in the West parking lot. The cost is \$.10 per minute per child. Charges will be billed to your PaySimple account monthly, for the prior month's use.

After School Care

After School Care is offered Monday - Friday from 3:30 - 5:30 pm, except for Early Dismissal days. The cost is \$6.00 per hour per child. ASC may be used as needed. Charges will be billed to your PaySimple account monthly, for the prior month's use.

Currently we can not offer After School Care for Preschool aged students. This is due to staffing and licensure parameters. We will continue to look for ways to offer this service to families. Please continue to look for communication on this matter.

Before School Care/After School Care can only be offered if they are fully staffed. It is our intention to offer both services but there is always the possibility that staffing changes the ability to offer the program. Always be on the lookout for communication dealing with these programs.

Lunch and Milk

Our lunch program is provided through CKC Good Food. CKC offers these options: hot, cold, hot vegetarian and deli salad. Salad bar and milk is included with each lunch. The cost for lunch is \$4.75 each (includes milk); milk only is 75 cents. A Google form and lunch menu will be sent out from the office by the middle of each month, for parents to order lunches. **Lunch orders are due each Monday at noon, for the following week.** Please order for the entire month if you are able. Families will be billed for lunch/milk via PaySimple at the beginning of each month, for the previous month's orders. **NO POP IS ALLOWED FOR LUNCH.**

Physical Exams

Physical exams are required for students entering Kindergarten and those entering Grade 7 who are planning to be in sports. Proper forms for these were distributed in the 6th grade report cards and are also available at the school office. A new law is in effect for students entering the 7th grade. All 7th graders need TWO measles shots. If your child has had only one shot, he/she will need to receive another shot at this time. A good time to do this is during the 7th grade physical.

We look forward to seeing your child/ren at Crown of Life this fall!

In Christ,

Justin Vilski, Principal