



To: Parents or Guardians of Glenbrook Students  
From: Darden Gladney  
Date: 07-29-2019  
Re: 2019-20 Registration

Welcome back! We are happy to greet returning students and are issuing a special welcome to our new students. This school year begins for students on **Friday, August 09<sup>th</sup>**.

**Please read this letter in its entirety as there are items that must be completed prior to your child's entrance on Friday, August 09<sup>th</sup>.**

- 1.) A statement is enclosed showing the total amount due for your child (children) to begin school. Please review this statement closely and verify that it is the payment plan that you requested (10 month, 12 month or pay in full). If any changes are needed, please contact **Kim Floyd at 377-2135** as soon as possible. We will be using **Smart Tuition** again this year to collect tuition. If you are a returning family and have previously chosen to have your child's tuition automatically deducted from your bank account, it and the remainder of re-registration due will be deducted on **August 10, 2019. (Please note that in months thereafter the automatic deduction will be on the 1<sup>st</sup> day of each month)**. If you have chosen to mail in your payment to Smart Tuition, or plan to pay in full, you will need to pay this at **Glenbrook School in August. All new families will pay their August tuition at Glenbrook School and Smart Tuition will begin in September. All new families' statements reflect a 12 month payout. If you wish to change this, please contact Kim Floyd.** Please mail or bring your payment to the school by **Tuesday, August 6<sup>th</sup>** along with the enclosed Smart Tuition form, and **any registration paperwork not yet submitted**. If you are a returning family and wish for your Smart Tuition information to remain the same, simply write your name and no changes on the form. **On August 9<sup>th</sup> your child (children) will go directly to his or her homeroom if the registration process is complete.** Homeroom lists will be posted in the lobby and by the classroom doors. **If you have not completed the registration process, you will be required to come to the library and complete the necessary paperwork and/or payment before going to your child's homeroom.**
- 2.) Glenbrook School will offer the **Extended Day Program** again this year. The enrollment form for Extended Day is enclosed. If you have not completed this form and intend for your child to attend EDP please complete this form and your tuition will be adjusted accordingly. If your child attended the EDP Program last year the tuition amount is included on your statement. Please contact Kim Floyd to have this changed or adjusted.
- 3.) Please be advised of the Louisiana Immunization Requirements for Students in Accordance to R.S. 17.170 – Student Immunizations – Scope of Requirements for Sixth Graders or 11 year olds:  
Beginning with the 2009-10 school year and continuing thereafter, a student shall provide satisfactory evidence of current immunizations against meningococcal disease, and any other age appropriate vaccines, as a condition of entry into the sixth grade. Further, any student who has attained the age of eleven years and is entering a grade other than grade six shall provide satisfactory evidence of current immunizations against meningococcal disease or any other age appropriate vaccines as a condition of entry into that grade.  
At the time of registration, students must provide proof of immunization of the following vaccines: Tetanus Diphtheria Acellular pertussis vaccine (Tdap); two (2) doses of Varicella vaccine; two (2) Measles, Mumps, Rubella (MMR) vaccines; three (3) Hepatitis B (HBV) vaccines and one (1) Meningococcal Vaccine (MCV4). **Please submit a copy of your sixth grader or 11 year olds current immunization record no later than August 09, 2019.**

Schedule for 1<sup>st</sup> day of school, Friday, August 09<sup>th</sup> listed below:

**Kindergarten - Grade 6**

Students accompanied by their parent or guardian in grades K – 6 will meet with their teachers following the schedule listed below, based upon the first letter of their last name. For example if your child's name begins with "C" you will meet with teachers from 8:00 – 9:00 A.M.

7:50 – 9:00	Letters A-D
9:00 -- 10:00	Letters E – Mc
10:00 – 11:00	Letters Me – R
11:00 – 12:00	Letters S – Z

Elementary students will meet with their homeroom teacher first and receive their class schedule. You may bring your child's (children's) school supplies. The supply lists are on our website ([www.glenbrookschool.com](http://www.glenbrookschool.com)). Please label each item with your child's name. After visiting with each of your child's (children's) teachers, we ask that you take your child (children) with you so that teachers may have time to visit with other parents and students. Our first full day of instruction is **Monday, August 12th**.

**Grades 7 – 12**

7:50 – 7:55	Students arrive and go to first period
8:00 – 8:30	General Assembly in Gym (review student handbook)
8:30 – 9:00	First Period
9:05 – 9:35	Second Period
9:35 – 9:45	Break
9:50 – 10:20	Third Period
10:25 – 10:55	Fourth Period
11:00 – 11:30	Fifth Period
11:35 – 12:05	Sixth Period
12:05 – 12:30	Seventh & Eighth Periods

If you know of any qualified student who would benefit from the Glenbrook experience, please encourage their parents to visit the school and inquire about the enrollment process.

We look forward to another successful year at Glenbrook. We believe that communication between parents, students and teachers is vital in assuring student success. Please check our website at [www.glenbrookschool.com](http://www.glenbrookschool.com) regularly for updates on information pertaining to your child. If you have any questions concerning registration call, Kim Floyd or Ginger Davis at the school office.

Visit Glenbrook's website at [www.glenbrookschool.com](http://www.glenbrookschool.com) to view upcoming events:

**August Calendar**

August 1, 2019 – Newcomers Meeting – 6:30 – Glenbrook Multipurpose Building

**August 6, 2019 – August Tuition and student paperwork due**

August 7, 2019 – "Hot Dog! I'm Back at School" (Glenbrook families) - 6:30 - Glenbrook Multipurpose Building

**August 9, 2019 – First day of school for students**

August 9, 2019 - Football Scrimmage – Glenbrook VS. River Oaks

**August 12, 2019 – First full day of classes for students**

August 13 – 15 – Mini Cheer Camp – 3:00 – 5:00 PM

August 16, 2019 – Back to School