

# Glossary of often used terms at ILS

**ILS:** Straight up, this is Immanuel Lutheran School – Olivette

**Atrium:** When you walk inside the double set of glass doors of the WEST building, you will see a hallway slightly to the left, in front of you. This hallway with a very high ceiling is known as the atrium.

**Chapel:** This is our once a week (Wednesday mornings at 10:00am for JPS-K; 10:30am 1-8) worship service. All the students and faculty attend and it lasts about 1/4 hour. Our children learn to sit, to be respectful and best of all they hear about Jesus! Anyone is welcome to join us for these services.

**Eagle Eye News:** This is our weekly newsletter highlighting upcoming events and important reminders and is our main avenue for communication to our families. This is emailed to everyone, every Friday.

**East Building:** This is where our JPS (junior preschool) – 2<sup>nd</sup> grade classrooms, as well as Extended Care are located.

**Extended Care:** This is what we call our before and after care service. There is a separate sign up for this. You can sign up for the year as before care, after care or both. Drop in use is also available, however we do need parents/guardians to notify us by email that they need to utilize the service. You can pay for this through FACTS for your yearly commitment or your Family Portal App for Drop in charges.

**FACTS:** This is our tuition management system. Here you select a payment plan for tuition and extended care payments. Once you have selected a payment plan you will not need to ever do that again. If you wish to change which plan you have, just contact our Business Administrator, Connie Baur.

**Family Portal:** This is our student information system (a division of FACTS). We will be using the name **Family Portal**. This is where you will update any family information and access most any information to do with your student and their education at ILS including grades, homework assignments, attendance and the ILS Calendar. You will track your required service hours here as well.

**Fellowship Hall:** When you walk inside the double set of glass doors of the WEST building, you will see a hallway slightly to the left, in front of you (also known as the atrium). You will see a sign above a door on the left at the beginning of the atrium that says "Fellowship Hall" This is where many activities happen when we need a bigger space but not as big as the school gym. This is also where many church activities take place.

**JPS:** Junior Preschool. The class is available only for students who have turned 2. If a child turns 2 after Dec. 31st of the current academic year, then the child will need to wait to attend school until the following fall.

**LESA:** This is the Lutheran Elementary Schools Association. This organization supports the local Lutheran schools in many ways and hosts numerous events that help fund the Building Blocks program. LESA then uses this program to award yearly financial aid to families that apply (through the FACTS financial aid application) and qualify.

**PS:** Preschool. An overarching term for the classes of JPS - PreK. It can also refer to the specific class in which a child must be 3yrs old by July 31st before the school year starts in order to join the class. If they turn 3 after July 31st, then the child attends the Junior Preschool class.

**PSCE:** This stands for Parents Supporting Christian Education. This is our parent group; every parent or guardian with a child enrolled at Immanuel is a member, every teacher is a member, and anyone who wishes to promote Immanuel Lutheran School is a member. This group hosts various fellowship events as well as fundraisers for special projects.

**Required Family Service Hours:** At ILS we count on our families to help create an amazing learning environment. We want you to be able to connect with other parents and be involved in our ILS community to ensure that everyone's child has a memorable journey through ILS. Each family is responsible for serving 10 hours per school year. Any family member over 16 years old can serve these hours, parent, grandparent, siblings, aunts and uncles. These hours can include room parent, field trip chaperone, classroom events, as well as church events. Really anything where volunteer help is needed, can be counted towards your service hour requirement.

**West Building:** This is our main school building that is connected to our church building and holds our 3<sup>rd</sup> – 8<sup>th</sup> grade classrooms as well as the gymnasium.