



## **NEW FAMILY INFORMATION PACKET**

Welcome to Longview Christian School! This document will give you some vital information about how we function everyday here at LCS. Please read through it carefully and let us know if you have any questions.

### **FACTS:**

FACTS School Management Software gives you, the busy parent, the ability to get more involved in your child's academic progress and future success. All you need is an Internet-capable computer or smartphone.

FACTS provides the technology and communication so you can connect with your student and school easily and on your schedule. Check grades, pay for lunch, and stay in the know on everything going on at your school with FACTS Family Portal.

Through FACTS Tuition Management, parents can pay tuition and fees online and through automatic drafts, making it easier to afford a quality education for their children.

FACTS Grant and Aid Assessment provides a simple and effective tool to evaluate family financial need to allocate scholarships in a fair and equitable method.

### **Here's how to access our easy-to-use FACTS Family Portal:**

- First, you need to make sure that the school has your email address in FACTS. This is accomplished in the application process once the initial application is submitted and accepted.
- Next, go to [www.factsmgt.com](http://www.factsmgt.com) and click "Parent Log in".
- Click "FACTS Family Portal".
- Click "Create New Family Portal Account".
- Enter the District Code: LV-TX
- Type your email address and an email is sent to you.
- Click the "Click to change password" link. This link is only valid for 30 minutes.
- A web browser displays your Name and FACTS ID.
- Type a Username, Password and Confirm the password.
- Click "Save Password". A message displays at the top of the browser, "Username/Password successfully updated."
- You can now log into FACTS Family Portal using your new Username and Password.

### **Here's how to navigate in the FACTS Family Portal:**

- On the left side of the main screen are six tabs: School, Student, Family, Apply/Enroll, Resources, and Financial.
- Each of these menus has menu items under them and give you access to various information related to your family.

### **Or try to LCS Family Portal App!**

- In your app store, search for “Longview Christian School” and download the free app.
- Use the app to access the Family Portal. The log-in is the same on the app as it is on the computer.

### **LUNCH PROGRAM:**

At LCS we have an optional lunch program that families may choose to participate in. It is a prepaid program. This means you need to deposit funds into your lunch account (by making a payment in the office or online through FACTS), and then you can order lunch until the funds are depleted. Orders can be placed on FACTS Family Portal by following these instructions:

- Log into FACTS. Under Student, select “Lunch”.
- At the top of the page and click “Create Web Order”
- Enter the quantity next to each item you want to order. Pay special attention to which day for which you are ordering. You may order for the entire week or one day at a time.
- Scroll down to the bottom of the page to see the Grand Total. Click “Order Items”.

Students may also order a limited portion of items in the cafeteria at lunch time.

All students are welcome to bring their lunches from home. The lunch program is completely optional.

### **PICK-UP AND DROP-OFF:**

Students in grades Kindergarten – 12<sup>th</sup> are dropped off and picked up in the parking lot on the south side of the campus (on Lake Drive). Drop-off is from 7:30am to 8:30am, Monday - Friday. Pick-up is from 3:30pm to 3:45pm, Monday - Friday.

As a part of the enrollment forms you completed, you should have filled out a Restricted Pick-up Form. Anyone who authorized to pick-up your student must be listed on this form. The office will issue you several pick-up numbers for your car and the cars of other friends and family (K-8th only). Your number must hang from your rear-view mirror during pick-up. High school students may leave campus after school without a pickup number.

### **SCHOOL SUPPLIES:**

School supplies are provided by the parent at the beginning of the school year. A complete list of necessary school supplies by grade level is available at [www.lcseagles.com](http://www.lcseagles.com). Click on “Student Life” and then click on “Student/Parent Information.”

### LAND'S END:

Land's End is the main supplier of LCS polos and outerwear. You may also buy items from a variety of suppliers and have them monogrammed locally. Please refer to the official dress code for all the information regarding the LCS standards of dress. The following directions will assist you in purchasing your LCS apparel if you choose to order from Lands End.

- Go to [www.landsend.com](http://www.landsend.com)
- Click on the "Uniforms" tab near the top of the page.
- Click on the "Find My School" button.
- Search for LCS using the school name or enter the preferred school number (900156639).
- Logos will be applied to the shirts and outerwear automatically. Additional charges may apply.

It is important to watch for the best sales in order to reduce the cost of the LCS apparel. We try to keep our parents informed when online sales and specials are available throughout the school year.

### COMMUNICATION:

One of our top priorities at the school is excellent communication between the school and the parents. We communicate with our families in the following ways:

- **Email** – Email is our primary means of communication. It is very important that every parent gives us a working email address that they check at least once a day. We send "The Talon," an informational, newsletter style email once a week during the school year. All tuition and lunch statements are also sent by email. Progress reports and report cards are sent by email. All teachers communicate with parents via email at times.
- **FACTS Family Portal** – The calendar and announcements on the Family Portal gives important information.
- **Parent-Teacher Conferences** – At least once year, parents of elementary students will meet with the teacher to discuss progress and behavior. For JH and HS students, these meetings will occur upon teacher or parent request. Additional meetings may be requested as needed.
- **PTA Meetings** – Parent Teacher Alliance meetings are called from time to time. These meeting are used to discuss major changes or upcoming events. At least one parent from each family is expected to attend these meetings.