



**To: ALL PARENTS**

**From: THE ADMINISTRATIVE STAFF**

**Date: June 13, 2018**

**IMPORTANT! – Requiring Completion Upon Return to School**

Please take some time and carefully complete the forms and return them to school no later than **Monday, August 20.**

Any student arriving at school on August 27 not having the below forms will be asked to report to the office and will not be able to join his or her class until the completed forms are in the office.

**Please do not wait until the very hectic first day of school to drop your forms off.** The office will greatly appreciate it.

- Family Emergency Form (yellow):** This form is used by the office to update or confirm your current information and will be kept in the office for referral in case of an accident, illness, or other emergency, and a copy of this form will accompany students on field trips. Please fill out both sides.
- Family Directory Information Card (blue):** Each family will be provided with an STCS Family Directory at Back-to-School Night. Please complete the form as requested.
- Field Trip Permission Form:** Throughout the year, students will have the opportunity to walk to the Carmelite Monastery, Sacred Heart Retreat House, St. Joseph Center, and Story Park. We will notify you before they go.
- Release for Student (1 Per Student):** STCS may use your child's image, name, voice and/or work for noncommercial purposes. You also have the option to decline the release.
- Morning and After School Enrichment Agreement:** Please initial YES or NO if you would like to register your child(ren) or not.
- Permission to Walk Home:** Only applicable for grades 5 and up.
- Uniform Policy:** Acceptance of STCS' Uniform Policy for the 2018-2019 school year.
- Entrance to 7<sup>th</sup> Grade (Tdap):** All entering 7<sup>th</sup> graders must show proof of their Tdap vaccine.



## FOR YOUR INFORMATION

- **REQUIRED Reading for Summer Cover Letter:** TK – Grade 8. Grades 4 – 8 must write a book report and be prepared to pass a quiz by the 1<sup>st</sup> day of school.
- **Summer Reading Lists (blue):** TK – Grade 8
- **Back to School Donut Party for Summer Readers**
- **Supply Lists:** Please have your student arrive at school the first day with supplies
- **CKW School Uniform Price List:** Please make sure to label all your uniform pieces.
- **Year-At-A-Glance**
- **Ali Catering Hot Lunch Flyer**
- **Summer Office Hours**
- **Passive FUNdraising**
- **Used Uniform Sale**

All these documents will be available on our website:

[www.sainttheresecarmeliteschool.com](http://www.sainttheresecarmeliteschool.com)

We look forward to another great year supporting our returning and new parents and students!

Have a Happy Summer!

Miss Megan Duncan

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