



To: ALL PARENTS

From: THE ADMINISTRATIVE STAFF

Date: June 7, 2019

IMPORTANT! – Requiring Completion Upon Return to School

Please take some time to carefully complete the forms and return them to school no later than **Wednesday, August 14.**

Students with missing forms will be asked to report to the office and will not be able to join their classes until completed forms are in the office.

- Family Emergency Form (yellow):** This form is used by the office to record 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):** This form is used by the office to create the STCS Family Directory which will be distributed at Back-to-School Night. Please complete the form as requested.
- Field Trip Permission Form:** This form grants STCS teachers and staff permission to take students on field trips to the Church, Parish Offices, Carmelite Monastery, Sacred Heart Retreat House, St. Joseph Retreat Center, and Story Park. Because these trips occur several times throughout the year, this general permission slip helps to simplify the trip process. We will still notify you before they go on these trips. Please complete the form as requested.
- Release for Student (1 Per Student):** This form allows STCS to use your child's image, name, voice and/or work for noncommercial purposes. You also have the option to decline the release. Please fill out this form in its entirety, either acknowledging or declining the release.
- Morning and After School Enrichment Agreement:** This form is used to indicate whether you wish to enroll child(ren) in our daycare program. Please initial YES or NO if you would like to register your child(ren) or not.
- Permission to Walk Home:** This form allows your child(ren) to walk home at dismissal (only applicable for grades 5 and up).
- Uniform Policy:** This form gives information on what uniform is needed for each day. Please sign to acknowledge
- Entrance to 7th Grade (Tdap):** All entering 7th graders must show proof of their Tdap vaccine.



FOR YOUR INFORMATION

- REQUIRED Summer Reading Cover Letter
- Summer Reading Lists
- Back to School Donut Party for Summer Readers
- Supply Lists
- CKW School Uniform Price List
- Year-At-A-Glance
- Ali Catering Hot Lunch Flyer
- Summer Office Hours
- Passive FUNdraising
- Used Uniform Sale on June 14th
- 1st Grade Reading Assessment—NEW THIS YEAR!

All these documents will be available on our website:

www.sainttheresecarmeliteschool.com

Have a Happy Summer!

Miss Megan Duncan

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