

Dear Families,

It is hard to believe that we have only been out of school for a little more than a week! Attached to this introductory letter is important information regarding the coming school year. As you review the attached calendar, please make special note of **Wednesday, September 12**. This is the date of our annual **Parent Information Night (PIN)**. The purpose of this meeting is to provide you with an overview of the school year and detailed information about the school, your child's class, and will give you an opportunity to meet the staff. The following attachments are included with this email:

1. **Emergency Contact Form** – Please complete this as neatly and completely and be certain to sign the forms in all required places.
2. **Classroom Supply List** – Supplies should be brought to school during the first 2 days in the fall. Please note: this year, for your convenience, you may purchase the supplies by clicking the link for “Classbundl” <https://shop.classbundl.com/1824> Many schools are offering this service to parents as it is wonderfully convenient. This could help you and it will help our school. All the items you will need to purchase are listed and pictured. You do not have to buy everything from Classbundl, you can pick and choose what you want, and buy the rest on your own. Whatever you select, will be boxed and sent to your home, or you can have the box mailed to the school. Your child's name and class will be on the box, so we will be sure to give the supplies to your child on the first day of school. Please check out the link for this very convenient purchasing opportunity!
3. **Language Survey Form** – This assists our school in several ways including the receipt of additional resources and services.
4. **Medical Form** – This form must be completed by your child's doctor and submitted **before the first day of school**. Please note: if your child is not due for his or her annual physical until after the beginning of school, you are required to submit a note stating when the appointment will be. If your child is enrolled in Camp Grace, his or her medical will transfer. Attached to the medical form or on the form itself, there must be documentation of your child's **immunizations**. All children are required, by law, to receive a series of immunizations before entering school. **Documentation of ALL required immunizations must be submitted to the office by Friday, August 31st. Students who are found to be out of compliance will not be permitted to begin school until documentation of compliance is received.** (If you have already submitted the medical form and immunization information for your child, please disregard this information.)
5. **Uniform Information for Kindergarten – 8th grade students** – Dress uniforms are purchased through Land's End. There is a separate attachment which provides detailed information about the uniform requirements for the boys and the girls in grades K-8. **No uniforms are required for PreK-3 and PKA students.** We are using a new company for our physical education uniform. This is in an effort to save you money. Ordering information will be sent to you via a separate email as soon as it is available.
6. **Annual School Calendar** – Many of the recurring events, school closings, and other important information is listed on this calendar. **Please be aware that it is subject to change.**

Note to families of PreK-3 and K-8 Students: Your child's tuition contract and related fee information will be sent to you no later than **Tuesday, July 3rd**.

If you are experiencing any difficulties in accessing the information attached to this email, or if you have any questions, please email Ms. Louisa (Administrative Assistant) or call 718-721-4313. If you would prefer hard copies of the forms and information, we will send you everything via regular mail.

During the summer, the administrative staff works to prepare for the new school year. **The school summer office hours are 9AM to 1:00 PM, Monday through Thursday.** The school office is closed on Fridays. (The church/camp office is open Monday through Friday from 8:00 AM to 6:00 PM until August 17th.)

You will receive another email at the beginning of August which will provide detailed information about the first day of school and the schedule for the first week.

May you have an enjoyable rest of your summer!

Sincerely,

Mary E. Leake
Principal/Director