

Families,

At Christian Academy, we are excited about gathering students, teachers and staff on our campuses! This letter contains **important** information for **new and returning families**. Please read thoroughly, mark your calendar and then get back to your summer plans and enjoy your last few weeks. Please remember that our school website is a useful tool for information, especially the [English Station Elementary Documents and Links](#) page. Check it frequently as it will be updated often. There you will find:

- [Calendar](#)
- [Supply List](#)
- [Dress Code Guidelines](#)
- [Lands' End Uniform Information](#)
- [Shaheen's Uniform Information](#)

Additionally, the following are some things you need to know. Please complete the **required** forms in FACTS Family Portal for your child to begin school on August 10. The deadline for this collection of electronic FACTS Family Portal forms is **July 27**. Completion of these forms by **July 27**, will enable us to provide your child's teacher assignment and other important information. You can access these forms in [FACTS Family Portal](#) under Web Forms. Please complete forms on a computer and not on a smartphone or tablet device.

Please **THOROUGHLY** complete each form in this section for each student. Including parent signature and date at the bottom of the form. Be sure you click SAVE to ensure all information is captured.

REQUIRED TO COMPLETE PRIOR TO JULY 27

1. 2022-2023 Student Demographic Form
2. 2022-2023 Custodial Parent Demographic Form
3. 2022-2023 Student Medical Info
4. 2022-2023 English Station After-school Care (Even if use is Seldom/Never - See Below)
5. 2022-2023 CASS COVID Waiver
6. 2022-2023 Technology Agreement
7. 2022-2023 Bus Registration/Transportation Form (Optional)
8. 2022-2023 Grandparent Information (Optional)

Please remember the [requirements for immunizations](#) for ALL students in kindergarten-5th grades require the Hepatitis A vaccine. These forms come from your doctor and should be turned in to the school office or school nurse on or before your scheduled Meet and Greet.

Please **print and bring the following forms** to the Meet and Greet on Monday, August 8, and leave them with the teacher.

9. [2022-2023 School Policy Commitment Form](#) - Sign this form after reviewing the [Elementary Family Handbook](#).
10. [Medication Administration Release Form](#) (Form must be completed and accompany any medications being brought to the school nurse.)

NEW Students and Kindergarteners

Please review the following letters from the Health Room and provide a copy of the required paperwork by **July 27**:

- [New Students](#)
- [Kindergarteners](#)

Class Assignments

Completion of all “Web Forms” found in FACTS Family Portal serves as our primary source of information about your children, so please be thorough. **You must complete your WEB FORMS by July 27. Once you have fully completed your Web Forms, you will receive an email on FRIDAY, AUGUST 5, introducing your child’s teacher. These forms must be completed in FULL for your child to be able to attend school. If records are incomplete on August 5, we will hold your teacher assignment until you submit the forms. This includes the paper forms required for new and kindergarten families listed above.**

Meet and Greet

English Station Elementary **Meet and Greet** will be held on **Monday, August 8, for kindergarten-5th grade**. This is a time when students and parents visit the school to meet their teachers, turn in forms, drop off supplies and pick up any necessary information. Teachers will send out a signup genius for you to sign up for a time slot to visit the classroom between 8 a.m. and 12 p.m. There will be a few families visiting at a time so that the teacher can give you the attention that you deserve and begin to build a relationship with you and your child.

Drop Off/Carpool

The **First Day of School is Wednesday, August 10**, and **ALL** students should be dropped off in the elementary carpool line. **Parents cannot enter the building during this time.** Staff will be there to assist students as they enter school. We will ensure that all students reach their classrooms and have a great start to the day. Carpool maps will be provided in the back-to-school packet given to each student on Meet and Greet Day.

Kindergartners

Please note that kindergarten students attend for a **half-day on Wednesday, August 10; Thursday, August 11; and Friday, August 12**. Dismissal for kindergarten students will begin at 11:45 a.m. from the elementary carpool. This serves several purposes: it eases the students into the routine, shortens a long day and it gives us the opportunity to train them in carpool procedures.

After-school Care

For complete details, please [click here](#) and then complete registration in FACTS Family Portal (see Required Web Forms above). This form is required to be filled out by all families in case of emergency. Please contact the Elementary Office if you have questions regarding planned activities, schedule, etc. Please contact the Business Office with any financial questions.

PTO

Use your gifts and talents to **connect** with our school community! PTO has many ways for you to get involved.

[Click here](#) for volunteer opportunities, order this year's unique PTO tshirt, register for the Uniform Resale, order coupon books, register for Kroger Rewards and more!

You made it through the information! Enjoy the rest of your summer. May God bless you with health and safety! I look forward to seeing you and your children in August.

Blessings to you,

Mrs. Sara L. Osborne

Principal

Christian Academy School System

English Station Elementary