

## ELEMENTARY BACK-TO-SCHOOL REGISTRATION IS REQUIRED TO BE COMPLETED PRIOR TO JULY 25

Please promptly complete and electronically submit the required forms numbered 1, 2, 3, 4, and 5.

Please print 9 and 10, listed below, for each student. These two forms will be turned in to your teacher and school nurse.

Your child will not receive a class assignment or may not be able to start school without the proper documentation on file which includes immunizations (see below).

### **FACTS Family Portal REQUIRED Web Forms to be completed before July 25**

1. 2023-24 Student Demographic
2. 2023-24 Custodial Parent Demographic
3. 2023-24 Student Medical Info (K-12)
4. 2023-24 Technology Agreement
5. 2023-24 English Station After Care *(Must fill out even if use is Seldom/Never)*

### **OPTIONAL FACTS Family Web Forms**

6. 2023-24 KY K-12 Bus Registration
7. 2023-24 Grandparent Information
8. 2023-24 Elementary Fall Intramural

Contact Rebecca Mauzy, Assistant Athletic Director at [rmauzy@caschools.us](mailto:rmauzy@caschools.us) for remaining availability.

Confirm you have entered a **parent's signature and date** at the bottom of the web form where requested. Be sure you **click SAVE** to ensure all information is captured on the web form.

### **REQUIRED School forms to print - Please complete and bring to Meet and Greet Day**

9. [School Policy Commitment Form](#) - Sign this form after reviewing the **Elementary Family Handbook** found in FACTS Family Portal under Resource Documents. *Leave this form with your teacher on Meet and Greet Day.*
10. [Medication Administration Release Form](#) You must fill out this form if your child requires prescription medication to be administered by the school nurse. This form must be completed in full and accompany any medications needed. *Hand the form and medication(s) to the school nurse on Meet and Greet Day.* Please click [here](#) for specific guidelines regarding health room medications.

## NEW Students and Kindergarteners

Please review the following letters from our Health Room Nurse and provide a copy of the required paperwork listed (Birth Certificate, Preventative Well Check, and Immunization records) by **July 27. We must have all three of these completed documents and forms before we will release your teacher assignment.**

- [New 1st - 5th Grade Students](#)
- [Kindergarten Students](#)

Our school website is a useful tool for information, especially the [English Station Elementary Documents and Links](#) page. There you will find:

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

## Teacher Assignments

Completion of all "Web Forms" found in FACTS Family Portal serves as our primary source of information about your child so please be thorough.

***You must complete your REQUIRED WEB FORMS by July 25, in order to receive your teacher assignment. This includes health room documents required for new and kindergarten families. Once you have fully completed your Web Forms and turned in any needed documents, you will receive an email with your teacher assignment. This will be sent on August 2, 2023.***

## Meet and Greet Day

This is 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 a link to "SignUpGenius," an online reservation form, to sign up for a time slot to visit the classroom. The hours will be 8 a.m. - 12 p.m. There will only 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 your family.

- **1st - 5th Grade Meet and Greet - Friday, August 4** - Students and their families are invited to attend.
- **K Day Meet and Greet - Monday, August 7** - Kindergarten students and their parents are invited to attend (please no siblings).

## Drop Off/Carpool

**The First Day of School is Tuesday, August 8. Chapel is normally on Tuesday but there will not be Chapel on the first day of school so students will not need to wear their chapel uniform. ALL students should be dropped off in the elementary carpool line by 7:45 a.m. Classroom instruction begins at 7:50 a.m. Parents may not enter the building during this time. Staff will be available 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 and carpool tags will be provided in the back-to-school packet given to each student on their scheduled Meet and Greet Day.**

## **Kindergarten Schedule for the First Week of School**

**Please note that kindergarten students attend for a half-day on Tuesday, August 8; Wednesday, August 9; Thursday, August 10.** Dismissal on these days, for kindergarten students only, will begin at 11:45 a.m. from the elementary carpool line. This serves several purposes - it eases the students into the routine and shortens a long day while also giving us the opportunity to train them in carpool procedures. All students, including kindergarten, will **Stay a FULL DAY on Friday, August 11.**

*This modified schedule is for the first week of school only.*

## **After-school Care**

For complete details, [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.* Families are not charged a fee for signing up. A fee is charged only if the service is used. Please contact the Elementary Office for questions regarding planned activities, schedule, etc. Please contact the Business Office with any financial questions.

## **HELPFUL RESOURCES**

[Summer Reading Packet](#) - Be sure to participate in our summer reading program! Students can earn prizes for reading and turning in their packets.

[Summer Bucket List](#) - Our counselors encourage students to limit screen time and earn a prize!

[Elementary PTO](#) - Volunteer with the PTO, order your back to school spirit-wear t-shirt, sign up for Kroger Rewards, purchase coupon books, and more! Joining the PTO is a great way to connect with new families and serve our school.

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.

Partnering with you,

**Michael C. Chitty, M.A., M.S.**

*Principal*

Christian Academy School System

English Station Elementary