

Back-to-School Checklist

All forms listed below are available on our school website under “Permissions and Other Forms”

Item	Action	Due Date	Complete ✓
Student and Parent Information	Have you moved or changed your e-mail address over the summer? Please call the school office to update all your contact information. We must have a reliable number to reach you in case of emergency.	August 29	
Administration of Medication Form	Students who need to receive medication in ANY form, including over the counter meds (allergy, cough, pain relievers), must have a permission form and the medication provided in a Ziploc bag. All medication is stored in a locked cabinet and dispensed by the office staff as per the instructions on the form. This form may be downloaded from the “Permissions and Other Forms” section of the school website. ** Parents of students with life-threatening allergies have separate paperwork to complete which will be mailed directly to you.	September 7	
School Supply list - All Students	Purchase and label supplies for student grade level.	September 7	
Pick-up Permission - Nursery & Kindergarten	Complete the Pick-up Permission form and bring it in on the first day of school.	September 7	
Staggered Entry - Nursery, Kindergarten & Grade 1	Check the letter you received to find out the group your child is in for our staggered start. See the school calendar for which day your child is attending.	September 7	
Leadership Opportunities - Grades 5-8	Read the Leadership Opportunities handout. Interested students should submit a typed letter of interest to the leadership committee.	September 16	
Jr. High Handbook - Grades 7/8 Students	Read the grades 7/8 handbook, which can be downloaded from the website. This has important information about our program and expectations.	September 7	