

Back-to-School Checklist

All forms listed below are available on our school website under E-Update

Item	Action	Due Date	Completed ✓
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 at in case of emergency.	September 2	
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 is available to download on the E-update section of the school website. ** Parent who have students with life-threatening allergies have separate paperwork to complete which will be mailed directly to you. This form is on the website.	September 6	
School Supply list	Purchase supplies for student grade level. If you shop at Office Depot use our school ID: 80003999 and receive 5% off your purchase.	September 6	
Yellow Fee Assessment Form	Complete the form (both sides). Calculate the total amount and select a payment method. Include either post-dated cheques or a VOID cheque for automatic withdrawal. ** Remember to pay for the School Board fundraiser with a separate cheque.	September 6	
Funding at St. Ignatius School/ PAC Campaign	Please read the letter about Funding at St. Ignatius School. If you are a non-parishioner, submit post-dated cheques or a PAC form with a VOID cheque in the amount of \$1400 per student (\$700 for kindergarten). If you are a parishioner, reassess your parish contribution according to our guidelines. Parents are asked to contribute using PAC (pre-authorized payments). ** Please note that this payment is SEPARATE from the Yellow Fee Assessment sheet. **	September 6	
100 th Birthday Schedule of Events	2011-2012 is the 100 th Birthday of the School. A variety of events are occurring throughout the school year. Please mark your calendar and plan to attend in celebration of this momentous time. Visit the 100 th Birthday website at www.stignatius100th.com	September 6	
Nursery & After-Kindergarten Program	Complete the Pick-up Permission form and bring it in on the first day of school.	September	
Kindergarten Families	Please ensure that you have booked your first-day appointment for Wednesday, September 7. Call the school office (475-1386) if you have not already done so.	September 2	
Kindergarten & Grade 1 Families	Check the letter you received to find out if your child is in group A or B for our staggered start. See the school calendar for which day your child is attending.	September 2	
Grades 5-8 Students	Read the Leadership Opportunities Handout. Interested students should submit a typed letter of interest to the Leadership Committee.	September 12	
Grades 7/8 Students	Read the grades 7/8 Handbook – this has important information about our program and expectations. Please note each student is asked to attend (with a parent) a Grade 7/8 Orientation Meeting on Thursday, September 8 @ 6:00 p.m.	September 6	

