



Dear Parents,

I am RESENDING this email from a few weeks ago, as it has some very important info and I do not want it to get lost in my regular *Trinity Tribune* tomorrow.

All forms can be dropped off at the office next week between 8:00 and 3:00 Monday through Wednesday, or Thursday afternoon between 1:00-3:00 (we are closed Thursday morning for a school/parish staff retreat) or Friday morning from 8:00-12:00. PLEASE have all forms in before or on the first day of school! Mrs. Czyz has to sort and check off that forms are complete, and the sooner she can do this the better. And then the less hounding she has to do!!! Save her some time and energy and get your forms in!!

August 18th from 8:00-10:00 we will have Supply Drop-Off for students in grades K-8. During this time, you and your student(s) may go to their classrooms, drop off supplies and meet the teacher, bring forms to the office. Students and parents should enter the school by their assigned door (see below). The **first day of school will be August 21st** with an early dismissal at 1:00. We will have lunch but there is NO HOT LUNCH on the 1st day of school.

For our little ones, PK3 and Junior Kindergarten, August 21st will be Hello Visits. Students and parents may bring supplies and meet the teacher as well. We will start at 8:15 and end at 11:00. PK and JK students and parents will need to enter through the main office entrance this day since school is in session for other students. August 22nd will be the first full day of school for PK and JK.

The door assignments, for both drop-off and pick-up for the year are as follows:

PK3, JK and Kindergarten - Door 3 (middle set of doors off Ardmore)  
1st and 2nd Grades - Door 2 (west set of doors off Ardmore)  
3rd, 4th and 5th Grades - Door 4 (east set of doors off Ardmore)  
Junior High - Door 10 (courtyard doors just past the main office door)



Doors will be open at 7:50 each morning and will close at 8:00am. There will be someone to assist your children from the car on Ardmore each morning. **Please have students exit on the PASSENGER side only. No parent should ever exit their car on Ardmore.** If you wish to walk your student(s) to the door, you will need to park on a side street or parking lot and walk over. Ardmore Ave is a one way street heading west in the mornings. In the afternoon, Ardmore is completely blocked off and parents will have to walk to the door to pick up your student(s). This also is true for PK/JK 1/2 Day Dismissal, as the street is blocked off for recess.

Below is a list of **Health Requirements** for students in schools in the state of Illinois. ALL students must have a physical on file - grades PK, kindergarten and 6th grade need to be current. Please see below for a list of current immunizations required. Any student who will be participating in **Athletics**, must have a physical on file that is no more than a year old! All Illinois forms can be found online in a google search or they are linked below.

[Link for Illinois Health Form](#)

Students in kindergarten need a current **eye exam** on file and students in kindergarten and 2nd must have a current **dental exam** on file. Please see below for the date requirements.

[Link for Illinois Dental Form](#)

[Link for Illinois Eye Exam Form](#)

St. Elizabeth of the Trinity School can perform its best work with volunteers! Each family is required to do **20 hours of volunteer service** to the school. To track these hours, we will be using an online tracking system. Please take a moment to register your family in the system. <https://www.trackitforward.com/site/st-elizabeth-trinity>. All hours under 20 will be billed at **\$50/hour!**

And speaking of volunteering, in order to assist us when children are present, all adults need to be Virtus Compliant. Please see the attached Compliance Chart for instructions on how to either start your account or update it. A NEW



guidance was added in 2022 for all volunteers - Mandatory Reporter Training. So even if you have been volunteering forever, you will need to complete the Mandatory Reporter Training. (Don't worry - it only takes about 30 minutes and it is online!)

This year, in order to make our **calendar more accessible**, we have created a google calendar, that will be fluid as things change or are added. Please use the link below at any time to see what is happening in the coming weeks, months or even for the school year!

<https://calendar.google.com/calendar/u/0?cid=Y191bjJhbDRiNGkyN3FnYjM2MGlyN3U3YjlmZ0Bncm91cC5jYWxlbnRhci5nb29nbGUuY29t>

The 2023-2024 Family Handbook is now on our website, so please take a few minutes to read through it, especially the uniform section. In addition to the Handbook, there are several **forms** for families to complete for the first day of school (or bring during supply drop-off).

**If your child will be participating in Athletics, there are several forms REQUIRED before the 1st day of practice**, including a physical. Please see forms below. These forms are per ATHLETE not family member. If your child is participating in Soccer or Cross Country, these forms need to be turned in ASAP. Ms. Anderson, our new Athletic Director, will be checking them off next week.

Required Forms:

[Medical Information Form](#) (one per student)

[Pick-Up Authorization](#) (one per family)

[CANTS - Virtus Compliance](#) (one per volunteer)

[Technology Usage K-8](#) (one per family)

[Terms, Conditions & Acknowledgements](#) (one per family)

[Neighborhood Walking Permission](#) (one per family)

Optional Forms:

[Milk Order Form](#)

[Extended Day](#)



## School Medication Procedures

### Medical Authorization (for meds taken at school)

Athletic Forms (Grades 4-8 one PER athlete):

### Athletic Code of Conduct

### Athletic Agreement

Athletic Physical Form (6th graders can use the Illinois physical form required for all incoming 6th graders)

### Concussion Information