



2016-2017 Summer Information Packet Table of Contents

The Following Items Are Included As Paper Copies In Each Packet Unless Otherwise Noted:

Item Name	Due Back? (YES/NO)	Due Date
Table of Contents – <i>Clickable PDF Posted on CCS Homepage</i>	No	
Principal Welcome Letter – (Includes Student Placement Info.)	No	
<i>PowerSchool</i> Login Information	No	
<i>SchoolMessenger</i> Login Information	No	
Student Data Information Sheet	YES, if changes are necessary.	Aug. 15, 2016
2016-2017 Annual Calendar	No	
Signature Page for All Policies	YES, required.	Aug. 15, 2016
Arrival & Dismissal Placard	No, complete at home.	
Emergency Medical Card – (Yellow Card)	YES, required.	Aug. 15, 2016
Student Information Card – (White Card)	YES, required.	Aug. 15, 2016
Student Directory Form	No, complete at home.	Aug. 15, 2016
Food Service: Free/Reduced Lunch Information	YES, if you want to apply.	ASAP
Health Office Information: Health Questionnaire – (Kdg. Only)	YES, required for Kdg. only.	Aug. 15, 2016
Athletics Dept. Information – (7 th -12 th Grade Only)	No	

The Following Items Are on the CCS Website:

Item Name	Due Back? (YES/NO)	Due Date
Arrival and Dismissal Procedures: 468/486 , 150/500 , and 515/535	No	
CCS Home & School Association Information	No	
Community Service Information – (9 th -12 th Grade Only)	No	
Emergency Closing Information	No	
Food Service: A La Carte Menu Items	No	
Food Service: Meal Charging Policy	No	
Food Service: Menu and Payment Forms – August and September	YES, if applicable.	Aug. 15, 2016
Health Office Information: Letter from Nurses , Medications Policy , and Return to School Guidelines	No	
Healthy Snack Information	No	
Home-School Compact	No	
Student Code of Conduct	No	
Student Services Information	No	
Supply List for Your Child's Grade Level	No	
Uniform Scholarship Information	No	
Volunteering and Clearances Policy	No	
7 th -12 th Grade Course Schedule – (PowerSchool Login Required)	No	

1. **Bus information will be sent to your home address from your home school district. This information typically arrives about 1 week prior to the start of school.** Please note – changes to bus stops/routes take 2 weeks. If you've moved, please inform Mrs. Novak ASAP. If you live in the West Chester, Coatesville, or Downingtown school district and need to request a change in bus stop to accommodate your child care arrangements, the forms are available on the *Transportation* page of the CCS website. Districts need 2 weeks to process these requests. Please contact Mrs. Novak with bus related questions – snovak@ccs.us or 610-903-6368.

2. **Uniforms must originate from Flynn and O'Hara only.** *Flynn and O'Hara* is located in the Festival Shopping Center in Exton (610-594-1970). Uniforms may also be ordered online (www.flynnohara.com) or by calling 1-800-441-4122. **Students are expected to be in uniform on the first day of school.** CCS's Uniform Re-Sale Shop is open in the 500 Building, Monday-Thursday, from 9am to 3pm during the summer.

3. **For K-6th Grade Parents/Guardians New to CCS:** Please access the [CCS Family Orientation](#) video, created to assist families with the transition to the 2016-2017 school year. The video will be posted on our homepage (www.collegiumcharter.com) by July 25, 2016.