



**Family “Welcome to a New School Year”
Packet Pick Up Information
For students of grades K-8
(this does not include preschool or high school students)**

In an effort to provide families more flexibility to pick up or receive their child(ren)’s “back to school packet,” we have eliminated the traditional “packet pick up day” and have created “**Welcome Packet Pickup Week**” for school families. While we recognize that many school families enjoyed seeing each other together after a brief summer break, we also understood that the time/day was not always convenient for a significant percentage of school families, and many families would need to visit us the following week anyway.

In your child(ren)’s welcome packet, you will receive important school news and information, including your child’s homeroom assignment for the coming year. It is important that families pick up this information prior to the start of school, so that the first days of school go smoothly.

For picking up your family’s packet, the following two options are available:

- 1) First Option:** Visit the main elementary school office (3920 N. Leavitt) beginning Monday, August 15th through Friday, August 19th. The office hours are 8AM to 2:30PM daily. Family packets will be available from Mrs. Lawlor in the main office. Please understand that Monday, and the early morning hours may be our busiest, so please plan accordingly. The tuition office will also be open during these days/times for your convenience. Also, at least one parent/legal guardian must be present at time of pickup. **Please do not send other family members, babysitters or students to pick up the packets – we will not release them to anyone but the parent/legal guardian.**
- 2) Second Option:** Have the family packet mailed to you. Families who have turned in all required paperwork prior to Tuesday, August 9th and are in good financial standing, can call the office and request their packets to be mailed to a specific address. We will send packets in the mail on the afternoon of Friday, August 12th once the packets have been completely assembled. Please call 773-463-6797 and request your packet to be mailed with either Mrs. Marge Lawlor (ext 402) or Mrs. Christa O’Keefe (ext 400). You can also email Mrs. Marge Lawlor at Marge@stbenedict.com to request your packet to be mailed.

We hope that you will find these changes more convenient with your family’s schedule.

IMPORTANT NOTE: Welcome packets **WILL NOT BE ISSUED** if there is outstanding paperwork or outstanding financial obligations. Please refer the enclosed checklist for family obligations to ensure that your family is in good standing and so that your family’s welcome packet can be issued upon arrival.

ANOTHER IMPORTANT NOTE: Also, please note that all administration and faculty will be in orientation and professional development sessions that week (Aug 15 to 19th) of “packet pickup,” so if you need to discuss anything with an administrator or teacher, please set up an appointment prior to the 15th as they won’t be available for drop in appointments.

Finally, the school office is open all summer Monday through Friday from 8AM to 12PM. If you have any questions, please don’t hesitate to call us! Enjoy the rest of your summer!

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