



8-21-19

Welcome Trinity Elementary East Families!

We are off to a busy, but great start! I have just a few reminders for everyone.

Our doors will release at 7:45 each morning. Our teachers and staff do not have to arrive until 7:55, but usually arrive early for extra preparation for the day. Please keep your children with you until 7:45, even if you see the teachers and staff arriving before that time. Your cooperation and understanding are greatly appreciated!

All students must have a birth certificate and current immunization record in our school file. If you have not submitted such records to the school, please do so before August 30, 2019.

During the course of the school year, if your child/ren should need medication, you must fill out a medication authorization form. Trinity Catholic schools do not provide any medication whether oral or topical. You will need to provide medicine needed along with the authorization form, as well as specific instructions for administration. In the event that you need to fill out a form, please stop in the office at TEE, or ask for the form to be sent home with your child/ren.

Please feel free to call 225-9463 with any questions you may have.

In Christ,

Deanna Jilek

Administrative Assistant, TEE