



Est. 1959

St. Mark's

EPISCOPAL SCHOOL

Fort Lauderdale

Dear New St. Mark's Families,

Welcome to our St. Mark's community! We hope you are enjoying your summer and finding time to relax and have fun with family and friends. We are eagerly awaiting your arrival and would like your first year to be as welcoming and seamless as possible.

To better prepare our St. Mark's students for the upcoming school year, we wanted to share our summer material requirements and suggestions with you. We require summer reading for students in Middle School and strongly encourage summer reading for Pre-kindergarten, Kindergarten and Lower School students. The required and recommended summer reading materials can be purchased at Barnes & Nobles, 2051 North Federal Highway. Information on required reading can be found on the Academic page of our website at www.saintmarks.com

We also recommend Summer Bridge Books to reinforce essential math skills and concepts and have enclosed information about IXL, an interactive web based option for review of basic skills for Kindergarten through Grade 8. Eighth grade students will need to purchase the *Barron's Coop/HSPT/TACHS* test prep book.

Sometime during the summer, you will hear from our New Family Mentoring representatives, Kristin Gundlach and April Dial who will contact you and give your family a warm welcome to our St. Mark's Community. They will serve as wonderful support and resource to your family.

In final preparation for a smooth transition, you will find the necessary health and registration forms enclosed and ask you to please save the date, **Tuesday, August 16 at 9:00 a.m. in the Gym for Orientation.**

Should you have any questions or concerns, please contact me at 954-334-0149 or email twassmann@saintmarks.com. In the meantime, I wish you and your loved ones a restful and enjoyable summer!

Kind regards,

Tessy Wassmann
Director of Admission
Enclosures



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Dear Parents:

We know that getting ready for a new school year can be both exciting and hectic. Below is an explanation of Health Care forms **required** by the School Clinic **before** the start of school. Hopefully, this letter will help you get a "jump start."

All students for the 2016/2017 school year are required to have:

- **Family Emergency Information Form** on file in the clinic prior to the first day of school. A new form is required every new school year.
- **Authorization for Medication/Treatment Form** which must be signed by a Physician or Health Practitioner licensed to practice in the State of Florida in order to dispense any medication to your child, including over the counter medication. A new form is required every new school year.

All new students, Early Childhood, PreK, Kindergarten and Seventh Grade students must submit the following additional health documents:

- Copy of **Birth Certificate** OR copy of **Passport (New Students Only)**
- **Current Physical Examination Form (DH3040):**
This form is supplied by your physician or health care provider. The physical exam must be dated within 12 months of the first day of school. A parent must complete and sign Part One of this form. Photocopies are acceptable.
- **Florida Certificate of Immunizations Form (DH680):**
This form is provided by your physician with documentation for the following immunizations:

Immunizations Required for Early Childhood/Preschool

- Diphtheria-Tetanus-Pertussis Series
- Haemophilus influenzae type b (Hib)
- Hepatitis B Series
- Measles-Mumps-Rubella (MMR)
- Polio Series
- Varicella
- Pneumococcal Conjugate(**Early Childhood Only**)

Immunizations Required for Kindergarten – Grade 8

- Diphtheria-Tetanus-Pertussis Series
- Hepatitis B Series
- Measles-Mumps-Rubella (MMR 2x)
- Polio Series
- Varicella – (2 doses required for Kindergarten thru Grade 8)

Immunizations Required for 7th Grade Entry:

- Tetanus-Diphtheria Booster (Tdap)

Athletic Forms (Grades 5-8 Team Sports)

Prior to tryouts in August, the coaches will need:

- FHSAA EL2 Physical Form (requires Physician's signature)
- FHSAA EL3 Consent, Liability, Cardiac and Health Related Illness Acknowledgment

If you need additional copies of any of these forms, they are available on the St. Mark's website (www.saintmarks.com) and from the FHSAA website (fhsaa.org)

These forms are required according to Florida Law! We will be unable to allow your child to attend class without these documents.

EC and PK students will also receive an **Influenza Virus Acknowledgement Form** from the teacher or nurse at Orientation. This form will also need to be completed and returned to the Clinic.

For additional help we have also provided a "Clinic Checklist" in this packet. If you have any questions, please do not hesitate to contact the clinic at 954-563-4508 or email us at clinic@saintmarks.com.

We hope you have a wonderful summer and that this information is helpful to you, avoiding any disappointment at the beginning of the school year.

Sincerely,

Jami Kadiyar RN and Grace Serro RN

Please PRINT in BLACK INK
Please complete ONE form per family



St. Mark's
EPISCOPAL CHURCH AND SCHOOL

Office Use Only

Date _____

R.N. _____

FAMILY EMERGENCY INFORMATION

Student's Name _____ M/F _____ Grade _____ DOB _____

Student's Name _____ M/F _____ Grade _____ DOB _____

Student's Name _____ M/F _____ Grade _____ DOB _____

Family Address _____ City _____

State _____ Zip _____ Home Phone # _____

Mother's Name _____

Home Address _____

Home Phone _____ Cell Phone _____ Email _____

Business Name _____ Position _____ Phone # _____

Father's Name _____

Home Address _____

Home Phone _____ Cell Phone _____ Email _____

Business Name _____ Position _____ Phone # _____

Student's Physician _____ Phone # _____

Student's Name	Health Concern/Allergy	Symptoms	What should be done?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

This information will be released to St. Mark's faculty and staff as needed. No medication, including over-the-counter medications, will be given by clinic personnel unless a St. Mark's Medication/Treatment form **signed by both the physician and parent** is on file in the clinic. Any medication given must be listed on the form.

IN CASE OF EMERGENCY, in whose care may we release the child if parent(s) cannot be located?

Name	Home Phone	Business Phone	Cell Phone
_____	_____	_____	_____
_____	_____	_____	_____

Person(s) **not** permitted to remove child: _____

EMERGENCY RELEASE FORM

In the event a medical emergency arises during the time that a child is under the supervision of the staff of St. Mark's Episcopal School, every attempt will be made to contact the parent/guardian of the child or other authorized person immediately. In the event that a parent/guardian or other authorized person cannot be located, the form below will serve as authorization for a member of the St. Mark's Episcopal School staff to seek the necessary medical attention for the child.

I, _____, hereby authorize a St. Mark's Episcopal staff member to authorize medical care for _____, and/or _____, should the need arise, under the supervision of a physician licensed to practice medicine in the State of Florida.

Parent/Guardian Signature _____ Date _____

Three easy ways to return this form:

- (1) Fax to 954-563-0504, Attention: Main School Office
- (2) Deliver the form to St. Mark's Episcopal School Main Office
- (3) Mail the form to: St. Mark's Episcopal School at 1750 East Oakland Park Boulevard, Fort Lauderdale, FL 33334



NOTE:
This form requires a physician's signature.

AUTHORIZATION FOR MEDICATION/TREATMENT

Student's Name _____ Today's Date _____

Grade _____ Birth Date _____ Best Contact# _____

Allergies _____

Diagnosis _____

Mother's Insurance Carrier _____ Social Security # _____

Father's Insurance Carrier _____ Social Security # _____

MEDICATION DURING SCHOOL HOURS AND SCHOOL TRIPS

MEDICATION	CHECK ONE:		DOSAGE & ROUTE	FREQUENCY	SPECIFIC TIMES	SPECIAL INSTRUCTIONS/SIDE EFFECTS
	Yes	No				
Tylenol			p.o.			
Advil			p.o.			
Benadryl			p.o.			
Cough Syrup			p.o.			
Antacid			p.o.			
Anti-itch cream			topical			
Antibiotic ointment			topical			

TREATMENTS DURING SCHOOL HOURS AND SCHOOL TRIPS

PROCEDURE	TYPE	MEDICATION AMOUNT	FREQUENCY / SPECIFIC TIMES
Inhaler Treatment			
Nebulizer Treatment			
Blood Glucose Check			
EpiPen			

Any of the above procedures required for emergency care? Yes ____ No ____

If yes, please specify: _____

AUTHORIZATION FOR MEDICATION/TREATMENT

(continued)

List any limitations/precautionary measures that should be considered (e.g. physical education, outdoor activities, transporting, lifting, moving, special devices or equipment):

List any emergency precautions/health emergencies that should be anticipated for this student (e.g. allergy triggers, diabetic reactions, etc.):

Physician's Name **(Print)** _____

Physician's Signature **(Mandatory)** _____

Physician's Phone _____

Physician's Fax _____

Physician's Office Address _____ Date Completed: _____

PARENTAL PERMISSION FOR MEDICATIONS/TREATMENT

(To be completed by the student's Parent/Guardian)

I grant the nurse, principal, or his/her designee the permission to assist or perform the administration of each medication or treatment/procedure to or for my child as instructed by my child's physician at school or during school-related events. I hereby release the School and its employees from injury, loss, or damage resulting from the school's proper administration of medications or the treatment/procedures as prescribed by my child's physician as referenced in this authorization from or in separate prescription documents.

NOTE:

- Medications must be supplied in the original container (both over-the-counter and prescription). Ask the pharmacist to divide prescription medication into two completely labeled containers, providing one for home and one for school.
- Only medications/treatments authorized by a physician may be administered by school personnel.
- It is your responsibility to notify the school when there is a change in medication/treatment regimen.

Parent/Guardian Name **(Print)** _____

Signature of Parent/Guardian _____

Date Signed: _____

Home Phone: _____

Cell Phone: _____

Work Phone: **(include extension)** _____

Other numbers where you may be reached during school hours: _____

— Please complete **both sides** of this form. —

Three easy ways to return this form:

- (1) Fax to 954-563-0504, Attention: Main School Office
- (2) Deliver the form to St. Mark's Episcopal School Main Office
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Clinic Checklist 2016-2017

Please use this checklist as a personal reference for all required health forms for the 2016-2017 school year.

New Students (See grade level for specific documentation)

____ Family Emergency Information Form

____ Authorization for Medication Form – requires a doctor's signature

____ **New Students Only** – Birth Certificate or Passport (copy accepted)

____ **New Students Only** (DH3040 - physical and DH680 – immunization) from physician

PK1 - KINDERGARTEN

____ Current Florida Certificate of Immunization (DH680) (all immunizations must be documented)

- All immunizations must be documented
- **Kindergarten Only** – 2nd dose Varicella vaccine required by the State of Florida to enter Kindergarten

____ Current physical exam (DH3040)

Grades 5 - 8

____ **Grade 7 Only** - Current Florida Certificate of Immunization (DH680) with Tetanus booster (Tdap)

____ **All students wishing to play a team sport** - FHSAA Forms EL2, and EL3 (requires a doctor's signature)

For additional explanations, please see the Clinic Letter from our school nurses.

A+ School Supplies

Dear Parents,

We are so pleased to be working with you again for the 2016 - 2017 school year. Our names are Amy Leech and Fran Garnick and we own A+ School Supplies. It is our goal to simplify the ordering of your child(ren)'s school supplies. We offer a variety of supplies, easy on-line ordering, discounts, and free delivery straight to your child(ren)'s classroom for the first day of school!! When you are ready to order, please note the following:

- **Grade Specific Online ordering is now available.**
- Order online by going to www.apssfl.com, under the heading **order forms**, then type in your school code, lions.
- The Early Ordering Discount will run from today – June 24. Standard pricing will continue on June 25 until your deadline.
- **DEADLINE:** To guarantee that your supplies are delivered to your child(ren)'s classroom by Orientation Day, you must order by Sunday, August 7 @ midnight.
- You may also order by mail or scan using an order form which will be on our website. These can be found by going to www.apssfl.com, under the heading **order forms**, type in school code – lions. There will also be a link on your school's website. (Address and email will be on the order form)

DEADLINE: Sunday, August 7 @ midnight!

If you have any questions or concerns, please do not hesitate to contact us. We are always available and you will get top priority from one of the owners.

Thank you so much and we look forward to working with you, your administration, teachers, and students for the 2016 - 2017 school year.

Amy and Fran Owners,
A+ School Supplies

For more information, visit www.apssfl.com or call 954-592-4942

We take all your school shopping stress away!



St. Mark's
EPISCOPAL SCHOOL
Fort Lauderdale

2016-2017 Food Service

LUNCH

Daily food choices include a hot meal, fresh deli sandwiches, fresh cut fruit, an extensive salad/baked potato bar, and snackable lunches for Early Childhood. Lunches must be pre-paid either through the MEAL PLAN or by participating in the PRE-PAID DAILY LUNCH PROGRAM.

MEAL PLAN – ALL LUNCHES FOR THE ENTIRE YEAR

EC – PK3 3 Day Program	\$360
EC – Kindergarten	\$600
Grade 1 – Grade 4	\$725
Grade 5 – Grade 8	\$850

The food service program is billed on your student's school account. You will have the option to pay in full before the start of school, make two payments (August and January) or pay monthly for the 10 months August to May. By participating in the MEAL PLAN, you save approximately 10% on the cost of lunch.

PRE-PAID DAILY LUNCH PROGRAM

For those who like to purchase lunch occasionally, we offer a pre-paid daily lunch program. Ice cream is also available for those who only want to purchase ice cream on Fridays. We suggest an initial deposit of \$80 - \$120 depending on your student's grade level and the frequency with which they purchase lunch. Charges are incurred against their pre-paid lunch account each time your student purchases a lunch.

Daily Lunch Prices:	
EC – Kindergarten	\$4.00
Grade 1 – Grade 4	\$4.75
Grade 5 – Grade 8	\$5.50
Ice Cream	\$1.00
Parents and Guests	\$5.50

The Business Office will notify you by email or phone if your student's pre-paid lunch account is running low.

MORNING SNACKS – GRADES 5-8

During their morning snack break, students will be able to purchase snacks for \$1. If your child will be purchasing snacks, we suggest an additional \$50 be added to your pre-paid lunch account. Charges are incurred against their pre-paid lunch account each time your student purchases a snack.

Please sign up for the lunch plan that best suits your child's needs. Complete the other side of this form and return it to the School Office, send an email to dfitzgerald@saintmarks.com or sign up during orientation.

2016-2017 FOOD SERVICE REGISTRATION

Student Name _____ Grade _____

Student Name _____ Grade _____

LUNCH

Full Year Meal Plan

- Pay In Full (August)
- Two Pay (August/January)
- Ten Pay (August – May)

Pre-paid Daily Lunch Plan

- Lunch Deposit \$ _____
- Bring Lunch from Home

SNACKS (Grades 5-8 Only)

- Snack Deposit \$ _____
- Bring Snack from Home

Please sign up for the lunch plan that best suits your child's needs. For pricing, please see the other side of this form. Return this form to the School Office, send an email to dfitzgerald@saintmarks.com, or sign up during orientation.



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GIRLS: 2016-2017 SCHOOL YEAR DRESS CODE

PK1 – PK2

SHIRTS: Pique Polo Shirt in Red, White or Navy

BOTTOMS: ANY Shorts, Slacks, Skirt, or Skorts Navy or Khaki with school logo

PK3 – GRADE 2

SHIRTS: Pique Polo Shirt in Red, White or Navy with Embroidery

SKOOTER: Plaid #41 style 3631

GRADES 3 – 4

SHIRTS: Pique Polo Shirt in Red, White or Navy with Embroidery

SKOOTER: Plaid #41 style 3631

FULL DRESS: Polo Shirt in white, Skooter Plaid #41 style 3631, White SMES socks

GRADES 5 – 8

SHIRTS: Pique Polo, Red, White or Navy with Embroidery

Oxford Shirt, White with Embroidery – must be tucked in

SHORTS: Navy or Khaki with Patch (Shorts may not be shorter than 1 inch above the knee measured from the back crease of the knee)

SLACKS: Navy or Khaki with School Patch

FULL DRESS: White Oxford shirt, Skooter Plaid #41 style 3631, White SMES socks, and Navy Blazer with Logo Badge on Pocket

ALL STUDENTS

SHOES: K-4th grade: Low-top sneakers

GRADES 5–8: Sperry Top Siders (Bluefish style)

SOCKS: White or Navy with SMES Logo (ALL GRADES).

BELT: Brown, Black (Must be worn with bottoms that have loops)

BLAZER: Navy with Patch on Pocket (GRADES 5–8 Only)

GYM WEAR: Sold at PA School Store and Orientation

HOODIES: Sold at PA School Store and Orientation

All uniform items are available from **Debbie's Uniforms**,
located at 5525 West Broward Boulevard, Plantation, FL 33317.
Phone 954-581-1761. Online at debbiesschooluniforms.com



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BOYS: 2016-2017 SCHOOL YEAR DRESS CODE

PK1 – PK2

SHIRTS: Pique Polo Shirt in Red, White or Navy

BOTTOMS: ANY Shorts or Pants in Navy or Khaki with school logo

PK3 – GRADE 2

SHIRTS: Pique Polo Shirt in Red, White or Navy with Embroidery

SHORTS: Navy or Khaki Pull On with patch

PANTS: Navy or Khaki Pull On with patch

GRADES 3 – 4

SHIRTS: Pique Polo Shirt in Red, White or Navy with Embroidery

SHORTS: Navy or Khaki Pull On with patch

PANTS: Navy or Khaki Pull On with patch

FULL DRESS: White Polo, Khaki Pants, White SMES socks

GRADES 5 – 8

SHIRTS: Pique Polo, Red, White or Navy with Embroidery

Oxford Shirt, White with Embroidery – must be tucked in

SHORTS: Navy or Khaki with Patch

PANTS: Navy or Khaki with Patch

TIE: Navy/Red Stripe

FULL DRESS: Short- or long-sleeve Oxford Shirt, Khaki Pants, White SMES Socks, SMES Tie
Navy Blazer with Logo Badge on Pocket

ALL STUDENTS

SHOES: GRADE K–4: Low-top sneakers

GRADES 5–8: Sperry Top Siders (Bluefish style)

SOCKS: White or Navy with SMES Logo (ALL GRADES).

BELT: Brown, Black (Must be worn with bottoms that have loops)

BLAZER: Navy with Patch on Pocket (GRADES 5–8 Only)

GYM WEAR: Sold at PA School Store and Orientation

HOODIES: Sold at PA School Store and Orientation

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