



2014-15 Student Registration Forms
phone 860.386.4400
fax 860.386.4411
www.suffieldacademy.org

Letter from the Headmaster

June 10, 2014

Dear Parents,

As the summer begins we are now looking ahead to the 2014-2015 academic year. We will have a wonderful group of students on campus in the fall and look forward to all that lies ahead. As you can imagine, planning for a new academic year requires a great deal of information, and we are sending along a series of forms we need families to complete as part of the registration process. The full list of forms is outlined on the first page of enclosures, and all of this information is also available on our website under the current parents tab: www.suffieldacademy.org/parents.

I ask that you read, complete, and return these forms via email, regular mail, or fax as soon as possible—but **no later than July 31**—to Kim Goodwin in my office. Her contact information is on the next page. We will forward your forms to the appropriate people.

Most of the communication you will receive from the school in the coming weeks and throughout the year will be sent via email. As such, it is important that we have your correct email addresses and contact information on file. One enclosure in this mailing is a database verification form listing your child's student ID and all of your contact information. Please make any necessary changes to this form and return it as soon as possible. You will also notice in the enclosures that the student medical forms will be housed in an online database. There are many benefits to this change including less paperwork for parents to annually complete. You will be receiving additional information about academic schedules, textbook orders, and other logistics as the summer unfolds.

If you have any questions about developments on campus, please do not hesitate to contact me. In the meantime, I hope you have a wonderful summer.

Sincerely,

Enclosures



2014-15 Student Registration Forms
phone 860.386.4400
fax 860.386.4411
www.suffieldacademy.org

Registration Forms Checklist / Due July 31, 2014

PLEASE RETURN FORMS TO SUFFIELD ACADEMY VIA MAIL, FAX, OR EMAIL.

MAIL

Suffield Academy
Attn: Kim Goodwin
185 North Main Street
Suffield, Connecticut 06078

FAX

860.386.4411

EMAIL

forms@suffieldacademy.org

QUESTIONS?

Call Kim at 860.386.4400

REQUIRED REGISTRATION FORMS FOR ALL STUDENTS

- Database Verification Form (this form is sent to parents via email and regular mail, and is not located on our website)
- Medical Insurance Waiver/Enrollment Form for SA Students
- Health Forms (online at: www.suffieldacademy.org/healthcenter)
- Photo & Press Release Form
- Student Debit Card Forms
- Student & Parent Handbook Statement of Commitment
- Consent to Use Electronic Signatures Program

ADDITIONAL FORMS TO RETURN (IF APPLICABLE)

- 18-Year Old Letter (juniors and seniors only)
- College Counseling Form (seniors only)
- Athletic/Afternoon Program Choices (new students only)
- Car Registration Form
- Student Carpool Information Form
- Private Music Lesson Program Registration
- Laundry/Dry Cleaning Forms
- UPS Shipping Form

GENERAL INFORMATION

- 2014-2015 Academic Calendar
- Opening of School Pre-Season Calendar
- Dress Code Guidelines
- General Information for Boarding Students
- Driver Letter
- Football Candidates



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Letter from the Director of Health Services

June 10, 2014

Dear Parents,

We are pleased to announce that we are now using the Magnus Health Student Medical Record (SMR) to collect student health information for the upcoming school year. Magnus Health SMR is a secure and easy-to-use website for submitting health information.

You will receive an email the **second week of July (July 7-11)** providing your username/password to access your child's Magnus Health SMR account. You can easily complete and submit all of the requested information. Please remember:

- All requested medical information should be submitted directly to Magnus Health.
- You may receive email reminders from Magnus Health. Once you submit the information requested, the reminders will stop.
- You may contact customer support at Magnus Health SMR by phone (877-461-6831) or email (service@magnushealthportal.com)

All of the Health Forms for 2014 are currently available on the school website (www.suffieldacademy.org/healthcenter), as some of you may need access to these before you receive your Magnus login information. This might be the case for the required annual physical form or other forms that need to be signed by a physician.

In the coming school years, you will simply return to the Magnus Health portal and update the account(s) with any new information. You can always update your child's medical history. This is an exciting tool that will increase security while collecting and maintaining this information, as well as provide secure access to your child's information in the event of an emergency.

Please contact me at the Health Center at 860-386-4503 or by email at lkaplan@suffieldacademy.org if you have any questions about the health forms or the above process.

Sincerely,

Linda Kaplan, RN, MS
Director of Health Services



2014-15 Student Registration Forms
 phone 860.386.4400
 fax 860.386.4411
 www.suffieldacademy.org

STUDENT NAME _____

ID# _____

DATE OF BIRTH _____

Medical Insurance waiver/enrollment form for Suffield Academy Students

NAME OF STUDENT

First Name	Middle Name	Last Name	Date of Birth
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Suffield Academy requires that all enrolled students have insurance to cover emergency and other medical services that may be needed while they are at school. Suffield Academy offers an insurance package through the Student Insurance Division of the Mega Insurance Companies. This coverage is used by many independent schools, as well as colleges and universities. This Suffield Academy Insurance Plan is designed for students who do not have existing coverage. A description of the coverage is available online. Your child will receive an identification card and full description of benefits if you enroll in the program for the 2014-2015 school year. Our Health Center coordinates the interaction between health care providers and the insurance company.

The premium cost for the plan offered is **\$1,995** and it covers the ten-month period from August 15, 2014 through June 15, 2015.

If you have any questions, you may call the Business Office at 860-386-4400, or email kgoodwin@suffieldacademy.org.

If you already have medical insurance coverage that will cover your child's expenses while at Suffield Academy, and you have provided written documentation of that coverage (attach a copy of your insurance card to the Permission for Medical or Surgical Treatment form, or scan and email your insurance card), please check Box A, sign, and return this Waiver/Enrollment form.

If you cannot provide such documentation, you will be required to purchase the Suffield Academy Insurance Plan coverage. In order to enroll your child in the insurance program at Suffield, please check Box B on this Waiver/Enrollment form, sign the form and return it with your check (in U.S. dollars).

STUDENT HEALTH INSURANCE WAIVER/ENROLLMENT: PLEASE CHOOSE EITHER OPTION A (WAIVER) OR B (ENROLLMENT) AND SIGN THE FORM BELOW.

A: WAIVER (If you have existing medical insurance coverage)

As parent (guardian), I certify that the student listed above has medical insurance which will cover expenses incurred by illness or injury while attending Suffield Academy. I have provided a copy of the front and back of the insurance card, which will be on file in the Suffield Academy Health Center. I decline enrollment in the Suffield Academy Insurance Plan.

B: ENROLLMENT

If you do not have existing medical insurance for your child, you must enroll in Suffield Academy Insurance Plan. Premium cost is **\$1,995** (for coverage through June 15, 2015). Please enroll the above named student in the medical insurance program offered through Suffield Academy. I have enclosed payment in U.S. Dollars for the premium cost of the Suffield Academy Insurance Plan; I understand that the coverage will begin August 15, 2014, or when I pay the premium, whichever date is later. Please print this form and send it with payment to: **Suffield Academy, Attn. Kim Goodwin, 185 North Main Street, Suffield, Connecticut 06078.**

Parent or Guardian Name (please print and sign)

Date

[] BY CHECKING THIS BOX AND ENTERING THE STUDENT ID NUMBER ABOVE, YOU ARE E-SIGNING THIS DOCUMENT.



2014-15 Student Registration Forms
 phone 860.386.4400
 fax 860.386.4411
 www.suffieldacademy.org

STUDENT NAME _____

ID# _____

DATE OF BIRTH _____

Photo & Press Release Form

NAME OF STUDENT

First Name

Middle Name

Last Name

Date of Birth

I. PERMISSION FOR USE OF NAME AND PHOTOGRAPHS

The Marketing and Communications Office at Suffield Academy is responsible for the overall marketing of the school, which includes press about Suffield students. Toward that end, names and photographs of Suffield students are used on the school's website, in the Academy's alumni magazine, other school publications as needed, in regional and national magazines and newspapers, and in other forms of media, such as social media websites. In addition, the school creates certain administrative publications that include student names and addresses and parents' names and email addresses.

As parent or legal guardian of (student name) _____, I give permission to Suffield Academy to use the names, information and photographs of the aforementioned student for school advertising, marketing initiatives, administrative publications, and other similar purposes that are intended to promote Suffield Academy.

II. PRESS RELEASE INFORMATION

Please list the complete name and address of all of your local newspapers so we may share the good news about your child's honor roll achievements, athletic awards, and Commencement.

Newspaper Name _____

City _____ State/Country _____

Newspaper Name _____

City _____ State/Country _____

Newspaper Name _____

City _____ State/Country _____

Parent or Guardian Name (please print and sign here if you intend to use a printed copy of this form)

Date

CHECK HERE TO ACCEPT AND ACKNOWLEDGE PERMISSIONS TO USE NAME, INFORMATION, AND PHOTOGRAPHS OF YOUR CHILD IN SUFFIELD PUBLICATIONS, ADVERTISEMENTS, WEBSITES, AND NEWSPAPERS. OR...

CHECK HERE IF YOU DO NOT WANT YOUR CHILD'S NAME RELEASED TO LOCAL PAPERS.



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Student Debit Card Information page 1 of 3

All student charges and purchases other than tuition are made through the Suffield Academy Debit Card System. The Suffield Academy Debit Card is similar to a standard bank ATM card. While cash and checks are universally accepted for purchases and school charges, credit cards (Visa and MasterCard) are accepted in the Suffield Academy Bookstore.

The Suffield Academy Debit Card is the preferred medium of exchange for student purchases at the school. Similar to an ATM card, purchases and withdrawals can only be made as long as there is a sufficient balance in the account to cover the transaction. Each student is required to have a Suffield Academy Debit Card for school expenses and to present it at the time of a transaction. The card also serves as the student's official photo ID card. There is a charge of \$25 to replace a lost Debit Card. Your child's Debit Card will be valid throughout his or her years at Suffield Academy. The card is required for all student purchases and withdrawals.

Experience has shown that, with this system, students view the money in their account as their own and, for the most part, they demonstrate greater fiscal responsibility throughout the year than with open-ended charge privileges. This system will provide our students a valuable and realistic experience in handling money and will provide parents and guardians greater control over their child's miscellaneous spending.

The next page provides an explanation of each expense category for which the Debit Card may be used. Spending limits can be placed on selected expense areas. We recommend weekly or monthly restrictions in the Cash Bank and Snack Bar categories. Other categories involve purchases that are essential in nature or are small in size; therefore, restrictions are generally not used. On a monthly basis throughout the year, you will receive an itemized summary of the Debit Card activity. Be sure to complete the address portion of the Debit Card form so that the monthly statements are sent to the correct party. If your child is having trouble managing expenditures, please let us know and we can work with you to implement other controls and restrictions.

An initial deposit, received before July 31, 2014, is required to activate your child's Debit Card account by the beginning of the school year. Additional deposits may be made at any time throughout the year by sending payments to the Business Office.

Please fill out and return the Debit Card form with your initial deposit by July 31, 2014. Your cooperation in meeting this deadline will greatly facilitate our ability to service your child's needs in the opening days of school.

The financially responsible parent or guardian may ask questions about or make changes to the account by phone, mail, fax or email (email preferred) to:

Kim Goodwin
Suffield Academy Business Office
185 North Main Street
Suffield, Connecticut 06078
Phone: 860.386.4400
Fax: 860.386.4411
Email: kgoodwin@suffieldacademy.org

Student Debit Card Information page 2 of 3

EXPENSE CATEGORIES

Cash Bank: Periodic cash withdrawals for student spending money. There is a limit of \$50 per day, per student. May be used to dispense a weekly allowance. Even if you do not want to use the regular allowance feature, it is convenient to allow a small monthly cash limit in order to cover emergency cash needs. Cash Bank allowance that is not drawn carries over and accumulates from week to week.

Bookstore: Covers textbooks (not ordered online), school supplies, school clothing and logo memorabilia, phone cards, some personal toiletries and some athletic items.

Snack Bar: Operated in the Student Union for the convenience of the students; the snack bar sells such items as soft drinks, juices, bagels, sandwiches and ice cream.

Athletics: Required and optional athletic equipment sold through the athletic department; also covers uniforms and equipment which are lost, destroyed or not returned at the end of a season.

Student Activities: Includes the cost of transportation and entrance fees for trips and activities organized by the school.

Academic: Includes charges for testing (SAT, PSAT, AP) fees, tutoring, art materials, and other academic needs.

Health Center: Includes charges for health services, such as immunizations, diagnostic testing, prescription medications, and transportation for medical visits to off-campus providers.

Maintenance: Covers charges for replacing lost dorm keys and repairs for damage.

Extraordinary Cash: Covers cash required for special expenses or in sums larger than the cash bank limit. Authorization for the use of this category requires an advance telephone call or written (mail, fax or email) permission sent by you to the Bookstore (or Business Office) before funds will be released. Permission to release funds will be accepted only from the student's legal guardians.

ESTIMATES AND RECOMMENDATIONS FOR SPENDING NEEDS AND LIMITS

- Annual costs for required school supplies range from \$200 to \$400. Books for the fall term will be ordered online from one bookseller (www.mbsdirect.net).
- Graphing calculators for upper level math courses cost in the \$150 range.
- School sweatshirts cost about \$40, other shirts range from \$12 to \$30, hats cost about \$15, outer wear can cost up to \$70, computer software and hardware purchases are done by a special order arrangement.
- Given the above three parameters of the Bookstore business, we suggest that you make an initial large deposit for school year startup.

If there are insufficient funds in your child's Debit Account to cover a requested or required transaction, the system will not allow the transaction to occur until additional funds are deposited into the account.



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Student & Parent Handbook Statement of Commitment '14-'15 Academic Year

The summary of our guidelines, requirements, and suggestions for making your Suffield experience successful are captured in the *Student and Parent Handbook*. The handbook serves many functions, all of which contribute to helping students and parents understand how this community functions most successfully. This handbook:

- Describes the philosophical foundation of our community and explains our expectations of good citizenship;
- Guides parents in forming effective partnerships with the school;
- Helps students make good decisions;
- Serves as a reference to help parents and students navigate through occasional events (weekends, day leaves, setting up dorm rooms, etc.).

We do not expect that students or parents will remember every message and memorize every rule. Rather, understanding the handbook and living within its guiding principles requires three commitments:

- Reading for content and retention the sections on the academic program and citizenship;
- Reading for general understanding and information all other sections; referring back to these sections as circumstances require;
- Reading the handbook every summer, with both student and parent/s retaining a copy for continued reference.

The essence of Suffield is imbedded in healthy human relationships. The handbook does not seek to be a substitute for these; it seeks, rather, to describe them and foster them. Indeed, the handbook changes each year as we learn more and as our needs shift. Our philosophy in writing the handbook is to describe what we know works well for this particular educational community, with the goal of communicating those ideals in a way that students, faculty and parents can share and emulate.

Each year, the handbook is studied carefully by a number of faculty members and students, and alterations are made to its content. We believe, therefore, that it is critical for each student and parent to read the handbook each summer before beginning fall studies—including returning students and their parents. We want you to understand and embrace the underpinnings by which life at Suffield runs most successfully.

When you have finished reading the handbook and have had answered any questions that were raised for you, please sign the document "Statement of Commitment" and email, mail, or fax to the Dean of Students Office. The handbook is found on our website at suffieldacademy.org/students. No student will be allowed to register until this signed document has been received.

Cultivating and maintaining excellent relationships between faculty and students is the foundation of the Suffield experience. The *Student and Parent Handbook* provides the map for these interactions. We are glad that your family will be part of our community this year. Please call me with your questions regarding any aspect of life at Suffield.

Sincerely,

Gregory Lynch
Dean of Students



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phone 860.386.4400
fax 860.386.4411
www.suffieldacademy.org

STUDENT NAME _____

ID# _____

DATE OF BIRTH _____

Student & Parent Handbook Statement of Commitment '14-'15 Academic Year

We have read the 2014-2015 *Student and Parent Handbook* and are committed to abide by its guidelines, requirements, and spirit.

Parent or Guardian Name (please print and sign here if you intend to use a printed copy of this form)

Date

Student Name (please print and sign here if you intend to use a printed copy of this form)

Date

BY CHECKING THIS BOX AND ENTERING THE STUDENT ID NUMBER ABOVE, YOU ARE E-SIGNING THIS DOCUMENT.

Please email, mail, or fax this form before arrival to Kim Goodwin at kgoodwin@suffieldacademy.org. Our Student and Parent Handbook will be available on our website in July. No student will be allowed to register until this signed document has been received.

Suffield Academy
185 North Main Street
Suffield, CT 06078
Phone: 860.386.4499
Fax: 860.386.4411



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 www.suffieldacademy.org

STUDENT NAME _____

ID# _____

DATE OF BIRTH _____

Consent to Use Electronic Signatures Program

TO THE PARENT(S) OR LEGAL GUARDIANS OF STUDENTS AT SUFFIELD ACADEMY, CLASSES OF 2015, 2016, 2017 AND 2018:

As of June 1, 2012, Suffield Academy ("Suffield") began implementing an Electronic Signature Program. Under this system, parents and legal guardians of Suffield students sign certain forms by completing them electronically during the course of their child's time at Suffield Academy. These forms will be electronically retained by Suffield.

Participation in the Electronic Signature Program is optional.

To participate in the Electronic Signature Program, please read the following information carefully. If you have any questions regarding the Electronic Signature Program, please contact Patrick Booth, Chief Financial Officer at pbooth@suffieldacademy.org.

ELECTRONIC SIGNATURE PROGRAM: PARENT INFORMATION

Participation is optional. Suffield's Electronic Signature Program is designed to be an optional convenience for parents. You are not required to participate. A decision not to participate does not affect your rights regarding disclosure of school records or your access to those records. You can simply print out the attached forms and send them back to Suffield Academy, 185 North Main Street, Suffield, Connecticut 06078. However, we strongly urge you to consider the benefits of an electronic signature, including better data accuracy, and a "greener" approach to paper management.

You may withdraw your consent at any time. If you choose to participate in the Electronic Signature Program now, but change your mind later, you may withdraw your consent. Doing so will not result in the assessment of any fees. Please bear in mind that withdrawing your consent will not invalidate any documents you have previously signed electronically. To withdraw your consent, please contact the Suffield Academy Business Office.

You may obtain a paper copy of any document you sign electronically. If at any time you wish to receive a paper copy of any document that you have signed electronically, please call or email **Kim Goodwin 860-386-4400** or kgoodwin@suffieldacademy.org with your request.

Your consent applies only to certain documents. Your consent to participate in the Electronic Signature Program applies only to online forms (e.g. emergency medical treatment, field trip approval, re-enrollment contracts, plus others as they become necessary.)

You must inform Suffield Academy of any changes in your email address. To effectively participate in the Electronic Signature Program, you must agree to inform Suffield Academy promptly of any changes in your email address.

Consent to Electronic Signatures and Documents: By completing and emailing this consent form to **Kim Goodwin, kgoodwin@suffieldacademy.org** you are providing electronic consent to the use of electronic documents and signatures during your child's Suffield Academy enrollment.

Specifically, you are acknowledging receipt of this form and consenting to the use of electronic documents, email delivery of documents, and electronic signatures in any transactions involving you, your child, and their academic experience at Suffield Academy, including boarding and all extracurricular activities.

[] BY CHECKING THIS BOX, YOU AGREE THAT THE ADDITION OF YOUR CHILD'S STUDENT ID IN THE TOP RIGHT HAND CORNER OF ALL FORMS ACTS AS AN ELECTRONIC SIGNATURE ON ALL SUFFIELD ACADEMY FORMS.

NAME OF PARENT/S COMPLETING THIS FORM

First Name

Middle Name

Last Name

Parent or Guardian Name (please print and sign here)

Date



2014-15 Student Registration Forms
 phone 860.386.4400
 fax 860.386.4411
 www.suffieldacademy.org

STUDENT NAME _____

ID# _____

DATE OF BIRTH _____

18-Year-Old Letter

Dear Juniors and Seniors,

Suffield Academy has a unique partnership with parents, and the school believes in maintaining a strong line of communication with the parents of the community. Since parents are the individuals primarily responsible for major decisions in the lives of our students, our policy is that parents of students have the right to access any records concerning their child, including medical records. We also consider it our responsibility to inform a student's parents of any significant issue in the student's life, including any medical issue.

However, some students at Suffield Academy have passed their eighteenth birthday or will turn eighteen during the course of the school year. Although these students have become legal adults in the eyes of the law, Suffield Academy treats all of its students equally and expects all community members to adhere to the policies of the school. By signing below, you agree that Suffield Academy may continue to share with your parents all records concerning you that are maintained at Suffield, including medical records. If you have any questions, consult our Eighteen or Older Confidentiality Policy as it relates to Confidentiality of Medical Records in the *Student and Parent Handbook*.

Once you have read this policy, please sign and date on the lines below, and return it to Suffield. **Please note that this is required in order to be registered at the school. If your eighteenth birthday falls within the school year, you will need to sign an additional form on your birthday.**

 Parent or Guardian Name (please print and sign here if you intend to use a printed copy of this form)

 Date

 Student Name (please print and sign here if you intend to use a printed copy of this form)

 Date

BY CHECKING THIS BOX AND ENTERING THE STUDENT ID NUMBER ABOVE, YOU ARE E-SIGNING THIS DOCUMENT.



2014-15 Student Registration Forms
 phone 860.386.4400
 fax 860.386.4411
 www.suffieldacademy.org

STUDENT NAME _____

ID# _____

DATE OF BIRTH _____

College Counseling Office Authorization to Release Records (for seniors)

NAME OF STUDENT

First Name	Middle Name	Last Name	Date of Birth
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The intent of this authorization is to give consent to Suffield Academy to provide college admissions counselors access to a student's educational transcript(s) and letters of recommendation at the various collegiate institutions to which he or she applies. **School policy requires prior written and dated consent by the student AND a parent if the student is under 18 before school materials (including transcripts) can be mailed to colleges.**

I, hereby, give Suffield Academy permission to release my official high school transcript(s) and letters of recommendation for submission to colleges and universities. I understand that per school policy, all teacher and counselor recommendations are confidential and waive the right to access said letters.

*THIS FORM REQUIRES THE STUDENT'S SIGNATURE REGARDLESS OF AGE

*Student's signature: _____ Date signed: _____
(required for all students)

Parent's signature: _____ Date signed: _____
(required only for students under 18)

PLEASE RETURN THIS FORM TO:

Marlene Rusczyk
 College Counseling Office
 Suffield Academy
 185 North Main Street
 Suffield, Connecticut 06078
 Phone: 860-386-4452
 Fax: 860-386-4411
 Email: mrusczyk@suffieldacademy.org

[] BY CHECKING THIS BOX AND ENTERING THE STUDENT ID NUMBER ABOVE, YOU ARE E-SIGNING THIS DOCUMENT.

Suffield Academy Use Only: Entered on _____ Entered by _____



2014-15 Student Registration Forms
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fax 860.386.4411
www.suffieldacademy.org

Selection of Afternoon Activity for New Students

Dear Suffield Student,

In the enclosed *Student & Parent Handbook*, you will find Suffield's afternoon activity options. There are descriptions and restrictions for each option, so please read and consider them carefully prior to planning your athletic year. All students are required to participate in our formal afternoon programs each season, though there may be some exceptions which are noted in the handbook.

In preparation for the upcoming year, please complete this form with your athletic choices for each term. Keep in mind that you may make changes prior to the start of each term, if necessary, though I ask that you take the time now to consider your options carefully.

You may send your choices to me by mail, fax, or email to the addresses' or numbers below. Please remember to include your name and class year.

Drew Gamere '93
Co-Director of Athletics
dgamere@suffieldacademy.org
860-386-4481



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www.suffieldacademy.org

STUDENT NAME _____

ID# _____

DATE OF BIRTH _____

ENTERING GRADE (circle one): 12 11 10 9

Athletic/Afternoon Program Choices

NAME OF STUDENT

First Name

Middle Name

Last Name

Date of Birth

FALL INTERSCHOLASTIC OPTIONS:

- CROSS COUNTRY (BOYS)
- CROSS COUNTRY (GIRLS)
- FIELD HOCKEY (GIRLS)
- FOOTBALL
- SOCCER (BOYS)
- SOCCER (GIRLS)
- VOLLEYBALL (GIRLS)
- WATERPOLO (BOYS)

FALL NON-INTERSCHOLASTIC OPTIONS:

- SEASON OFF (Seniors Only)
- STAGE CREW
- SOLO

WINTER INTERSCHOLASTIC OPTIONS:

- ALPINE SKIING (COED)
- BASKETBALL (BOYS)
- BASKETBALL (GIRLS)
- DIVING (COED)
- RIFLERY (COED)
- SQUASH (BOYS)
- SQUASH (GIRLS)
- SWIMMING (GIRLS)
- SWIMMING (BOYS)
- WRESTLING

WINTER NON-INTERSCHOLASTIC OPTIONS:

- SEASON OFF (Seniors Only)
- SOLO
- COMMUNITY OUTREACH
- DANCE
- STAGE CREW
- FITNESS
- SNOWBOARDING

SPRING INTERSCHOLASTIC OPTIONS:

- BASEBALL
- GOLF (COED)
- LACROSSE (BOYS)
- LACROSSE (GIRLS)
- SOFTBALL
- TENNIS (BOYS)
- TENNIS (GIRLS)
- TRACK (BOYS)
- TRACK (GIRLS)
- WATERPOLO (GIRLS)

SPRING NON-INTERSCHOLASTIC OPTIONS:

- SEASON OFF (Seniors Only)
- STAGE CREW
- SOLO



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STUDENT NAME _____

ID# _____

DATE OF BIRTH _____

Private Music Lesson Program

NAME OF STUDENT

First Name	Middle Name	Last Name	Date of Birth
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The Music Department of Suffield Academy offers private lessons at all levels for voice as well as instruments. Lessons are offered once each week and students are expected to practice regularly. A year-round commitment is important for substantial growth.

In order to secure contracts with professional teachers, it is necessary for the Academy to commit financially to them in advance of the start of lessons. The cost of a full year of lessons is \$975 (24 lessons), payable in advance to Suffield Academy.

Students interested in scheduling private lessons should read the list of Student/Teacher Commitments below and fill in and sign the statement at the bottom, returning it with a check by September 10, 2014.

STUDENT/TEACHER COMMITMENTS

1. In the case of an unexcused absence from a lesson, the teacher will be paid and the lesson will not be rescheduled. **In the case of two unexcused absences, the student's parents and advisor will be notified and the possibility of discontinuing lessons discussed. If the number of these absences continues to four, parents and advisor will be notified again with the assumption that the student is not interested in lessons.** The teacher will be paid for the lessons missed, and any balance of payment returned.

2. In the case of an excused absence (i.e., sudden illness or emergency), the lesson will be rescheduled by the teacher if documentation is presented (a note provided by the school nurse or doctor). If the student is not able to come to school on the day of a lesson (due to illness), in addition to notifying the school, the teacher and the Music Department office must be notified directly and immediately.

It is the responsibility of the student to reschedule the lesson with the teacher. If proper notification does not take place, the lesson will not be rescheduled.

3. If a student cannot make a lesson for some other personal or school-related reason, and notifies the teacher at least 24 hours in advance, every effort will be made to reschedule the lesson. If the teacher cannot be reached directly, the Music Department must be notified at least 24 hours in advance.

PLEASE ARRANGE FOR PRIVATE MUSIC LESSONS AT SUFFIELD ACADEMY FOR:

Student Name	Instrument
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Please send payment for \$975.00 (payable in U.S. dollars to Suffield Academy) along with a copy of this form to Suffield Academy, Attn: Kim Goodwin 185 North Main Street, Suffield, CT 06078.

I understand and agree with the policies regarding private lessons.

Parent or Guardian Name (please print and sign here if you intend to use a printed copy of this form)	Date
---	------

[] BY CHECKING THIS BOX AND ENTERING THE STUDENT ID NUMBER ABOVE, YOU ARE E-SIGNING THIS DOCUMENT.



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www.suffieldacademy.org

The UPS Store 

SHIPPING BACK TO SCHOOL?

WE CAN HAVE YOUR BOXES DELIVERED
TO YOUR ROOM WHEN YOU ARRIVE!

CONTACT US FOR DETAILS
STORE2195@THEUPSSTORE.COM
860.871.7499

PLEASE PLAN AHEAD
WE MUST RECEIVE YOUR BOXES BY
AUGUST 27, 2014
IN ORDER TO PROVIDE THIS SERVICE



2014-15 Student Registration Forms
 phone 860.386.4400
 fax 860.386.4411
 www.suffieldacademy.org

Back to School Shipping In-Room Delivery (Order Estimate)



NAME OF STUDENT

First Name		Middle Name	Last Name
Street		City	State Zip Code
Country	Home Phone	Email	

ITEMS TO SHIP

	Box Weight (lbs.)	Box Dimensions (L x W x H)	Declared Value Insurance
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

IMPORTANT REMINDER: PLEASE PACK YOUR BOXES TO MEET PACKAGING GUIDELINES FOR UPS DECLARED VALUE COVERAGE!

- A minimum of 2" of cushioning around all sides of the box.
- Box should be able to withstand a drop from 3 feet high
- No shifting or movement of items within the box.
- Fragile items should be bubble-wrapped and double boxed.

Please plan ahead. We must receive your boxes by 8/27/2014 in order to provide In-Room delivery service.

Please complete information above and fax or email to The UPS Store. We will respond with the your pricing quote based upon weights and dimensions provided.

Phone: 860.871.7499 / Fax: 860.871.8186 / Email: store2195@theupsstore.com

Price _____ Signature _____

Card # _____ Exp _____

Card Type _____ Billing Zip _____ Security Code _____



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2014-2015 Academic Calendar

SEPTEMBER

Tuesday	2	Varsity Candidates Registration (by invitation) – 10:00 A.M.-12:00 P.M.
Friday	5	New International Students Registration – 9:30-11:00 A.M.
Friday	5	Remaining Seniors Registration – 9:30-11:00 A.M.
Saturday	6	Remaining Grades 9, 10, 11 Students Registration – 1:00-3:30 P.M.
Monday	8	Convocation; classes begin

OCTOBER

Friday-Saturday	10-11	Fall Parents' Weekend
Saturday	11	Extended Weekend begins – 5:00 P.M.
Tuesday	14	Extended Weekend ends – 7:30 P.M.
Wednesday	15	Classes resume

NOVEMBER

Monday-Friday	17-21	Fall Term Examinations
Friday	21	Thanksgiving Recess begins – 12:00 P.M.

DECEMBER

Monday	1	Thanksgiving Recess ends – 7:30 P.M.
Tuesday	2	Classes resume
Thursday	18	Winter Vacation begins – 12:05 P.M.

JANUARY

Sunday	4	Winter Vacation ends – 7:30 P.M.
Monday	5	Classes resume

FEBRUARY

Thursday	5	Extended Weekend begins – 12:05 P.M.
Monday	9	Extended Weekend ends – 7:30 P.M.
Tuesday	10	Classes resume

MARCH

Friday	6	Spring Vacation begins – 12:05 P.M.
Sunday	29	Spring Vacation ends – 7:30 P.M.
Monday	30	Classes Resume

APRIL

Friday-Saturday	24-25	Spring Parents' Weekend (Parents' Association Auction on Friday)
Saturday	25	Extended Weekend begins – 5:00 P.M.
Monday	27	Extended Weekend ends – 7:30 P.M.
Tuesday	28	Classes Resume

MAY

Thursday	21	Reception for Seniors and Parents followed by Dinner – 5:15 P.M.
Thursday	21	Baccalaureate – 8:00 P.M.
Friday	22	182nd Commencement – 10:30 A.M.
Sunday-Thursday	24-28	Spring Term Examinations for Grades 9-11
Thursday	28	Close of School for Grades 9, 10, 11 Students – 12:00 P.M.



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Opening of School Pre-season Calendar (August 30- Sept. 8, 2014)

Sat., Aug 30

4:00-7:00 P.M. Proctors Retreat begins (by invitation)–Student Union

Sun., Aug. 31

All Day Proctor Retreat continues at Camp Becket–Becket, Massachusetts

Mon., Sept. 1

Labor Day Offices closed
Evening Proctor Retreat concludes

Tues., Sept 2

7:00-8:00 A.M. Breakfast – Dining Hall
9:30 A.M. **Registration for Proctors**
10:00 A.M.- NOON **Registration for Varsity Athletes (by invitation)–Centurión Hall**
12:00-1:30 P.M. Lunch
12:00 P.M. New Parents' Information Session–Tisch Auditorium (library lower level)
1:00-1:45 P.M. Required meeting for athletes and coaches–Tisch Field House
2:00-5:00 P.M. Varsity Athletics Practice
5:30-6:30 P.M. Dinner
7:00-9:00 P.M. Required evening activities for athletes
9:00 P.M. Check-in/Day students depart
10:30 P.M. Lights out

Wed., Sept. 3

7:00-8:00 A.M. Breakfast
8:30-11:30 A.M. Varsity Athletics Practice
11:30 A.M.-12:30 Lunch
2:00-5:00 P.M. Varsity Athletics Practice
5:30-6:30 P.M. Dinner
7:00-9:00 P.M. Required evening activities for athletes
9:00 P.M. Check-in/Day students depart
10:30 P.M. Lights out

Thurs., Sept. 4

7:00-8:00 A.M. Breakfast
8:30-11:30 A.M. Varsity Athletics Practice
11:30 A.M.-12:30 Lunch
2:00-5:00 P.M. Varsity Athletics Practice
5:30-6:30 P.M. Dinner
7:00-9:00 P.M. Required evening activities for athletes
9:00 P.M. Check-in/Day students depart
10:30 P.M. Lights out

Opening of School Pre-season Calendar (August 30- Sept. 8, 2014) cont.

Fri., Sept. 5

7:00-8:00 A.M.	Breakfast
8:30-11:30 A.M.	Varsity Athletics Practice
9:30-11:00 A.M.	Registration for Remaining Seniors (Class of 2015)–Centurión Hall
9:30-11:00 A.M.	Registration for New International Students–Centurión Hall
11:15 A.M.-12:15 P.M.	Lunch
12:00-3:00 P.M.	College Counseling Meeting for Class of 2015–Tisch Auditorium (library lower level)
3:00-5:30 P.M.	New International Students–Mall trip (Optional)
3:30-5:30 P.M.	Varsity Athletics Practice
5:30-6:30 P.M.	Dinner–Student Union
6:30 P.M.	Dinner for Faculty and Class of 2015–Brewster Dining Room
6:30 P.M.	New International Students Orientation–Library
7:45-9:00 P.M.	Class of 2015 Leadership Program Meetings
9:00 P.M.	Check-in
10:30 P.M.	Lights out

Sat., Sept. 6

7:00-8:00 A.M.	Breakfast
8:30 A.M.-NOON	Required New International Student Orientation and Testing
8:30-11:30 A.M.	Varsity Athletics Practice
11:30 A.M.-12:45 P.M.	Lunch
12:30-3:30 P.M.	Varsity Athletics Practice
1:00-2:30 P.M.	Registration for All Boarding Students–Centurión Hall
2:30-3:30 P.M.	Registration for All Day Students–Centurión Hall
3:15-4:00 P.M.	Activities Fair (all students)–Tisch Fieldhouse
3:30-4:15 P.M.	New Parents' Information Session–Tisch Auditorium (library lower level)
4:30-5:30 P.M.	Reception for Parents–Gay Mansion
4:00-6:15 P.M.	New Student Orientation–Tisch Field House
6:00-7:00 P.M.	Dinner for students–Student Union and Terraces
7:00-8:00 P.M.	All School Ice Cream Social–Student Union and Terraces
8:00-10:00 P.M.	Optional Social Activities–Student Union and Terraces
10:00 P.M.	Check-in/Day students depart
10:30 P.M.	Lights out

Sun., Sept. 7

10:00-11:30 A.M.	Brunch
12:30-1:00 P.M.	Class meetings
1:00-5:00 P.M.	Annual Tiger Games
4:00-6:00 P.M.	BBQ–Terraces
7:30 P.M.	Day students depart
8:00-10:00 P.M.	Dorm meetings (boarding students/all rotating faculty)
10:45/11:00 P.M.	Lights out

Mon., Sept. 8

Classes begin; Special Schedule; Work Program Assignments begin; Dress Code in effect; Afternoon practice and meeting times will be announced.

7:00-8:00 A.M.	Breakfast
8:00-8:20 A.M.	Advisor meetings (Advisor Meeting Locations)
8:30-9:00 A.M.	Convocation–Second Baptist Church
9:10-9:40 A.M.	A Period
9:45-10:15 A.M.	B Period
10:20-10:50 A.M.	C Period
10:55-11:25 A.M.	D Period
11:30 A.M.-NOON	E Period
12:15-1:00 P.M.	Lunch
1:30-2:00 P.M.	F Period
2:05-2:35 P.M.	G Period



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Dress Code Guidelines

AS PUBLISHED IN THE 2013-2014 STUDENT & PARENT HANDBOOK*

Suffield Academy's dress code provides an essential element of a foundation for success. Students who enroll at Suffield should do so with the expectation that they will be asked to abide by the letter and the spirit of Suffield's dress code. The letter of the dress code is embodied in the guidelines below.

The intent of the dress code is to encourage appropriateness of dress for both boys and girls. Students should keep themselves clean and neat, and clothing should be in good repair. One key element of appropriateness is modesty in dress that is neither in bad taste nor distracting or revealing.

Note: Boys' and girls' formal dress applies to clothing worn during the class day (Monday through Saturday), within the academic buildings and quadrangle (south of Stiles Lane and west of Main Street).

BOYS' FORMAL DRESS

- A sport jacket with buttons (no zippers) and a formal lapel (not collar) must be worn at all times, except during the month of September.
- A tucked-in dress shirt and tie, a non-zippered turtleneck shirt/sweater, or mock turtleneck in good repair.
- Dress slacks, corduroys or chinos with hidden tailored pockets and no frayed bottoms; a belt is required for boys.
- Dress shoes and socks.

GIRLS' FORMAL DRESS

- A dress, which must extend to the knee. Dresses without sleeves must be accompanied by a sweater; footwear must be either dress shoes or styled sandals.
- A dress skirt, which must extend to the knee, with a buttoned, woman's blouse or woman's dress shirt; or turtleneck shirt/sweater; footwear must be either dress shoes or styled sandals.
- Dress slacks, corduroys, or chinos with hidden tailored pockets and no frayed bottoms accompanied by a woman's blouse or woman's dress shirt or turtleneck shirt/sweater.

Note: A dress shirt does not include rugby shirts, tank tops, short or long-sleeved polo shirts, flannel shirts, or any shirt with writing. Shoes that attach only between the toes are not permitted.

SATURDAY MORNING DRESS CODE

Students may choose between formal dress code and Suffield Spirit dress code from 8:00-11:15 A.M. on Saturday mornings, except when otherwise stipulated. Suffield Spirit Dress includes the following—visible Suffield regalia (athletic jersey or Suffield Academy clothing from the school's bookstore) above the waist in conjunction with formal dress for boys and girls. The intent of this dress code option is to encourage school spirit.

*Dress code is subject to change. Please refer to the 2014-15 *Student and Parent Handbook* when it becomes available in July 2014.



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General Information for Boarding Students

DORMITORY ROOM

Each student is provided with a desk, desk chair, wastebasket, bed and mattress, dresser, closet area, and window shades. Clothes hangers, desk lamps, towels, pillows, and bedding are the responsibility of each student, as are curtains, if desired.

PHONES

Suffield will provide boarding students with a live telephone jack and access to intra-campus calls, local calls, 911 service, all incoming calls and voicemail. Any long distance calls must be placed using a prepaid calling card (available in the Bookstore and elsewhere). **Each student must provide his or her own telephone handset.**

Cell phones are permitted but are not to be used or in the on position during school commitments. These include academic classes, athletics, art or music specials, meals, and daytime and evening study halls.

RECOMMENDED BELONGINGS

The following is a list of articles—other than personal clothing—students may want to bring to school. (Complete details on personal clothing appear in the *Student and Parent Handbook* but a copy of the current dress code guidelines is enclosed in this packet for new students.) If you plan to subscribe to the linen service, please disregard items that are preceded by an asterisk. All items you bring should be clearly marked with your name.

Boots	Blankets (1 or 2) (not electric)
Raincoat, hat	Pillow
Overcoat or parka	Bedspread
Flashlight	Washcloths
Desk lamp (no halogen lamps)	*Bath towels
Power strips (no extension cords)	*Sheets (long twin size)
Toiletry articles	*Pillow cases
Laundry bag/basket	Music system
Mirror	Small bookshelf

Please note: In order to comply with the State of Connecticut's fire code, the following equipment is **not allowed**—halogen lights, hot plates, hot pots, portable heaters, electric blankets, and any other appliance with an open coil. Microwave ovens and refrigerators are also **not allowed**. (Each dormitory is equipped with a television and microwave oven in a common area.) Monitors for gaming systems may not exceed 32 inches. In addition, personal mattresses must conform to specific fire regulations. Please contact us for further details, if necessary.

TRUNKS

Trunks and other baggage can be shipped to:

Student Name
Suffield Academy, 185 North Main Street
Suffield, Connecticut 06078

These should be sent prepaid during the last two weeks of August. To avoid being mislaid, they should be addressed to the student. We will store possessions in Brewster Hall until students arrive but cannot assume responsibility for their safety. Alternatively, we have contracted with the UPS Store for in-room delivery of personal possessions. Please contact them at 860-871-7499 for specific details.

BANKING SERVICES

Suffield Academy provides petty cash banking services as part of its Student Debit Card System. (See Student Debit Card Form for details.) A full range of banking services, including ATM, is available at First National Bank of Suffield, Webster Bank, or New England Bank—all located within walking distance of campus.



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Football Candidates: Junior Varsity and Varsity

Due to the nature of football, I would like all student athletes interested in playing football to attend the preseason football practices which begin September 3rd.

Unlike other sports, Suffield's football program is designed to have all football players practice together throughout the season, learning the same concepts and plays. Therefore, all players need to have the initial introduction to the program during preseason.

While all players will be learning the same body of knowledge, coaches strive to keep players of relative ability and experience together whenever possible. Most of preseason is spent learning fundamental techniques, as well as offensive and defensive formations. Players will not be in full pads until Thursday of the first week and will not engage in full contact drills until Friday.

If you intend to play football, please make every effort to attend the preseason practices, though players who cannot attend this preseason will be welcome to join the program after orientation.

If you have not done so already, please let me know of your intention to join the football team by calling me at (860) 386-4481 or you can email me at dgamere@suffieldacademy.org. In addition, if you have any questions or concerns, please give me a call.

Thank you,

Drew Gamere '93

Co-Director of Athletics



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E&R Laundry Service

Dear Suffield Academy Parents:

In the 2014-15 academic year, Suffield Academy and E&R—The Campus Laundry will once again partner to provide laundry services to all interested students to better meet our community's needs. Anyone who has been in academia for a number of years comes to understand certain realities about student life; in particular that cleaning rooms and laundering clothes and bed sheets have become low priorities for many students, given their increasingly busy schedules.

To help address this issue, E&R (providers of first-rate laundry service at Suffield Academy for years) offers two especially efficient and practical programs—Look Sharp and Just the Basics. **Because they are designed to allow students to make the most of their limited free time, we strongly recommend that you select one of these plans, which are currently available at discounted rates.** Additional details are provided in the attached brochure.

Sustainability Leaders: The Look Sharp and Just the Basics plans from E&R not only maximize your student's available free time and promote a clean and healthy dorm room, they also help to reduce the school's carbon footprint. Although the campus washers and dryers are relatively efficient, they cannot compare with the equipment at E&R's central laundering facility in terms of gas, electricity, and water usage. E&R makes it easy to register your student via their online order form. You may also phone, fax, or mail your registration information back to them. Please see the enclosed registration form and promotional materials for details on how to order. Registration for any E&R service should be completed no later than August 15th, 2014 to receive E&R's discounted rates.

Over the years, E&R—The Campus Laundry has demonstrated a proven track record of providing reliable, professional and top quality service to Suffield Academy students. We hope that you will consider subscribing to one of their service plans. If you have any questions, please contact E&R's School Customer Service Office at 1-800-243-7789. Please retain this brochure for your record of E&R's policies and procedures.

The chart below compares the benefits of each of the laundry service options:

FEATURES	Look Sharp	Just the Basics
Wash/dry/fold laundry; neatly folded and right-side-out.	✓	✓
Includes personal bed and bath linens (sheets, pillowcases, towels, face cloths, etc.) in addition to your clothing.	✓	✓
Launderable, button-down dress shirts and blouses are pressed and returned on hangers.	✓	✓
Gentle care washing, drying and pressing. *	✓	*
Skirts, dress pants and dress shorts, including khakis, returned pressed and on hangers. *	✓	*
Polo/Sport shirts returned pressed and on hangers. *	✓	*
Sweaters returned pressed and on hangers. *	✓	*
Professional dry cleaning and pressing. *	✓	*
Comforter and Blanket Cleaning Plan FREE: A \$70 Value *	✓	*

*Service available for an additional fee; see the following informational pages for more details.



INCREASE YOUR ACADEMIC ADVANTAGE Free Up Time with One of Our Great Plans!



A Healthy Lifestyle for Your Student

- Students, and therefore their clothing, can be exposed to potentially infectious bacteria throughout their daily activities.
- E&R has the exclusive distribution rights for BacStop™, a fabric sanitizer that is added to each load we wash.
- BacStop™ continues to eliminate a minimum of 99.9% of newly acquired infectious contaminants.

At E&R, we recognize that some students may be sensitive or allergic to common laundry detergents. Therefore, E&R uses neutral detergents and state-of-the-art cleaning technologies that are specifically designed to eliminate the potential of an allergic reaction to our finished product.

Gentle Care Processing vs. Dry Cleaning

- Over 70% of items that we return to students on hangers are laundered and dried with a gentle care process, then pressed.
- We launder all items that will get the same or better cleaning by using a gentle care laundry process vs. dry cleaning.

Leaders in Sustainability

Students who use E&R generate the following utility savings with every load of laundry we do (savings based on independent study performed by TDK Engineering):

86% Water Savings

64% Gas Savings

80% Electricity Savings



Should you require to cancel these services for the FULL ACADEMIC YEAR, you will receive a pro-rated refund, minus a \$69 operations cancellation charge, provided that you submit a written cancellation request that is received no later than Oct. 15th, 2014. Cancellation notices received after that date, but before Jan. 2, 2015 will receive refunds for the second semester only, minus the \$69 operations cancellation charge. There will be no refunds issued after Jan. 2, 2015.

Register online at www.TheCampusLaundry.com

Our "LOOK SHARP" Plan: \$899*

You'll love it!



- Wash/dry/fold laundry; neatly folded and right-side-out.
- Includes personal bed and bath linens (sheets, pillowcases, towels, face cloths, etc.) in addition to your clothing.
- Launderable, button-down dress shirts and blouses are pressed and returned on hangers.
- Gentle care washing, drying and pressing
- Skirts and dress pants, including khakis, returned pressed and on hangers
- Polo/Sport shirts returned pressed and on hangers
- Sweaters returned pressed and on hangers
- Professional dry cleaning and pressing
- Plus get our Comforter and Blanket Plan FREE: A \$75 Value

OUR MOST POPULAR PLAN!
Less than \$5 more per week!

In addition to wash/dry/fold service, dry cleaning, gentle care processing and pressing are provided at **NO ADDITIONAL CHARGE** with our Look Sharp Plan.*

Our "JUST THE BASICS" Plan: \$749*

For the more casual student



- Wash/dry/fold laundry; neatly folded and right-side-out.
- Includes personal bed and bath linens (sheets, pillowcases, towels, face cloths) in addition to your clothing.
- Launderable, button-down dress shirts and blouses are pressed and returned on hangers.

To avoid additional charges, we strongly encourage you to consider our "Look Sharp" Plan.** Below are some prices of commonly sent items with care labels that often require gentle care or dry cleaning:

• Sweater	\$8.47	• Skirt	\$8.47
• Pants	\$8.47	• Blazer	\$8.47
• Dress	\$13.92	• Tie	\$5.45



* Plans are designed for individual use only. Sharing of plans between students constitutes immediate forfeiture of service with no refund provided.

** Our policy is to return it to you clean, whenever we can, regardless of which plan you have purchased. With our "Just the Basics" Plan, a credit card is required to be on file for payment of additional monthly charges for items not included in your service plan. Though you might wash and dry everything at home, garment care labels often call for gentle care (i.e., cold water wash/tumble dry low) and/or dry cleaning. As a professional cleaner, we have an obligation to follow a garment's care label. For example: We dry clean all sweaters; All fleece requires gentle care washing. Certain styles of Under Armour™ type performance gear and yoga style leggings require gentle care. These items incur additional charges under our "Just the Basics" Plan.



Five Easy Steps To Great Service

STEP 1. Sign Up For Service

Register for service by August 15th for our best prices. Whether registering online, via phone, fax or postal mail (see below) please be sure to provide us with both a student and guardian email address; we'll use it to communicate with you and your student at various times throughout the school year. After signing up, you will immediately receive an Order Confirmation e-mail. Should you fail to receive it, please check your spam filter first, then send an email to info@eandrcleaners.com and we'll re-send it.



STEP 2. Pick Up Your Laundry Bag

If you sign up by August 15th, your personalized laundry bag will be waiting. We'll be on campus during student registration so that you may pick up your personalized laundry bag and any rental linens. (We'll send you an email with exact date, time and location, so be sure to provide a valid email address.) If you miss us, your bag will be delivered to your dorm prior to our first pick up.

STEP 3. Fill Your Laundry Bag With Dirty Clothes

You may send one bag of laundry to be cleaned each week. You must send laundry in your E&R bag only, which is personalized with your name and customer number. This allows us to track the bag from pickup to delivery.

All processing is done in our state-of-the-art facility by personnel who have decades of experience in all areas of our operation. Because we control 100% of the work, you can count on us to be 100% responsible for making sure that everything is done right. We videotape all of your clothing when we unpack it to wash, and again as we fold it and put it back in your bag for delivery so there is no need to label.

We carefully read all care labels and inspect all clothing to determine what can go through our wash/dry/fold process vs. what needs gentle care or dry cleaning so there is no need to pre-sort your dirty clothing. With our "Just the Basics" plan, any items that we determine to need gentle care or dry cleaning will incur additional charges and we require a credit card to be on file for the billing of monthly charges. If you purchase our "Look Sharp" plan, all dry cleaning and gentle care is provided at no additional charge.

STEP 4. Leave Your Bag At Our Drop Off Location

At Suffield Academy laundry is picked up and dropped off on Tuesdays and Fridays every full week that school is in session during the academic year. Dirty clothes dropped off on Tuesday are returned clean on Friday; dirty clothes picked up on Friday are returned clean on Tuesday. You have the option of choosing the day that is most convenient for you. You must drop your dirty clothes in our on-site laundry room next to the Senior Lounge by 8:00 am on Tuesday or Friday; clean clothes will be delivered back to your dorm Tuesday or Friday afternoon.



STEP 5. Relax

Clean laundry, including any hangered items, is delivered back to your dorm. *One less thing to worry about!*

To Order Register Online at www.TheCampusLaundry.com
 Phone Orders: 800-243-7789, Press 1 (Inside the U.S.) Postal Mail: E&R - The Campus Laundry
 603-627-7661, Press 1 (Outside the U.S.) 80 Ross Avenue
 Fax Orders: 603-627-7644 Manchester, NH 03103-9962

To Reach Customer Service
 Once you place your order, our Customer Service Department is available to answer any questions that you or your student may have. Customer Service can be reached at info@eandrcleaners.com or via telephone at 800-243-7789, Ext.713 and Ext.714.



Our laundry bag design holds your clean clothes neatly in place without plastic shrink wrap, cardboard or paper.

The latest technologies allow us to send emails and text reminders to your student.

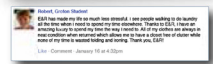


Our Facebook page is a popular way to communicate with many of our parents and students.



I'm YERC (Your Environmentally Responsible Cleaner)

facebook
Facebook.com/EandRLaundry



WIN GREAT PRIZES WIN FREE SERVICE WIN COOL SWAG



Register online at www.TheCampusLaundry.com

"Look Sharp"
\$899
(*650)

OUR MOST POPULAR PLAN!
Less than \$5 more per week!

(Order now and save! Price increases to \$934 after 8/15/14. All pricing is for the full academic year.)

In addition to wash/dry/fold service, dry cleaning, gentle care processing and pressing are provided at NO ADDITIONAL CHARGE.

ADDITIONAL PLANS

"Fresh" Comforter & Blanket Cleaning - FREE
(*655) We'll clean your own comforter and/or blankets up to five times during the school year. (FREE with "Look Sharp" plan)

"Fresh" Bed & Bath Linen Rental Plan - \$150
(*654) Four (4) Flat sheets, two (2) pillow cases, and six (6) large (24" x 48") top quality bath towels to use and send for cleaning as needed.

"Fresh" Towel Rental Plan - \$80
(*653) Four (4) large (24" x 48") top quality bath towels to use and send for cleaning as needed.

"Just The Basics"
\$749
(*652)

(Order now and save! Price increases to \$784 after 8/15/14. All pricing is for the full academic year.)

Payment Method: MASTERCARD VISA DISCOVER

CARD # _____

EXP. DATE _____ CCV# * _____

NAME OF CARDHOLDER (PLEASE PRINT) _____

SIGNATURE _____

ADDITIONAL PLANS

"Fresh" Comforter & Blanket Cleaning - \$75
(*655)

"Fresh" Bed & Bath Linen Rental Plan - \$150
(*654)

"Fresh" Towel Rental Plan - \$80
(*653)

A credit card is required to be on file and will be billed for any gentle care, dry cleaning and/or missing rental linens.

STEP 1 – STUDENT INFO (PLEASE PRINT)

- ➔ Did This Student Attend Suffield Academy Last Year (2013-2014)? YES NO
- ➔ Did This Student Use E&R - The Campus Laundry at Suffield Academy Last Year (2013-2014)? YES NO

STUDENT NAME (AS REGISTERED AT SCHOOL) FIRST/LAST _____ YEAR OF GRADUATION _____

STUDENT CELL PHONE / CARRIER (AT&T, SPRINT, ETC) _____ STUDENT EMAIL _____

STEP 2 – BILLING INFO (PLEASE PRINT)

PARENT OR GUARDIAN (FIRST/LAST) _____

BILLING ADDRESS (STREET) _____

CITY _____ STATE _____ ZIP _____ COUNTRY _____

PARENT/GUARDIAN PHONE _____ PARENT/GUARDIAN EMAIL _____

STEP 3 – PAYMENT METHOD: MASTERCARD VISA DISCOVER -or- Check (Make checks payable to E&R Cleaners) -or- Cash

NAME OF CARDHOLDER (PLEASE PRINT) _____ SIGNATURE _____

CARD# _____ EXP. DATE _____ CCV# ** _____

If purchasing our "Just the Basics" Plan and paying by check or cash, a credit card is required to be on file for the billing of incidental charges. Please provide your credit card information in one of the two places provided above.

FOR OFFICE USE ONLY Bag# CS _____ Check # _____ Cash \$ _____

** Last three digits of the number in the signature section of your card



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phone 860.386.4400
fax 860.386.4411
www.suffieldacademy.org

Julie's Laundry Service

Dear Suffield Academy Parents and Students:

First we want to give a very special thanks to Suffield Academy for giving us the opportunity to serve all your laundry needs. We appreciate and value our relationship with Suffield Academy and we are proud to celebrate 29 years in business since 1985.

As a reminder, our fabric laundry & garment bags are color coded to your dorm. Therefore do not use your old bags from previous years. Please sign up early and we will obtain dorm assignments as they become available from Suffield Academy to prepare your welcome package. Our phone number is printed on the laundry and garment bags. Please call us if there are any questions or concerns. For the parents who will be visiting at registration or during the school year, please don't hesitate to call on us for any laundry or dry clean services done. We are local and only 10 minutes from campus. We hope you and your family have a wonderful summer. We look forward to serving all your laundry needs. See you at registration.

Sincerely,
Julie & Staff

Suffield Academy Students Laundry Plans Julie's Laundry Service at Suffield Academy since 1991

- Sign up by phone, mail or email prior to August 15, 2014 and you will receive your welcome package of 2 fabric laundry and 2 garment bags at registration. These 4 bags are yours to keep, no need to return them at the end of the year. We accept checks, credit cards or cash payments.
- Julie's Cleaners will be at registration on September 2nd, 5th, & 6th, 2014 for a meet and greet, and to answer any questions or concerns you may have.
- First pick up is Monday 9/8/14 and last deliver back is last day of school 5/28/2015. We pick up at the Student Union Locker Room and we deliver back to your dorm on both Mondays and Thursdays. This is special arrangement for the Varsity Candidates and Proctors since they arrive to campus earlier.
- We offer free minor sewing service and special laundry needs.
- Julie's are very honest. Over the years we have found and returned many wallets, keys, MP3s, cell phones, credit cards, cash and other valuables to their owners.
- Refund policy for early termination of laundry Plans #1, #2 & #4 is to convert to Plan #3. You will be charged \$450.00 or your itemized usage whichever is more. No refunds for Plan #5. No refunds for violators who put other people's laundry in their bags. There are no refunds after January 1st, 2015.
- We process each student's laundry individually and with care. Sorry, we do not hand wash nor air dry. We are not responsible for any lost articles, unstable dyes or garments that do not hold up in the cleaning process. We appreciate your understanding and cooperation.

PLEASE SEE REVERSE SIDE FOR DETAILED PLAN INFORMATION AND FORM.

Julie's Laundry Service

919 Enfield Street (Rt. 5) Enfield, CT 06082 phone (860) 745-4522 cell (860) 394-8051 www.juliescleanersct.com

PLEASE RETURN THIS FORM TO THE ADDRESS ABOVE OR BY EMAIL: INFO@JULIESCLEANERSCT.COM.

Suffield Academy Students Individual Laundry Account Sign-up Form 2014-2015 School Year (9/8/2014-5/28/2015)

Student Name: _____ Billing Person: _____
Dorm: _____ Address: _____
Grade: _____
Phone: _____ Phone: _____ Email: _____
Email: _____ [] Check enclosed. \$ _____
Please make checks payable to Julie's Laundromat & Cleaners
[] Discover, Mastercard & Visa
_____ Expires: _____

There are **5 plans** to choose from. Each plan includes 2 Laundry Bags and 2 Garment Bags, except Plan #5. The bags are yours to keep. There is no extra charge if you take them home in May.

- [] **Plan #1: \$745.00**
 - Wash-Dry-Fold and Hang. (Clothing, blankets, sheets and towels.)
- [] **Plan #2: \$885.00**
 - Wash-Dry-Fold and Hang. (Clothing, blankets, sheets and towels.)
 - Wash and Press dress shirts, blouses, slacks, skirts, and dresses.
- [] **Plan #3: \$450.00 Minimum Charge**
 - Wash-Dry-Fold by the pound. \$1.25/lb, minimum 12 lb.
 - Pressing, dry cleaning, leather cleaning and sewing services are charged itemized.
 - A statement will be sent home after the school year ends if the amount used is over \$395.00.
- [] **Plan #4: \$945.00**
 - Wash-Dry-Fold and Hang. (Clothing, blankets, sheets and towels.)
 - Wash and Press dress shirts, blouses, slacks, skirts, and dresses.
 - Dry Clean Suits, jackets, ties, sweaters, slacks, skirts & dresses.
- [] **Plan #5: \$300.00** (Must sign up early & must sign up in conjunction with any of the above plans)
 - Linen Rental—Package includes: New 2 Blankets, 2 Sheet Sets (pillow case, fitted & flat sheets), 4 Towel Sets (face, hand & bath).
 - Wash, Dry & Fold with your laundry. This set of linens is purchased for your use only for the academic year.
 - For your convenience, we pre-wash the new linens, deliver to your dorm room after registration.
- [] **Annual Renewal \$50.00** (Your Linen Package stored for the summer, cleaned, and delivered to your dorm upon your arrival in Sept.)

√ Sign up by August 15, 2014 and your welcome package will be ready for you at registration.

√ **First pick up service is on Sept. 8, 2014 around 11:30am at the Student Union Locker Room.**

√ **REGULAR DELIVERY DAYS ARE BOTH DROP OFF & DELIVER BACK ON MONDAYS & THURSDAYS.**

We pick up in the Student Union Locker Room and deliver the clean laundry in your dorm on both Mondays & Thursdays.

√ We process each student's laundry individually and with care. Sorry, we do not hand wash nor air dry.

We are not responsible for any lost articles, unstable dyes or garments that do not hold up in the cleaning process.

√ We are honest and have returned valuable items such as cash, credit cards, cell phones, keys & wallets to their owners.

√ Refund policy for early termination of laundry Plans #1, #2, and #4 are to convert into Plan #3.

You will be charged \$450.00 or your itemize usage, whichever is more. No refunds for Plan #5. No refunds after Jan. 1, 2015.

We served Suffield Academy since 1991 with quality service and care. We are proud to celebrate 29 years in business.
We take care of your clothes so you can do other important things. Thank you for choosing Julie's.