



September 6, 2023

Dear Parents,

Please find below the information pertaining to the Book Sale and Uniform Sale:

- Book Sale starts on **Tuesday, September 12, 2023** and ends on **Thursday, September 21, 2023** from **8:00 am to 1:30 pm**. Sale dates are organized alphabetically as your family name appears on the report card and the school fees invoice. See the "Book Sale Calendar" below for your family name, date and time.
- The Book Sale includes **all classes** from KG1 through 3rd Secondary including IBDP1 and IBDP2.
- Thanks to your book donations, we were able to help many of our students. If you wish to donate, make sure the books and the consumable books you donate are in decent condition. As Grade 1 class is not included in the delivery phase of the book exchange procedure, Grade 1 books that were donated will be available for free during the Book Sale period at the welcome station.
- Parents with any academic or financial issue must refer to the school administration **before** the Book Sale week, or on the designated day for their family name during the book sale week.
- Steps to follow on your Book Sale Day:
 1. Bring the Book Delivery Sheets of your children to use in preparing the booklists.
 2. Pick up your booklists and **prepare them before proceeding to the cashiers**. Please note that helpers are ready to support in checking the booklists.
 3. **Take a sequential number, and kindly wait for your turn to proceed to the cashier.**
 4. Proceed to the cashier to settle your invoice. The invoices will be issued in US Dollar. **Payments are accepted in LBP or USD in cash.**
 5. Bought items including books, booklets and stationery will be delivered to the student in class.
 6. Keep your receipts and vouchers for inquiries or returns. Returns will not be accepted outside the specified deadline.
 7. Car stickers for parents of new students in preschool and lower elementary divisions, who pick up their children will be delivered at the welcome area, and a photocopy of car registration is required.
- The uniform sale is also organized alphabetically between **Tuesday, September 12, 2023** and **Thursday, September 21, 2023**. Starting Monday, September 25, 2023, the uniform shop will be open regularly from 8:00 am until 1:00 pm. **No Uniform Sale** on September 22, 2023.
- Thanks to your uniform donations, we were able to develop a free donation uniform station. Only one unit of any item can be given to a child to be able to reach as many families as possible. Moreover, to maintain this service, we are ready to receive your uniform donations anytime.
- **Bus registration must be confirmed during book sale dates.**

During the book sale week, the school administration regrets not being able to serve you regarding any unresolved academic or financial issue prior to or beyond your designated date.

September 2023 Book Sale and Uniform Sale Calendar							
Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday
12	13	14	15	18	19	20	21
A	No book sale, No uniform sale	BCDE	FGH	IJKL	MNO	PQRS	TUVWXYZ
Sale hours are from 8:00 am to 1:30 pm							