



# ST. JOSEPH'S SCHOOL

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## Week 1, Monday Jan 31 2022 - School Bulletin

Dear Parents, Carers and Friends

Welcome to 2022 and a new year of Living and Learning at St Joseph's. I do hope your Christmas and Holidays were good for you and your family. Surely we can look ahead with optimism and pray for stability and good times.

A special welcome to our Preps who attended school for the very first time today. Also a big welcome to the many new families through the school who join our community.

We also welcome Jeremy Tyndall who started with us today.

### **2022- COVID Conditions**

*Let's try and keep it simple in and around our school.*

***We'll run this for 4 weeks and see what happens.***

*Your child's RAT Kit comes home today –*

***Test Tonight and Wednesday Night***

***Next Week onwards : Test Sunday & Tuesday Nights***

*( see link below for video of how to do a test*

<https://www.coronavirus.vic.gov.au/rapid-antigen-testing-schools> )

*\*A Positive Result requires your household to isolate for a week. Please let the school know.*

*\*A Negative Result and you're well then it's off to school we go !*

*Note : If you've had covid in the last 30 days you're exempt from testing. There will be some other differing circumstances so please call us for advice.*

*As a school we continue to promote good hygiene practices amongst staff and students. This includes masks, social distancing and hand sanitizing. Air purifiers are installed, doors and windows are open and thorough cleaning continues.*

### **PARENT/CARER ACCESS**

**Come In To School, QR code in,  
Do What You Have To Do & Head Off  
Please continue to use our Kiss & Drop  
Lanes in the morning.**

### **SWIMMING**

Our Year 3-6 Swim Program kicks off tomorrow (Tuesday).

This program culminates with our Carnival on Friday, February 11

Note sent home today with details, see school

**Term One Planner attached**

### ***Holiday Works & Maintenance Update***

*It was a busy time through January, here's what we did.*

- ***Furniture & carpets steam cleaned***
- ***All windows washed***
- ***Foyer ceiling water damage repaired***
- ***Graffiti vandalism cleaned***
- ***Middle north and Admin Block roof tiles repaired and cleaned ( Wow – great result )***
- ***Built in BBQ installed outside MacKillop Centre (it's huge)***

### **Beginning of Year Liturgy & Leaders' Induction**

Our Beginning of Year Mass and Year 6 Leaders'

Induction will be on Monday, February 14 at 9:30am in the MacKillop Centre. Year 6 students will be present and their families will be invited to attend. The Mass will be Live Streamed into the classrooms and for all at home.

**Prep First Day Photo Gallery  
Now On Show In School Foyer**

***Live Life to the Fullest in Christ***

**Paul Arnel**

### **SCHOOL FEES:**

- Thank you for informing us of your preferred fee paying option. The families having fees **directly debited DO NOT NEED TO DO ANYTHING.**
- Could those families who are **NOT** using the Direct Debit option, **PLEASE REMEMBER WHEN YOUR FEES ARE DUE:**

- **One Yearly Payment** due by 28<sup>th</sup> February
- **Four Term Payments** due in the first 4 weeks of each term
- **Ten Monthly Payments** – these are due on the 18<sup>th</sup> of each month from February to November.
- **Twenty Fortnightly Payments** – these **commence on Friday the 11<sup>th</sup> February** and continue every second Friday until the 4<sup>th</sup> November 2022.

If any family would like to commence having their fees directly debited fortnightly or monthly this can be done at any time!

If you are wanting to amend your payment options please do so ASAP.

### **CSEF**

School fees will be sent home within the next week. If you now have a health care card and are eligible for the **Camps, Sports & Excursion Fund (CSEF)** please complete the attached CSEF Application form and hand to the office. Eligibility requirements & explanations are listed on the back of the form. *If you received the fund last year & your circumstances haven't changed you do not need to complete the form again. If you have new children attending the school, you will need to complete a new form.*

### **UPDATE YOUR DETAILS**

*If you have changed your address, phone number or email, contacts or occupations, please let us know ASAP so that we have correct contact details for you.*

*If you have any queries, please ring Gayle or Donna at the office on 5862 1804.*

### **CONVEYANCE ALLOWANCE: 2022**

**To be eligible you must:**

- ✓ Be the holder of a current Health Care Card or Pension Card (as with EMA)
- ✓ Be attending your closest Catholic Primary School
- ✓ Live 4.8 or more kilometres from **both** the school and your nearest bus stop by the shortest practical route
- ✓ Your child is using the free government run buses if available.

If you meet these criteria and would like to apply, please contact the School Office as soon as possible.

**The Claim deadline for Term 1 is 1<sup>st</sup> March.** It would be best to apply well before that date in case the Dept has any queries regarding your claim.

**Following your application, your eligibility is decided by Centrelink and the Transport Department.**

### **2022 CLASSES**

The following is a list of class names & teacher in charge for your information, use this to set up your online lunch orders, parent/teacher interview etc.

Prep M – Miss Rachael Morrison (leader)

Prep J – Mr David Jenner

Jun S – Miss Jordyn Sutton (leader)

Jun A – Mrs Joanie Arnel

Jun W – Mrs Sara Whitford

Jun N – Mrs Tanya Neyland

Mid H – Mr Mark Harmer (leader)

Mid M – Mrs Ebony Morrison/Vriginia Hughes

Mid N – Mrs Kelly Newman

Mid O – Miss Makayla O'Callaghan

Sen S – Mr Adam Stirton (leader)

Sen B – Mr Liam Booth

Sen K – Mrs Loreena Keane/Mr Dominic Izzard

Sen T – Mr Jeremy Tyndall

## **BUS NOTES**

Any students at school but not travelling home on the bus, need to fill out a bus note these can be obtained from the office. If your child needs to travel on a different bus you need to contact the high school to arrange a bus pass. If you are a bus traveler please download the below Team App to receive notifications from the Secondary College about any changes to bus routes in emergencies, delays etc.

### **SCHOOL BUS CO-ORDINATION**

#### **NOW HAS ITS OWN APP**

Download our awesome new app now and stay up to date with all the latest information!

Install the School Bus Co-Ordination App on your smartphone or tablet now!

##### **Follow these steps:**

1. Download Team App from the Apple or Google Play app store.
2. Sign up to Team App. You will be sent an email to confirm your registration.
3. Log into the App and search for "School Bus Co-Ordination".
4. Choose your applicable access group(s).
5. If you don't have a smartphone go to [schoolbuscoordination.teamapp.com](http://schoolbuscoordination.teamapp.com) to sign up and view this App online.

##### **Need help?**

Contact: Helen Barker  
Email: [barker.helen.e@edumail.vic.gov.au](mailto:barker.helen.e@edumail.vic.gov.au)  
Phone: 03 58621088



[teamapp.com](http://teamapp.com)

## **FUN RUN**

Pen In Sunday **MARCH 6!** This is the date for our 2022 Fun Run. Registrations will be open soon Forms will be available soon.

## **CANTEEN**

Full Canteen will begin operating from Monday the 31st January 2022. The new menu is attached for Term 1 & a copy will be on the website. If you haven't already signed up for online ordering the instructions on doing so are below. We are looking for volunteers to assist Marcella in preparing the lunches. If you are available to help out one day a month can you please return the slip attached to the newsletter nominating your preferred day. We will be following the roster from last year for the first 2 weeks. Please check the sheet attached if you are rostered on.

Any queries please contact Marcella Coonan at school on 58621804.

Dear families,

As a school we continue our transition to SIMON which we commenced in 2021. SIMON is a Learning Management Program that is being used by many Catholic schools in the region. An important part of the SIMON program is the Parent Access Module (PAM) which provides a portal to improve the communication between parents and the school. When PAM is fully operational and families are registered, we hope it will make life a little easier, as well as being far more environmentally friendly with less paper work going home in the bottom of school bags!

As the school and families transition to PAM, specific modules will be released so that families can:

- get the most up to date information and resources regarding what's happening at school
- inform the school of your child/s absence or late arrival
- update child/s medical information
- be informed if your child/ren have needed First Aid during a school day
- provide consent for excursions & school activities.
- View student assessment (school reports)

**To register and use PAM please make sure you have completed the following:**

- Registered using the email link sent to personal email
- Verify the email as per set up instructions
- Update child/s medical information

Once again thank-you for your support and please contact the office if you have any concerns.



**OUR SCHOOL TUCKSHOP IS NOW ONLINE!**

No more paper bags or loose coins. You can now order your kids lunch with ease, no cash required its all pre-paid online. It's so easy even your kids can do it!

### **THE PROCESS**



#### **STEP 1**

Register your account from any device, add your email and a password, it's simple and easy.

#### **STEP 2**

Add your child into the My School Tuckshop system and select their classroom number.

#### **STEP 3**

Top up your account via Credit Card, Paypal or Direct Deposit.

#### **STEP 4**

Simply select your child's lunch order for the day or week from the provided lunch menu.

**REGISTER TODAY**

[www.myschoolconnect.com.au/stjosephs](http://www.myschoolconnect.com.au/stjosephs)



## OUTSIDE SCHOOL HOURS CARE

Sue McKellar will be supervising both our Before School Care and After School Care Program, with Ashley Mayberry assisting her. Donna Murfett is the first contact for any changes for Outside School Hours Care.

***Our Permanent numbers for Before School Care are now 15, and After School Care are 45. Due to the growing numbers in the After School Care Program, as of the 29<sup>th</sup> January 2021 for any cancelled Permanent bookings, you will still be charged the program fee of \$20.00 for After School care. Cancellations will be marked as absent, you will still receive any entitlements from the Department of Human Services that you are eligible for. As we do have people waiting for a casual booking, if you know you aren't intending to use your permanent spot on a particular day please cancel asap, so that it may be booked by others.***

We have an online App to allow families to enrol, make permanent bookings casual bookings and cancellations.

You can find a link to this app on the St Joseph's PS website under enrolment\Outside School Hours Care\Outside school hours care enrolment.

Click on register here if you are a new family to complete an enrolment form. Click sign here if you are an existing family and have received an email with login details.

Visit [myfamilylounge.com.au](http://myfamilylounge.com.au) to see how this amazing parent portal will benefit you and step by step videos on how to use it.

### **Vacation Care**

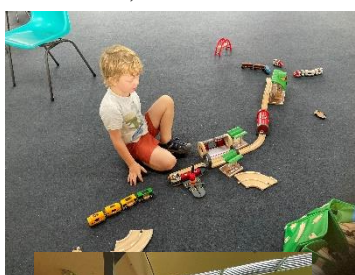
We saw many children enjoying a variety of fun activities from Crazy Hair day, cooking, art and craft, sport - what was even more exciting is we saw some new starters to the school who were given the opportunity to make new friends and they can continue to look up to during their first few days, knowing someone is watching out for them.

While some of the younger ones demonstrated their sporting skills, others had the opportunity to show off their creative side by making cubby houses from recycled cardboard and materials.

Whilst some excelled in the sports, others showed off their talent in the kitchen making afternoon tea for everyone to enjoy after movie time.

Looking forward to seeing the old and some new faces in the before and after school care program in 2022.

Sue, Ash and Rosie.





## FIRST DAY OF PREP





## Canteen News

### Canteen will be open from Monday 31st January 2022

Lunch orders need to be clearly marked on a brown paper bag with the **STUDENT'S NAME AND CLASS** and placed in the lunch order tub in each classroom first thing in the morning or ordered online by 9.15am on the day you are ordering. Drinks, sandwiches, rolls, wraps, special hot food, fruit cups & smoothies must be ordered however frozen items and other items on the menu can be purchased through the canteen window after the second lunch bell. Canteen and window will be **OPEN EVERYDAY**, unless advised otherwise.

### CANTEEN VOLUNTEERS - new volunteers welcome!

Could anyone who would like to help with canteen duty this year please fill in the form below and return it to school by **Monday 8th Feb 2021**. **Volunteers** - we will assume that if you did canteen last year that you can do it again unless we hear from you. If you would like to change your day, please fill in the form below and return to the office.

A **New Roster** will be out by Thursday 17th Feb. Until then, our 2022 roster will be followed for the first 2 weeks.

#### Week 1

Monday 31 <sup>st</sup>	Sarah Trimble
Tuesday 1 <sup>st</sup>	Fiona McPherson
Wednesday 2 <sup>nd</sup>	Karina Glass
Thursday 3 <sup>rd</sup>	Volunteer
Friday 4 <sup>th</sup>	Volunteer

#### Week 2

Monday 7 <sup>th</sup>	Volunteer
Tuesday 8 <sup>th</sup>	Volunteer
Wednesday 9 <sup>th</sup>	Volunteer
Thursday 10 <sup>th</sup>	Helen Osborne
Friday 11 <sup>th</sup>	Volunteer

Where: Kitchen in the Mary MacKillop Centre

Time: 12.00pm - 2.00/2.15pm (approximately) or 1 pm - 1.30pm to help bag up

How often: once a month (twice if you like)

Assist our Canteen Manager in preparation of lunches.

The Children love it if Mum (or Dad/Nana/Auntie) is on Canteen Duty.

New volunteers welcome - Please return the slip below to the school office. Any queries please contact Canteen Manager Marcella Coonan at the school on 58621804.

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**PLEASE RETURN TO SCHOOL OFFICE BY MONDAY 7th FEB**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

I would prefer to be rostered on with - Name: \_\_\_\_\_

**Please tick first choice & cross second choice of preferred day:**

1<sup>st</sup> of the month : Mon\_\_ Tues\_\_ Wed\_\_ Thur\_\_ Fri\_\_

2<sup>nd</sup> of the month : Mon\_\_ Tues\_\_ Wed\_\_ Thur\_\_ Fri\_\_

3<sup>rd</sup> of the month : Mon\_\_ Tues\_\_ Wed\_\_ Thur\_\_ Fri\_\_

4<sup>th</sup> of the month : Mon\_\_ Tues\_\_ Wed\_\_ Thur\_\_ Fri\_\_

5<sup>th</sup> of the month : Mon\_\_ Tues\_\_ Wed\_\_ Thur\_\_ Fri\_\_

Yes/ No I am happy to be put down as an Emergency.

## CANTEEN PRICE LIST TERM 1, 2022

**CLEARLY WRITE NAME AND CLASS ON PAPER BAG ORDERS AND PLACE IN CLASSROOM TUBS**

**PLEASE ENSURE ALL GLUTEN FREE OR DAIRY/LACTOSE FREE ORDERS ARE CLEARLY MARKED**

### SANDWICHES (WHITE BREAD ONLY) OR ROLLS (WHITE, WHOLEMEAL OR MULTIGRAIN)

#### **GLUTEN FREE BREAD OPTION (rolls/sandwiches/Wraps/toasties) 50c extra**

Buttered	\$1.50	Salad (no meat)	\$3.50	Chicken (real BBQ)	\$4.00
Dairy Free Spread	\$2.00	Ham	\$3.00	Chicken & Cheese	\$4.50
Vegemite	\$2.00	Ham & Cheese	\$3.50	Chicken & Salad	\$5.00
Vegemite Gluten Free	\$2.00	Ham, Cheese & Tomato	\$4.00	Egg	\$2.50
Cheese	\$2.50	Ham & Salad	\$5.00	Egg & Lettuce	\$3.00
Cheese Dairy/Lactose Free \$3.00					

**WRAPS** (Gluten free available, 50c extra) - Chicken & Salad \$5.00  
 - Ham & Salad \$5.00

Salad consists of lettuce, cheese, cucumber, carrot, tomato & beetroot

Please note on order if you want to leave a salad item out or want to add mayo, aoli, tomato or bbq sauce

Salad in a container \*GF \$4.00

Salad & meat in a container \*GF(chicken or ham, please choose) \$5.00

### HOT FOOD OPTIONS

**TOASTIES** (Everyday) Note on order if you choose to have your sandwich toasted

**MONDAY** **STEAMED DIM SIMS** Sauces - Soy, sweet soy, BBQ or Tomato **Each \$1.00**

**WEDNESDAY** **CHICKEN PASTA SALAD** Red capsicum, carrot, corn, peas **\$4.50**  
 with bbq chicken dressed with homemade dressing  
 Gluten or dairy free available

**FRIDAY** **HAMBURGER** Beef patty served on white roll with cheese, tomato and lettuce. Choice of mayo, aoli, tomato or bbq sauce **\$4.50**  
**Gluten or dairy free available**

**FRESH FRUIT CUPS** (with or without greek yoghurt) **\$3.00**

**SMOOTHIE** strawberry/banana (choose between dairy or orange juice base) **\$3.00**

300ml Plain Milk \$2.00      250ml Water \$1.50

### WINDOW ITEMS – purchased through canteen window after 2<sup>nd</sup> bell \*GF=Gluten Free \*NF= Nut Free

Frozen Orange	*GF *NF	50c	Plain chips	*GF *NF	\$1.00
Frozen Pineapple Ring	*GF *NF	50c	Rice Biscuits	*GF	\$1.00
Popcorn	*GF	\$1.00	True Fruit Bars	*GF *NF	\$1.00
Home Baked Treat (flavour changes without notice) 50c (limit of 2, subject to availability)					
Homemade Icpole *GF *NF \$1.00 various flavours available (select at window)					

2022



# S T J O S E P H S T E R M 1

	Week 2 31 Jan – 6 Feb	Week 3 7 Feb – 13 Feb	Week 4 13 Feb – 20 Feb	Week 5 21 Feb – 27 Feb	Week 6 28 Feb – 6 Mar	Week 7 7 Mar – 13 Mar	Week 8 14 Mar – 20 Mar	Week 9 21 Mar – 27 Mar	Week 10 28 Mar – 3 Apr	Week 11 4 Apr – 10 Apr
Mon	31 Jan Day 1 Yr P - 6 <b>Bulletin</b>	7 Feb Swim Prac Year 3-6 Assembly : SEN K&T	14 Feb Beginning of Year Liturgy & Leaders Induction Assembly : SEN S&B	21 Feb Assembly : MID N&O	28 Feb Assembly : MID H&M	7 Mar Assembly : JUN A&W	14 Mar Labour Day Holiday	21 Mar Assembly : JUN S&N	28 Mar PD Day School Closure	4 Apr Assembly : Senior Leaders
Tues	1 Feb Swim Prac Year 3-6	8 Feb Incursion Parent / Teacher! Student Conf.	15 Feb Incursion	22 Feb	1 Mar Pancake Tuesday	8 Mar	15 Mar	22 Mar	29 Mar	5 Apr
Wed	2 Feb Prep Rest Day	19 Feb Prep Rest Day	16 Feb Prep Rest Day P&F	23 Feb Prep Rest Day SCHOOL BOARD	2 Mar Prep Rest Day Ash Wednesday	9 Mar Last Prep Rest Day	16 Mar P&F AGM	23 Mar SCHOOL BOARD AGM	30 Mar	6 Apr
Thurs	3 Feb Swim Prac Year 3-6	10 Feb	17 Feb MIDS DAY CAMP Full Newsletter	24 Feb	3 Mar Bulletin	10 Mar	17 Mar St Patrick's Feast Day Full Newsletter	24 Mar	1 Apr Bulletin	7 Apr
Fri	4 Feb	11 Feb Swim Carnival Year 3-6	18 Feb SEN DAY CAMP	25 Feb	4 Mar	11 Mar	18 Mar	25 Mar	1 Apr Last Day of Term 1	8 Apr
Sat	5 Feb	12 Feb	19 Feb	26 Feb	5 Mar	12 Mar	19 Mar St Joseph's Feast Day	26 Mar	2 Apr	9 Apr
Sun	6 Feb	13 Feb	20 Feb	27 Feb	6 Mar 1st Sunday of LENT FUN RUN	13 Mar 2nd Sunday of LENT	20 Mar 3rd Sunday of LENT	27 Mar 4th Sunday of LENT	3 Apr 5th Sunday of LENT	10 Apr Palm Sunday

Term 1 Holidays : Last Day of Term 1 – Friday April 8  
EASTER – Good Friday April 15, Easter Sunday April 17: School Commences Tuesday, April 26





## CAMPS, SPORTS AND EXCURSIONS FUND (CSEF) APPLICATION FORM

School Name

School REF ID

### Parent/carer details

Surname \_\_\_\_\_

First name \_\_\_\_\_

Address \_\_\_\_\_

Town/suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Contact number \_\_\_\_\_

Centrelink pensioner concession **OR** Health care card number (CRN)

-  -  -  **OR**

☐ Foster parent under a temporary care order\* **OR** ☐ Veterans affairs pensioner (Gold Card)\*\*

\*Foster Parents must provide a copy of the temporary care order letter from the Department of Families, Fairness and Housing (DFFH).

\*\*Applicants must provide a copy of the Veteran Affairs Gold card

Is this an application for special consideration (no CRN needed)? Yes ☐ No ☐

### Student details

Student's surname	Student's first name	Student ID	Date of birth (dd/mm/yyyy)	Year level

I authorise the Department of Education and Training (DET) to use Centrelink Confirmation eServices to perform an enquiry of my Centrelink customer details and concession card status in order to enable the business to determine if I qualify for a concession, rebate or service. I also authorise the Australian Government Department of Families, Fairness and Housing (DFFH) to provide the results of that enquiry to DET.

I understand that:

- DFFH will use information I have provided to DET to confirm my eligibility for the Camps, Sports and Excursions Fund and will disclose to DET personal information including my name, address, payment and concession card type and status.
- this consent, once signed, remains valid while my child is enrolled at a registered Victorian school unless I withdraw it by contacting the school.
- I can obtain proof of my circumstances/details from DFFH and provide it to DET so that my eligibility for the Camps, Sports and Excursions Fund can be determined.
- if I withdraw my consent or do not alternatively provide proof of my circumstances/details, I may not be eligible for the Camps, Sports and Excursions Fund provided by DET.
- Information regarding my eligibility for the Camps, Sports and Excursions Fund may be disclosed to the DFFH and /or State Schools Relief for the purpose of evaluating concession card services or confirming eligibility for assistance.

You are able to request access to the personal information that we hold about you, and to request that any errors be corrected, by contacting your child's school.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## CSEF ELIGIBILITY

Below are the criteria used to determine a student's eligibility for the Camps, Sports and Excursions Fund (CSEF).

### Criteria 1 – General eligibility

To be eligible for the fund, a parent or carer of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one
  - on the first day of Term two
- a) be a holder of one or more of the eligible financially-means tested cards **OR** be a temporary foster parent and;
- b) submit an application to the school by the due date.

For the list of eligible financially-means tested cards refer to the CSEF Policy:  
<https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/policy>

Parents who receive a Carer Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with the above.

### Criteria 2 - Be of school age and attend school in Victoria

For the purposes of CSEF, students may be eligible for assistance if they attend a Victorian registered primary or secondary school. CSEF is not payable to students attending pre-school, kindergarten, home schooled, or TAFE.

### Special Consideration

A special consideration category exists for

- Families on a bridging visa, temporary protection visa, in community detention or are asylum seeker families
- Students in temporary out of home care arrangements, including statutory kinship care

For more information, see <https://www2.education.vic.gov.au/pal/camps-sports-and-excursions-fund/guidance/eligibility>

### Eligibility Date

For concession card holders CSEF eligibility will be subject to the parent/carer concession card being validated successfully with Centrelink on the first day of either term one (31 January 2022) or term two (26 April 2022).

## PAYMENT AMOUNTS

### CSEF payment amount

The CSEF is an annual payment to the school to be used towards camps, sports and/or excursion expenses for the benefit of the eligible student.

- Primary school student rate: \$125 per year.
- Secondary school student rate: \$225 per year.

The CSEF is paid directly to your child's school and will be allocated by the school towards camps, sports and/or excursion costs for your child.

**For ungraded students**, the rate payable is determined by the student's date of birth. For more information, see: [www.education.vic.gov.au/about/programs/Pages/csef.aspx](http://www.education.vic.gov.au/about/programs/Pages/csef.aspx)

**Year 7 government school students** who are CSEF recipients are also eligible for a uniform voucher. Secondary schools are required to make applications on behalf of parents/carers so please register your interest at the school.

## HOW TO COMPLETE THE APPLICATION FORM

**NOTE: ALL SECTIONS MUST BE COMPLETED BY PARENT/LEGAL GUARDIAN**

1. Complete the PARENT/CARER DETAILS section.  
Make sure that the Surname, First Name, and Customer Reference Number (CRN) details match those on your concession card. You will also need to provide your concession card to the school.  
If you are claiming as a temporary Foster Parent or a Veteran Affairs Pensioner, you will need to provide a copy of documentation confirming your status as a temporary Foster Parent or provide your Veterans Affairs Pensioner Gold card to the school.  
If you are seeking special consideration, mark this in the form and provide a copy of the relevant documentation.
2. Complete the STUDENT/S DETAILS section for students at this school.
3. Sign and date the form and return it to the school office as soon as possible. The CSEF program for 2022 closes on the 24 June 2022.