



Exceptional Education Through Arts Integration

7 Henry Clay Drive Merrimack, NH 03054

Phone: (603) 943-5273

www.gatecitycharterschool.org

September 28, 2016

Dear GCCSA Families:

Executive Director

Mrs. Karin Cevasco

Office Manager

Mrs. Nancy Donaghey

Finance Manager

Mrs. Christina Whitaker

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Attached, please find instructions to sign up for the *Remind* text messaging service. We rely on text messaging as the primary source of communication to disseminate information to parents. If you need assistance to sign up for the *Remind* service, please call the school office. If text messaging is not an option available to you, please inform Nancy Donaghey in the School Office in order that we can supply you with printed information.

On the school's web site, www.gatecitycharterschool.org, the weekly news blast, *The Chord*, is published under the tab "Current Students." This information source is available to you at any time of day. We update *The Chord* each Tuesday or Wednesday. Please check the web site regularly for current information.

For families wishing to use the school lunch program, lunch orders must be entered via the *Google* form, with the link on the "Current Students" page on the web site, by the given deadline each month. When the order opens we send out a text message and indicate the deadline for that month. The deadline applies to both catering lunch and pizza lunch orders. We calculate all lunch orders in advance of each month and submit those orders to our lunch vendors in advance; we are not able to accept lunch orders after the monthly deadline. After submitting your student's lunch selections via the *Google* form, please send a check, payable to "Gate City Charter School," by the first of each month.

Please contact me at (603) 943-5273 or via email at cevascok@gccs-nh.org with any questions.

Sincerely,

Karin Cevasco
Executive Director