

CREATIVE MONOGRAM OF NEVADA

Uniform Ordering Instructions

An order form is attached to these instructions and is also available all year from the office at Coral Academy of Science. Please fill out the order form and Fax, E-mail or send by regular mail to Creative Monogram at the address or number below. Orders will be filled and brought to the appropriate campus for each order on Tuesday and Thursday of each week. A representative from Creative Monogram will be at the Middle School/High School at 2:30PM on Tuesday and Thursday each week to hand out any uniforms that have been ordered. Students will need to come to the front office area when school gets out to pick up any items that have been ordered. Elementary School students will have their orders brought to their classrooms.

PLEASE DO NOT leave orders at the school to be sent by CAS staff, the parent or student will need to fax, e-mail or send the order by regular mail along with payment information. **The school will not accept any orders or money for uniforms so PLEASE DO NOT LEAVE MONEY AT THE SCHOOL.** You can either put your credit card information on the order form or send a check with the order by mail REMEMBER THERE IS TAX ON ALL ITEMS. Orders will be filled after correct payment is received so double check your addition and tax.

All students in 6th grade and above will need a PE uniform so please remember to order one by the start of school to avoid penalties to your student for not being dressed in full uniform for PE as orders will be delivered to the school on Tuesday and Thursday only.

If the items you order do not fit they can be exchanged for another size as long as they have not been worn, washed or had the tags removed. Items that have been washed, worn or had the tags removed will not be taken back so please make sure all items fit before washing or removing tags.

PRE-ORDERING

To ensure that there is stock available in the sizes you need please fill out the order form and return it to Creative Monogram of Nevada prior to July 15th for the upcoming school year. We will be having uniform days at both buildings in August prior to the start of school but sizes may run out so please pre-order if at all possible to avoid your child being out of uniform at the start of school.

New for the 2009-2010 school year, Pants, Shorts, Skorts and Jackets will be sold by order only. These items will not be kept in stock so please plan ahead and pre-order. Allow 2-4 weeks for these items to arrive. We sell the Dickies Brand and they tend to run small. If you have any questions about sizing for these items please see the sizing charts attached to this order packet. As these are a pre-order item, you are responsible for ordering the correct size. These items can be exchanged but you will be charged for the shipping cost to return and reorder and correct sizes.

You can also order on the internet at a special http address set up for school uniforms

<https://coralacademyuniforms.promoshop.com>. The prices on the web have the sales tax already added into the price of the items. Place your order on line with your payment information and the order will be brought to the school. If you want to pay by check, fill out the order information online, print the completed order form and mail with the payment to Creative Monogram. The order will be delivered to the school upon receipt of the form and payment.

Uniform Days and Packets

Prior to the start of each new school year Creative Monogram of Nevada will set up uniform days at the both the High School and the Elementary School in August where grade appropriate items will be available to purchase and size. These dates will be determined before the end of the current school year and posted so plans can be made. You can use the order form anytime of the year. If you pre-order during the summer months, your order will be filled and put aside for you to pick up during the uniform days at the school.

Once per year at the beginning of the school year each student is entitled to a free uniform packet. You will need your receipt of paid semester fees in order to get the free uniform provided by the school. Please send a copy of your paid receipt with your Free Uniform order form which is separate order form. If you are pre-ordering or have your receipt with you at the uniform days to receive your free uniform. **No free uniform packets will be handed out without the paid Semester Fee receipt NO EXCEPTIONS.**

If your student is on a scholarship and does not pay semester Fees then they will not be eligible for a free uniform packet.

The free packet for K-5th Grades will contain
One Maroon Polo shirt
One Maroon Sweatshirt

The free packet for 6th-12th grade will contain
One Light Blue Polo Shirt
One Navy Sweatshirt

AGAIN, No free uniform packets will be handed out without the paid semester fee receipt NO EXCEPTIONS so please make sure you keep your receipt.

Please call or e-mail Creative Monogram of Nevada with any questions, DO NOT call the school with uniform questions. Creative Monogram of Nevada is a contracted embroidery company; we do not have any student information so please make sure you include all requested information so that we can get the uniforms to the correct students.

Creative Monogram of Nevada

6785 Canoe Hill Drive

Sparks, NV. 89436

775-233-9558 (ph)

775-425-8937 (fax)

hbswolf@sbcglobal.net

Dickies Size Conversion Information

Womens Pants

Size	Waist	Hips
4	27.5	37.5
6	28.5	38.5
8	29.5	39.5
10	30.5	40.5
12	32	42
14	33.5	43.5
16	35	45
18	37	47
20	39	50
22	41	52
24	43	54

JR Pants

Size	Waist	Inseam
0	26	32
1	27	32
3	28	32
5	29	32
7	30	32
9	31	32
11	32.5	32
13	34	32
15	35.5	32
17	37	32
19	38.5	32

Girls Pants

Size	Waist	Inseam
4	20	16
5	20.5	18
6	21	20
6X	21.5	21
7	22.5	22
8	23	23
10	24	25
12	25	27
14	26	29
16	27	30
18	28.5	30

Boys Pants

Size	Waist	Inseam
4	19.5	15.5
5	20	17.5
6	20.5	19.5
7	21	22
8	23	23
10	24	25
12	25	27
14	26	28
16	27	31
18	28	31
20	29	31

Boys Husky Pants

Size	Waist	Inseam
8	26	
10	27	
12	28	
14	29	
16	30	
18	31	

Short/Skorts Size the same on the waist as the pants

Girls Slim Pants

Size	Waist	Inseam
4	18	16
5	18.5	18
6	19	20
7	20.5	22
8	21	23
10	22	25
12	23	27
14	24	29

Boys Slim Pants

Size	Waist	Inseam
4	17.5	15.5
5	18	17.5
6	18.5	19.5
7	19	22
8	21	23
10	22	25
12	23	27
14	24	29

Polo shirts are unisex sizing Sweatshirts are standard sizing

Uniform Requirements for Coral Academy

Grades K-5th will wear Maroon Embroidered Polo shirts and Maroon Embroidered Sweatshirts with Navy Blue Pants, No Cargo Pants. Shoes are to be solid Black, no open toed or flip flops. Tights or socks are to be white, navy or black. Belts can be worn but must be plain black, blue or brown and must not hang down when buckled.

Grades 6th-8th will wear Lt Blue Embroidered Polo shirts and Navy Embroidered Sweatshirts with Navy Blue Pants, no cargo pants. Shoes are to be solid Black, no open toed or flip flops and must not have a heel taller than 2". Tights or socks are to be white, navy or black. Belts can be worn but must be plain black, blue or brown and must not hang down when buckled.

Grades 9th-12th will wear Lt Blue Embroidered Polo shirts and Navy Embroidered Sweatshirts with Khaki Pants, no cargo pants. Shoes are to be solid black, no open toed or flip flops and must not have a heel taller than 2". Tights or socks are to be white, black or khaki. Belts can be worn but must be plain black, blue or brown and must not hang down when buckled.

Grades 6th-12th will have a PE Uniform consisting of a Screen Printed Tee Shirt and either Screen printed PE Shorts or Sweatpants or both.

If you have any questions or concerns about the uniforms or ordering process please contact Creative Monogram of Nevada.

Creative Monogram of Nevada
 6785 Canoe Hill Drive
 Sparks, NV. 89436
 775-233-9558 (phone)
 775-425-8937 (fax)
hbswolf@sbcglobal.net

Coral Academy of Science

DATE

	SIZE	QTY	
Youth Polo SM-XL			
Adult Polo SM-XL			
Adult Polo XXL			
Youth Sweatshirt SXL			
Adult Sweatshirt SM-XL			
Adult Sweatshirt XXL			
You will get one Polo and one Sweatshirt in this packet			
You may substitute items if you prefer			
2 Polos and no Sweatshirt			
or 2 Sweatshirts and no Polo			
TWO ITEMS TOTAL			

FREE UNIFORM WITH PAID FEES

Student Name _____

Address _____

Phone _____

Student Grade _____ Teacher _____

You MUST attach a copy of your paid semester fee receipt before this order will be filled
NO RECEIPT - NO FREE PACKET - NO EXCEPTIONS

RETURN / EXCHANGE POLICY

All items are eligible for exchange if they do not fit.
 Items must be returned to Creative Monogram in NEW UNWASHED condition with tags attached within 7 days to be eligible for exchange.

WE DO NOT OFFER REFUNDS EXCEPT IN SPECIAL CASES. CALL IF YOU NEED TO DISCUSS A REFUND