

Kingsford–Smith School Photograph Information and Schedule for 2011–2012

Kingsford–Smith Parents: Please be advised if you have any questions about the school photograph process and schedule you can contact the school Principal or the KSM PAC contacts.

For ALL ordering related information and/or assistance, please contact the service provider Mountain West Studios directly at Ph: (604) 433–8551; '0' for Customer Service or '233' for Account Manager, Sharon or sharon@mountainwest.ca.

If your request is not answered in a timely manner, please leave a detailed message (i.e. date, student/parent name, grade, division, question/issue, etc.) for the KSM PAC Contacts to follow-up on your behalf.

KSM PAC Contacts: Ken Woo (wookenn@gmail.com) or Colleen Uyeda (cuyeda@newyorkfoods.ca)

* Messages can also be left in the PAC Mailbox located in the school office *

The current schedule for this year is as follows:

(note: may be revised as required due to unforeseen circumstances)

School Photograph Schedule:

Wednesday, 5th Oct. 2011 – Student Photograph Day (Scheduled for all-day)

Tuesday, 18th Oct. 2011 – Start Distribution of Photograph Proofs and Order Forms

Tuesday, 25th Oct. 2011 – School Photograph Order Forms Due by 3:05PM
(after this, a \$10 Late Order Fee is applicable unless awaiting re-takes)

Tuesday, 22nd Nov. 2011 – Start Distribution of School Photographs to Students
(from orders received 25th Oct. 2010)

Re-Take Photograph Schedule:

(for those who were not entirely satisfied with the original photos taken)

Wednesday, 2nd Nov. 2011 – School Photograph Re-Take Day (Morning Session)
(Please return original proof & order form, indicate and sign reason for re-take to assist the photographer)

Wednesday, 16th Nov. 2011 – Start Distribution of Re-Take Photograph Proofs and Order Forms

Wednesday, 23rd Nov. 2011 – School Re-Take Photograph Order Forms Due by 3:05PM
(after this, a \$10 Late Order Fee is applicable)

Tuesday, 13th Dec. 2011 – Start Distribution of School Re-Take Photographs to Students
(from orders received 23rd Nov. 2011)

Kingsford-Smith小學拍照安排 2011 – 2012

Kingsford-Smith小學的家長：若對學校拍照的安排有任何問題，請聯絡校長或家長委員會。
有關訂購相片事宜，請直接聯絡拍攝服務供應商

Mountain West Studios 電話：(604) 433-8551; '0' for Customer Service or '233' for Account Manager,
Sharon 或 sharon@mountainwest.ca。

若你的要求未被及時處理，請向家長委員會留言（如日期、學生/父母姓名、年級、班級、問題等等），以便代為跟進。

家長委員會聯絡人: Ken Woo (wookenn@gmail.com) 或 Colleen Uyeda (cuyeda@newyorkfoods.ca)

也可留言於學校辦公室內的家長委員會信箱

本年度安排如下：

（注：或因故需作修改）

學校拍照安排：

Wednesday, 5th Oct. 2011 —— 學生拍照日（全天）

Tuesday, 18th Oct. 2011 —— 開始分派照片的樣片和定購單

Tuesday, 25th Oct. 2011 —— 定購單截止時間 3:05PM

（之後，將收取\$10定購費，除非是等候重拍）

Tuesday, 22nd Nov. 2011 —— 開始向學生分派照片

（依據25th Oct. 2011收到的定購單）

照片重拍安排：

（專為第一次拍攝效果不理想的學生）

Wednesday, 2nd Nov. 2011 —— 學生照片重拍日（上午）

（請交還原先的樣片和定購單，表明重拍原因，並簽名，以協助攝影師）

Wednesday, 16th Nov. 2011 —— 開始分派重拍照片的樣片和定購單

Wednesday, 23rd Nov. 2011 —— 重拍照片定購單截止時間3:05PM

（之後，將收\$10定購費）

Tuesday, 13th Dec. 2011 —— 開始向學生分派重拍照片

（依據23rd Nov. 2011收到的定購單）