

**PLEASE READ THIS EMAIL IN ENTIRETY -EMAIL CONTAINS IMPORTANT INFORMATION, POLICIES AND INSTRUCTIONS FOR ORDERING VIA THE ON-LINE DATABASE [www.spiritshopsaints.com](http://www.spiritshopsaints.com)**

St. Elizabeth Parents -

**The Spirit Shop Website is now accepting orders for next year.** Please place your order as soon as possible so that we can send home your order before the end of this school year. **The deadline for ordering is next *Friday, May 18th.***

**1. PLEASE TAKE A MINUTE TO LOOK AT YOUR CHILD'S CURRENT SIZES AND PLACE AN ORDER FOR ONE SIZE BIGGER FOR NEXT YEAR.**

**2. PROMPT ORDERING IS MUCH APPRECIATED; PLEASE DO NOT WAIT UNTIL THE LAST DAY OF THE DEADLINE. WE DO NOT WANT TO HAVE TO SEND MULTIPLE EMAILS TO FAMILIES ASKING THEM TO PLACE ORDERS.**

**3. IF YOU DO NOT NEED TO ORDER ANY MERCHANDISE PLEASE SEND AN EMAIL SAYING "ALL SET" SO WE CAN CROSS YOU OFF THE MASTER SPREADSHEET.**

**4. ONLINE ORDERING STEPS:**

1. Log in to the website at [www.spiritshopsaints.com](http://www.spiritshopsaints.com)

2. Universal St. E's password is spadoni (all lowercase)

3. Place your order.

**4. NOTES TO READ:**

1. If you wish to have **Under Armour sweatpants** (basketball style) for next year they must be ordered now. There is a very good chance we will not be able to order them in the fall and due to limited storage space we will not be stocking them. Therefore, please order if you know you want them or will need them. Otherwise, you will have to get your sweatpants from Flynn and O'Hara next year.

2. Parents of girls: Please make sure that your daughter's shorts are **no more than 2 inches above her knee.**

3. All items can be returned/exchanged if tags have NOT been removed and the items have not been worn. Directions on how to return or exchange are found on our website under the tab "Return/Exchange Policy".

4. The St. Elizabeth School uniform policy can be found at [www.spiritshopsaints.com](http://www.spiritshopsaints.com) under the tab "Uniform Policy".

If you have any questions or concerns please send an email to [spiritshopsaints@gmail.com](mailto:spiritshopsaints@gmail.com) and we will be happy to assist you.

-- Thanks!

The Spirit Shop