



September 18, 2023

Subject: St. E's Spirit Shop Now Open

Dear Parents & Guardians,

We are pleased to announce that the Spirit Shop is now open and will remain open throughout the year! Please be patient if items are on backorder. We are re-stocking inventory and evaluating some fun new items for purchase!

ONLINE ORDERING STEPS:

1. Log in to the website at www.spiritshopsaints.com
2. Universal St. E's password for the website is "saints2023" (all lowercase)
3. Place your order.
4. Use the email and password associated with your Shopify account when checking out. (Same email/password as last year.) If you are a new family, you will receive a separate email from Shopify to activate your account and create a password. If you have not received a Shopify Account Activation Link, please email us at spiritshopsaints@gmail.com.

Returns/Exchanges: All items can be returned/exchanged within 10 days if the 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."

Merchandise Pick-Up: We will communicate merchandise pick-up instructions once orders are ready. We will make every effort to send items home with your children in their backpacks. **We will make every effort to fulfill orders that are placed by Sunday at 5 pm, within the same week.**

P.E. Uniform Policy: The St. Elizabeth School P.E. Uniform Policy can be found at www.spiritshopsaints.com under the tab "Uniform Policy."

Important Notes:

- JK-1st Grade has one P.E. class per week and 2nd-8th Grade has two P.E. classes per week.
- Please remember that all students (JK-8) are required to wear sweatpants during 2nd & 3rd quarters.
- The Spirit Shop only has PE shorts in Adult Medium, Adult Large and Adult X-Large. Therefore, any other sizes of P.E. shorts must be purchased from Flynn & O'Hara.
- As in the past, if your child needs a size for sweatpants OR shorts not offered through the Spirit Shop, you can purchase both items from Flynn & O'Hara.

If you have any questions or concerns, please send an email to spiritshopsaints@gmail.com and we will be happy to assist you.

Thanks!
The Spirit Shop