

### **Pakenham uniform shop**

Welcome to the Perm-a-Pleat Uniform Shop. We are an independently-owned family business that operates from Chairo's Pakenham and Drouin campuses.

### **Uniform fitting appointments for 2020**

It is essential that uniform fitting appointments be made this year by all new families with children entering Prep to Year 12 in 2020. This will ensure that your child does not miss out on uniform during the extremely busy back-to-school period in January.

Your child will be sized for the beginning of the school year, therefore allowing for the growth. If needed, sizes may be swapped at the beginning of the year providing that tags have not been removed and original packaging is kept.

Uniform items may be purchased on the day or placed as a sales order, where your items will be kept on hold until payment is made. If your sales order is kept on hold over the summer holidays, we have two designated sales order collection days in January for you to pick up and pay for your order. By collecting sales orders on the specified days, you will avoid having to queue on our busier days.

Appointments are available on selected days from Tuesday 26 November (Orientation Day) until Wednesday 11 December. Appointments run for approximately 30 minutes per child. If you have more than one child who requires uniform, you will need to book separate time slots for each child. Timeslots tend to fill up quickly so please don't delay making an appointment.

To book an appointment simply, visit **[www.chairo.vic.edu.au](http://www.chairo.vic.edu.au)** and click on **Enrolments**, then **Uniform** and scroll down to **Appointments**. Select your campus and register. Please see the below steps about how to register and make an appointment through the online booking system.

#### **How to register for an online appointment:**

- Step 1: Click the online appointment tab on the uniform shop page and choose campus
- Step 2: Click 'register now'
- Step 3: Fill in required fields
- Step 4: A pin number will be emailed to you

#### **Making an appointment after selecting campus and logging in with email address and pin:**

- Step 1: Click the new appointment tab (a calendar with available dates blocked out in green will appear)
- Step 2: Select highlighted date and time appointment is required
- Step 3: Confirmation box will require students name (a separate login is required for each child)

An appointment time will now be saved and can be deleted or modified at any time prior to the appointment. If you are having trouble with the online appointment system, please contact the uniform shop directly by email at [www.chairocspakenham.uniforms@permapleat.com.au](mailto:www.chairocspakenham.uniforms@permapleat.com.au) or by telephone on 03 59 423 035.

The uniform shop is located at the front of the Food Technology building. EFTPOS, Visa and Mastercard facilities are available. Deposits for sales orders are not required. We don't accept cheques or have account facilities. We have an online store that operates via the school website. Items purchased online can be collected from the shop during opening hours or can be left at the Administration Office by arrangement.

### November/December appointment dates and trading hours

- Tuesday 26 November (Orientation Day) 8.30 am – 3.00 pm (by appointment only)
- Wednesday 27 November 1.00 –5.00 pm (general sales)
- Monday 2 December 8.30–9.30 am (general sales)
- Monday 2 December 9.30 am – 1.00 pm (by appointment only)
- Wednesday 4 December 1.00–5.00 pm (general sales)
- Thursday 5 December 8.30 am – 12.30 pm (by appointment only)
- Friday 6 December 8.30–11.30 am (by appointment only)
- Monday 9 December 8.30–9.30 am (general sales)
- Monday 9 December 9.30 am – 1.00 pm (by appointment only)
- Tuesday 10 December 12.00–3.00 pm (by appointment only)
- Wednesday 11 December 8.30–9.30 am (general sales)
- Wednesday 11 December (last day of school) 9.30 am – 12.30pm (by appointment only)

### January/February back-to-school dates and trading hours

- Monday 13 January 9.00 am – 1.00 pm (see below)
  - *by appointment only for late enrolments*
  - *sales orders may also be collected on this day with no appointment required*
- Tuesday 14 January 9.00 am – 1.00 pm (see below)
  - *by appointment only*
  - *sales orders may also be collected on this day with no appointment required*
- Wednesday 15 January 10.00 am – 2.00 pm (general sales)
- Thursday 16 January 10.00 am – 2.00 pm (general sales)
- Friday 17 January 10.00 am – 2.00 pm (general sales)
- Monday 20 January 10.00 am – 3.00 pm (general sales)
- Tuesday 21 January 10.00 am – 3.00 pm (general sales)
- Wednesday 22 January 10.00 am – 3.00 pm (general sales)
- Thursday 23 January 10.00 am – 3.00 pm (general sales)
- Friday 24 January 9.00 am – 1.00 pm (general sales)
- Monday 27 January CLOSED (public holiday)
- Tuesday 28 January 9.00 am – 4.00 pm (general sales)
- Wednesday 29 January 9.00 am – 4.00 pm (general sales)
- Thursday 30 January (school resumes) 1.00–5.00 pm (general sales)
- Friday 31 January 8.30–11.30 am (general sales)
- Monday 3 February 8.30–11.30 am (general sales)
- Tuesday 4 February 1.00–4.00 pm (general sales)
- Wednesday 5 February 1.00–4.00 pm (general sales)
- Thursday 6 February 8.30–11.30 am (general sales)

### Regular uniform shop trading hours from Monday 10 February

- Mondays from 8.30 to 11.30 am
- Wednesdays from 1.00 to 5.00 pm

**Kind Regards**

**Rebecca Stanbridge**

Perm-a-Pleat Uniform Shop

Chairo Christian School

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