

October 1, 2018

To new and returning Christmas Is For Kids parents:

Please fill out one application per family and one story sheet per child. Keep the following information in mind while filling out your application.

### **DUE DATES**

- RETURNING PARENTS: The most important item that returning parents must adhere to is a **November 10<sup>th</sup>** due date. The completed application must be returned to our office no later than **November 10<sup>th</sup>**. Any application received after November 10<sup>th</sup> by a parent who has been in the program before, will go onto a waiting list. There is no guarantee that children on the waiting list will be matched to a donor, so be sure to get all of the requested information to us on time.
  - Your classes or volunteer work must be completed before you submit your application.
- PARENTS WHO ARE NEW TO THIS PROGRAM: Please submit all required information in one packet and as soon as possible. The later the applications are received, the more difficult it is to match your children to donors. Any application from new families received after November 23<sup>rd</sup> will go on a waiting list with no guarantee that your children will be matched to a donor.

### **STORY SHEETS**

- Please include a story sheet for each child. Fill out sizes only for clothing items and circle whether a coat, boots or warm pajamas are needed for children under 13.
- Please include one toy item. It is important for you to know that requests are filled to the best extent possible, but we cannot promise to fill all requests. Note the restrictions we have listed on the story sheet for toys (nothing over \$75, no weapons, bikes, gaming systems or electronics for children under 4).

Other information: This program is for children aged newborn to 18 or high school seniors (age 22 for children with special needs). Children who have quit school or are in college are not eligible. Only custodial parents/guardians can apply for help. Foster parents apply through DCF.

### **PICK-UP**

Families whose application has been accepted will receive a call as soon as the application is admitted and also a letter in early December with the instructions as to date, time and place for gift distribution. In order to pick up your child's gifts, the parent or guardian whose name is on this application must be the person who picks up the gifts. A **birth certificate for each child and valid Massachusetts ID** will be required. **No health cards will be accepted. No passports or out-of-state ID's will be accepted. Please do not include a copy of birth certificates or social security cards with your application.**

Thank you,

The Christmas is for Kids elves