



Carlstadt Public School

Office of the Principal
Kenneth Foy
Kfoy@carlstadtps.org

October 15, 2019

Dear Parents/Guardians:

Your child received their school pictures from Lifetouch Pictures. Please be advised of the following:

1. Retakes for pictures will be done on **Monday, November 18th**. Any student who missed the first picture date can have it done at this time. **All monies must be pre-paid when the pictures are taken.** Please call the office if you need an order form.
2. If any parent is unhappy with their first set of pictures, they may opt for a re-take. Please be advised of the following:
 - a. Parents **will not be given a choice between both sets of pictures. The first set must be given back to the photographer on November 18th** before the re-take is given. I might suggest that if the first one is acceptable, you should keep it. *Remember these are school and not studio pictures.*
 - b. If asking for a retake, please do not turn in the group picture since this will not be done again.
 - c. Any parent who is unhappy with the retake can ask for their money back.
 - d. Parents must call the school office (201-672-3000 ext. 3037) and give the name and grade of the student who would like a retake.

If you have any questions about this, please call our office.

Sincerely,

Kenneth R. Foy

Principal

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