

October 23, 2018

Dear CKS Families,

Our Fall Conferences begin this Monday, Oct. 29th from 4:00 – 8:00. We have a few changes to our format this year that we need to inform you about. This year we are using a new online system called School Bookings to sign up for your day and time. Our staff and school board tested this last year and were very happy with the ease and convenience for both teachers and parents. Below you will find the link and event code that you will need to get started. The second change is the middle school teachers will be holding conferences in their classrooms, rather than the gym. This change was based on feedback from our parents and to give our families more confidentiality.

Christ the King has some rules and new items I would like you to be aware of prior to signing up for your conference times next week.

- Please remember to schedule ONE time per family – dual households need to communicate with each other about conference time in order for both parents to be represented.
- PK conferences are 10 minutes – K-5 Conferences are 15 minutes – Middle School Conferences are 5 minutes
  - Please be on time and respectful of others time.
- We will not make up conferences to accommodate travel or vacation schedules.

If you have any questions, please contact the school office by email or phone. We look forward to meeting with about your child.

**Link:** <https://www.schoolbookings.net/code?code=yvwcu>

**Event Code:** [yvwcu](#)

**Schedule:**

**Monday:** 4:00pm – 8:00pm  
**Wednesday:** 4:00pm – 8:00pm  
**Thursday:** 8:00am – 11:00am

Make it a great day!

Charles “Chuckie” Geilenfeld  
Principal – CKS