Staples School Tools Program

Dear Parents/Caregivers,

The School Tools Program allows you to view and order the upcoming year's required supplies list for your child, as specified by their teacher. This is the most efficient way to ensure that your child has all of the core supplies they need on their first day back.

This year we have a new School Tools program. There are many new changes that benefit you:

- **No cut-off date to order**, you can order at any time, even year-round!
- **Free Shipping,** orders can be shipped either **directly to your home**, or to a store within 2-3 business days
- **"Buy More, Save More"** – 5% discount on orders $25 or more, and 10% discount on orders $50 or more, in addition to seasonal discounts**.***
- **Ability to adjust selections:** Items could be removed or added
- **Guaranteed quality** in all the products chosen

To purchase your student's next year school supplies, please click on the link: https://www.staples.ca/pages/schooltools#parents

If you have any questions regarding the new School Tools Program there is a FAQ page: https://help.staples.ca/hc/en-us/sections/360009250291-School-Tools

There is also a help chat available that you should see on the bottom right of your screen should you have any further questions.

You could also call Bureau en Gros at **514-593-6813 ext. 641** and ask to speak with either Vincenzo Petitti or Lexi Trubiano.

Please note that all the items that are highlighted on your student's school list is what is included in the School Tools Package. We cannot guarantee colours for any of the school supplies.

***NOTE**: The School Tools program offers a "Buy More, Save More" pricing structure which gives parents 5% off School Tools lists totalling $25 or more, and 10% off School Tools lists totalling $50 or more

Pre-Kindergarten Supplies for 2021-2022 School Year

Please make sure all supplies are labeled with first and last name

12 HB pencils (recommended Staedtler or Papermate) sharpened

1 box of 8 ultra-clean large wax crayons Crayola (item 432688)

1 pack (24) wax crayons Crayola (item 17579)

1 pack of 16 Crayola Pip Squeaks Washable Markers (item 589741)

2 white erasers (recommended Staedtler)

2 42g glue sticks (recommended Pritt - item 27337)

1 Scissor specific for right or left hand, depending on hand child cuts with (round tip)

1 red plastic pocket folder

1 pack of 96 sheets of construction paper (recommended Hilroy or Crayola)

1 large cloth pencil case (large enough to fit wax crayons, 1 pencil, 1 glue stick and scissors)

2 (3-holed) plastic duo-tangs (1 green, 1 yellow)

1 Blue Catechese (32 pages – 3 Blue fish on the cover - Item 22849)

1 30-page Hilroy Scrapbook 30.5 x 25.4cm (item 23028)

1 legal size folder (any color)

*Students must keep a spare change of clothes (school colors) at school in a labelled seal top bag (Ex. Ziploc). Please include pants, sweater, undergarment and socks.

Strongly Recommended For All Students (Optional)

2 containers (112g) of Play-doh (any color)

3 large boxes of tissues

6 large seal top bags (freezer size - 26.8 cm X 27.3 com) – Ex. Ziploc

1 box of antibacterial wipes (Lysol/Clorox type recommended)

1 container of wipes (no travel size please)

1 cloth place mat that fits in a lunch box

**** Brand names are supplied for your reference only*****

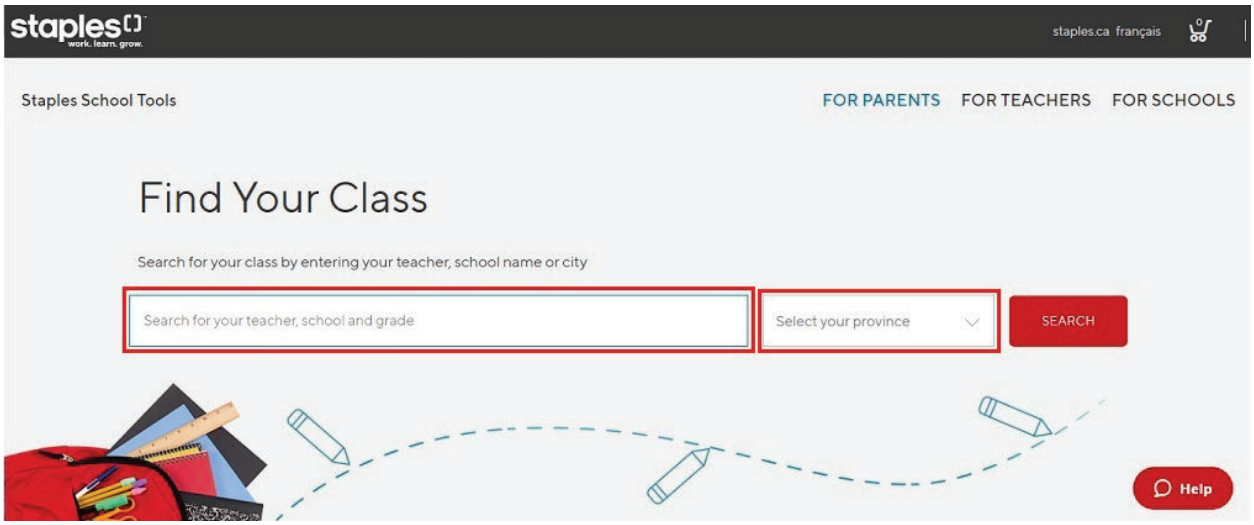
***** For your convenience, item numbers in brackets are from Bureau en Gros**

How to Purchase a School Tools Package

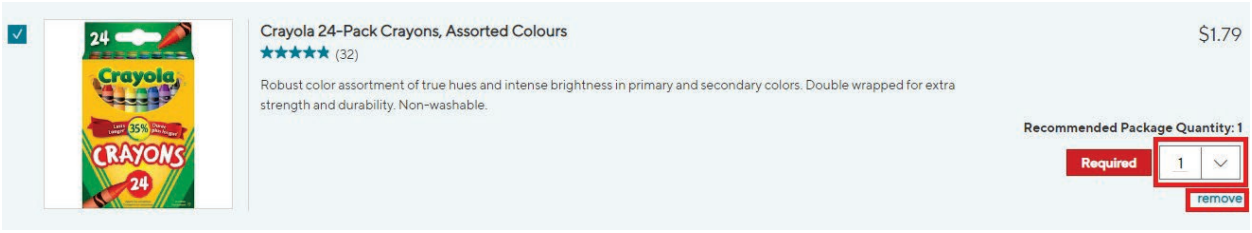
Please follow the step-by-step instructions on how to place your order. Below are a series of pictures with red boxes to help guide you. Please be mindful that left-handed scissors are available, you may add them to your cart by searching for them using this item number:**465033**.

1. Click on the link: https://www.staples.ca/pages/schooltools#parents

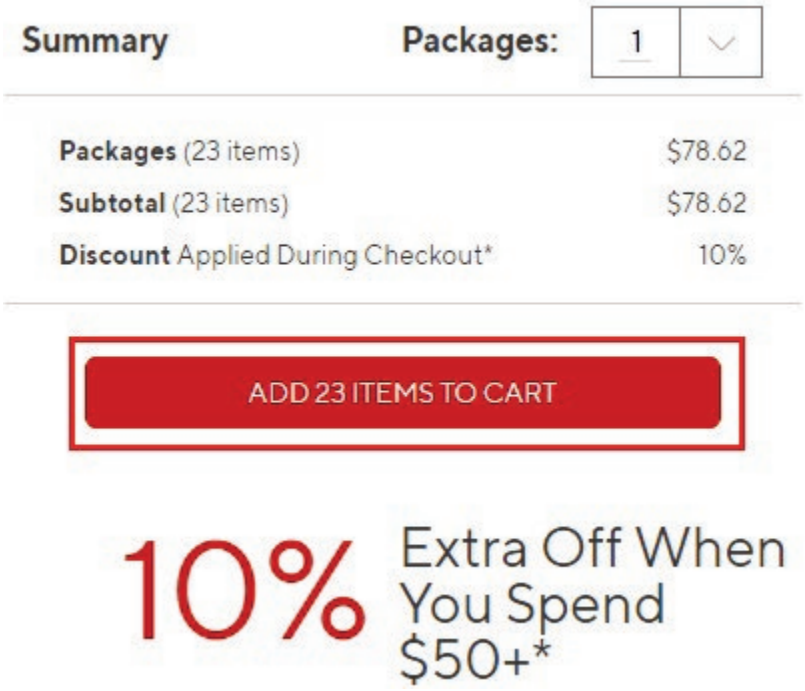
2. Please enter the school and grade, along with the province.



3. You will be able to view the items on the list. You may change the quantity you wish to purchase, or you may remove the item from your cart.



4. Once you finalize which items you would like to purchase, click on “add items to cart”



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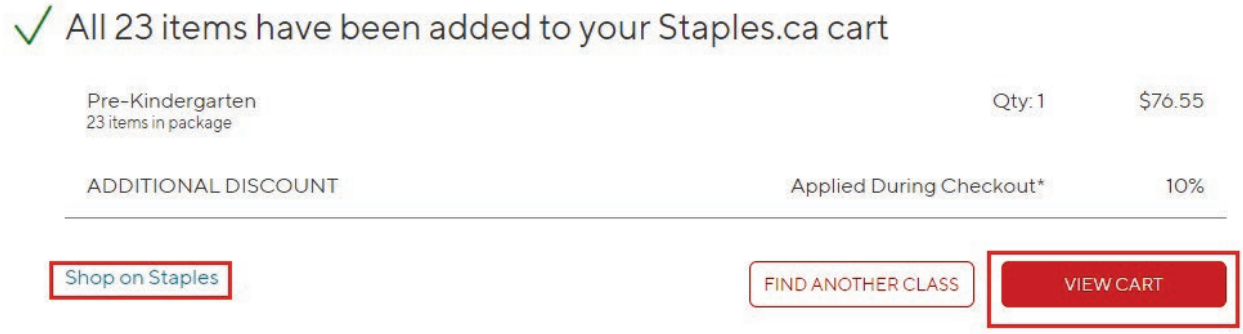
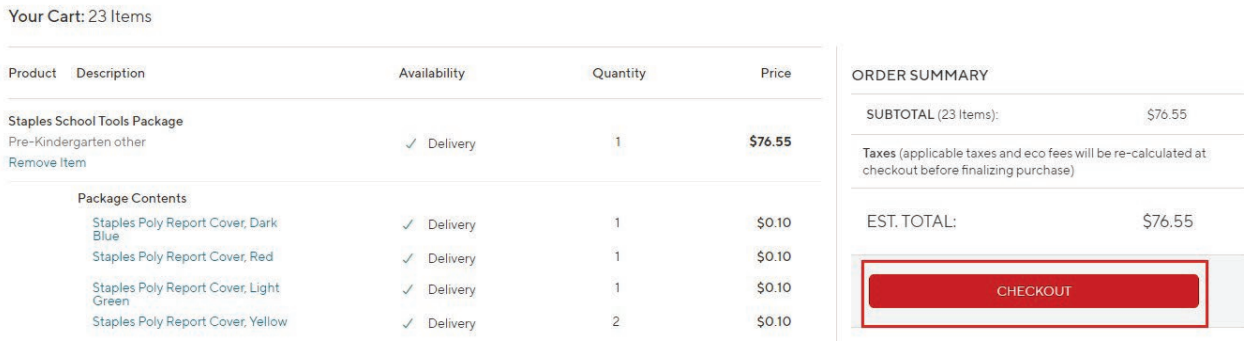
5. Once you add the items to your cart*, you have the option to either “Shop on Staples” if you’d wish to add more items to your cart, or go straight to “View Cart” to be able to proceed to payment

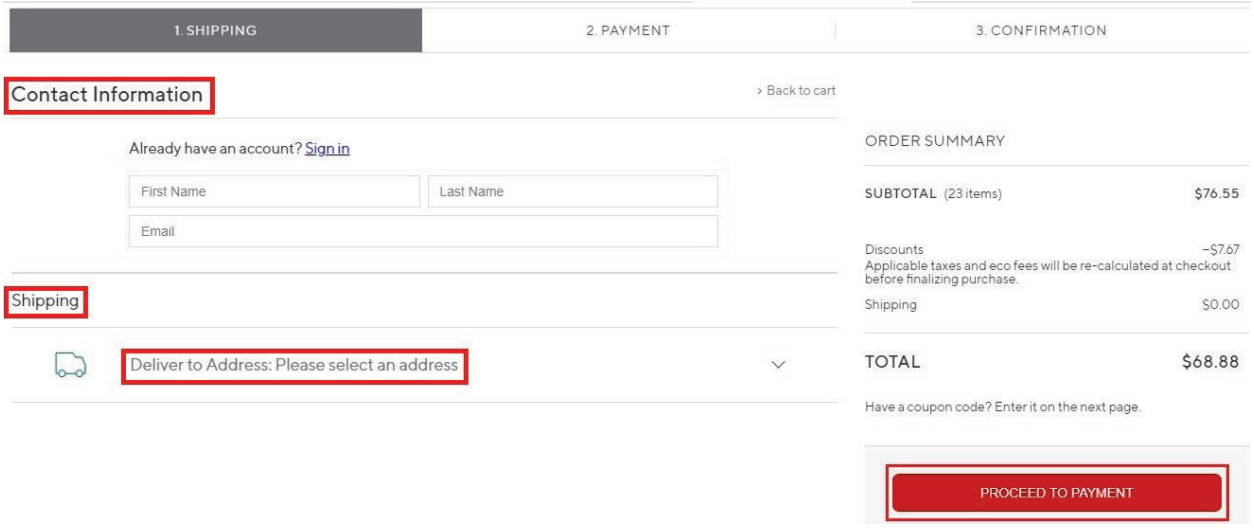
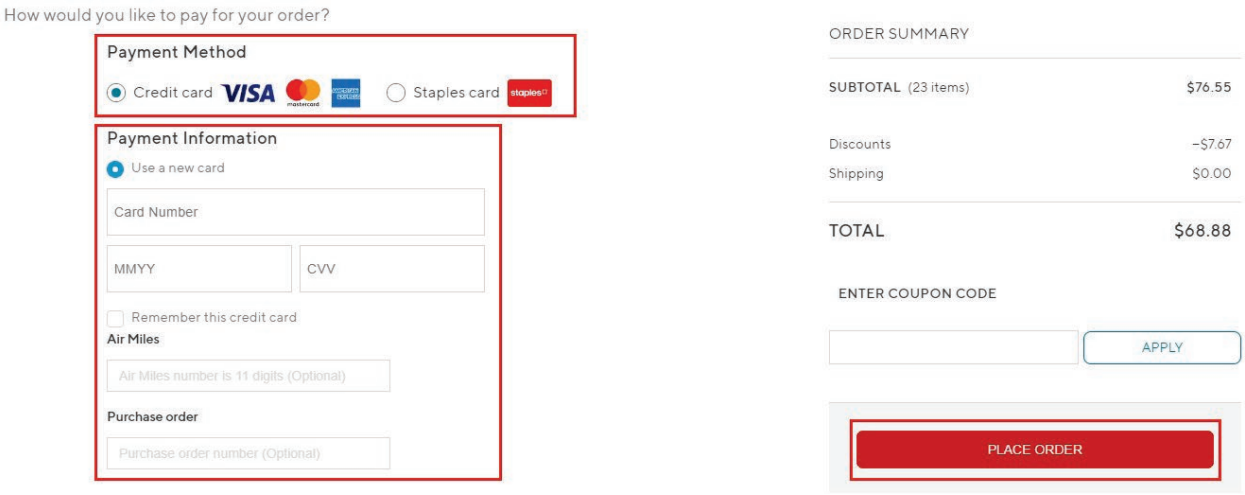


*Please view your cart to avoid accidentally duplicating your School Tools Package before proceeding to payment.

6. Double-check items in your cart, and click “Checkout”



7. Fill out your Contact Information, and Shipping Delivery Address. Click “Proceed to Payment”.



8. Choose Card Payment type. Fill out Payment Information. Click “Place Order”.