Jear Student,

Congratulations to our first year students on being accepted at Francis Tuttle AND welcome back to our second year students! We are excited and looking forward to meeting our new students and seeing our returning students again.

Because our program simulates the child care industry, our students are required to wear an industry standard uniform. This accomplishes at least two things: keeps everyday clothes from getting dirty while promoting professionalism. Francis Tuttle will purchase one scrub top and one scrub bottom for each student. Each student should also purchase one additional scrub top and scrub bottom. Uniforms will be required in class daily. An optional jacket may be purchased to wear as part of the uniform in the classroom.

We use an online ordering system. Step-by-step picture instructions for ordering are included with this letter. Shipping is already figured into the price of the uniform and tax will not be charged. Please allow 14-21 days for delivery.

<u>Returning students **WILL** need to purchase the new uniform since old uniforms will</u> <u>no longer be permitted.</u>

Here are the uniform requirements for the Early Care and Education Technology program:

- ✓ 2 Francis Tuttle Scrub Tops (one provided)
- ✓ 2 Francis Tuttle Scrub Bottoms (one provided)
- ✓ Tennis Shoes closed toe and closed heel
- ✓ Optional Francis Tuttle Jacket

I look forward to seeing you in class!

Sincerely,

Andrea (Niley

[ARLY (ARE AND EDUCATION INSTRUCTOR [RANCIS TUTTLE TECHNOLOGY (ENTER andrea.wiley@francistuttle.edu 405-717-4345 Ignite the Light in Others



## **Uniform Ordering Instructions**

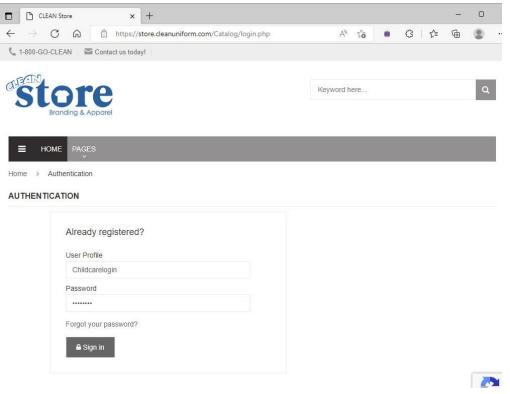
- 1. Scan QR code below
- 2. Enter Login Credentials username: Childcarelogin password: password
- 3. Choose your size
- 4. Type your first and last name into the Pack by Wearer box
- 5. Click add to cart
- 6. Finish the checkout process

https://store.cleanuniform.com/Catalog/login.php

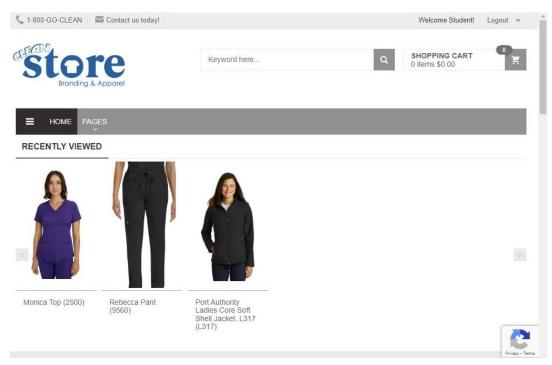


## Instructions for Ordering Uniform for Francis Tuttle Early Care and Education Program

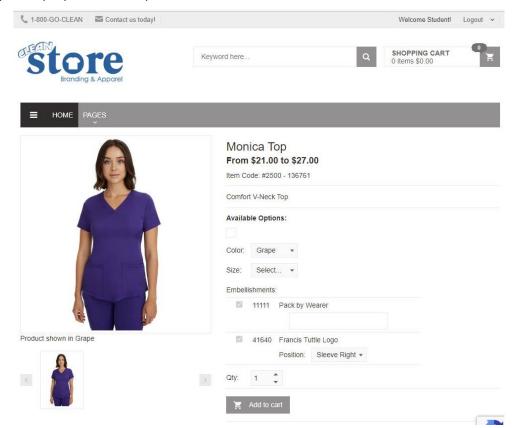
Step One: Enter the website into your web browser or use the QR code above. Enter the User Profile (Childcarelogin) and Password (password) into the boxes provided and click "Sign In".



Step Two: Click on the purple scrub top.



Step Three: Enter the size you wish to purchase for the scrub top. Enter your first and last name in the "Pack by Wearer" for tracking purposes. Click the up or down to select the quantity of tops you wish to purchase and then click "Add to cart".



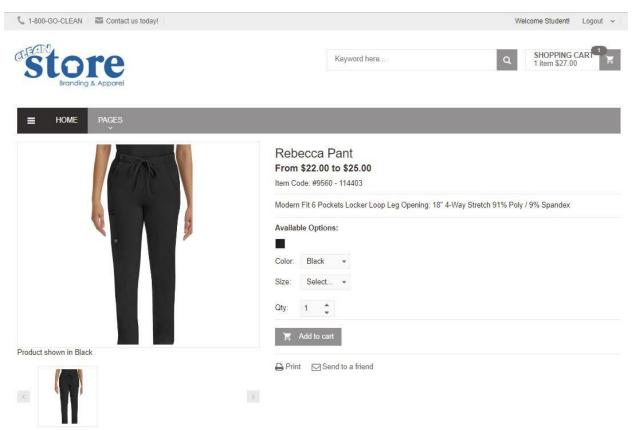
Step Four: Click "Continue shopping".

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<b>⊟</b> НОМЕ ne > You	PAGES				
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four shopping	Contract Top Prod ID : Color : Grape Size : L 11111: Pack by Wearer Text : "Andrea 41640: Francis Tuttle Logo Location :	\$21.00 iley" \$0.00 \$6.00	Quantity 1 • •	Total	Đ
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## Step Five: Click on the black scrub pants.

📞 1-800-GO-CLEAN	Contact us today!		Welcome Studer	nt! Logout 🗸
Stol Branding &	Apparel	Keyword here	Q SHOPPING CAR 0 items \$0.00	T
	GES ´			
RECENTLY VIEWE	D			
				2
Monica Top (2500)	Rebecca Pant (9560)	Port Authority Ladies Core Soft Shell Jacket. L317 (L317)		Privacy - Terms

Step Six: Enter the size you wish to purchase for the scrub bottom. Click the up or down to select the quantity of tops you wish to purchase and then click "Add to cart".



Optional: Add an optional jacket by clicking "Continue shopping", clicking on the jacket, and selecting the size and quantity you wish to purchase. Click "Add to cart".

Step Seven: Click "Proceed to checkout".

Brc	Apparel Keyword here.				
≡ ном	e Pages				
me > You	ur shopping cart				
OPPING C	ART SUMMARY				
our shoppin	g cart contains: 2 Products				
< Continue	shopping			Proceed to	checkout >
Product	Description	Unit price	Quantity	Total	Ô
	Monica Top Prod ID : Color :: Grape Size : L	\$21.00	1		
	11111: Pack by Wearer Text : "Andrea Wiley"	\$0.00		\$27.00	
	41640: Francis Tuttle Logo Location : I Subtotal (Unit Price):	\$6.00 \$27.00	• •		
	Rebecca Pant Prod ID : Color : Black Size : LG	\$22.00	1	\$22.00	
		-	tal products		\$49.0

Step Eight: Complete the billing and shipping information.

store	Keyword	here	Q SHOPPING CA 2 items \$49.00	ART
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Purchase Order:				
Customer PO Number				
BILLING INFORMATION	N	SHIPPING INFORMA	TION 🛛 Same as billir	ng info
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		City	State/Province	Zip/Postal
Email to receive invoice			N/A 🗸	Code
		Attention:		
		Email address for Shippi	ng Notification	

Step Nine: Review your order for accuracy and click "Complete Order".

RDER REV	VIEW				
Product	Description	Unit price	Quantity	Total	圃
	Monica Top Prod ID : Color : Grape Size : L	\$21.00	1.00		
	11111: Pack by Wearer Text : "Andrea Wiley"	\$0.00	1	\$27.00	
	41640: Francis Tuttle Logo Location : I	\$6.00			
	Subtotal (Unit Price):	\$27.00			
	Rebecca Pant Prod ID : Color : Black Size : LG	\$22.00	1	\$22.00	
		То	tal products		\$49.00

Step Ten: Complete the credit card information and click "Place Order".

	ORDER REVIEW						
	В	ILLING INFOR	MATION		SHIPPING IN	1	
	Andrea Wiley 12777 N Rockwell Ave Oklahoma City, OK 73142-2710			Andrea Wiley 12777 N Rockwell Ave Oklahoma City, OK 73142-27			
	Product	Product Description			Unit price	Quantity	Total
		Monica Top Prod ID: Color: Grape Size : L         \$21.00           11111: Pack by Wearer         Text: "Andrea Wiley"         \$0.00           41640: Francis Tuttle Logo         Location : I         \$56.00           Subtotal (Unit Price):         \$27.00           Rebecca Pant Prod ID: Color: Black Size : LG         \$22.00		\$21.00			
					\$6.00	1	\$27.00 Tax: 0.00
						00 1	\$22.00 Tax: 0.00
					To	tal products	\$49.00
						Tax (0.000%)	\$0.00
Tax and Shipp	ing should both		equal z	zero.		Shipping	\$0.00
						Total	\$49.00
		Name on Card:	Cardholder Name				
		Card Type: Select  Card Number: Card Number		~			
		Month:	Month Vear:	Year 🗸			