



To: **Bright Start:** Counselors, Health Room Coordinators, Family Support Specialists

Re: **NEW PROCEDURES FOR 2025 - 2026**

This year Bright Start will continue with the hybrid schedule for clothing students. We will be open to **in-person students** each Wednesday and Thursday and will complete the **bagging model** each Monday and Tuesday.

The week beginning September 14, 2026: Bright Start will open its doors to provide for students in need of new school clothes and shoes.

SCHEDULING APPOINTMENTS: The initial appointment scheduling **FOR IN-PERSON STUDENTS** begins **Monday, September 8, through Thursday, September 10** from 9:00 a.m. to 1:00 p.m. Phone: 425-252-8671 to schedule appointments.

Beginning Monday, September 14, subsequent scheduling **FOR IN-PERSON STUDENTS** can be completed during Bright Start's regularly scheduled business hours (Monday-Friday, 9:00 a.m. to 1:00 p.m.). Call 425-252-8671 to schedule appointments.

When scheduling your school appointment, please make us aware of any unusual situation regarding students' size, non-English speaking, or other special needs. (PLEASE NOTE: AN ASSISTANT MUST ACCOMPANY ANY STUDENT INCAPABLE OF FUNCTIONING INDEPENDENTLY).

If you need to cancel an appointment or will be late, please contact us **24 HOURS IN ADVANCE** by phone: 425-252-8671.

ELIGIBILITY AND SCREENING GUIDELINES

- Enrolled in Pre- K through grade 12 and attend school on a regular basis.
- Student qualifies for additional support services based on **FINANCIAL NEED**.
- Clothing is offered once per school year per student. (September 2026-June 2027).
- Clothing is for the student in need, and the sizes on the Size Order Form must match the child.

Note: We are unable to provide clothing for anyone other than the qualifying child.

PROCEDURES FOR STUDENTS WHO COME INTO THE BUILDING TO SELECT THEIR CLOTHING, SHOES, ETC.:

- A Bright Start **Service Request Form** and **Size Order Form** must be completed and accompanied by each student.

These forms are available on the Luma NW website, under the link for Bright Start – District Information. The Service Request Form and the Size Order Form (child size and adult size) are offered in English and in Spanish. Both the school representative and parent or guardian signatures are required on the Service Request Form. Only the 2026-2027 forms will be accepted for processing.

- It is the school's responsibility to arrange transportation. Students must be transported to Bright Start by an authorized school representative or volunteer.
- School personnel **are required** to remain on-site and supervise students.

FOR STUDENTS BEING SERVED BY THE BAGGING MODEL:

- Available on Luma NW website, under the link for Bright Start – District Information, is the **Service Request Form** and the **Size Order Form** (child size and adult size). The Service Request Form and the Size Order Forms are available in both English and in Spanish. Only the 202-2027 forms will be accepted for processing.
- School personnel will print off and send home, for the student, the **Service Request Form** and the **appropriate** clothing **Size Order Form** (child size or adult size).
- Parents will accurately complete the **Service Request Form** and the **Size Order Form** (child size or adult size) and return them to school. **Both the school representative and parent or guardian signatures are required on the Service Request Form.**
- All areas on the Size Order Form must be completed, or we will assume the child does not need that item. It is **critical** the correct size order form is completed for the student (***child size or adult size***).
- **School personnel are required to review each form for completion and accuracy.** **Note: Ensure the correct Size Order Form is completed, as appropriate, Child Size Order Form or Adult Size Order Form. Ensure the correct shoe size is selected (Youth/Child size or Adult size).**
- School personnel will drop off or mail in the completed forms. Please **do not** email or fax the completed forms.

**Luma NW
Attn: Bright Start
5107 Evergreen Way
Everett, WA 98203**

- The Service Request Form and the student's Size Order Form will be processed on a first-come, first-served basis. **Incomplete or improperly completed documents and forms**

will be returned to the school for corrections and will then be processed, in que, once returned to Luma NW: Bright Start.

- School representatives must pick up the prepared clothing bags **PROMPTLY** once contacted they are ready. Bag Pickup is available during the regularly scheduled business hours: Monday - Friday, 9:00 a.m. to 1:00 p.m.

Please advise parents that clothing and shoe exchanges are not permitted. It is to the benefit of the student to have the school schedule and transport students for the **In-Person** appointment. When coming to Bright Start for an **In-Person** appointment, the child benefits from the experience of a personal clothier. The child selects new clothing preferences and has the opportunity to try on their selected clothing items. The In-Person appointment ensures the child receives clothing that is **well-fitting and of their choosing.**

TEEN RETAIL:

Luma NW volunteers will distribute Fred Meyer clothing certificates to high school counselors. The counselors will then distribute them to students who qualify for assistance. The students will have until **December 1** to purchase school related items. Certificates cannot be redeemed after December 1. Qualifying Students who do not receive a Fred Meyer certificate, may receive clothing assistance through the Bright Start program. A Service Request Form and a Size Order Form is prepared for the student and submitted to Bright Start for preparation.

Teen retail information will be distributed directly to the high school counselors in August and September. Counselors may contact Mary Anne Walters at LumaNW5107@gmail.com for further information.

ECEAP:

The ECEAP coordinator, Wanda Corcoran, will be in contact with the ECEAP program managers at the beginning of September. Information will be available to the ECEAP program managers at that time.

Luma NW has provided new school clothes to over 135,000 students through Bright Start since 1965. We look forward to meeting and serving your students this year. If you have questions, please do not hesitate to call 425-252-8671.

Sincerely,

Mary Anne Walters, Chair, Bright Start
Janet Voorhies, President, Luma NW

BrightStart5107@gmail.com
425-252-8671

Luma NW is a nonprofit 501(c)(3) corporation. Federal Tax Identification #91-6069747