**PRESCHOOL TO-DO LIST**

**BEFORE THIS SEPTEMBER…. ATTENTION TO THESE ITEMS IS A MUST!**

**1. Add the following email addresses to your contact list**. One of the ways we communicate is through email. Adding our email address to your address book will assure our emails make it to your “inbox” and NOT your spam folder.

[rdecker@spumcns.org](mailto:rdecker@spumcns.org)

[htaflan@spumcns.org](mailto:htaflan@spumcns.org)

[office@spumcns.org](mailto:office@spumcns.org)

**2. Activate:**

**A. Myprocare Portal at** [**www.myprocare.com**](http://www.myprocare.com)**.** It is through this portal you will have access to your billing and tax statements.

**B. Bloomz**. Through this portal you will be able to access the school calendar, sign up for school activities and field trips, and receive alerts regarding schedule changes, deadlines and weather-related information. Instructions are on the school’s website.

**3. Access the SPUMCNS Website** ([www.severnaparkumc.org/nursery-school](http://www.severnaparkumc.org/nursery-school)) At the bottom of the page, click on the link labeled “Nursery School Documents.” Download and print the following **REQUIRED** forms due on the first day of school.

**A. Health Inventory form** - **Pediatrician MUST complete and sign this MSDE required** form yearly.

**B. Immunization record – required yearly from your pediatrician.**

**C. Emergency Form** – complete and sign

**D. Does your child have an allergy, asthma or medical condition?** If so, the following forms MUST be completed and signed by your pediatrician.

* + **Allergy Action Plan** (photo of your child must be attached to form)
  + **Asthma Action Plan**
  + **Medication Administration Form** (needed for epi pens, inhalers, or any other medications)
  + **Medication** – Must be a NEW container, labeled with a NEW prescription label. This includes a spacer if child is prescribed an inhaler. No opened medication will be accepted.

**E. Tuition Express authorization**. Please complete this form with the preferred method of payment. It is our preference that either a checking account routing number or a debit card be utilized. This is the way ALL TUITION PAYMENTS AND OTHER CHARGES ACCRUED WILL BE PAID.

**F. All About Me** – Helpful information for your child’s teacher.

**G. Statement of Understanding** – Please complete, sign and return.

**Tote Bags** – We prefer the use of “tote” style school bags. Order forms for SPUMCNS bags are available on the school website for purchase. Please label your child’s bag and include a labeled spare set of clothing in a Ziploc bag.

**Snacks** – If your child has a food allergy or sensitivity, you’ll need to provide his/her daily snack. Please follow these steps and send these items with your child on the first day of school:

* + Label a variety of individually packaged snacks with your child’s name
  + Place snacks inside a labeled plastic shoe-box-size container
  + Print two head-and-shoulder photos of your child
* **PLEASE NOTE…ALL COMPLETED FORMS MUST BE TURNED IN ON THE FISRT DAY OF SCHOOL.**

**Please familiarize yourself with additional informative items on the website**:

* SPUMCNS Information and Parent Handbook 2019-2020
* SPUMCNS 2019-2020 Calendar
* Pick-Up Partner Program Interest/Authorization form
* Parent Group Information/Calendar 2019-2020
* Bloomz sign-up instructions
* Typical School Day

**IMPORTANT UPCOMING DATES:**

**August 28th (Wednesday) Parent Welcome and Orientation – 7 pm, sanctuary**

**August 29th (Thursday) Student Open House**

**3-year-olds: AM: 9:30-9:50/PM: 10:00-10:20**

**4-year-olds: AM and Extended: 10:30-10:50/PM: 11:00-11:20**

**September 3rd (Tuesday) 3-year-olds’ first day of school (all forms due)**

**September 4th (Wednesday) 4-year-olds’ first day of school (all forms due)**

Days and Hours of Classes:

3 (T/Th) and 4-year-old ½ day classes (MWF): AM 8:45 – 11:30/PM 12:00-2:45

Extended day sessions (MWF or M-F): 8:45-1:45