**SPUMCNS “Before School Starts” To-do List**

**BEFORE VIRTUAL PRESCHOOL STARTS:**

**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 ensure our emails make it to your “inbox” and NOT your spam folder.

 rdecker@spumcns.org

 htaflan@spumcns.org

 office@spumcns.org

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

**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 which are required to be turned in at the start of the school year:

**A. Health Inventory form** – Required to be completed and signed annually by pediatrician and turned in on the first day of school.

**B. Immunization record –** Required to be completed by pediatrician and turned in on the first day of school. All students must be fully immunized. Printed immunization records, signed by the physician, are also accepted.

**C. Emergency Form** – complete, sign, and turn in on the first day of school.

**D. All About Me** – Helpful information for your child’s teacher. Complete and turn in on the first day of school.

**E. Tuition Express authorization**. Please provide your preferred method of payment, preferably a checking account routing number or debit card number. Tuition will be charged on the first school day of every month, from September through April. All Nursery School billing will be done through Tuition Express.

**F. Handbook Receipt Acknowledgement** – Sign and return on the first day of school.

**G**. **Activate your Bloomz account and join the School Bloomz group**. You’ll be invited to join the class Bloomz group once you join the school group.

**4. In the event we return to the classrooms, there are additional forms that may be necessary. Should your child have an allergy, asthma or medical condition requiring medication to be kept at school,** the applicable forms below MUST be completed and signed by your pediatrician and turned in to the school prior to returning to the classroom. During the period of virtual instruction, these items are not required.

* + **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.
	+ **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

**6. In the event we return to the classroom,** We prefer the use of “tote” style school bags. Please label your child’s bag and include a labeled spare set of clothing in a Ziploc bag.

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

* SPUMCNS Information and Parent Handbook
* SPUMCNS 2020-2021 Calendar

**IMPORTANT UPCOMING DATES:**

**Tuesday, September 8th: Meet-and-Greet sessions for three-year-old students**

**Wednesday, September 9th: Meet-and-Greet sessions for four-year-old students**