

SPUMCNS To-do List For Students Starting Mid-year

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. It is through this portal you can see your billing and tax statements.

3. Access the SPUMCNS Website (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. Forms MUST BE FILLED OUT COMPLETELY and turned into to the school office prior to your child’s first day of school.

- 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** – Obtain current immunization record from pediatrician.
- C. Emergency Form** – We will ONLY release your child to those listed on this form.
- D. All About Me** – Helpful information for your child’s teacher.
- E. Handbook Receipt Acknowledgement** – read the handbook before signing.

*If your child has a food/environmental allergy or a medical condition requiring a prescription for an Epi Pen/auvi-q and/or an inhaler, the following forms will also be required. Please fill out completely and obtain a physician’s signature when required.

- G. Allergy Action Plan** (photo of your child must be attached to form)
- H. Asthma Action Plan**
- I. Medication Administration Form** (needed for epi pens/auvi-q, inhalers, or any other medications)
- J. Copy of your child’s birth certificate (required for students new to the school)**

4. Medication – MUST have a prescription label that matches the medication paperwork. (child’s name, prescription name and dose). Include a spacer if child is prescribed an inhaler.

5. 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. Tote Bag - We require the use of “tote” style school bags (**NO BACKPACKS**), roomy enough for artwork and a file folder. Please label your child's bag and include a labeled spare set of clothing in a Ziploc bag.



7. Activate your Bloomz account and join the School Bloomz page. This is the school's main method of communication: alerts, messages, calendar, sign-up's etc. Watch for an invitation via email to join Bloomz and set up your account so you're notified of posts.

8. The SPUMCNS 2022-2023 Calendar is available on the website.