

SPUMCNS Back-to-School To-do List

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.

director@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. Download and print the following REQUIRED forms at the bottom of the nursery school webpage, click the link **“Nursery School Documents.”** Please note emailed and/or scanned forms will NOT be accepted. Forms **MUST BE FILLED OUT COMPLETELY** and turned in to the school office August 26-29 9:00am – 1:00pm

A. Copy of your child’s birth certificate (required for students new to the school)

B. Health Inventory form – Must be completed in full and signed by pediatrician.

C. Immunization record – Obtain current immunization record from pediatrician.

D. Blood Lead Testing Certificate

E. Emergency Form – We will ONLY release your child to those listed on this form.

F. All About Me – Helpful information about your child for his/her teacher.

G. Handbook Receipt Acknowledgement – Download and read the handbook before signing.

5. Allergy/Asthma/Medication: **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 (whichever are applicable) will also be required. Forms must be filled out completely and signed by both physician and parents where indicated. **Please follow these instructions precisely:**

1. Allergy Action Plan - attach photo of your child where indicated on forms.

2. Asthma Action Plan - Include a spacer if child is prescribed an inhaler.

3. Medication Administration Form – required for epi pens/auvi-q, inhalers, or any other medications, whether prescription or over the counter, that will be kept at school.

6. 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 wallet-size head-and-shoulder photos of your child and include them with the snacks.

7. 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. You may choose to purchase one of the school tote bags, and the Parent Group will provide ordering instructions during the summer. The pre-ordered totes will be available to pick up at the beginning of school.

