

Important Notes!



TO DO NOW:

1. Opt-in to receive texts (if new to the school).*
2. Make sure we have your accurate email address.
3. Complete and return the yellow data form (included in this mailing).

BEFORE REGISTRATION:

4. Is your child's immunization form up-to-date? **
5. Complete registration forms (see instructions on the reverse side of this page).

SCHEDULE FOR REGISTRATION and ABOUT SCHOOL FORMS/CHECK LIST (reverse side)

Fillable registration forms are found on the website at stns.org

** IMMUNIZATION REQUIREMENTS

By state law, a student new to the school must have up-to-date immunizations recorded on *Tennessee Immunization Form*. The form must be on file **BEFORE** the child begins school.

- If your child is a returning student, immunizations must be current and properly recorded with the updated form submitted to the school office.
- An immunization form from a state other than Tennessee must be transferred to a Tennessee form by the physician or the Hamilton County Health Department.

COMMUNICATION TO PARENTS

TEXTING SERVICE:

***Recipients MUST OPT-IN for this service.**

We use this system for major announcements such as school closings or delays. If you have a text message plan, these messages will be included in that plan; otherwise, standard text message charges apply. To opt in, **text the word ALERT to 22300** or visit www.OneCallNow.com/TextAlerts. **PLEASE NOTE: take a moment to listen to or read any message sent through the alert system, before immediately calling the school.** *Nearly every time we've used the system, within minutes we get numerous phone calls asking why we've called.*

WEEKLY CALENDAR:

Most of our communication is done via email. The Weekly Calendar, which covers upcoming event details, is emailed at the end of each week and posted on the website secure parents' portal.

Please make sure we have your accurate email address on file. If it has changed, send the updated information to kdaugherty@stns.org - also make sure you have allowed kdaugherty@stns.org as part of your contact list. In the event you are not receiving messages from us weekly during the school year, check to make sure our messages are not in your spam or junk folder.

SCHEDULE FOR REGISTRATION DAY AND FIRST WEEK OF SCHOOL

MONDAY, August 13 – Registration Day

EARLY LEARNING CENTER: Any time between 8:00-10:00am

Either before or after visiting classrooms, parents visit the cafeteria for registration and then continue to the gym for parent information and school merchandise.

PRIMARY LEVELS: Any time between 8:00-10:00am

Levels 3 through 7 students may visit their cottages while parents visit the cafeteria and gym.

TUESDAY, August 14 – FIRST day of school, ALL LEVELS: 8:00am-12:00noon

Traffic information and maps are online. Dismissal will be from the gym. To facilitate traffic flow, please put a sign with child's name on dashboard. Extended School Program (ESP) childcare begins (students who stay for childcare need to bring a lunch since the cafeteria is not open until Wednesday).

WEDNESDAY, August 15 - FRIDAY, August 17, ALL LEVELS, 8:00am-3:00pm

Cafeteria service begins. Follow normal traffic routines. Please remember a student sign for dashboard.

WEDNESDAY, August 22 – Back-to-School Night for Parents, ALL LEVELS: 6:30 PM

Parents have a special required meeting and classroom visitation (parents only).

ABOUT ONLINE SCHOOL FORMS

All school forms are available online in fillable pdf format. A password is not needed to access the forms. Follow the instructions below [also shown on the website]. See below for a check list of school forms.

REGISTRATION FORMS DOWNLOAD INSTRUCTIONS

1. Download each required form from the website.
2. Save the form to your computer.
3. Fill in the appropriate blanks, and save again.
4. Print the form and sign.
5. Return form to the school at the appropriate time. If you have a problem with this process, you may download the form and fill in the data by hand.

CHECK LIST FOR REQUIRED FORMS AND IMPORTANT SCHOOL YEAR INFORMATION

(Download at www.stns.org) Forms require parent or guardian signature.

Required – in the office by August 13 - Registration Day	Optional/as needed – in the office by August 13 - Registration Day	For information – Please read carefully
<input type="checkbox"/> Medical Release Form <input type="checkbox"/> Traffic Release Permission <input type="checkbox"/> Publicity Permission <input type="checkbox"/> Swimming Pool / Outdoor Activities Permission (<i>signed 3 places</i>) <input type="checkbox"/> Speech and Hearing Form (<i>required for Level 1 and new-to school Level 2-7 students</i>). <input type="checkbox"/> Extended School Program Application (<i>must have on file to stay after school</i>)	<input type="checkbox"/> Lunch and Milk Registration <input type="checkbox"/> Food Allergy Form (if applicable) <input type="checkbox"/> Parent Volunteer Form <input type="checkbox"/> Optional Prescribed Medication Protocol (<i>form accompanies medication as needed</i>). <input type="checkbox"/> Library Book Club Letter	<input type="checkbox"/> Dress Code for Students <input type="checkbox"/> Traffic Map for Arrival and Dismissal (<i>2018-2019 posted in August</i>) <input type="checkbox"/> Extended School Program Policies <input type="checkbox"/> Family Handbook (<i>2018-2019 posted in August</i>)