

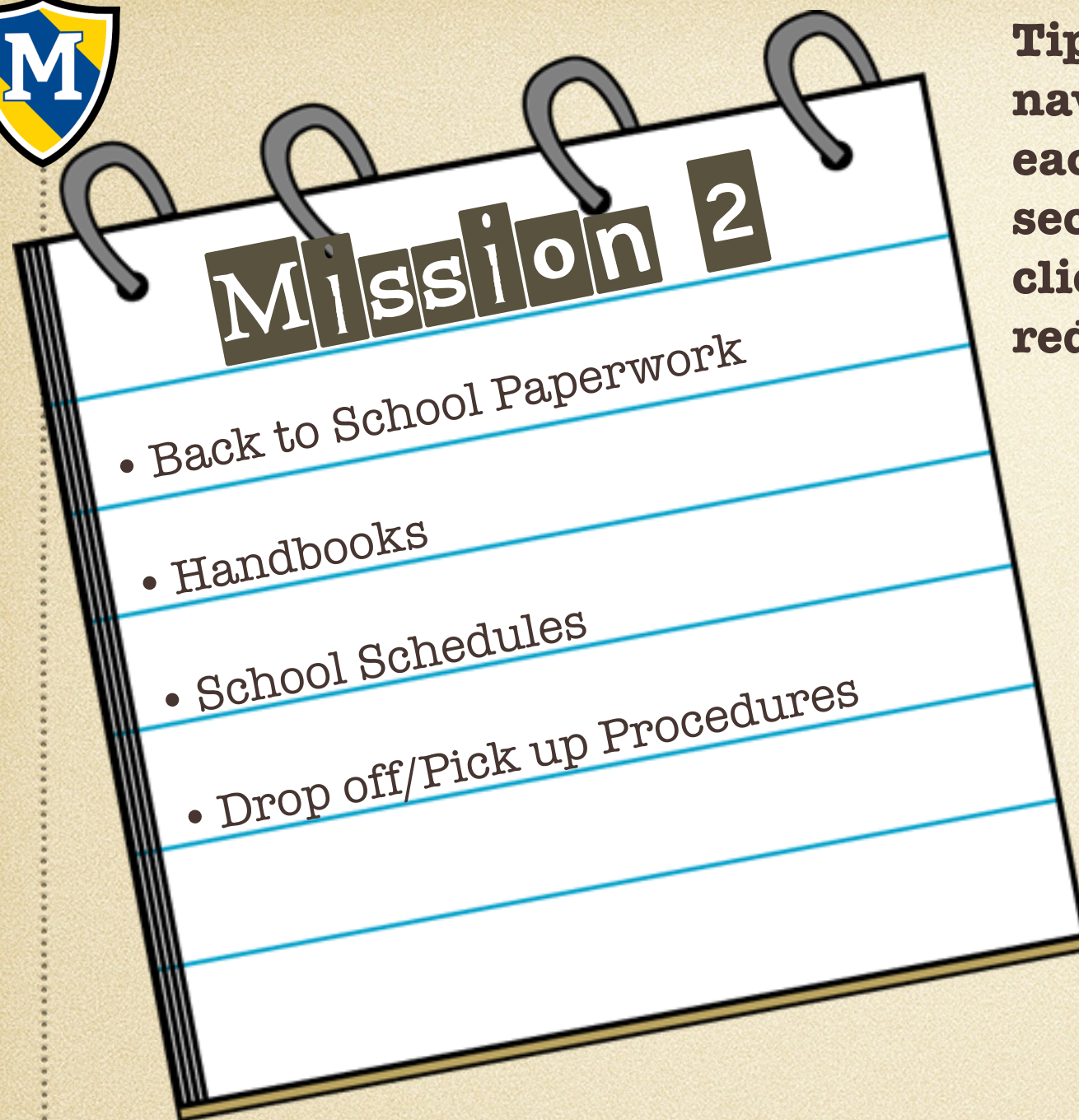


# Secret Agents of Learning: Back to School Files

Merryhill Midtown 2025-2026







**Tip: Easily navigate to each previous sections by clicking the red check**



## CHECKLIST

### **Mission 1**

- Important dates & school calendar
- Required Parent Orientations
- Summer reading
- Preventing the summer slide
- School supply lists
- Uniform options & spirit wear

### **Mission 2**

- Back to School paperwork
- Handbooks
- School schedules
- Drop off/pick up procedures

### **Mission 3**

- Food services: hot lunch & snack cart
- After School clubs & classes
- School programs: athletics, FIERCE, specialty classes
- Middle School electives & Student Council

### **Mission 4**

- Faculty and Staff overview
- 1st day of school reminders
- Save the date: Back to School Night
- Back to School FAQs

**Final Summer Email:** Class placements

Families can expect to receive at least 4 Back to School communications over the course of the summer. Additional communications may vary depending on grade level.





# Back to School

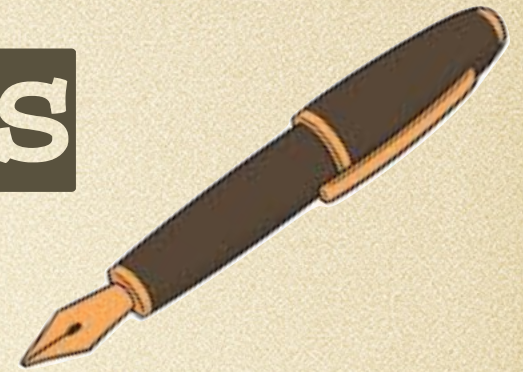
## Mission 1

- Important dates & school calendar
- Required Parent Orientations
- Summer reading
- Preventing the summer slide
- School supply lists
- Uniform options & spirit wear





# Important Dates



- **Wednesday, June 11th - Friday, August 8th:** Summer Camp 2025
- **Tuesday, July 1st:** First 2025 - 2026 tuition payment due (annual/semi-annual plans)
- **Monday, July 7th:** Middle School Info Night with Principal Brett Wallis, 5:00 - 6:00PM
- **Friday, July 11th:** Summer Camp Social, 12:30 - 2:30PM for all families (more details to follow)
- **Wednesday, July 30th:** Mandatory Parent Orientation option #1 (in person, 11:30 - 12:15PM), and option #2 (in person, 5:00 - 5:45PM)
- **Friday, August 1st:** First 2025-2026 tuition payment due (monthly plans)
- **Monday, August 4th:** All Back to School paperwork due
- **Thursday, August 7th:** Mandatory Parent Orientation option #3 (virtual, 5:00 - 5:45PM)
- **Monday, August 11th - Friday, August 15th:** School Closed
- **Thursday, August 14th:** End of Summer Family Event & Used Uniform Sale, 4:30 - 6:00PM, details & invite to follow, class placements/teacher assignments communicated via email in AM
- **Monday, August 18th:** First Day of School!





# 2025-2026 Calendar



## Merryhill School Midtown

2025 - 2026 School Year Calendar\*

### AUGUST 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### SEPTEMBER 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### OCTOBER 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### NOVEMBER 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### DECEMBER 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### JANUARY 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### FEBRUARY 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

### MARCH 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### APRIL 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### MAY 2026

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### JUNE 2026

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### JULY 2026

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### IMPORTANT DATES:

#### First & Last Days

First Day of School	8/18
Last Day of School	6/5
First Day of Camp	6/10

#### Professional Development/No School

August PD	8/11 - 8/15
October PD	10/3
December PD	12/19
February PD	2/13
June PD/Camp Prep	6/8 - 6/9

#### Minimum Day/Early Release for PD

10/31, 1/30, 5/1

#### Academic Breaks

Fall Break	11/24 - 11/28
Winter Break	12/22 - 1/2
Spring Break	4/6 - 4/10

#### Holiday Breaks/Campus Closed

Labor Day	9/1
Veteran's Day	11/11
Thanksgiving	11/24 - 11/28
Christmas	12/22 - 12/26
New Year's	12/31 - 1/1
MLK Day	1/19
President's Day	2/16
Memorial Day	5/25
Juneteenth	6/19
Independence Day	7/3

#### Break Camp Dates

Winter Break Camp	12/29-12/30, 1/2
Spring Break Camp	4/6 - 4/10
Summer Camp	6/10 - 8/7

#### Trimester Beginning/End Dates

First Trimester	8/18 - 11/7
Second Trimester	11/10 - 2/27
Third Trimester	3/2 - 6/5

#### Progress Report Dates

First Trimester	10/6
Second Trimester	1/16
Third Trimester	4/24

#### Report Card Dates

First Trimester	11/14
Second Trimester	3/6
Third Trimester	6/5

#### Conference Dates/No School

First Trimester	10/6
Second Trimester	3/6

Click  
Here

\*subject to change





# Middle School Update

Our Middle School program is designed to prepare students for success at our local private high schools, and our program has been reverse engineered from their admissions standards to ensure high school readiness. As we look continued growth of our program, and best practices for high school readiness, we're pleased to share that 5th grade now wraps into our Middle School program, resulting in a "5th-6th/Junior" and "7th-8th/Senior" Middle School program, starting in the 2025-2026 school year!

This approach allows for a smoother transition for students into the Middle School environment, providing more time for staff to get to know students before significant developmental changes occur in later grades, and can help with managing the social dynamics of younger Middle Schoolers by including them with older peers; essentially giving them a more gradual adjustment period to the new academic and social expectations.

While 5th grade will remain in assigned classrooms with lead teachers, they will also enjoy the following MS program components:

- Option to select 1 elective each trimester (encouraging student voice and choice)
- Instruction from multiple Middle School teachers in addition to instruction from their lead teacher (providing exposure to a variety of instructional strategies)
- Involvement in all Middle School activities, including Student Council, Middle School Nights Out, Middle School dances, and more (fostering social connections and leadership)





# Middle School Info Night

Middle School is on the horizon for our incoming 5th grade students, and for new families joining us here at Midtown in 5th-8th grades. In order to ensure all families are fully prepared for our Middle School program, we are offering a Middle School Information Night on Monday, July 7th from 5:00-6:00PM to give our incoming Middle School families some additional information for the year ahead. Returning families are more than welcome to attend as well.

Hosted by Mr. Wallis and Mr. Zelphin, this Zoom presentation will review Middle School scheduling, content expectations, elective courses, field trips, lockers, and more. Please click [HERE](#) to join the event; another email will be sent to MS families with the link as a reminder.



**Mr. Wallis**  
Principal



**Mr. Zelphin**  
Asst. Principal





# Mandatory Parent Orientations

Our mandatory Back To School Parent Orientation series will be held in late July/early August. Attendance to one parent orientation is required for all families. At least one parent/guardian for every currently enrolled family must attend prior to the start of the school year. Should a parent/guardian not be able to attend, they must contact the school to set up an alternate orientation time.

During the orientation, administration will be reviewing expectations for the Midtown school experience, including guidelines for the 2025-2026 school year. This parent orientation will be aligned with the expectations outlined within the Midtown Parent Expectation Guide, provided to families later this summer.

Advanced registration is required. Please [HERE](#) to register for one session.

- Wednesday, July 30th — 11:30-12:15PM (in person option on campus)
- Wednesday, July 30th — 5:00-5:45PM (in person option on campus)
- Thursday, August 7th — 5:00-5:45PM (virtual option on Zoom)





# Secret Agents of Summer Reading



## FIERCE SUMMER READING CHALLENGE

**JOIN MERRYHILL MIDTOWN FOR A SUMMER READING CHALLENGE THAT CELEBRATES DIVERSITY AND FOSTERS CULTURAL APPRECIATION!**

<b>STEP 1:</b>	<p><b>K – 2nd:</b> Independently, or with a family member, read any 5 books from the list below or 5 books of your choosing that celebrate diversity.*</p> <p><b>3rd – 5th:</b> Read any 3-5 books from the list below or 3-5 books of your choosing that celebrate diversity.*</p> <p><b>6th – 8th:</b> Read any 2-3 books from the list below or 2-3 books of your choosing that celebrate diversity.*</p>
<b>STEP 2:</b>	<p>After reading, record the name of each book read, along with the date and book rating, on the reading log provided. Then, follow the directions on page 2 to create a one-pager for each book you read. When finished, paperclip or staple the reading log to the one-pagers - be sure to include your name!</p>
<b>STEP 3:</b>	<p>Completed summer reading challenges can be submitted to the front office during the first week of school, August 18th - 22nd. All participants will receive a free dress pass and have their work displayed in our FIERCE Lending Library, along with the chance for their one-pagers to be featured in the school newsletter!</p>

### DID YOU KNOW?

Summer reading provides benefits that extend well past the summer months and helps neutralize summer learning loss or what is commonly known as the "summer slide". Benefits of summer reading range from improved comprehension and memory to increased self-esteem and social-emotional skills!



\*number of required books adjusted by grade range, based on average book length/complexity

Summer Reading is **optional** but encouraged!

Students who participate in our optional FIERCE Summer Reading Challenge will receive a free dress pass & have the chance to be featured in a school newsletter!

Click to view & download the full summer reading challenge.







# 6th-8th Grade Required Summer Reading

Each year, incoming and current 6th-8th grade students are **required** to complete a summer reading assignment. This is a separate activity from our FIERCE Summer Reading Challenge, which is entirely optional.

Our 6th-8th grade required reading program is designed to provide our Middle School students a range of book selections with varying reading levels and interests, as well as engage them in continued rigorous thinking over the break. Each student must **choose one book from the following provided list to read over the summer, then complete a Padlet tied to the essential questions.** For more in depth information on each novel, families are encouraged to look online.

The three novel choices this year are all connected to a theme of “Journeys of Survival and Purpose”. Please see the next page for the essential guiding questions and book options.

When students return for class in August, they can expect to engage in literary analysis activities with their Language Arts teachers about the essential questions and their summer reading selections. If you have any questions please do not hesitate to reach out to Ms. Sharkey, our 8th grade MS Language Arts instructor, at [willow.sharkey@merryhillschool.com](mailto:willow.sharkey@merryhillschool.com).



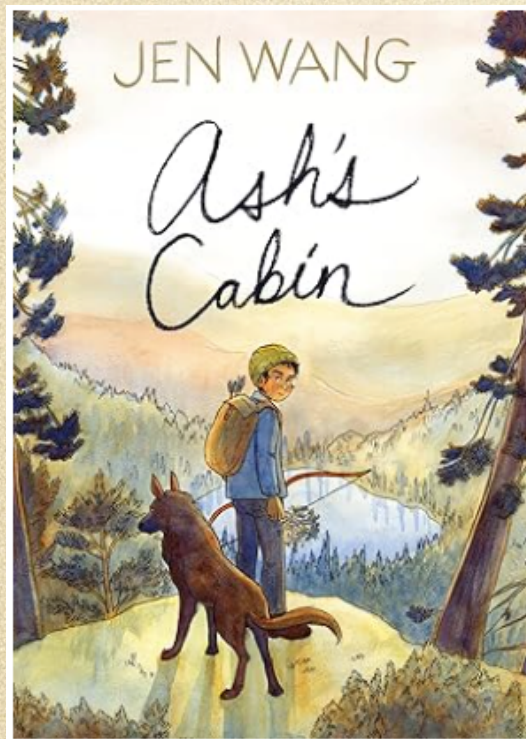


# 6th-8th Grade Required Summer Reading

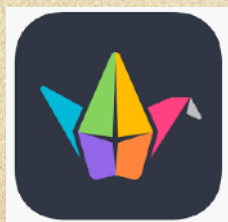
## Theme: "Journeys of Survival and Purpose"

The essential questions guiding this year's selection are listed on each Padlet, linked under the book options below (the books are also linked to Amazon for easy purchasing). Incoming 6th grade students are required to read "Ash's Cabin". Incoming 7th and 8th grade students may choose between "Global" and "Illegal". All students are required to complete the corresponding Padlet, also linked below.

### 6th Grade Book



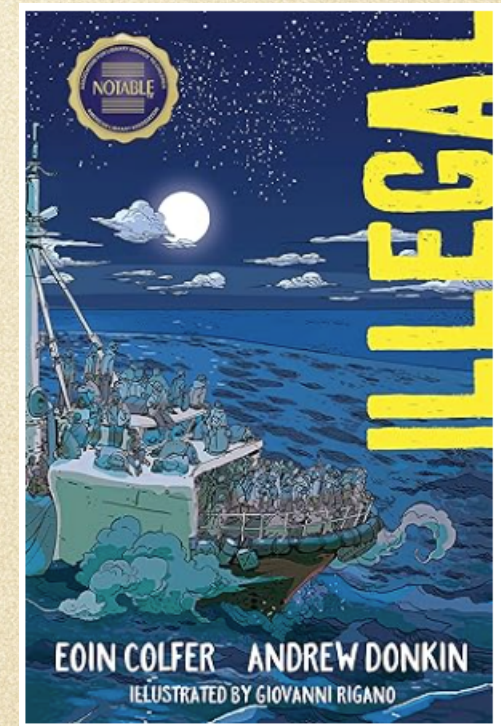
6th Grade  
Padlet



### 7th and 8th grades may choose from either book below



7th & 8th  
Grade  
Padlet







# Prevent the Summer Slide

Looking for other ways to prevent the summer slide?  
Check out these digital resources! Click each image to access the resource.



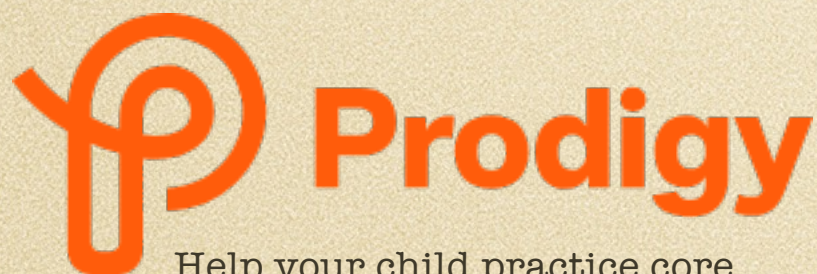
Students exiting K-5th grades have continued access over summer and can use their same log-in details to access adaptive reading and math instruction all summer long!



Camp Khan Kids is a free, self-paced summer learning program for children ages 2-8! The camp guides parents and children in a playful educational journey using the free Khan Academy Kids app as a launchpad into hands-on learning.



For an easy-breezy way to encourage learning over the break, send your kids on an IXL Summer Adventure! They'll explore new topics with skills across all IXL subjects, organized around a fun theme for each day!



Help your child practice core math and reading skills by setting up a free account on Prodigy!



ABCya offers 300+ educational games designed for PreK to 6+. From math and reading to fun logic games, the app has something for kids of all learning levels and styles.



Epic! is a subscription-based reading and learning platform. It offers access to books and videos for children ages 12 and under. Try it free for 7 days!





# School Supply Lists

**Please click [HERE](#) to access grade level supply lists to purchase school supplies for your child.**

- Supplies should be brought to school on the first day.
- Students in K-1st grade should also bring an extra full change of clothes to store in their cubbies.
- When possible, please label your child's belongings (especially clothing).
- Please check with your child's teacher before sending any additional school supplies with your child.



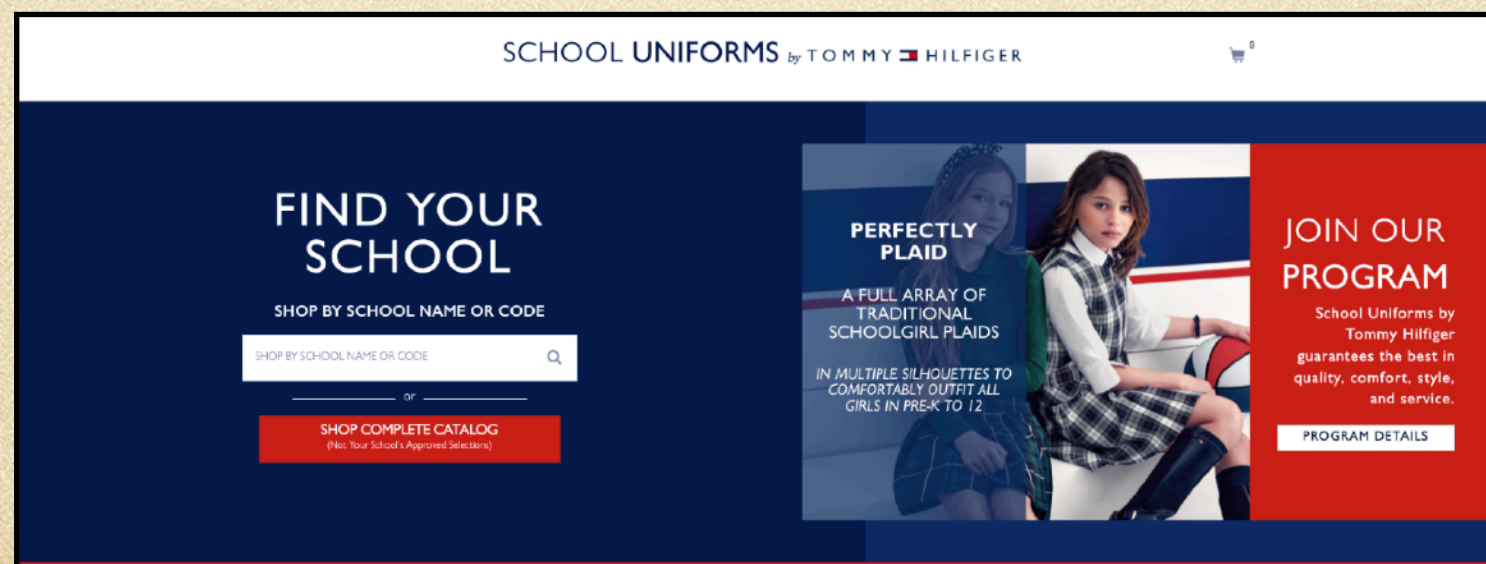




# Uniforms

**There are no changes to school uniforms for the 25-26 school year. Please see below for guidelines and ordering:**

- Refer to the Uniform Guidelines for all uniform purchasing requirements. Click [HERE](#) to download a copy.
- Click [HERE](#) to shop online at School Uniforms by Tommy Hilfiger, our uniform vendor.
- Unless otherwise communicated, students are expected to be in uniform daily on M-TH. Fridays are reserved for Spirit Wear Days (more information on the following slide).
- Should a student not wish to participate in a Spirit Day or Special Dress Day, they should remain in uniform as normal.







# Spirit Wear

**Midtown “Spirit Wear” refers to clothing designed with Midtown colors, logos, and more. These items are sold in the School Spirit Store, located in the front office.**

**Please see below for more information:**

- Every Friday, students may wear Merryhill spirit t-shirts and uniform bottoms.
- On the first Friday of each month, and other select days throughout the year, students may wear free dress.
- Non-uniform dates will be communicated in the weekly Sunday school newsletter. These dates will also be listed on the whiteboard located in the lobby, and reminders will be provided in weekly Friday classroom newsletters.
- School spirit sweatshirts can be worn with uniform anytime, and are available at the School Spirit Store, located in the front office.
- Spirit Wear will be available for purchase beginning in late July; the order form will be included in an upcoming Summer Communication.





# Spirit Shirt Design Contest

**NEW! Help us design a new school spirit shirt for the 2025-2026 school year!**

Administration and faculty will vote to select one winning design, which will be used for a new spirit t-shirt (and possibly other spirit wear). See below and the next page for more details!

- All entries should be submitted to [Rachel.Kennedy@merryhillschool.com](mailto:Rachel.Kennedy@merryhillschool.com).
- Entries are due by Friday, 7/11.
- Shirts will be either grey or navy blue.
- Entry emails should include the following:
  - Student name and 25/26 grade level
  - Desired shirt color (grey or navy blue)
  - Design attached to email (PDF or PNG)







# Spirit Shirt Contest Rules

- Any student currently enrolled may submit an entry. One entry per student.
- The artwork can be original **or** students may opt to use existing school artwork, like the school shield. Designs must include at least one of the following: school name, the letter M, the mascot Fierce, the school shield, or any one or combination of the words “Merryhill”, “Midtown”, “Mustangs”, or “Fierce”.
- Artwork should be in school colors (navy blue, gold/yellow, black, white). Artwork must be limited to a maximum of 3 colors. Keep in mind that the color of the shirt on which the design will be printed will also show through the transparent/non-filled areas of the design. Lettering should be legible with at least some spacing between each letter.
- Artwork should be submitted in .png format, where able. If unable, PDF is acceptable but will likely be converted later.
- The artwork should be labeled with the student’s name. However, the student’s name should not appear anywhere in the drawing. The easiest way to handle this is to name the file with the student’s name.
- The winner will be announced in July, and spirit wear with the winning design will be available for pre-order following the announcement.
- The winning design may be adjusted and/or refined as needed. This may include adjusting the colors to match school colors, cleaning up lines for print purposes, or slight adjustments to font.





# Back to School

## Mission 2

- Back to School paperwork
- Handbooks
- School schedules
- Drop off/pick up procedures





# Back to School Paperwork

**NEW!** Back to School paperwork will be sent/completed via Docusign, except for:

- [Report of Health Examination for School Entry](#) & Updated Immunization Records (Kinder only, click link for form)
- Copy of Birth Certificate (Kinder only)
- Updated Immunization Records (7th grade only) or those with recent shot updates

## **Paperwork Completion Reminders:**

- All paperwork is due by Monday, August 4th. Students may not begin school without up to date paperwork.
- Information provided in the paperwork packet will be used throughout the school year for a variety of purposes including student illness, mailings, and in case of emergency. Please ensure that your paperwork is both accurate and up-to-date,
- Docusigns will be sent starting the week of July 14th to the primary email address on file **Tip:** this is the email address used to register your child for the 25/26 school year.
- Families with more than one child enrolled will be sent a Docusign for each child; be sure to complete a separate Docusign for each child.





# Handbooks

**Families are provided with copies of our school handbooks each year; content from these handbooks will be reviewed during the August Back to School Parent Orientations.**

All families and students (as applicable) are required to sign an acknowledgement form confirming that they have reviewed, understand, and will comply with all policies outlined within each handbook. These signature forms are considered part of the required yearly Back to School paperwork.

## **2025-2026 Required Handbooks:**

- [K-8 Family & Student Handbook](#)
  - All families should have received this via email from Admissions Services, Adobe Acrobat Sign, on 6/10.
  - **Tip:** Can't find the email? Search for "Subject: Signature requested on Child's Name 2025-26 Merryhill School Parent Handbook"
- Merryhill Midtown School Expectations Guide (sent via Docusign along with all Back to School Paperwork starting the week of July 14th)

## **2025-2026 Optional Handbooks:**

- [Volunteer Handbook](#)
- [Athletic Handbook](#)

Handbooks will also be linked on our website in the parent section under "Forms & Handbooks".





# Financial Overview

## Who manages billing?

- Billing and finance is managed by our Office and Finance Manager Lisa Goerlich, in partnership with our centralized billing department, which supports a number of Merryhill Schools, and other schools, across our region.

## How does billing work?

- **Tuition & Before/After Care (B&A)** charges are static/fixed, and are processed automatically by our centralized billing department on the 1st of each month from August through May. For families who select annual or semi-annual tuition plans, those charges are processed annually or semi-annually, as outlined on the fee sheet.
- **Summer camp tuition** is processed weekly by our centralized billing department for the 9 week duration of camp, based on camp enrollment.
- **Other charges and fees**, including but not limited to food services, sports, after school programs, winter/spring camps, and field trips, are submitted by the 20th of each month by Lisa to the centralized billing department, which then bills them on a rolling basis. Because of the volume of invoices and various timing factors (e.g., program start dates, submission timelines), these charges can appear on your account at variable times, typically within 30 days of submission. Note: Invoices are generally processed Tuesday through Thursday.
- **ALMA**, our parent portal, allows families to view and pay invoices. You can read more about ALMA below.

## What are my payment options?

- **ACH (autopay)**: families are encouraged to set up an automatic payment plan; this is considered the easiest payment method. Please note this method does not provide parents control over when payments are made. Autopay runs weekly at the start of each week and automatically pulls any open invoices, including tuition and B&A at the start of the month. While parents are all encouraged to sign up for autopay, we understand this doesn't work for everyone.
- **Credit Card/Check**: Payments can also be submitted at the front desk and require families to fill out a payment slip indicating the form of payment and item being paid. Please note, timing on charges may vary (typically 5-10 days) when paying at the front desk, depending on when Lisa processes the slip.
- **ALMA**: Parents have access to an online parent portal called ALMA. Payments made directly through ALMA are processed immediately. This allows parents the most control over payment timing. You can pay open invoices or make advance payments at your convenience using a debit or credit card. If managing payment timing is a priority, we recommend using ALMA for the most flexibility and transparency.





# Financial Overview

## **Are there credit card fees?**

- Yes, a 2.5% convenience fee is added to the amount charged to credit cards. This fee is payable to the processor and is not applied to any amount due to the school.

## **What other fees, if any, can I expect?**

- In the event of failure to pay all tuition, fees, and charges promptly, on or before specified due dates, the following provisions apply:
  - A late fee of \$30 will be assessed to cover administrative expenses related to follow-up on the account.
  - An insufficient funds fee of \$25 will be assessed if a payment is returned due to insufficient funds or otherwise declined by the bank for any other reason to cover bank and bookkeeping expenses, and late fees and interest will be assessed for past due balances that result from a returned payment.
  - If the School refers Student's tuition account for collection, Parents will pay all the Schools' costs of collection, including (but not limited to) attorneys' fees.
  - Late pick up charges are \$5 per minute past the regularly scheduled pick up times.

## **Who should I contact for questions related to billing and finance?**

While we are all here to help, questions regarding billing and finance should be directed to Lisa Goerlich. Please note that other office administrators have limited access to financial information, and typically cannot assist with account related questions.





# Financial Forms

**Automatic tuition payment options include credit card \* autopay or ACH for checking or savings accounts. Simply click, complete, and submit the forms below to set up automatic payment if you have not done so already. Families who have already signed up for ACH or credit card autopay do not need to resubmit these forms.**

\* A 2.5% convenience fee is added to all credit card transactions. This fee is payable to the processor, Unity FI Solutions. There is no fee associated with ACH autopay for checking/savings accounts.

Click the image to open and download the ACH Autopay form.

Automatic Payment Authorization Agreement			
Student Name		Parent/Guardian Name	
Billing Address			
Mobile Phone		Work Phone	
Email			
Bank Name	Account Number	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Routing Number
<small>I hereby authorize Spring Education Group, Inc. (Spring Education) to debit the above referenced bank account, for the amounts of all invoices. The auto draft will occur automatically on the 1st business day of each billing period after a successful prenote test is done on the specified bank account provided. Please note that it may take up to two days for the draft to hit your bank account. This payment option will continue until we have received notification from you to terminate the Automatic Payment Option as payment for your invoices.</small>			
PLEASE STAPLE VOIDED CHECK BELOW			
<div></div>			
<small>I acknowledge that it is my responsibility to notify Spring Education if I change bank accounts, and to provide Spring Education with updated information. If failure to do so results in the invoice not being paid within seven days of the due date, attendance at the school will no longer be permitted until the invoice is paid in full. Any returned auto draft payments will be subject to our normal returned payment fee as specified in your fee schedule. If an auto draft payment is returned, you are responsible for making payment by check for the amount of the invoice along with the returned payment fee. If an auto draft payment is returned three or more times, we reserve the right to discontinue the auto draft payment option and all future billings must be paid by certified funds.</small>			
<small>By signing this authorization form, I agree to all the above terms and conditions.</small>			
Name (Print)		Signature	Date
Office Use Only			
School Name		School #	
<small>©2014 Spring Education Group, Inc. Automatic Payment Authorization Agreement</small>			

Automatic Credit Card Charge Authorization		
<small>I hereby authorize Unity FI Solutions, as agent on behalf of Spring Education Group, Inc. (Spring Education) to initiate periodic charges to my credit card as identified below, for amounts owed to Spring Education for all invoices generated during its billing cycle.</small>		
Customer Information		
Student Name		Parent/Guardian Name
Billing Address		
Mobile Phone		Work Phone
Email		
Payment Information		
Name on Card		Last Four Digits of Credit Card
Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover	Expiration Date	CVC
<small>This authorization is to remain in effect unless revoked or altered. In the event I wish to revoke or alter this authorization, I may do so only by providing written notice to my school no later than 30 business days prior to the effective date of such revocation or authorization.</small>		
<ul style="list-style-type: none"><li>I acknowledge that it is my responsibility to notify my school if my credit card expires, and to provide the updated information. Failure to update information could result in late charges and other penalties in accordance with the provisions stated on the Tuition Agreement.</li><li>I understand that all payments authorized above represent payment in advance of services rendered.</li><li>I understand that Unity FI Solutions will be adding a 2.5% convenience fee to the amount that is charged to my credit card. This fee is payable to the processor and is not applied to any amount due to Spring Education. The convenience fee may change with 30 days' notice.</li></ul>		
<small>I hereby attest that the above information is correct. I understand and agree to all provisions of this authorization form and I agree that I will pay for services rendered in accordance with the issuing bank cardholder agreement.</small>		
Name (Print)	Signature	Date
Office Use Only		
School Name		School #
<small>©2014 SEG, Inc. Automatic Credit Card Charge Authorization</small>		

Click the image to open and download the Credit Card Authorization form.

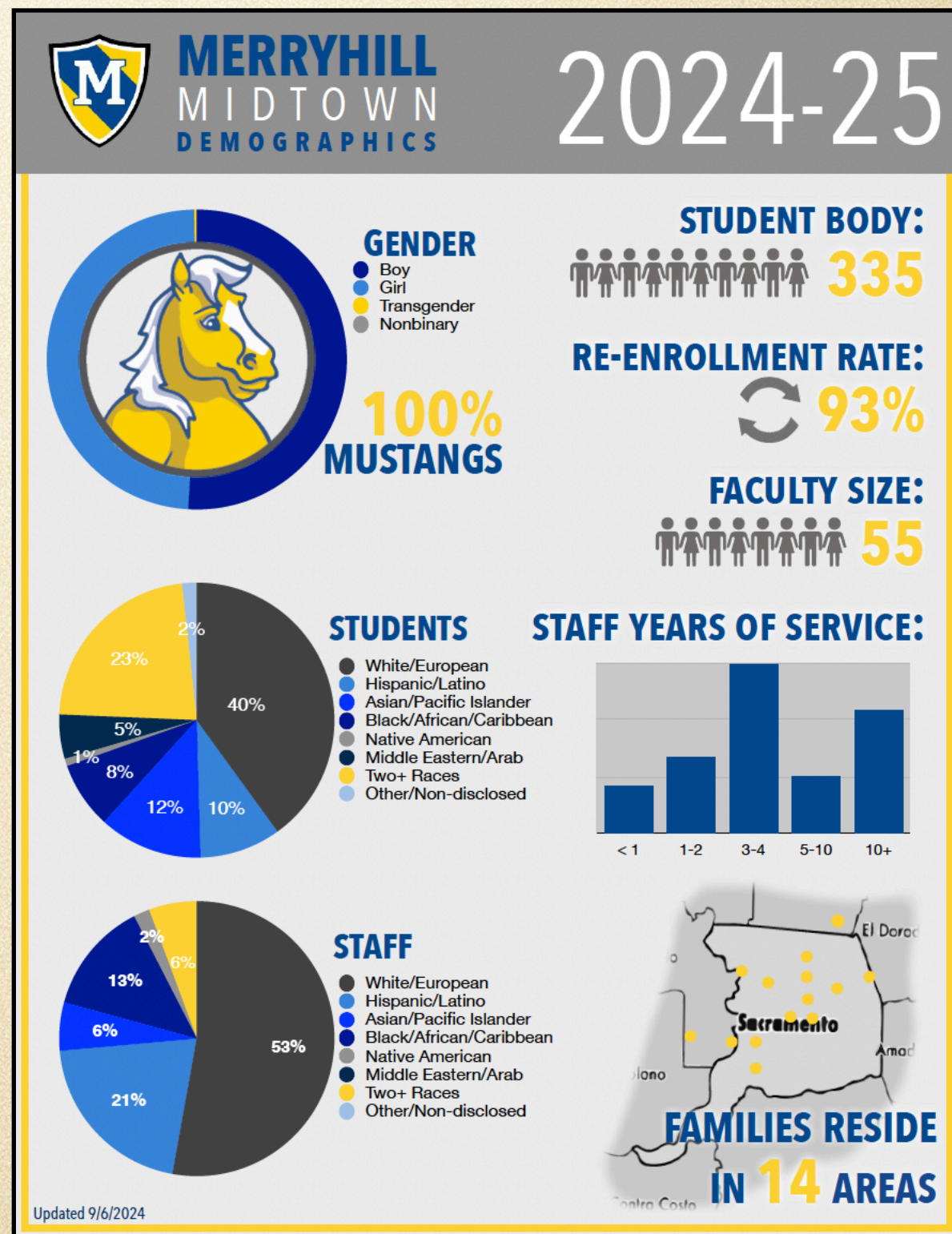




# School Demographics

Please click [HERE](#) in order to help us gather information regarding our school demographics. This information will also be used for our WASC Accreditation Self-Study. As part of our WASC Accreditation Self-Study, the school is required to report on stakeholder demographics, including that of our families. Please help us with collecting this demographic data by taking a moment to complete the survey.

If you do not see options listed that apply to you please select other and fill in the response that best fits you or your family. If you have more than one child, please complete a separate survey for each enrolled child. Responses will remain anonymous and families will receive an updated school demographic profile based on this data in the fall of 2025.







# School Schedule Overview

## **School hours:**

- Campus Hours of Operation: 7:00AM - 6:00PM
- Financial Office Hours: 7:30AM - 4:00PM

## **Academic hours:**

- Elementary School Academic Hours: 8:15AM - 3:45AM (3:00PM - 3:45PM K-5th study hall/early dismissal window)
- Middle School Academic Hours: 8:20AM - 3:45PM

## **Arrival & Dismissal hours:**

- AM drop off for non-B&A students: 8:00AM - 8:15AM
- PM pick up for non-B&A students: 3:45 - 4:00PM
- Early Pick Up option for K-5th: 3:00PM - 3:45PM

## **B&A hours:**

- Before School Program Hours: 7:00AM - 8:00AM
- After School Program Hours: 4:00PM - 6:00PM





# Parking Lot Reminders

We ask families to cooperate with the school by following the basic rules during car drop-off and pick-up.

- While on school property, adhere to the 5 MPH speed limit, refrain from using cellphones, and be mindful that parking spaces are tight. Use caution at all times.
- There is no stopping or parking within the lot other than in designated spaces. Please do not attempt to park along the “curb/sidewalk” within our lot.
- The parking lot is one way. Please enter from 26th St. and exit to 27th St.
- Park in designated spaces or along the streets surrounding the school. Use the sidewalks/walkways leading into the building and proceed carefully through the one way parking lot.
- From 8:30-3:00PM, the parking lot gates will be closed, and the code #0062 must be entered manually on the keypad located on the left side of the driveway. Please do not share this gate code with anyone other than Family members (parents/guardians and other authorized individuals) listed on the emergency information form.
- Parents should avoid parking in the staff parking alcove during drop off/pick up to reduce pulling in/out across the student crosswalk.
- The security guard supports student safety during arrival and departure times. Please be respectful and follow directions should the security guard, or any other staff member. request that you slow down, relocate your car, etc.





# Building Reminders

- Families, students, and visitors enter through the **main front double doors** from the outside, and enter the family access code on the keypad unlocking the doors to the lobby area.
- No other doors may be used for entering or exiting the building. Exterior doors located near the Kindergarten wing are emergency exits only.
- In order to maintain a safe learning environment, the building is closed from 8:15-3:00PM, and all parents and visitors (including Kinder parents) are required to check in at the front desk. You will note the stanchion on the front lobby will be up during this time, instructing all visitors to check in at the front desk. Please do not bypass this.
- Please note that parents may not remain in classrooms or other shared spaces for extended periods of time.
- Parents/adults may only use the adult bathrooms. No adults are permitted inside student bathrooms at any time, for any reason.





# Drop Off Procedures

## General Arrival Details

- When dropping off 1st-8th grade students, please refrain from entering the classrooms.
- Enter through the main front double doors only. Families may not use any other doors to enter or exit the building.
- Kindergarten students may receive assistance with their lunches/backpacks. However, please avoid sitting down in the classrooms, using classroom materials, or spending additional time in the rooms outside of the minimal support needed to put away personal belongings at drop off.
- Students are to be dropped off in the front office if arriving late. Please make every effort to have your child arrive on time.
- Students enrolled in the B&A program may be dropped off anytime between 7:00AM-8:15AM, while students not enrolled in the B&A program must be dropped off between 8:00-8:15AM.

## **Arrival Option 1: Curbside drop off, otherwise known as “Kiss-n-Ride”, is offered during morning drop off. The “Kiss-N-Ride” procedures are provided below:**

- Cars enter the lot from 26th street and continue through lot, keeping to the left side, until stopped adjacent to the loading zone sidewalk. Once the car is stopped, students then exit the driver's side/left side of the car, proceed on the sidewalk, enter the building through the front doors, and proceed directly to their classroom. Cars exit the car line by merging to the right and proceeding through the lot to the exit.
- Students must be seated behind the driver, be able to unbuckle themselves, must have all backpacks, lunch boxes, etc. with them in the back seat to eliminate the need for trunks to be opened. Parents must remain inside the vehicle.
- There is no parking anytime in this Kiss-N-Ride lane. Cars may not be left parked and/or unattended.
- Families with students that cannot unload without parent assistance should not use the Kiss-N-Ride Lane.
- Students must be able to independently enter the door code to enter the building. Those unable to do so must be escorted by a parent, in which case parking in a designated spot is required.
- There is no stopping and/or parking anytime after 8:15AM along the parking lot sidewalk/Kiss-N-Drop Lane. This is indicated by the "NO PARKING" cone sign. All cars must be parked in designated parking spaces and enter the building for late drop offs and/or pick ups.

## **Arrival Option 2: Parents may also “park and walk” their child in the building. The park and walk procedures are provided below:**

- Families of students unable to unload without parent assistance, enter the door code independently, or those wishing to enter the building, must park in the parking lot or on the street, and enter through the main office.
- Parking is limited and families should avoid spots directly across from the Kiss-N-Ride curb, as backing out can be challenging when cars are also unloading along the curb. Please refer to the Parking Lot Map and Guide for more information.
- Please avoid leaving valuables and bags visible in cars during drop off and pick up.
- If arriving late to school, parents must park and escort students into the building, where they will be checked in at the front desk in order for attendance and arrival time to be logged. Parents may not escort students to classrooms when arriving late.





# Pick Up Procedures

## General Departure Details

- If you need to pick up your child early, report to the office. If you call campus in advance to notify of the early pick up, every effort will be made to have your child ready and waiting in the front office.
- Students will only be released to a Family member (parents/guardians and other authorized individuals) listed on the emergency information form. Students will not be released to a Family member (a parent/guardian or any other authorized person) who appears to be intoxicated or under the influence of a controlled substance. In this event, staff will contact the other parent and/or another authorized person for pick up and appropriate agencies will be contacted.
- Please notify the office of any changes in authorizations or emergency information.
- Students in K-5th grades may not exit the building without a parent/guardian. As such, please do not call the front office to request your child be sent to the parking lot. Students in 6th-8th grades must “check-out” with a staff member prior to exiting the building for pick up.

## Pick Up Procedures

- Parking is required for afternoon pick up.
- 3:00PM-3:45PM is offered as an early pick up window for students in K-5th grades only, to minimize crowding during after school pick up. During this time, parents may pick up students directly from their classrooms.
- During the early pick up window, parents may not enter classrooms but should wait at the classroom door, and students will be excused quietly. The early pick up window runs concurrently with study hall. Early pick up is not available for students in MS, as instruction runs until 3:45PM.
- Non-B&A program pick up runs from 3:45-4:00PM, and students enrolled in the B&A program can be picked up anytime up until 6:00PM. Late student pick-ups (after 6:00PM) will result in a charge of \$5/minute.
- There is no afternoon car line, and no stopping along the sidewalk will be permitted. Parents should not call the front office for student dismissal or for students to be sent out to the parking lot.
- With the exception of the handicapped parking spots, parents should refrain from parking in the “alcove” parking area nearest the front office during drop off and pick up hours to avoid cars pulling across the student crossing area leading from the sidewalk to the front office. While our security guard assists with student crossing during pick up and drop off times, reducing the number of cars pulling in and out of that area will help keep our students, and families, safe.





# MIDTOWN PARKING LOT MAP

LOT IS ONE WAY

KEEP SPEED UNDER 5 MPH

## AM Drop Off

- B&A program drop off: 7:00-8:15AM
- Non-B&A program drop off: 8:00-8:15AM
- "Kiss-N-Ride" lane procedures:
  - Pull left, adjacent to the unloading zone sidewalk
  - Students must unload from left side of vehicle and be prepared to exit quickly; all backpacks, lunch boxes, etc. should be with them in the back seat to eliminate the need for trunks to be opened.
  - Parents may not get out of their cars in the kiss-n-ride line
  - Remember to pull forward in the line.
  - Vehicles may not be left unattended in the unloading zone or no parking zones.
- Parents may also park /walk students into the building.
- Late arrivals (after 8:15AM) must park/escort students into the building, to check in at the front desk. Parents may not escort students to classrooms when arriving late.



No parking in the unloading zone or staff parking alcove.

Parking street side is highly recommended

## PM Pick Up

- Early Pick Up: 3:00-3:45PM, K-5th grades only
  - Park, enter building, proceed to classroom. Please do not enter room, students will be dismissed quietly from study hall.
  - There is no afternoon car line or option to call inside to have your child sent out. Please plan accordingly.
- Non-B&A program pick up: 3:45-4:00PM
  - Late student pick-ups (after 6:00PM) will result in a charge of \$5/minute.
- B&A program pick up: 4:00-6:00PM
- MS Walk Up Option: Between 3:45-4:15PM, students in Middle School are dismissed from the Large Playground via the gate. MS parents can park on 26th St. for quick access.



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Detect

Discover

Learn

The investigation begins on the first day  
of school, Monday, August 18th!

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