



Manzano Day School

Packet Guidelines - Please Read First

All Forms Due by Friday, August 3

Required Online Forms

Student Contact Form

www.manzanodayschool.org/contact-form

This is the only form that requires a user ID and password. You will receive an email with detailed instructions and your user ID and password on Thursday, July 12, 2018.

The Student Contact Form is used by:

Classroom Teacher
Extended Day Childcare
Family Phone Directory

Front Office
Nurse's Office
Counselor's Office

Email addresses which are provided on the Student Contact Form will be used for the following types of correspondence, but not limited to: emergency notifications, eStatements, online enrollment, letters from the Head of School, *Friday Bulletin*, Development news, specific grade level information, requests for volunteers, fundraising opportunities. Email messages can be from Manzano Day School employees, parents or affiliates of the school.

Extended Day Childcare Program – Billing Preference

www.manzanodayschool.org/extended-billing

Please specify your billing preference if/when your child participates in the Extended Day Childcare Program during the school year.

Family Handbook Signature Page

www.manzanodayschool.org/handbook-sign

Acceptable Use Policy and Signature Page

www.manzanodayschool.org/acceptable-use-policy-signature

Pre-k and Kindergarten Home Visit Form

www.manzanodayschool.org/home-visits

Required for Pre-kindergarten and Kindergarten Families ONLY

Optional Online Forms

Bus Sign-Up

Extended Day Childcare During Pre-k and Kindergarten Home Visits

Library Volunteer

MDSOA Volunteer Sign-Up

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Required Paper Forms in the Back-to-School Packet

Return all completed paper forms in the enclosed self-addressed envelope by **Friday, August 3.**

Field Trip Permission Form

- One form per child
- Complete both sides

Grandparents'/Grandfriends' Form

Student Health Form

- One form per child
- Two sided form

Optional Paper Forms in the Back-to-School Packet

Birthday Book for the Library

- Your Manzano Day School account will be billed for each book.

Field Trip Driver Information and Motor Vehicle Record Disclosure and Release

- Provide copy of driver's license
- Provide copy of current motor vehicle insurance card

Annual Fund Donation

- Fill out the envelope
- Make check payable to Manzano Day School
- Return in the Back-to-School envelope

Manzano Day School Volunteer Opportunities Form

School Supplies Order Form

- If you choose to participate, please include a check made payable to MDSPA

All paper documents in the Back-to-School Packet are also available online at www.manzanodayschool.org/back-to-school

Additional Back-to-School Information at www.manzanodayschool.org/back-to-school

Bus Rates and Schedule
Extended Day Childcare Program (before/after school)
Fall Festival Information
Fenton Schedule
Grade Transition Differences
Immunization Requirements
Instructional Materials (additional to school supplies)
Lunch Program
Peanut and Tree Nut Free Lunch and Snack Ideas