

MESSIAH CHRISTIAN SCHOOL



1200 Waggoner Road, Reynoldsburg, OH 43068
614-864-3506
www.messiahchristianschool.org

July 23, 2018

Dear Messiah Families,

It is hard to believe, but the start of another wonderful school year is quickly approaching. The staff and teachers at Messiah Christian School are busy preparing their classrooms and are looking forward to welcoming your wonderful children back to school.

This school year all building doors, including the front glass portico doors, will remain locked on school days from 9:00 a.m. to 3:00 p.m. A school staff member will be present in the welcome center each school day at 8:45 a.m., 11:20 a.m., 12:20 p.m. and 2:45 p.m. to welcome school families into the building. There will be a church and or school volunteer at the welcome center desk each school day during school hours and a communication and entry security system has been installed on the front glass portico doors. Families dropping off and picking up children from our extended care program will continue to use the extended care entry door located on the far side of the building. This door is also locked and can only be entered by using a code which will be emailed to our families prior to the first day of school.

Please mark your calendars and plan to attend our **Meet the Teacher Open House and Scholastic Book Fair on Sunday, August 26, 2018 from 1:00-3:00 p.m.** The open house will be a great way for you and your child to meet our teachers and make some new friends. You are also invited to visit our book fair which will be going on simultaneously. Come join us anytime between 1:00 and 3:00 p.m. for an afternoon of fun and fellowship as we kick off the 2018-19 school year!

We will also be hosting a **Parents Only Information Night on Wednesday, August 29, 2018 at 7:00 p.m. in the church sanctuary.** Our program will begin promptly at 7:00 p.m. and last no longer than an hour. We will give a brief overview of our school policies and answer any of your questions. We encourage attendance by at least one family representative for both our new and returning families as there will be information new for the 2018-19 school year.

The **first day of school** for our **Pre-K M-F a.m. & p.m., Pre-K Fulltime and Kindergarten** classes will be **Tuesday, September 4, 2018.** Our **three year olds** will begin on **Wednesday, September 5, 2018.**

Parents and or those parties financially responsible for **monthly tuition payments** (payment option 2) are reminded to establish an account with FACTS, our tuition management company, no later than **August 1, 2018**. This can be accomplished on the school's website by clicking on the FACTS icon. Those individuals choosing payment option 1 please note your **full tuition payment is due to the school on or before August 1, 2018**. Your payment may be made by check, cash or money order and can be brought to the school office or mailed to the school at the letterhead address.

All families are reminded that medical forms must be on file with the school prior to your child's first day. This includes a copy of your child's latest immunization and physical examination records complete with your physician's signature and date. This form is available online or in the school office and was a part of the registration package. Parents of children with food allergies/omissions and or those who will require that emergency medication be kept at the school are reminded that all supplemental medical forms previously furnished to you and all emergency medications must be provided to the school prior to your child's first day. These parents are also required to train school personnel on how to administer your child's emergency medication. Please call the school office to schedule an appointment prior to the first day of school during which this training, form verification and emergency medication submission may take place. **Failure to provide all the proper medical forms, emergency medications and or training prior to the first day of school may result in your child being unable to begin school with us on either September 4 or 5, 2018.** Please help us keep your child safe and happy while attending our school.

Finally, it is important that we are able to communicate with you via email to ensure you are kept up to date on both school and classroom activities and announcements throughout the school year. We will be testing our website email data base by sending out a **TEST ONLY email on Friday, August 17, 2018**. Please make a note of this date and contact the school office immediately if you do not receive this email.

The school office is open from 10:00 a.m.-3:00 p.m. on Wednesdays through August 29, 2018. Once the school year begins the office will be open daily from 9:00 a.m. to 3:00 p.m.

We look forward to seeing you and your wonderful children very soon and are happy to assist you in any way. Enjoy the remainder of your summer!

Sincerely,

Lisa M. Powers, Director

lpowers@messiahchristianschool.org

Important Dates

Tuition Payments/FACTS-August 1, 2018
Test Email-August 17, 2018
Open House and Scholastic Book Fair- August 26, 2018-1-3 p.m.
Parent Only Information Night-August 29, 2018- 7 p.m.
First Day of School Kindergarten and all Pre-K Classes-September 4, 2018
First Day of School 3's- September 5, 2018

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