

Merryhill Midtown 2024-2025

LET THE GOOD THINGS GROW!

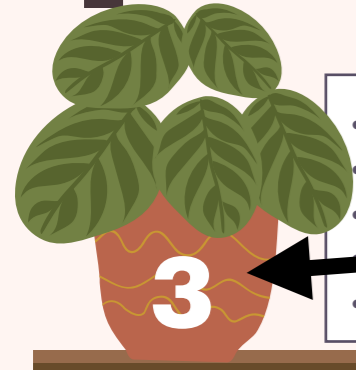
BACK TO SCHOOL GUIDE





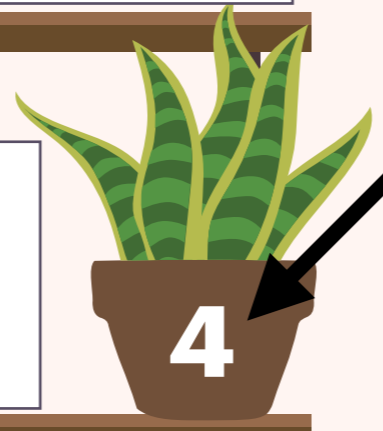
- Important dates & school calendar
- Required Parent Orientations
- Optional school wide summer reading programs
- Required Middle School summer reading
- Preventing the summer slide

- School supply lists
- Uniform options & spirit wear
- Parent Teacher Student Organization (PTSO) info
- End of Summer Family Event info



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

- Food services: hot lunch & snack cart
- After School clubs & classes
- School programs: specialty classes, **FIERCE**, athletics, MS electives



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

EASILY NAVIGATE TO EACH PREVIOUS SECTION OF THIS COMMUNICATION BY CLICKING THE SECTION NUMBER



BACK TO SCHOOL: SECTION 1

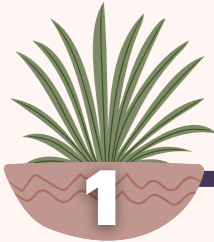
- **Important dates & school calendar**
- **Required Parent Orientations**
- **Optional school wide summer reading programs**
- **Required Middle School summer reading**
- **Preventing the summer slide**





IMPORTANT DATES

- Tuesday, June 11th - Friday, August 9th: Summer Camp
 - Monday, July 1st: First 2024-2025 tuition payment due (annual/semi-annual plans)
 - Monday, July 8th: Middle School Info Night with Principal Brett Wallis, 5:00-6:00PM
 - Tuesday, July 9th: Midtown Parent Mixer #1 - Community Connections & PTSO
 - Wednesday, July 17th: Summer Camp Social, 3:30-5:30PM for all Camp families (more details to follow)
 - Tuesday, July 23rd: Midtown Parent Mixer #2 - Used Uniform Sale
 - Wednesday, July 31st: Mandatory Parent Orientation option #1 (in person, 11:30-12:15PM)
 - Thursday, August 1st: First 2024-2025 tuition payment due (monthly plans)
 - Thursday, August 1st: Mandatory Parent Orientation option #2 (in person, 5:00-5:45PM)
 - Monday, August 5th: All Back to School paperwork due
 - Thursday, August 8th: Mandatory Parent Orientation option #3 (virtual, 5:00-5:45PM)
 - Monday, August 12th - Friday, August 16th: School Closed
 - Thursday, August 15th:
 - End of Summer Family Event & Used Uniform Sale, 4:30-6PM
 - Class placements/teacher assignments communicated via email in AM
 - Monday, August 19th: First Day of School!
-



24-25 CALENDAR



Merryhill School Midtown

2024 - 2025 School Year Calendar*

AUGUST 2024							SEPTEMBER 2024							OCTOBER 2024							NOVEMBER 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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4	5	6	7	8	9	10	8	9	10	11	12	13	14	13	14	15	16	17	18	19	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	20	21	22	23	24	25	26	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	27	28	29	30	31	17	18	19	20	21	22	23		
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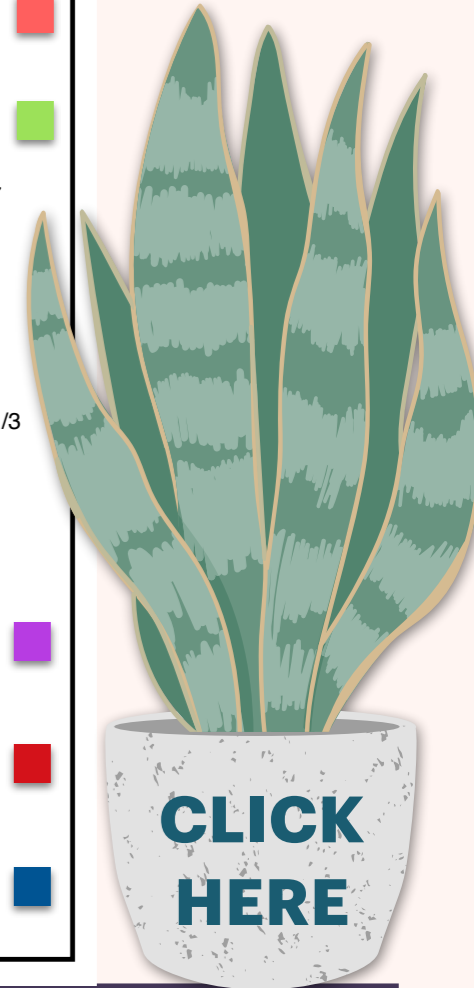
DECEMBER 2024							JANUARY 2025							FEBRUARY 2025							MARCH 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
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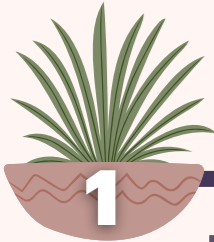
APRIL 2025							MAY 2025							JUNE 2025							JULY 2025							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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6	7	8	9	10	11	12	4	5	6	7	8	9	10	1	2	3	4	5	6	7	6	7	8	9	10	11	12	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	8	9	10	11	12	13	14	13	14	15	16	17	18	19	
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													29	30														

*subject to change

IMPORTANT DATES:

First & Last Days		
First Day of School	8/19	■
Last Day of School	6/6	
First Day of Camp	6/11	
Professional Development/No School		■
August PD	8/12 - 8/16	
October PD	10/4	
December PD	12/20	
February PD	2/14	
June PD/Camp Prep	6/9 - 6/10	
Minimum Day/Early Release for PD		▲
11/1, 1/31, 5/2		
Academic Breaks		■
Fall Break	11/25 - 11/29	
Winter Break	12/23 - 1/3	
Spring Break	4/14 - 4/18	
Holiday Breaks/Campus Closed		■
Labor Day	9/2	
Veteran's Day	11/11	
Thanksgiving	11/25 - 11/29	
Christmas	12/23 - 12/27	
New Year's	12/31 - 1/1	
MLK Day	1/20	
President's Day	2/17	
Memorial Day	5/26	
Juneteenth	6/19	
Independence Day	7/4	
Break Camp Dates		
Winter Break Camp	12/30, 1/2 - 1/3	
Spring Break Camp	4/14 - 4/18	
Summer Camp	6/11 - 8/8	
Trimester Beginning/End Dates		
First Trimester	8/19 - 11/8	
Second Trimester	11/12 - 2/28	
Third Trimester	3/3 - 6/6	
Progress Report Dates		■
First Trimester	10/7	
Second Trimester	1/17	
Third Trimester	4/11	
Report Card Dates		■
First Trimester	11/15	
Second Trimester	3/7	
Third Trimester	6/6	
Conference Dates/No School		■
First Trimester	10/7	
Second Trimester	3/7	





MIDTOWN PARENT MIXER SERIES

Join us this summer for one or more of our Midtown Parent Mixers! These events are designed to foster community connections among families, and will include light snacks and refreshments.

Parent Mixer #1: Community Connections and PTSO

Our first Parent Mixer will be held on **Tuesday, July 9th, from 4:30-5:30PM**, and will include a meet & greet with administration and our new PTSO board (Parent-Teacher-Student Organization). Families will have a chance to join PTSO, sign up as room parents, and learn more ways they can get involved at school! Interested in taking on an active role in PTSO? We are still in need of a treasurer for the 24-25 school year! Members of administration will be available to chat with families, answer back to school questions, and help introduce and welcome new families to our community!

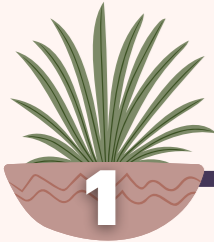
In order to plan for the event, we ask that families confirm their attendance by clicking [**HERE!**](#)



Parent Mixer #2: Used Uniform Sale

Our second Parent Mixer will be held on **Tuesday, July 23rd, from 4:30-5:30PM**, and will also include early access to gently used uniforms, which will be on sale during the event. Any remaining uniform items will be sold during our End of Summer Family event, as normal. Administration will also be present to chat with families, answer back to school questions, and help introduce and welcome new families to our community!

In order to plan for the event, we ask that families confirm their attendance by clicking [**HERE!**](#)



MANDATORY PARENT ORIENTATIONS

In early August, we will be holding a series of Back To School Parent Orientations. 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 2024-2025 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 click [HERE](#) to register for one session.

- Wednesday, July 31st — 11:30-12:15PM (in person option on campus)
 - Thursday, August 1st — 5:00-5:45PM (in person option on campus)
 - Thursday, August 8th — 5:00-5:45PM (Virtual option on Zoom)
-



ROOTED IN READING



FIERCE SUMMER READING CHALLENGE

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

STEP 1:

JrK – 2nd: Independently, or with a family member, read any 5 books from the list below or 5 books of your choosing that celebrate diversity.

3rd – 5th: Read any 3-5 books from the list below or 3-5 books of your choosing that celebrate diversity.

6th – 8th: Read any 2-3 books from the list below or 2-3 books of your choosing that celebrate diversity.

STEP 2:

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!

STEP 3:

Completed summer reading challenges can be submitted to the front office during the first week of school, August 19th - 23rd. 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!

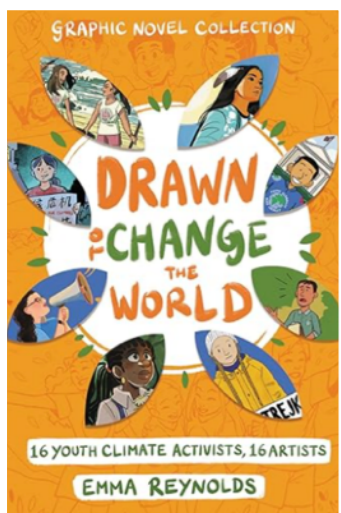
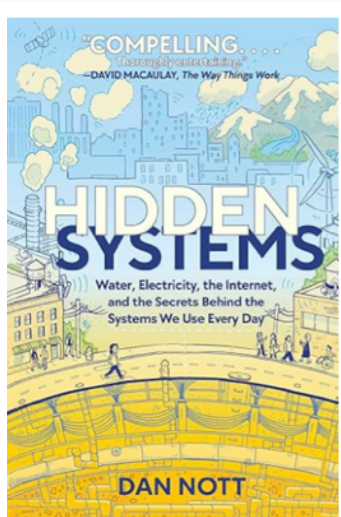
DID YOU KNOW?

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!



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.



ROOTED IN READING

Each year, incoming and current Middle School 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 Middle School required reading program is designed to provide all 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 rising Middle School student must choose one book from the following provided list to read over the summer, **then complete a Padlet tied to the essential questions listed below.** For more in depth information on each novel, families are encouraged to look online.

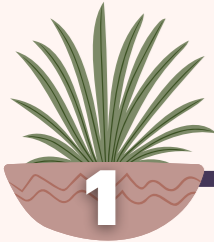
The three novel choices this year are all connected to a theme of “Changing Perspectives.” The essential questions guiding this year’s selection are:

- How do different experiences shape our perspectives on the world?
- Why is it important to consider multiple perspectives when making decisions or solving problems?
- Can our perspectives change over time, and if so, what influences this change?

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.





PREVENT THE SUMMER SLIDE

Looking for other ways to prevent the summer slide?
Check out these digital resources!



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!

BACK TO SCHOOL: SECTION 2

- **School supply lists**
- **Uniform options & spirit wear**
- **Parent Teacher Student Organization (PTSO) info**
- **End of Summer Family Event info**





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 JrK-1st grade should 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.

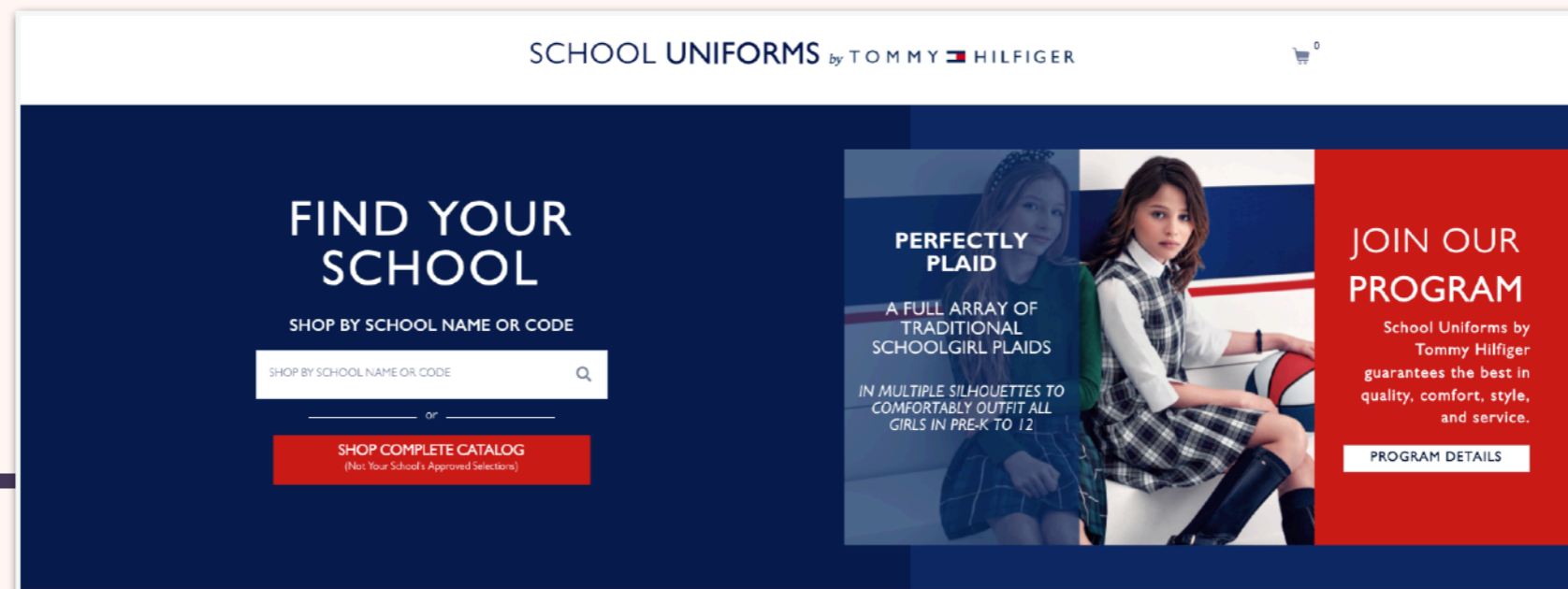




UNIFORMS

There are no changes to school uniforms for the 24-25 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.
- Pictured below are several examples of Spirit Wear designs/logos.
- Click [HERE](#) to order spirit wear





MERRYHILL MIDTOWN PTSO

Our MMPTSO was established in order to build a strong sense of community among students, staff, and families and to enhance the cultural, academic, and social experiences at our school. Families can sign up to join PTSO during several our Back to School Events, beginning with our End of Summer Family Event on Thursday, August 17th, from 5:30-7:00PM on the Large playground. We also plan to bring back classroom/grade level PTSO parent reps in the 2023-2024 school year. Check out more information on the PTSO page on our website under the parent tab!



- In her 3rd year on PTSO, **Lauren Celello** will be serving as President in the 24-25 school year. Lauren has two children at Merryhill, and has been part of the Merryhill community for 4 years. We're so glad to have her back in her new role as President!



- We're pleased to welcome **Carlin Reaume** as our Vice President in the 24-25 school year! Carlin has one child at Merryhill, and was actively involved in PTSO last year as a class parent rep. We're thrilled that she is formally joining the board this year!



- We will also be welcoming **MacKenzie Caldwell** as our Secretary in the 24-25 school year! This will be MacKenzie's second year as Merryhill Midtown parent, and her daughter will be in 1st grade this year. We look forward to having MacKenzie support our school and PTSO board in the year ahead!



- **PTSO Treasurer still needed!! Interested? Contact Lauren by clicking [HERE](#) or join us on 7/9 from 4:30-5:30PM for our Parent Mixer & PTSO Meet and Greet to learn more.**

BACK TO SCHOOL: SECTION 3

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





BACK TO SCHOOL PAPERWORK

Click the links on the next page to access Back to School paperwork.

- All paperwork is due by Monday, August 5th. Students may not begin school without up to date paperwork.
- Methods for submission:
 - Submit via email to Lisa.goerlich@merryhillschool.com. A confirmation email will be sent upon receipt.
 - Drop off to front office between 8:00AM-4:00PM M-F.
- 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.

Paperwork Completion Reminders:

- Complete required paperwork for each child in your family by following the options below:
 - Option 1: Save document on desktop. Type in all information and save. Complete one paperwork packet per child. Print and submit to school or email to submit.
 - Option 2: Print and fill out paperwork by hand. Complete one paperwork packet per child. Scan and email to school or submit printed packet to school.
 - Additional licensing paperwork is required for students entering JrK for the 24/25 school year. For your convenience, a checklist of required paperwork has been provided on the next page.
-



PAPERWORK CHECKLIST

Click [HERE](#) for JrK Paperwork

- Student Emergency/Medical Information Form
- Allergy Action Plan Form (if applicable)
- State Licensing Paperwork:
 - Physicians Report
 - Pre-Admissions Health History, Parent Report
 - Identification & Emergency Information
 - Child Care Center Notification of Parents Rights
 - Personal Rights
 - Consent for Emergency Medical Treatment
 - Optional: Medication and Nebulizer Consent Forms

Click [HERE](#) for K-8th Paperwork

- Field Trip Form
 - Student Emergency/Medical Information Form
 - Allergy Action Plan Form (if applicable)
 - iPad Student Pledge
 - iPad Policies & Procedures Agreement
 - Report of Health Examination for School Entry & updated shot records (Kindergarten only)
 - Birth Certificate (Kindergarten only)
 - Updated Shot Records (7th grade only) or those with recent shot updates
-



AUTOMATIC PAYMENT FORMS

Automatic payments for tuition are **required***, for all tuition payment plans (annual, semi-annual, or monthly). 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.

**3rd party tuition payments will continue to be accepted for the 24-25 school year. Exception to the policy may be granted on a case by case basis, and requires a request be sent in writing to the Head of School prior to August 1st, 2024.*

***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: Checking Savings Routing Number: _____

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.

PLEASE STAPLE VOIDED CHECK BELOW

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.

By signing this authorization form, I agree to all the above terms and conditions.

Name (Print) _____ Signature _____ Date _____

Office Use Only

School Name _____ School # _____

©2024 Spring Education Group, Inc. Automatic Payment Authorization Agreement

Automatic Credit Card Charge Authorization

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.

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: Visa MasterCard Discover Expiration Date: _____ CVC: _____

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.

- 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.
- I understand that all payments authorized above represent payment in advance of services rendered.
- 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.

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.

Name (Print) _____ Signature _____ Date _____

Office Use Only

School Name _____ School # _____

©2024 SEC, Inc. Automatic Credit Card Charge Authorization

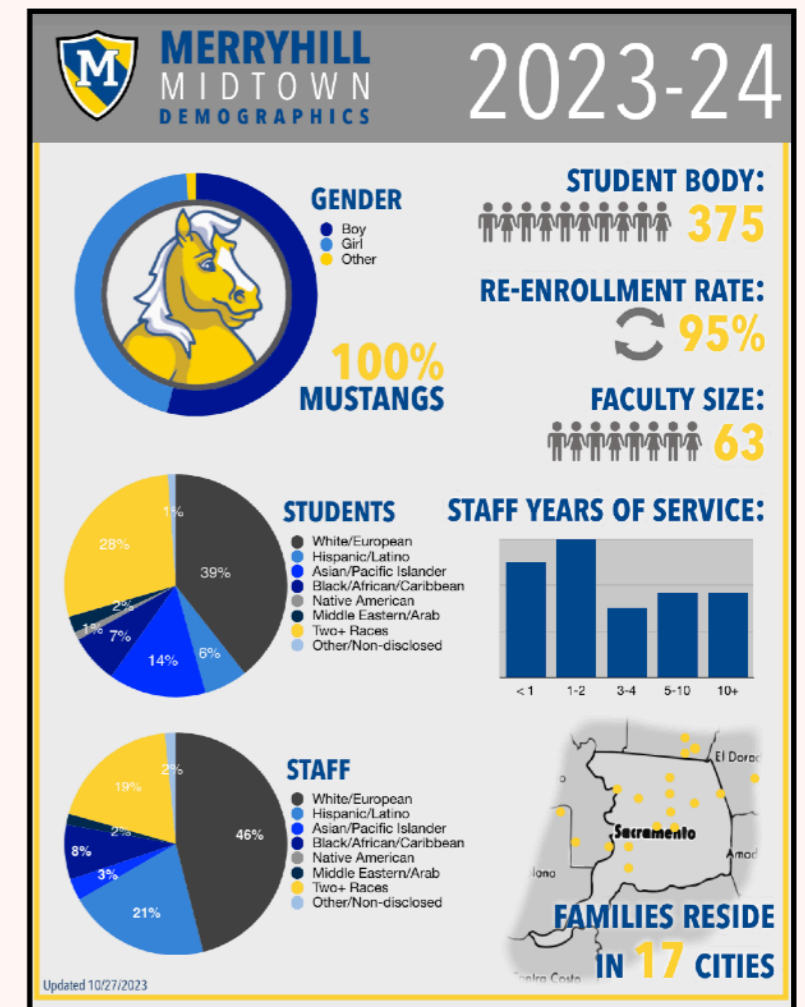
Click the image to open and download the Credit Card Authorization form.



DEMOGRAPHIC SURVEY

Please click [HERE](#) in order to help us gather information for our Diversity, Inclusion, and Belonging Initiative. 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 2024.





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.

2024-2025 Required Handbooks:

- JrK/ECE Family & Student Handbook
- K-8 Family & Student Handbook
- Merryhill Midtown School Expectations Guide
- Volunteer Handbook

These handbooks are currently being updated for the 24-25 school year. Once complete, handbooks will be linked on our website in the parent section under “Forms & Handbooks”, and emailed to all registered families.



SCHOOL SCHEDULE OVERVIEW

School hours:

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

Academic hours:

- JrK Academic Hours: 8:15AM - 3:45PM (3:00 - 3:45 early dismissal window)
- 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 JrK-5th: 3:00PM - 3:45PM

B&A hours:

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



DROP OFF/PICK UP REMINDERS

To maintain safety and security, it is imperative that all families follow the school's arrival and departure procedures. Please be patient, especially during the first two weeks of school. All procedures outlined on the following 3 pages will also be contained in the School Expectation Guide for future reference.

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 and refrain from using cellphones. Use caution at all times.
- 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 double doors from the outside, and enter the family access code on the keypad unlocking the doors to the lobby area. Exterior doors located near the kindergarten wing are reserved for staff only.
 - From 8:15-3:00PM, the building is closed, and **all parents (including JrK 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.
-



DROP OFF PROCEDURES

General Arrival Details

- When dropping off 1st-8th grade students, please refrain from entering the classrooms. JrK students must be escorted directly to the classroom and signed-in.
- JrK and 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 in K-8 are to be dropped off in the front office if arriving late. JrK parents may escort students to the classroom after 8:15AM, only after checking in at the front desk. 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 for students in grade K and above; JrK students must be walked/signed in. 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, with the exception of JrK.



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 JrK-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 JrK-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.



3

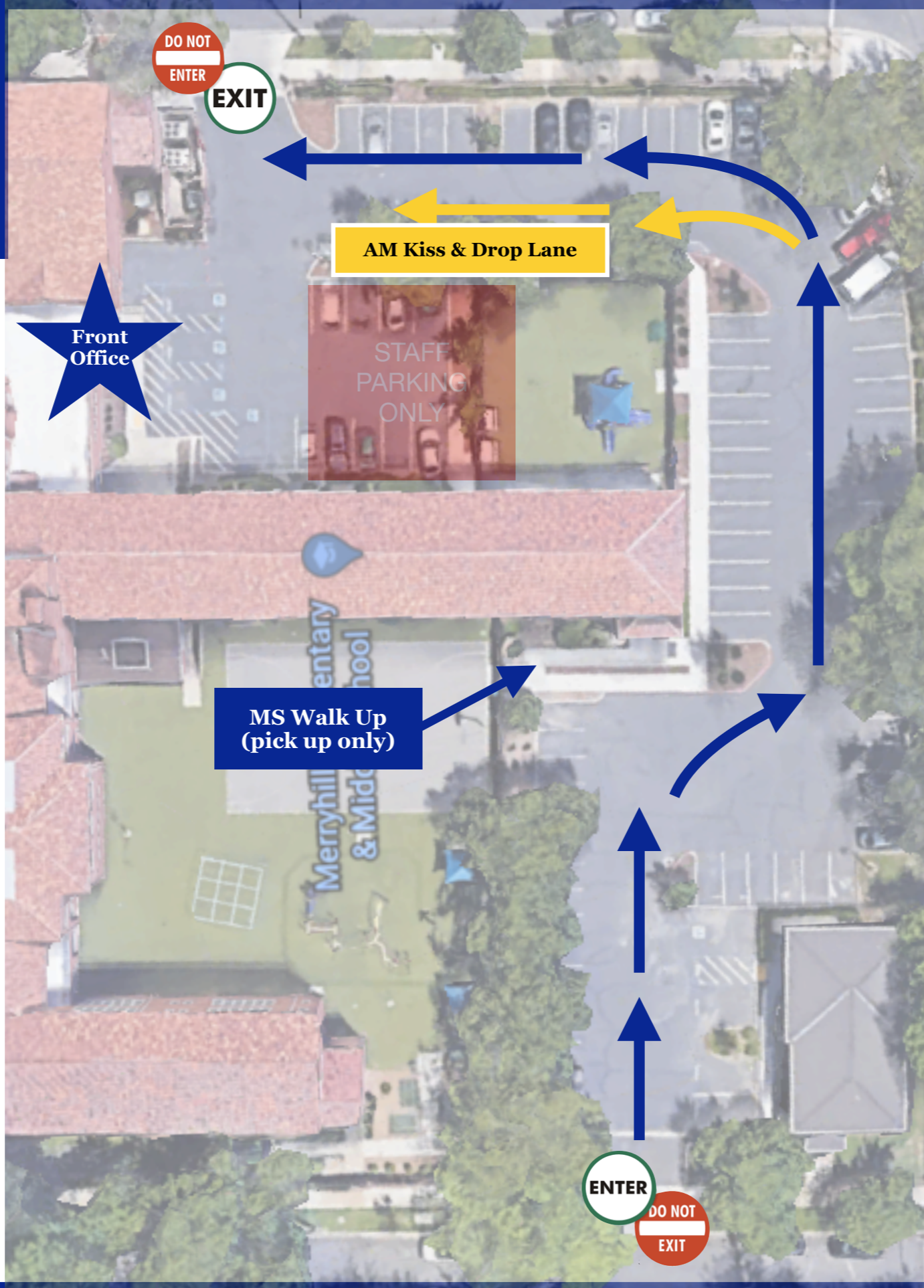
MIDTOWN PARKING LOT MAP

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, with the exception of JrK.



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, JrK-5th grades only
 - Park, enter building, proceed to classroom. Please do not enter room, students will be dismissed quietly from study hall.
- The building is open for pick up! 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.

BACK TO SCHOOL: SECTION 4

- **Food services: hot lunch & snack cart**
- **After School clubs & classes**
- **School programs: specialty classes, FIERCE, athletics, MS electives**





FOOD SERVICES: HOT LUNCH

Hot Lunch: Our hot lunch program is provided through Goodfellas4Kids, and can be purchased for \$7.50 daily. Orders are placed on a weekly basis. Click [HERE](#) to view a sample menu.

- Lunch orders for the week ahead must be placed by 8AM on the first school day of each week, using the link/QR code provided in the weekly Sunday newsletter. Alternately, families may print the lunch menu with QR codes, and use those each week to place orders. Ordering opens every Sunday and remains open through Monday at 8AM.
 - Lunches are individually packaged and include choice of bottled water or a healthy juice option (typically Honest Kids Organic). A vegetarian option is available daily.
 - Please make sure to order from the correct week! If the QR code does not allow you to place your order, it is because you are scanning the code for the wrong week. Please note, lunch ordering is currently closed and **will be available starting the second week of school, 8/26.**
 - The lunch ordering system will be locked after 8AM weekly; no lunches can be ordered after the system locks.
 - Lunches must be paid in advance by loading your ALMA account. If the owed balance on your account exceeds \$75 (two weeks of lunches), lunch ordering will be suspended until the account is paid in full.
 - JrK and Kindergarten lunches are delivered to the classrooms.
-



4 FOOD SERVICES: LUNCH REMINDERS

If not purchasing hot lunch, students should bring lunch from home daily.

- JrK and Kindergarten lunches are consumed in the classrooms. Microwaves are available for teacher assisted heating of lunch items; refrigeration is not available for student lunches. Ice packs are recommended to keep lunches cool.
 - 1st-8th grades eat lunch in the Commons (cafeteria) following the schedule outlined below:
 - 1st-2nd grades: 11:30AM-11:55AM
 - 6th-8th grades: 12:00PM-12:25PM
 - 3rd-5th grades: 12:30PM-12:55PM
 - Microwaves are available in the Commons for supervised heating of lunch items. Napkins and utensils are also available for students in the Commons.
 - In the occasion that a student arrives at school without a lunch, families will be called.
 - We are a peanut free & nut aware campus. No foods containing nuts will be served by the school. No foods containing peanuts are permitted in student lunches or snacks.
 - We cannot accommodate food delivery via DoorDash or any other food delivery service.
-



FOOD SERVICES: SNACKS

Students are encouraged to bring two healthy snacks each day. Students in Kindergarten through 8th grades can also purchase from the snack cart daily. Click [**HERE**](#) to load a digital snack card.

- A morning and afternoon snack is provided for JrK only; students in JrK can also bring their own snacks.
 - The Snack Cart is an optional program is available to students in K-8th grades during morning (K-8) and afternoon recesses (K-5).
 - Snack Cart purchases must be paid for using a pre-loaded \$20 Digital Snack Card. Digital Snack Cards can be purchased by loading money into parent ALMA accounts and completing the Snack Card form using the link above. This link will be included in the weekly newsletter throughout the year for easy access.
 - Snacks are \$1.00 per item and students are limited to purchasing 2 snack items per recess. Snack accounts are accessible to staff, in order to track purchases and the remaining balance.
 - Students will be verbally reminded when their snack “card” is low.
-



FOOD SERVICES: TREATS

Students are permitted to bring treats to share for birthday celebrations if they are provided to the whole class.

- Parents must notify teachers at least 24 hours in advance if requesting to send in treats.
 - All shared treats must be completely nut free. Store bought treats are highly recommended, but not required.
 - Please note that we cannot host individual “parties” of any nature for students, such as birthday parties, on campus, or accommodate visitors for those events.
 - Treats to celebrate birthdays should be dropped off in the morning, either in the classroom or at the front desk. The treats will be distributed by the classroom teachers at the designated time.
-



BEFORE & AFTER CARE PROGRAM

The Before and After School program (or B&A) consists of daily activity rotations Monday through Friday for students in K through 8th grades. JrK students remain in the room with their class.

- Before School program hours are 7:00AM-8:00AM. After School program hours are 4:00PM-6:00PM. Students not enrolled in the B&A program should be dropped off no earlier than 8:00AM and picked up no later than 4:00PM.
 - The Before School program consists of gym play, outdoor play, and “Commons Lounge” (5th-8th).
 - The After School program is highly structured, and runs concurrently with clubs and classes.
 - Students enrolled in after school clubs and classes do NOT have to be enrolled in the B&A program, but should be picked up immediately following the club or class.
 - The “Commons Lounge” is the school year equivalent of our summer game room, and will consist of table top/board games, limited video games, card games, etc. While students will still have the freedom to talk with friends, read, etc., our goal is to provide a more structured environment to encourage increased socialization and interaction between students.
 - When picking up from the B&A program, please be mindful that the support staff are actively engaged in supervising students. While we encourage communication, extended conversations with supervising staff should be limited, and/or scheduled for times when staff are available and not supervising students. Most questions can be addressed at the front desk.
 - When picking up, parents can determine their child’s location using the schedule provided on the large screen by the round couch. Should you need assistance, simply check in at the front desk.
-



4 BEFORE & AFTER PROGRAM TECH POLICIES

Students may not use iPads or other devices in the B&A program, with the exception of students in 5th-8th grades, who may use their devices for school related purposes (homework or academically focused/school approved apps) only.

- In the AM, tables will be designated for iPad use in the Commons for students in 5th-8th grades only.
 - In the PM, a Homework Room will be available to students in 3rd-8th grades M-TH as staffing allows. This is the only location where iPads may be used afterschool.
 - After 3:45PM, students in 5th-8th grades can access their cell phones. However, they should only be accessed for communication purposes, or if listening to music. They may not be used for gaming, social media, etc.
 - Cell phones are not permitted for ANY age before school or during school hours through 3:45PM.
 - Cell phones will be confiscated if they are out during these hours, or being used outside these hours for anything other than communication purposes or listening to music.
 - If students have repeated issues with cell phone use, they may be limited from bringing the device back to school.
-



M2ENRICH: HOMEWORK CLUB

In the PM, a Homework Room will be available to students in 3rd-8th grades M-TH as staffing allows. This is the only location where iPads may be used afterschool.

- At no additional charge, students in 3rd-8th grades may join our Homework Club, which is held in room 210 after school on Mondays through Thursdays, from 4:30-5:30PM.
 - This is a completely optional offering intended to provide students a quiet space for homework completion, silent reading, or educational iPad use (on school approved apps and websites only; list to follow).
 - Homework Club will only be offered if staffing allows and student interest is high enough (10 or more students, max 20 students). On days when staffing is limited, or student attendance is low, Homework Club will be cancelled.
 - Homework Club is first come, first serve, based on sign ups. Additional students may join on a day to day basis, space permitting.
 - In order to help us determine attendance, please click [HERE](#) to register your child. Please note that students will be called to the Homework Club promptly at 4:30PM.
 - Students who are unable to maintain a quiet homework environment may be asked to leave Homework Club, and parents will be contacted.
-



M2ENRICH: AFTER SCHOOL CLUBS & CLASSES

Our after school programming extends student learning beyond the academic day through fun and creative options for all students.

- After school club and class options change throughout the year with new catalogs updated and emailed to families three times each school year: Fall, Winter, Spring.
 - The Fall Catalog will be made available to families in late August. The catalog will contain descriptions for each club/class, including designated age group, cost, dates, and times for each option. The Fall M2Enrich Session is expected to run for 10 weeks from mid-September through mid-November.
 - Clubs and classes will range from approx. \$125-175/10 week session (a total of \$12.50-17.50 per club/class).
 - An enrollment link will be included on the last page of the catalog; please read the instructions carefully to ensure accurate registration.
 - In general, most clubs/classes run once weekly from 3:45-4:30PM or 4:30-5:15PM. However, music lessons and several club options will begin at 3:00PM, and run concurrently with study hall for K-5 students. K-5 students enrolled in these earlier lessons/clubs will be dismissed from study hall on the day of their lesson/club.
 - After school clubs and classes are taught by Merryhill Staff, as well as outside vendors who bring their courses to our campus.
 - We do expect that classes will fill quickly, and encourage prompt registration and payment to ensure your child's space. Spaces are filled on a first come, first serve basis. When filled, a waitlist is formed.
-



M2ENRICH: PRIVATE MUSIC LESSONS

Piano and string instrument lessons are offered as part of our after school program for students in K through 8th grades. Spaces are limited, and will be filled on a first come, first serve basis.

- 1:1 music lessons are offered after school by four different music teachers. Options include piano, string instruments and voice lessons.
 - 30 minute music lessons are offered beginning at 3:00PM daily at a cost of \$40/lesson. We reserve the 3PM lessons for students in Kindergarten as students in 1st-8th are actively in class and/or study hall through 3:45PM.
 - Students enrolled in music lessons last spring are offered priority in order to continue lessons; remaining spots are offered on a first come, first serve basis.
 - Music lessons for the 24/25 school year will begin on 9/16.
 - Interested in being added to the music lessons interest lists? Click [HERE](#) to confirm your interest and be placed on the list. Families will be contacted individually in August for scheduling specifics.
 - If your child was enrolled in spring lessons, we ask that you still complete the interest list form to confirm continued enrollment in lessons.
-



M2ENRICH: ATHLETICS PROGRAM

In partnership with the Parochial Athletics League (PAL), league sports are available to students in grades 1st to 8th, depending on the sport.

- PAL league sports are competitive teams that play against other private schools in the Sacramento area.
 - 2024-2025 sports include track & field, basketball, flag football, volleyball, cross country, and golf.
 - Fall sports include:
 - Girls' volleyball (grades 5th-8th)
 - Boys' flag football (grades 6th-8th)
 - Co-ed Cross Country (grades 5th-8th)
 - Families can expect to receive communications related to our Athletics program directly from our Athletics Director, Paul Kennedy. The first Midtown Athletic Communication was sent on 7/19 and contains interest surveys for athletes and coach volunteers; a copy of the email can be accessed [HERE](#).
-



SPECIALTY CLASSES

Specialty classes provide students in JrK-5th grades with a well rounded education. Our specialty teachers are content experts within their area of instruction. They work closely with classroom teachers to reinforce core content instruction received in the classroom through interdisciplinary connections within their specialty class. Should you have questions about a specialty class, please contact the specialty teacher directly for assistance.

JrK-5th grade specialty classes are offered as outlined below:

➤ JrK Specialty Classes:

- PE - 2x weekly
- Art, Music, and Spanish - 1x weekly

➤ K Specialty Classes:

- Art, Music, Technology - 1x weekly
- Spanish - 2x weekly
- PE - 3x weekly
- Design Lab - every other week
- Second Step SEL: instruction delivered weekly by classroom/homeroom teachers are part of the Monday Morning meeting

➤ 1st - 5th Specialty Classes:

- Art, Music, Technology - 1x weekly
- Spanish - 3x weekly (an additional Spanish class is been added in order to prepare students for Spanish Level 1 in 8th grade)
- PE - 2x weekly
- Design Lab - every other week
- Second Step SEL: instruction delivered weekly by classroom/homeroom teachers are part of the Monday Morning meeting

Did you know? Students who engage with a broad subject range will develop better life attributes, such as creativity, persistence, and enhanced abilities to communicate and collaborate. A well-balanced education also gives students a more positive outlook on learning!



MIDDLE SCHOOL ELECTIVES

Much like JrK-5th grade specialty classes, our Middle School elective classes provide 6th-8th grade students with opportunities to explore a variety of different topics, with instruction led by core MS and Specialty teachers.

- Middle School elective classes run on a trimester basis. All MS students are required to enroll in two elective courses each trimester.
 - Elective courses are held twice weekly T/TH and W/F, from 8:35-9:35AM.
 - All enrolled Middle School students are required to complete and submit the MS elective form. Elective Booklet and form will be sent this week (week of 7/29).
 - Please make a note of elective requirements as students are required to fulfill specific requirements each year: 2 PE courses, 1 arts course (art, music, design) and 1 technology course. The remaining 3 choices are student choice.
 - All MS elective forms should be submitted no later than Friday, 8/9.
 - NEW! Our new Mustang Mentors elective will be offered beginning in trimester 1 within the area of technology. **Mustang Mentors: Tech Edition** is designed similar to an internship, in which MS students will assist with the instruction of technology within a younger grade level. Students will be required to create/submit a resume and complete/submit an application prior to being accepted into the course. Designed with leadership in mind, we hope this new offering helps develop skills within the areas of mentorship, communication, working with others, problem-solving, and more. *Please note, not all students will be accepted as a Mustang Mentor. Acceptance is based on the application process.*
 - Questions regarding MS electives should be directed to Principal Brett Wallis.
-

FIERCE PROGRAM

At Merryhill Midtown, we have combined social & emotional learning, character building, and development of prosocial skills into a comprehensive “FIERCE” program. FIERCE is an acronym which reflects our WASC School-Wide Learning Outcomes (SLOs), and is also the name of our Mustang mascot!

- The FIERCE program is reinforced throughout the school through weekly SEL lessons, classroom meetings, monthly student recognitions and awards, Friday FIERCE raffles, and more. Highlights of the program include:
 - School wide rallies and assemblies
 - Application and analysis of FIERCE traits across content areas within class projects and lessons
 - School wide Monday Morning Meetings focused on the development of SEL skills and community building
 - Yearly program updates based on data collected via our spring SEL student survey
 - Continued training and updated resources for classroom teachers and support staff
 - Standards based grading within the area of FIERCE Student Learning Outcomes & Prosocial Skills, reported three times yearly on the K-8 report card.
 - FIERCE Field Day in June
 - FIERCE raffle ticket distribution to students exhibiting FIERCE behaviors, and weekly Friday raffle
 - Monthly FIERCE Student of the Month recognitions and awards, including special edition “Being Fierce is Magical” shirts.





4 FIERCE PROGRAM: MUSTANG MARKET

Our FIERCE school wide economy program is an incentive based program, similar to the FIERCE raffle, designed to support students with making FIERCE choices here at school. This provides students with real-world experience in managing money, making responsible decisions, and understanding the value of hard work.

- The Mustang Money idea started with a suggestion from a parent and from feedback on our parent surveys!
- While we encourage proactive and positive behavior management systems here at Midtown, we also want to be mindful of what types of rewards we are giving. This program targets student behavior while reducing the small trinkets and candies being distributed to students. It also authentically connects to our FIERCE program!
- Each month, K-8 students have a chance to earn and save Mustang Money, and spend their money at the Mustang Market. The market is focused on bigger rewards (similar to the prize selection in arcades), with big ticket items like craft kits, art supplies, gift cards, lego sets, plush toys, books, etc. Classes rotate through the Mustang Market to “shop” at the end of each month; students can also save their money and budget for bigger items. In order to ensure our Market is aligned with student interest, we survey our students and teachers, and use their input to determine what to purchase.
- Students may also be “fined” for misbehaviors - for example, running in a hallway will result in a “Speeding Ticket” that must be paid. Each grade level will have their own system for fines. This system is designed to help prepare students for the real world!
- While we have some items, **we need your help in stocking the Mustang Market!** Please consider donating to support this program! Check out our Amazon wishlist by clicking [HERE](#), or feel free to send in other items such as new/unopened craft kits, stem kits, lego kits, plush toys, sports equipment, gift cards, etc. All donations can be dropped in the front office and we will be accepting donations throughout the year!





FIERCE PROGRAM

Each month, students are nominated by teachers across campus for exemplifying what it means to be FIERCE. In addition to receiving a certificate and being featured on the cover of the school newsletter, these FIERCE students also receive a special edition “Being FIERCE is Magical” shirt!

- The student shirt cannot be purchased through our spirit store - it is only available to students nominated for FIERCE Student of the Month!
- The FIERCE shirt can be worn ANY day in lieu of the uniform shirt (students must remain in uniform bottoms), unless specific dress is required for a school event or field trip.
- The FIERCE shirt is redesigned each year — check out this year's design!



FIERCE PROGRAM

We heard you! Last year, we had many requests for a parent version of the FIERCE shirt, and we're pleased to share that the "FIERCE Parents Are Magical" shirt is now available for purchase through our spirit store! All proceeds will be used to purchase student prizes for our Mustang Market!

- The shirt is navy blue, short sleeved, crew neck, professionally printed on soft-style material.
- Sizes range from adult XS to XXL.
- Shirts cost \$20/each
- Quantities are limited so make sure to place your order today!
- Click [HERE](#) to order your "FIERCE Parents Are Magical" shirt. Orders will be available for pick up in the front office during the first week of school!





REMINDERS:

Here is a quick checklist to ensure you haven't missed anything as you prepare for the new school year. Have you...

- Registered for the mandatory Parent Orientation? (Slide 8)
- Purchased school supplies? (Slide 13)
- Purchased school uniforms? (Slide 14)
- Purchased Spirit Wear? (Slide 15)
- Completed and submitted Back to School paperwork? (Slide 18/19)
- Completed and submitted the required Demographic Survey? (Slide 21)
- Considered loading a Snack Card for your child? (Slide 31)
- Consider signing your 3rd-8th grader up for Homework Club? (Slide 35)
- Checked out our afterschool, music and sports offerings? (Slides 36-38)
- Ordered your FIERCE Parent shirt? (Slide 44)

**We hope this reminder checklist helps you stay on track
as you prepare for Back to School 2024!**

BACK TO SCHOOL: SECTION 5

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



MEET THE MIDTOWN TEAM

Administrative Team

- Rachel Kennedy — Head of School, Lower School support (JrK-4th grades)
- Brett Wallis — Principal, Upper School support (5th-8th grades)
- Katrina Duke — Asst. Principal
- Yolanda Rahmani — Front Office Manager
- Lisa Goerlich — Office Manager, Finance
- Jordan Smith — Enrollment Director

Program Management, Student Support Services, and Admin Support

- Paul Kennedy — Manager of Athletics
 - Liz Caraballo — Manager of Technology
 - Angel Boado — B&A Lead Counselor
 - Coretha Glover — PM Front Office Support
-

MEET THE MIDTOWN TEAM: LOWER SCHOOL

JrK, Room 103

- Ngan Luong — Teacher
- Ashley Thorne — Asst. Teacher
- Kayla Padilla — Asst. Teacher

Kindergarten, Room 101 & 102

- Monique Ramirez — Teacher
- Elizabeth Wilson — Asst. Teacher
- Megan Lee — Teacher
- Coretha Glover — Asst. Teacher

1st Grade, Rooms 106 & 107

- Alexandra Hicks — Teacher
- Desrae Maestas — Teacher

2nd Grade, Rooms 108 & 109

- Celeste Hernandez — Teacher
- Emily Suellau — Teacher

3rd Grade, Rooms 201 & 202

- Caitlin Gates (Smith) — Teacher
- Anna DeCoursey — Teacher

4th Grade, Rooms 203 & 204

- Ellen Lloyd — Teacher
- Cristina Castro — Teacher

Elementary TAs & Support

- Kiki Chavez, Karina Magana, Angel Boado, DeAndre Preble

MEET THE MIDTOWN TEAM: UPPER SCHOOL

5th Grade, Rooms 205 & 206

- Alexandra Santos — Teacher
- Daniel Wine — Teacher

Middle School

- Ben Gould — 6th Homeroom, Math, Science
 - Michael Egan — 6th Homeroom, Language Arts, Social Studies
 - Jahida Lopez — 7th Homeroom, Spanish
 - Janine Oney — 7th Homeroom, Language Arts, Social Studies
 - Matt Isenhower — 8th Homeroom, Social Studies
 - Willow Sharkey — 8th Homeroom, Language Arts
 - Chase Baxter — Math, Science
 - Denise Castillo — Math, Science
-

MEET THE MIDTOWN TEAM: SPECIALTY & MS ELECTIVES

Physical Education

- Paul Kennedy — Manager of Athletics, PE Teacher
- Matt Vanenburg — PE Teacher
- DeAndre Preble — MS Sports Elective Teacher

Spanish

- Jahida Lopez — 7th/8th Grade Spanish
- Efrain Rodriguez — 4th-6th Grade Spanish
- Karyn Symes — JrK-3rd Grade Spanish

Technology

- Liz Caraballo — Manager of Technology, Design Teacher
- Lindsey Laudato — Tech Teacher

Arts

- Rene Martucci — Art Teacher

Music

- Danika Wright — Music Teacher

MEET THE MIDTOWN TEAM: B&A AND SUPPORT STAFF

B&A

- Angel Boado (Lead)
- Cameron Isenhower
- Stephen Baxter
- Lindsay Norris
- Heather Norris
- Megan Griffin
- Tieya Hairston
- Stephen Wiley
- Cassandra Zumaran

Floating Teachers/Subs

- Pam Williams-Pile
- Cristi Cervantes (Prado)
- Eric Witherell
- Tiffany Del Toro
- Jen Brinsky
- Kim Robinson

1ST DAY OF SCHOOL

What are the school hours?

The campus is open from 7:00AM-6:00PM. B&A program hours are 7:00-8:00AM and 4:00-6:00PM daily. Academic hours are 8:15AM/8:20AM (MS) to 3:45PM. Students not enrolled in B&A should be dropped off after 8:00AM and picked up before 4:00PM.

Where should we park?

In the parking lot or on the street - street parking adjacent to the school does not require a permit. 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.

Can I walk my child to class?

Yes! Our building is open until 8:15AM. Parents can walk students to class in the morning OR drop them off in the Kiss-N-Ride lane. We do ask that parents exit by 8:15AM so that classes can begin on time. As a reminder, **parents in 1st-8th grades may not enter classrooms.**

Will my child be able to meet their teacher before the first day of school?

Teacher assignments will be communicated via email directly from teachers to families between 10:00-12:00PM on Thursday, August 15th. This timeline was designed to allow families to determine teacher assignments prior to the End of Summer event, during which time teachers will be available on campus to briefly meet families. Teachers will be available for more in-depth conversations during Back to School Nights.

When is back to school paperwork due?

All Back to School paperwork was due on 8/5. Students may not start school without complete paperwork on file.

BACK TO SCHOOL NIGHT

Wednesday, August 21st: JrK-4th Grade Parents

Thursday, August 22nd: 5th-8th Grade Parents

Back to School Night is designed for parents and/or guardians; we ask that families limit attendance, when feasible, to one adult to reduce the number of attendees in classroom spaces. We also ask that students/children not attend as this is a parent focused evening.

Teachers will present twice to accommodate families with multiple children. Specialty teachers will be available in the classrooms and look forward to an opportunity to meet and greet attendees.

Additional Details

- Classroom presentations repeat on the hour at 5:00PM and again at 6:00PM.
- All presentation slides will be shared with families to accommodate those unable to attend.
- Fall (football, volleyball, cross country) Sports interest meeting will also be held on August 22nd at 6:15PM in the Commons for parents of interested athletes.
- PTSO will have a table set up near the round couch both evenings. Be sure to stop by to become a member and/or to learn more about how they support our school community!
- Parking is always challenging during evening events. Be patient, be kind, and allow for plenty of time.

FAQS: FOOD SERVICES

At Midtown, we offer a range of food services to meet the varying needs, ages, and interests of our community. There is no obligation to participate in any food services.

Is the campus peanut or nut free?

- We are peanut free/nut aware. Please refer to the handbook for detailed information regarding this policy.

What is available for purchase on the snack cart? When can students purchase snacks?

- All items are \$1 and range from granola bars to crackers to cereal to trail mix. No candy is for sale. The snack cart makes rounds during morning recess for K-8th grade students and afternoon recess for K-5th grade students. JrK students are provided AM/PM snacks in class.

When does hot lunch service begin, and where do I order?

- Hot lunch service will begin the second week of school, starting on Monday, August 26th. Check the website or the weekly newsletter for the hot lunch menu. The menu runs on a two week cycle and all ordering is done online using the QR code and/or button provided in the weekly newsletter.

What are “Treat Tuesdays”?

- Every Tuesday, families have the option of ordering freshly baked cookies (2/\$1.00). These can be ordered on the same form as hot lunch, and do not require that hot lunch also be purchased (cookies can be ordered regardless of hot lunch ordering).

Can I send in treats for my child’s birthday?

- Yes, please speak with your child’s teacher in advance about a convenient time for the treats. All treats must be nut free. We cannot accommodate guests in classrooms for birthday celebrations, nor can we hold extended parties or individual celebrations on campus.

FAQS: M2ENRICH

Our M2Enrich afterschool is designed to be your one-stop-shop for afterschool enrichment!

When do after school clubs and classes begin?

- The M2Enrich Fall Catalog will be sent to families in late August. The catalog will contain descriptions for each club/class, including designated age group, cost, dates, and times for each option. The Fall Session will run for 10 weeks from mid-September through mid-November.

How can I learn more about Fall sports and when does the sports program start?

- Practice for Fall Sports teams will begin week of August 19th; games/meets will start after Labor Day. Practices are generally Monday/Wednesday OR Tuesday/Thursday after school, with game days TBD by the PAL. Fall season runs August through November. Join us at our Annual Pal Sports Info Night on 6:15PM on Thursday, August 22nd to learn more about PAL Sports.
 - 5th-8th Grade Girls Volleyball Skills Assessment: Tuesday, August 13th in the Gym, 4:15-5:30PM. Practice begins week of August 19th.
 - 6th-8th Grade Boys Flag Football Skills Assessment: Tuesday, August 20th at Curtis Park, 5:00-6:30PM.
 - 5th-8th Grade Cross Country practices begin the week of August 26th (no skills assessment required, open to all).

Who do we contact with questions?

- General questions about clubs and classes can be directed to Katrina Duke, our Assistant Principal. Sports questions can be directed to Paul Kennedy, our Manager of Athletics.

FAQS: CONNECTING WITH TEACHERS

How to we contact teachers?

- Your child's classroom/homeroom teacher should be the first point of contact for almost all questions. Email is a great way to first contact staff with questions, etc. All email addresses follow the format of `firstname.lastname@merryhillschool.com`.
- Teacher webpages are also great sources of information. You can access email and webpages by visiting our website at www.merryhillmidtown.com and following the Parent tab and links to "Our Faculty".
- If you would like to speak with a teacher directly, schedule a time that is convenient for both parties. Just before school starts and dismissal time are very busy for teachers as they need to remain focused on their students and are unable to give you their complete attention. Please be mindful to request meetings in advance so teachers can plan accordingly.
- Zoom options will be made available for parents not wishing to meet in person.
- Questions about specialty classes should be directed to specialty teachers.

FAQS: CONNECTING WITH STAFF

Who do we contact for other non-classroom related questions?

- General school related questions and concerns, including but not limited to those related to lunch ordering, snacks, billing, school events, schedules, paperwork, uniforms, and attendance should be directed to the front office.
- Admissions related questions and concerns should be directed to the Enrollment Director.
- Technology related questions and concerns should be directed to the Manager of Technology.
- Athletics related questions and concerns should be directed to the Manager of Athletics.
- Before and After School (B&A) related questions and concerns should be directed to Assistant Principal Katrina Duke.

Should additional questions or concerns remain after speaking with the staff member/s designated above, they should then be directed to administration.

- Questions related to Lower School, JrK-4th grades, should be directed to Assistant Principal Katrina Duke.
- Questions related to Upper School, 5th-8th grades, should be directed to Principal Brett Wallis.
- Should additional questions or concerns remain after speaking with the administrators as designated above, they should then be directed to the Head of School.

FAQS: CONNECTING WITH THE SCHOOL

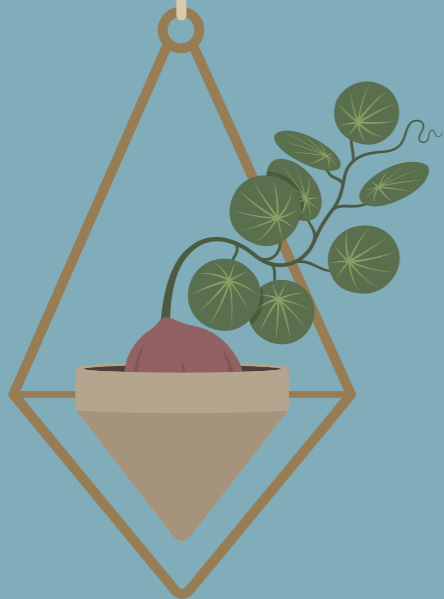
How can I stay connected with the school?

- Staying connected to the school is very simple for our busy families! Read the weekly school newsletter sent every Sunday via Constant Contact, the Friday emails sent by classroom teachers, and our website.
 - Join the PTSO & be an active member of our school community.
 - Volunteer to support events like Trunk or Treat, the Harvest Festival, or the Spring Golf Tournament!
 - Stay in contact with your child's teacher. This includes taking advantage of the parent conferences offered throughout the year.
 - Attend school events such as grade level socials, Family Dinner Nights, and sports games.
 - Follow us on Twitter and Instagram (@MHSMidtown) or Facebook (@MerryhillMidtown) for regular classroom happenings.
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END OF SUMMER FAMILY SOCIAL 2024

Join us at Merryhill Midtown for our annual **End of Summer Family Social!** This event will be held on Thursday, August 15th, from 4:30-6:00PM, and is a wonderful chance to meet other Merryhill Midtown families and socialize with staff and teachers. Additional event highlights are included below. We hope to see you there!

Used Uniform Sale



Meet the Teachers



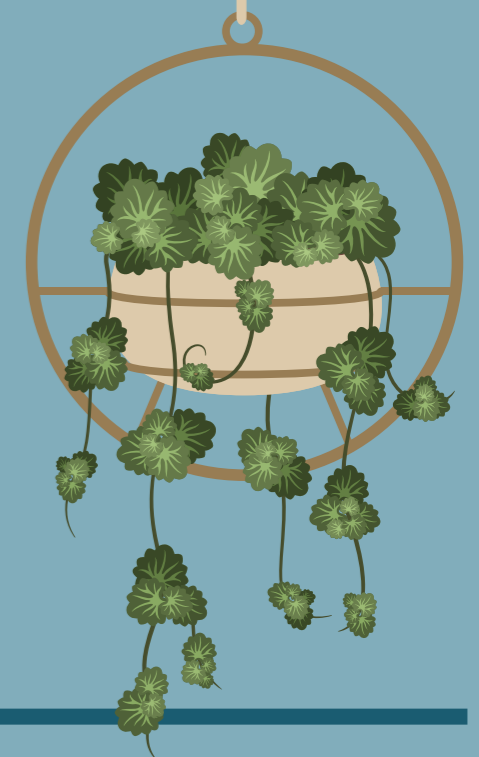
Purchase Spirit Wear



Meet & Join Our PTSO



Enjoy Games & Sno-Cones



THURSDAY, AUGUST 15TH - 4:30-6:00PM

**GET
READY
TO
DIG IN!**

