



IMPORTANT MEMO:

To: Parents

From: Office

Date: 8/27/2018

Office Communication

MCDS Advertiser: We now have a MCDS publication called the MCDS ADVERTISER that will be designed to advertise patron events, personal items for sale, and celebratory announcements. This will be used for personal information, rather than a business nature. Some examples would be charitable events, student performances, and personal household items for sale. This publication will be sent via email to our patron body on the last Friday of each month. Any ad should be sent to info@manheimchristian.org by 3 pm on the last Monday of each month. All ads must be sent electronically and should be 100 words or less.

MCDS Times (Weekly Newsletter): In an effort to save time, money and paper, MCDS has again chosen to provide you with our important reminders and changes through the email address that you provided to us on your registration form. The weekly reminders serve to give you the most updated information regarding upcoming events, schedule changes and other news from around the school. It is very important for you to read through the reminders which will be sent out at the end of each week. This will ensure that you are up to date on the latest information. Thank you for your help in this matter.

Plastic Envelopes: At the end of most weeks the plastic communication folder will be sent home with the oldest child to families with children in grades 2-8. If your oldest child is in Pre-k, K or 1st grade, your office papers will be sent home via your child's classroom folder. Please read and sign the forms and return the folder the next school day.

Blackboard Connect (previously Alert Now): The automated phone message system will be used to convey more urgent or time sensitive information. Please be advised that we will do a trial run of the alert now system today, Monday, August 27, 2018 at 7:00 p.m. If you do not receive an alert now message from MCDS tonight at 7:00 p.m., please indicate below. Alert Now will also leave a voice message if you are unable to answer the phone. Please listen to your voice mail if you miss a call from MCDS. The office staff is often overwhelmed with people calling who saw the school phone number on caller ID. Please check your voicemail before calling in. Thank you!

MCDS MATTERS: We will be mailing a semi-annual newsletter to our patrons and wider MCDS family in December and May. This will feature various activities and happenings. Be on the lookout!

Sign Up Genius: Sign Up Genius will be used for school wide activities for which we need volunteers.

Please return ONLY if the following pertain to you. Thank you!

Parent name: _____

_____ I/we do not have an email account and will need a paper copy of MCDS Times.

_____ I/we did not receive an Alert Now phone message on Monday, August 27, 2018