

June 3, 2026

Dear Families,

Last week the 2025-2026 Nursery School year ended with a variety of fun and memorable Last Day Celebrations. We will miss all the children who will be moving away or going on to kindergarten, but we are looking forward to getting to know our new families and starting a new school year!

Brightwheel

If you are new to the school, please check your email for invitations to join Brightwheel. **Brightwheel is our primary method of communication with families- please make sure that your notifications are on because this is how you will get forms, submit required documentation, receive communication from the office, get updates from your children's teachers, access billing (ACH is available) and receive time-sensitive alerts. It is also the preferred method of reaching teachers regarding attendance, illness, and routine questions.**

Please contact me if you are having trouble downloading the app or using the website. Of course, teachers may supplement communication via text, email, phone, and of course face-to-face conversations, but Brightwheel is the primary method of communication for everyday issues.

Required forms to fill out online and documents for reference/to print

To find important required forms and important documents like the school calendar, look under your child's profile on the Brightwheel app there is tab labeled "paperwork." On a desktop the choices are under "Documents" and "Forms & Requests." As we add forms and documents over the summer they will appear here. There are several enrollment forms that we ask you to fill out online and other forms (medical, vaccination, etc) that you should print out and return the hard copies to us in the mail.

DOCUMENT AND FORM CHECKLIST with instructions

You will be notified via Brightwheel as these documents become available in the portal

REQUIRED DOCUMENTS (due August 1, 2026)

_____ **Child Medical Information** This is our own form that we require to be completed and *signed by the pediatrician*. This form does not require a pediatric appointment if your child has had their most recent well-child checkup. ***Please print and mail/drop off to us at 5121 Westminister Place Pittsburgh, PA 15232 c/o SPCNS.***

_____ **Child Vaccination Record** -Please attach your child's vaccination record with the signed Medical Information Form ***Please mail/drop off to us at 5121 Westminister Place Pittsburgh, PA 15232 c/o SPCNS.***

REQUIRED FORMS TO COMPLETE ONLINE (due August 1, 2026)

_____ **Child Personal History Form** Although returning students have a prior Personal History form on file, it is necessary to complete a new one for each school year. This information is required and particularly useful in helping teachers get to know your child. This form is filled out online.

_____ **Permission Form** You will sign this digitally in the Brightwheel portal.

OPTIONAL FORMS TO COMPLETE ONLINE

_____ **26-27 Wonderful Wednesday Interest (for 4s only)**

_____ **26-27 Maker Monday Interest (for 4s only)**

_____ **26-27 Lunch Bunch Application (for 3s and 4s)**

_____ **26-27 Epi-Pen Opt Out** *Only fill out this form if you would **NOT** like an epi-pen administered to your child in case of emergency.*

DOCUMENTS (will become available throughout the summer, you will receive notification)

- **26-27 June Welcome (this letter)**
- **26-27 Allergy Form** This should only be returned to alert us to any allergies which your child has. **If applicable, please print, fill out, and mail to the office.**
- **26-27 Family Handbook**
- **26-27 School Calendar** (also available at www.shadysideschool.org)
- **Tips for Separation**
- **2's Gentle Separation (only for families of 2s)**
- **Arrival and Departure procedures**
- **2026 Ice Cream Social Flyer**

Billing

You will receive a tuition invoice via Brightwheel in August. You may pay through Brightwheel with a bank transfer, or if you choose to mail in a check, please make it payable to SPCNS. **Tuition will be due on or before September 1, 2026.** The deposit which you paid to reserve your child's space will be deducted from the second semester's tuition. Also, any applicable sibling discount will be applied to the second semester tuition as well. **Lunch Bunch and/or Wonderful Wednesday/Maker Monday tuition will be billed separately.**

Before School

The first opportunity you will have to start getting to know the other families in your child's class is at our annual **Back-to-School Ice Cream Social**. It will be held in the afternoon under the big tent in the Grassy Park rain or shine! Mark your calendars for **Saturday, Sept. 12, 2026, 3-4:30 pm** and plan to attend. This event is organized by the SPCNS Board of Trustees. Sometimes the teachers can come and say "hello,"

but mostly we hope that you'll be able to share ice cream with other families in your child's new class. You will see the flyer in your Brightwheel portal.

Orientation Days

Two Year Olds

Each of the Two-year-old classes will begin with an initial Orientation Day, with the goal of helping the children to feel comfortable with their new teachers and classrooms. On the first day of class, one half of the children in each class will come for one hour. The first group will come from 9 to 10 AM; the second group will come from 10:30 to 11:30 AM. To best facilitate the children's transition from home to school, we ask that all parents (or caregivers) stay in the classroom and share these first experiences at school with their child. You will be contacted by your child's teacher (Mrs. Amy Yates) before school starts to determine which hour you and your child will attend. Please see the document "2s Gentle Separation Introduction" which will be in your child's Brightwheel portal.

The Tuesday/Thursday Two-Year-Old class will begin this way on **Tuesday, September 8, 2026.**

The Monday/Wednesday class will begin this way on **Wednesday, September 9, 2026.**

Three- and Four-Year Olds

Each 3- and 4-year-old class will begin with an initial Orientation Day, with the goal of helping the children to feel comfortable with their new teachers and classrooms. On the first day of class, one half of the children in each class will come for one hour. The first group will come from 9 to 10 AM; the second group will come from 10:30 to 11:30 AM. Once children settle into the classroom, parents are invited to the Parish Hall for light refreshments. You will be contacted by your child's teacher before school starts to determine which hour you and your child will attend.

The Tuesday/Thursday and the Tuesday/Thursday/Friday Three-Year-Old classes will begin this way on **Tuesday, September 8, 2026.**

The Monday/Wednesday/Friday classes (both Three- and Four-Year-Olds) and the Monday-Friday class will begin in this way on **Wednesday, September 9, 2026.**

Additionally, please note that the dismissal time for the rest of this first week will be as follows: 11:30 am for all 3-year-old classes and 12:00 noon for all 4-year-old classes.

Lunch Bunch, Maker Monday, and Wonderful Wednesday

The **Lunch Bunch (for 3s and 4s)** program will begin the week of October 5, **Maker Monday (for 4s, ending at 1 or 2:30 every other week)** will begin on October 5, and the **Wonderful Wednesday** (for 4s) program will begin on October 7. Please note, the last week of extended day programming will be the week of May 3, 2027.

For more information, please see the Lunch Bunch, Maker Monday, and Wonderful Wednesday forms in the Brightwheel Portal as they are uploaded later this summer. To apply for Lunch Bunch or express interest in Maker Monday or Wonderful Wednesday, please complete the forms in the Brightwheel Portal.

If your child will not be attending our school in September, please let me know immediately. Over the summer, the voicemail (412-681-6311) message will refer you to my email address (director@shadysideschool.org). Please don't hesitate to contact me with questions or concerns.

Have a wonderful summer; we look forward to seeing you in September!

Liz Buchanan, Director