



Saint Mark's Preschool

## Email/Contact Information

Child's name \_\_\_\_\_

### NEWSLETTER AND INFORMATION

Email is one of our main channels of communication . Important information and weekly newsletters are emailed. At least one parent/guardian must be signed up to receive emails.

### PROCARE

We use the Procure Childcare App for signing students in and out. Parents/Guardians who will be dropping off and picking up must provide an email address. You will be emailed a unique 10-digit code to sign up and a link to download the app. After downloading the app, you will be able to scan the QR codes located around campus to sign your children in and out.

The app is also used for photographs and activity sharing, ouch reports and for staff-parents/guardian messaging.

Please note that you will need to make two separate Procure accounts - one at myprocure.com and one for the Procure Childcare App.

### EMAIL DIRECTORY

Twice a year, we produce a class email list/roster. Please check the box if you would like your email to be included in the school directory.

Parent/Guardian #1

Name \_\_\_\_\_

Email Address \_\_\_\_\_

- I wish to receive the weekly newsletter
- I wish to be included in the email directory

Parent/Guardian #2

Name \_\_\_\_\_

Email Address \_\_\_\_\_

- I wish to receive the weekly newsletter
- I wish to be included in the email directory