



Communication Guidelines

Welcome to all of our new families! And welcome back to our returning families! We hope everyone had an enjoyable summer. As we begin another school year we want to let you know the three (3) main ways CHS delivers messages to everyone in our CHS community.

Next Week at CHS – Fridays @ 8:00pm

Every Friday at 8pm the **Next Week at CHS** newsletter will arrive in your inbox. **Next Week at CHS** highlights the upcoming all-school events, announcements applicable to the entire CHS community, and short summaries of classroom highlights from teachers, which are called ‘Week in Review’

Next Week may also include information from the Family Association (FA) about volunteer opportunities and upcoming community-wide FA sponsored events.

Broadcast emails In order to minimize the amount of emails you receive from The Chestnut Hill School school-wide broadcast emails (like this one) are sent when there is *time sensitive information* needed before Fridays at 8pm. Therefore, if you receive a broadcast email at any other time, it contains new and important information.

MyCHS is The Chestnut Hill School’s Parent Portal, which can be accessed via The Chestnut Hill School’s website (www.tchs.org). [Click here](#) for information regarding how to access MyCHS and set your password.

MyCHS includes a searchable family directory, information about other programs such as Extended Day, Transportation, and Parking Rules, and news from our School Nurse, Deb Bloomberg. On **MyCHS** you can also click on the icon labeled “ Classroom updates/Member Groups” which will allow you to select the particular grade group to view posts from teachers about classroom activities, content and experiences.

These are the three (3) main ways The Chestnut Hill School communicates with our community. If you have any questions or need assistance with login access to MyCHS, please contact Angie Chatman, who now has responsibility for all of CHS communications activities, at achatman@tchs.org

We look forward to keeping you informed about what is happening in our CHS community.