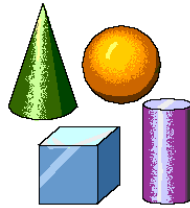


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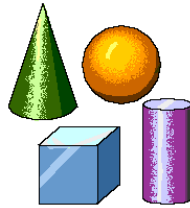
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# **POLICIES & PROCEDURES MANUAL**

MONTESSORI OF PLAINFIELD  
&  
MONTESSORI OF FRANKFORT

**Please keep this manual in a safe place;  
you may need to refer to it on occasion during your child's time with us.**

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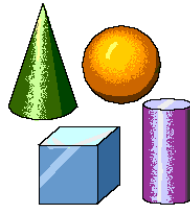


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## **TABLE OF CONTENTS**

- (1) Welcome Letter**
- (2) A Montessori Child's Plea**
- (3) Contact Information**
- (4) Policies**
  - *Admissions Policy*
  - *Discipline Code*
  - *Bathroom Policy*
  - *Car Seat Buckle Policy*
  - *Policy on Allergy to Nuts*
  - *Policy on Food Allergies and/or Food Restrictions*
- (5) Classroom Information**
  - *Arrival & Dismissal Information (Plainfield School)*
  - *Arrival & Dismissal Information (Frankfort School)*
  - *Preprimary Class Information (2 pages)*
- (6) Additional Information**
  - *Health Guidelines*
  - *Scholastic Book Letter*
  - *Pick-Up Authorization*
  - *Severe Weather Closings*
  - *Late Pick-Up Note*

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Welcome to our Montessori family!

It is wonderful to see all of our new families and returning students alike! We are truly blessed to have had the opportunity to touch so many young lives since we first opened our doors.

A few key factors in the success of our program have been the constant involvement of our student's families, the ongoing open communication between faculty and parents, and the incredible dedication from our teaching staff.

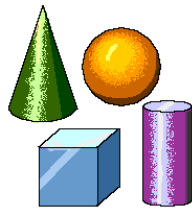
As another year begins we are once again delighted to work together with you to make this a memorable year for your children. We hope you enjoy the experience as much as we do!

Sincerely,

Mari Ann Unger  
Owner/Director

Linda Wiksten  
Owner/Director

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## **A Montessori Child's Plea** (Author Unknown)

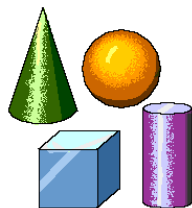
Today I did my math and language, practical life too  
I used my eyes, my ears and hands, my sense the whole day through.  
I added and subtracted, learned patience all the day.  
I used tweezers, blocks, and puzzles  
And worked with the scrubbing tray.  
I learned how to mix colors,  
And learned how to weigh.  
So mom and dad, please don't say-  
"DID YOU BRING ANY PAPERS HOME TODAY?"

You see, I'm sharing as I play,  
Learning self control throughout the day,  
I'm learning to listen and speak clearly when I talk  
To wait my turn and when inside to walk,  
To put my words into phrases,  
To balance along the "Red Rod" maze  
To find my name and write it down  
I do it with a smile, not a frown.  
So mom and dad, please don't say,  
"WHY DON'T YOU HAVE ANY PAPERS TODAY?"

I learned about a snail, I learned about a worm,  
I learned about flags and maps  
And how to take a turn,  
I helped a friend when he was stuck,  
I learned that water runs off a duck.  
I looked at words from left to right  
Agreed to differ, not to fight.  
Today I sang the continent song,  
I learned the difference between right and wrong,  
So mom and dad, please don't say,  
"DID YOU ONLY PLAY TODAY?"

Because yes, I played the whole day through,  
I worked to learn the things I do,  
Encounter a problem, find the clue and work it out for myself, I do.  
My teachers set the scene and stand near-by,  
They want me to succeed and teach me how to try.  
They pose the questions, and help me to think  
They keep me a float and would never let me sink.  
All of this is in my head and not on paper, you see,  
So don't get discouraged and frustrate me,  
I try my best and I'm learning each day.  
So mom and dad, please don't say,  
"HAVEN'T YOU DONE ANY WORK TODAY?"

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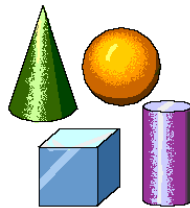
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## CONTACT INFORMATION

<b>Owners/Directors:</b>	Mari-Ann Unger	Linda Wiksten
<b>Address:</b>	Montessori of Plainfield 23616 West Main Street Plainfield, IL 60544	Montessori of Frankfort 12 West Sauk Trail Frankfort, IL 60423
<b>Phone:</b>	815/254-0136	815/469-3030
<b>Fax:</b>	815/267-3320	815/267-3320
<b>Office/Administration:</b>	Chris Ulreich 815/272-3783 <a href="mailto:cmu1203@comcast.net">cmu1203@comcast.net</a>	Chris Ulreich 815/272-3783 <a href="mailto:cmu1203@comcast.net">cmu1203@comcast.net</a>
<b>Website:</b>	<a href="http://www.montessoriofplainfield.net">www.montessoriofplainfield.net</a>	<a href="http://www.montessorioffrankfort.com">www.montessorioffrankfort.com</a>
<b>Email:</b>	<a href="mailto:linda@montessorioffrankfort.com">linda@montessorioffrankfort.com</a>	<a href="mailto:linda@montessorioffrankfort.com">linda@montessorioffrankfort.com</a>
<b>Emergency Numbers*</b>	815/272-5812	815/603-4559

\* We ask that you please exercise good judgment and use these numbers in a true emergency situation only.

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## **ADMISSIONS POLICY**

Montessori of Plainfield and Montessori of Frankfort welcome all students to our school. We do not discriminate on the basis of gender, race, religion or ethnic background.

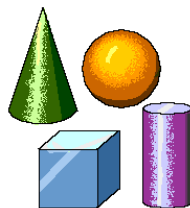
Each January enrollment is offered first to returning students and their siblings. Applications are accepted from new families after January 31<sup>st</sup> of each year.

To enroll in our school, you must turn in your completed student application form, registration fee, and first tuition payment (payment 1 of 10) to our office (please refer to current years rates for correct application and tuition fees). Once your documentation is processed you will receive a letter from us confirming your child's enrollment in our school.

In the Spring, you will receive a note from your child's teacher indicating a date and time for an initial interview. This date and time is usually set for mid May or mid August. This initial interview allows you and your child to meet with your teacher prior to the start of the school year. At this time, your teacher will go over your child's enrollment file to ensure all required documentation and paperwork (such as shot records, physical exams, dental exams, etc.) is complete prior to the start of the school year.

Students new to our school will have an orientation week where they come to school each day for 2 hours. This usually occurs during the last week of August. Regular school schedule begins close to Labor Day. Your second tuition payment (payment 2 of 10) is due on September 1<sup>st</sup> with remaining tuition payments due on the 1<sup>st</sup> of every month thru May.

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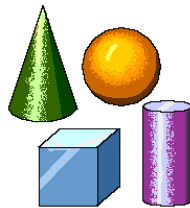
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## **DISCIPLINE CODE**

- (1) The children shall be guided within the spirit of safety and respect.
- (2) The environment shall be prepared such that the children will feel safe at all times.
- (3) The staff shall foster a model of respect for oneself, the environment, and all others present.
- (4) No physical or mental punishment shall befall the children in this environment.
- (5) A sense of peace and community shall prevail among all who enter here.

.....**REFLECTIONS ON MARIA MONTESSORI**

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## **BATHROOM POLICY**

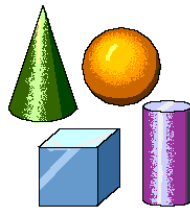
It is our objective at Montessori of Plainfield and Montessori of Frankfort to encourage and strengthen the independence of our children while keeping them safe. With this in mind, in addition to liability issues, the following is our policy regarding assistance in the bathroom:

- We will assist the child with the following:
  - Pulling pants up and down
  - Buttoning
  - Zipping
  - Hand washing
  
- We will NOT assist the child with the following:
  - Wiping
  - Cleaning private areas

We will talk the child through the process of wiping, and in case of an extremely messy accident, the parent will be called to come in and assist the child with cleaning him/herself up. Under no circumstances will a child's private areas be touched by anyone at the school, even to assist with wiping or cleaning. If your child has difficulty wiping please practice at home.

This policy applies to all employees of our school, as well as any parent visitors. Please keep these rules in mind when you are volunteering in your child's classroom. Remember, this policy is in place to protect the children, not because we don't want to help them.

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## **CAR SEAT BUCKLE POLICY**

It is our objective at Montessori of Plainfield and Montessori of Frankfort to encourage and strengthen the independence of our children while keeping them safe. With this in mind, along with increasing liability issues, Montessori staff members are unable to take responsibility for ensuring all children are buckled safely into their car seats. Our policy regarding this matter is as follows:

- *At carpool pick-up time a Montessori staff member will:*

- (1) Walk your child safely to his/her car
- (2) Assist your child to get seated into his/her car seat

- *Montessori staff members will not:*

- (1) Buckle your child into his/her car seat

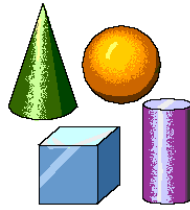
We realize, of course, that some children will require assistance with buckling; therefore we ask all parents/caregivers who need to securely buckle their children to please adhere to the following guidelines:

- (1) Remain in your car, in the carpool line, until your child is seated into his/her car seat and your car door has been shut.
- (2) Move ahead of the carpool line and pull over – this will enable you to get out and buckle your child with little disruption to the carpool line itself.
- (3) If you pull over to buckle you child, please remember to keep to the left so as not to disrupt oncoming carpool traffic.

This policy applies to all employees of our school, as well as any parent visitors. Please keep these rules in mind when you are volunteering in your child's classroom. Remember, this policy is in place for the safety and protection of your children, not because we don't want to help them.

Thank you for understanding.

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## **POLICY ON ALLERGY TO NUTS**

It has come to our attention that a number of students at our school have severe nut allergies; both ingestion and airborne related. In light of this, Montessori of Plainfield and Montessori of Frankfort staff kindly request that you **do not send any food items containing nuts to school with your child.**

Children naturally want to share or exchange their food items. In order to avoid unnecessary risk we ask that you please pay particular attention to this request, and take note of the following guidelines:

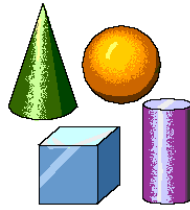
### **Do not pack any food products containing nuts for:**

- ❖ Lunches (absolutely no peanut butter & jelly sandwiches)
- ❖ Birthday treats
- ❖ Halloween candy
- ❖ Winter celebration treats
- ❖ Valentine candy
- ❖ Picnic days or any other events

Please check with your lead teacher if you are unsure of a food item. It is essential for us to exercise extreme caution. We appreciate your serious attention to this matter!

Thank you!

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## **POLICY ON FOOD ALLERGIES**

## **AND/OR FOOD RESTRICTIONS**

It has come to our attention that a number of students at our school have allergies to certain foods and/or food restrictions in their diet. In light of this, Montessori of Plainfield and Montessori of Frankfort have instituted a policy whereby all parents of children with food related allergies and/or food restrictions must provide a suitable snack for school.

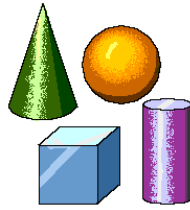
We ask that you please use the following guidelines for snack preparation:

- (1) A suitable snack is to be provided on a monthly basis
- (2) Snack must be stored in an airtight container with your child's name clearly labeled on the outside of the container
- (3) A separate "special snack/treat" is to be provided for use only on special occasions such as birthday celebrations
- (4) The only food your child will consume at school is the snack you provide

Please note this policy relates to students with food allergies and/or food restrictions only. If your child has a normal diet, there is no need to provide a snack to school.

Thank you for your cooperation.

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## ARRIVAL and DISMISSAL INFORMATION

### MONTESSORI OF PLAINFIELD

#### Arrival Times:

A.M. Pre-Primary	Miss Mari-Ann's:	8:45 a.m. – 8:55 a.m.
	Miss Kelly's Class:	8:50 a.m. – 9:00 a.m.
	Miss Heather's Class:	9:00 a.m. – 9:10 a.m.
P.M. Pre-Primary	Miss Linda's Class:	12:40 p.m. – 12:50 p.m.

#### Arrival Procedures:

Your child will be greeted outside at the appropriate spot. A Montessori staff member will open your car door and help your child leave the car. Short and simple good-byes are the best.

\*\* Please have your child in the seat behind the driver's seat to make car pool lines run as smoothly and as quickly as possible. \*\*

---

#### Dismissal Times:

A.M. Pre-Primary:	Miss Mari-Ann's Class	11:45 a.m. – 11:55 a.m.
	Miss Kelly's Class:	11:50 a.m. – 12:00 p.m.
	Miss Heather's Class:	12:00 p.m. -- 12:10 p.m.
P.M. Pre-Primary:	Miss Linda's Class:	3:10 p.m. – 3:15 p.m.

Extended Day Dismissal: 2:00 p.m.

All-Day Kindergarten Dismissal: 2:15 p.m.

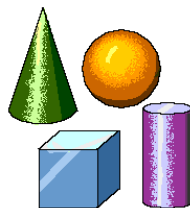
#### Dismissal Procedures:

Dismissal is similar to arrival. Please wait in your car for a staff member to bring your child to the car.

\*PLEASE NOTE: We need to stress the importance of being on time. We need all parents arriving at the appropriate time for your child whether it is for arrival or dismissal. Because we have three classrooms, we need the children to arrive on time in order to ensure that they do not miss a portion of their classroom time since they might get "stuck" in the loop of the next classroom's traffic in the parking lot.

\*\*\*ALSO NOTE: There will be a \$5.00 LATE PICKUP fee for every 10 minutes after your child's scheduled pickup time. This fee will be assessed beginning five minutes after the scheduled pickup time and incur in increments of 10 minutes.

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## ARRIVAL and DISMISSAL INFORMATION

### MONTESORI OF FRANKFORT

#### Arrival Times:

A.M. Pre-Primary      Arrival Time:      9:00 a.m. – 9:15 a.m.

#### Arrival Procedures:

Your child will be greeted outside at the appropriate spot. A Montessori staff member will open your car door and help your child leave the car. Short and simple good-byes are the best.

\*\* Please have your child in the seat behind the driver's seat to make car pool lines run as smoothly and as quickly as possible. \*\*

---

#### Dismissal Times:

A.M. Pre-Primary:      Dismissal Time:      11:45 a.m. – 12:00 noon

Extended Day Dismissal:      1:50 p.m. - 2:00 p.m.

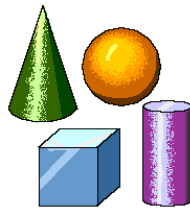
#### Dismissal Procedures:

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## PREPRIMARY CLASS INFORMATION

(Page 1 of 2)

Welcome to the new school year! We are looking forward to sharing this exciting time with you and your child. This class information will help familiarize you with some of our procedures.

### **CLOTHING:**

Please have your child wear simple clothing that they are able to get on and off for bathroom purposes. Please, no bracelets, jewelry or watches. These items are easily lost. Remember, your child is here to learn and explore. Simple play clothes are best. Also remember to label your child's things. Jean jackets, hats, mittens, etc. all look very similar!

### **SHOES:**

We ask you to provide your child with a pair of ballet shoes, which will be kept at school for use by them. We feel that ballet shoes are practical in the classroom. They provide protection, yet also allow for sensitivity for physical movement and coordination. Please be certain they fit well. Bedroom slippers are NOT acceptable. (Ballet shoes are carried by Payless year-round).

We also ask that you DO NOT put double knots in your child's shoelaces. The children will learn to change between their shoes and slippers independently, and double knots are not very easy to untie.

### **FOOD PREPARATION:**

As you become familiar with your child's environment, you will notice that there is a work called "food preparation." This is an exercise in which the child prepares a food to share with the other children. It provides the opportunity for your child to acquire the skill of hand-eye coordination while acquiring habits of hygiene, nutrition and etiquette.

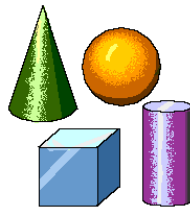
### **WEDNESDAY ENVELOPES:**

Each Wednesday you will receive an envelope containing important information we need to convey to you. Please read all correspondence and notes carefully. This is our way of communicating with you without having to verbally pass information on during carpool. Wednesday envelopes need to be returned **the next school day** so as to allow time to prepare for the next week.

### **TUITION:**

Tuition payment is due the 1<sup>st</sup> of every month. For your convenience, you will receive a tuition envelope with your name on it. Please place your payment in the envelope and return it to school on or before the 1<sup>st</sup> of the month. Please DO NOT MISPLACE this envelope, as it is our means of keeping track of your payment each month. A \$20 late fee will be assessed if payment is not received within **two days of due date**.

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## **PREPRIMARY CLASS INFORMATION**

(Page 2 of 2)

### **SCHOLASTIC BOOK ORDERS:**

Each month the children receive Scholastic Book order forms. These are wonderful, inexpensive books perfect for children in this age group. The books also make great birthday and holiday gifts. The school earns points for each book purchased, and the points are used to purchase books and other educational materials for the school. Participation is optional, but your support for the program is greatly appreciated.

### **BIRTHDAY CELEBRATIONS:**

Your child's birthday is very special to us and we love to celebrate with them. We ask that on their birthday you send photos of your child from birth to current age. You may also send treats to share with the class. We do ask that you include small paper plates and napkins to make clean-up easy. Please note, however, that the celebration has to be limited to treats without frosting so as to keep the mess under control. We also need to keep the celebration to a time limit to keep to our current day's schedule of academics. Please, no piñatas. If your child is having a party at home and may only invite some of the children, please give any invitations to the teacher to discretely distribute in the Family Envelopes.

### **FIELD TRIPS:**

Several field trips away from school will be scheduled throughout the year. In order for your child to participate in field trips he/she MUST be accompanied by a parent or guardian (adult), who can provide transportation. We do not provide bus transportation to these events. In most cases, younger siblings may also attend. Regular school sessions will not be held on field trip days, so please plan accordingly if your family can't attend.

### **BACKPACKS:**

The only children who need to bring backpacks to school are the kindergartners, those children who are reading, and the children who are in our extended day program. Please do not send a backpack with your child if he/she is not in one of these groups. This will help prevent lost toys and other "stuff" as well as make dismissal time easier.

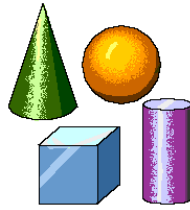
### **PARENTS' NIGHT:**

Parents' Nights are scheduled regularly to give the children an opportunity to show you around the classroom, and to take pride in their work. Similar to an Open House at an elementary school, the children love to bring you into their classroom and show you the projects they have been working on.

### **ILLNESS:**

In an effort to keep all the children as healthy as possible, please keep your child home if he/she is not feeling well. This is especially important if they have a fever of 100 or more, are vomiting, or have diarrhea. Please call the school if your child will be absent. It is important that we know the reason for absence, as we are required to inform other parents about certain illnesses.

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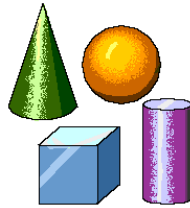
## HEALTH GUIDELINES

Please review the following guidelines when deciding whether your child is well enough to come to school. The following are situations when your child should remain home:

- (1) If your child's oral temperature exceeds 100 degrees F. (99 degrees F axillary, 101 degrees F rectal) or 1-2 degrees above the child's normal temperature. A child with such fever should remain home for 24 hours after the temperature returns to normal.
- (2) If a rash is present, which has not been evaluated by a physician; including any open sores.
- (3) If your child vomits and continues to experience nausea and/or vomiting.
- (4) If your child shows any signs of upper respiratory infection (cold symptoms) serious enough to interfere with his ability to learn, sleep, eat or play. Signs of infection include runny nose with yellow or green mucus, and/or harsh congested cough with breathing difficulty and/or fever. If a child has an infection that needs to be treated with an antibiotic it is recommended that he/she stay out of school for 24 hours after starting the antibiotic.
- (5) If there are any signs of conjunctivitis ("pinkeye") with matter coming from one or both eyes, itching and/or crusts on eyelids, the child should be evaluated by a physician.
- (6) If your child experiences diarrhea or repeated watery stool, it could be a sign of infection or a more serious illness. Evaluation by a physician is recommended. If the physician believes that the child's health problem is not contagious, he/she may write a note stating so, and the child may be readmitted to school.
- (7) If there are signs of infestation with lice (nits in hair, itchy scalp) the child should be evaluated for treatment.
- (8) If your child complains of severe, persistent pain, the symptom should be referred to a physician for evaluation.

Your cooperation is appreciated.

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## Communicable and Infectious Diseases

The following chart, taken from the Rules and Regulations of the Illinois Department of Public Health, will help in diagnosing and treating some common childhood ailments:

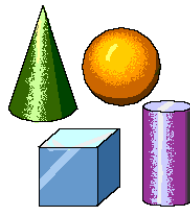
Disease	Symptoms	Exclusion from School
Chicken Pox	Rash (successive crops of red dots that turn into fluid-filled blisters and then dry up to form scabs), fever	Not less than five days after appearance of eruption
Mumps	Fever, nausea, pain, and swelling of jaws	Nine days after onset of swelling
German Measles	Rash (small pinkish red blotches beginning behind ears and on face), slight swelling of neck glands	Seven days after rash onset
Measles	Starts like a cold with fever, watery eyes and nose, sneezing, and slight cough	Four days after appearance of rash
Scarlet Fever and all Strep Infections	Fever, vomiting, sore throat, rash (pinpoint dots) on upper parts of neck and chest, strawberry tongue	24 hours after treatment has been received
Pinkeye	Redness of the eye with itching and burning of the lids and discharge	24 hours after treatment has been received
Impetigo	Skin infection (yellowish crust)	24 hours after treatment has been received
Pinworm	Itching of anus	24 hours after treatment has been received
Head Lice and Nits	Itching at nape of neck and around ears	Until treated with medicated shampoo

**All symptoms must be gone before a child returns to school.**

### FLU

In the current flu conditions, students and staff with symptoms of flu should stay home for at least 24 hours after they no longer have fever or do not feel feverish, without using fever-reducing drugs. If the flu conditions become more severe, CDC recommends that a sick person stay home for 7 days. A person who is still sick after 7 days should stay home until 24 hours after the symptoms have gone away. In addition, this longer period should be used in healthcare settings and in any place where a high number of high-risk people may be exposed, such as childcare facilities for children less than 5 years of age.

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## H1N1 / INFLUENZA “A” POLICIES AND PROCEDURES

Policies regarding the H1N1 virus (swine flu) and the regular influenza virus are outlined below:

It is important to remember that H1N1 is everywhere, not just in our school. We believe it is of utmost importance to focus on taking steps to prevent any kind of influenza – H1N1 or any other strain -- and respond to it appropriately if our children do indeed get sick.

- **Children who are diagnosed with H1N1 or Influenza A should remain at home for a minimum of 5 days. After the 5 days they may return to school once they have been symptom free for 24 hours without the aid of fever reducing medicine.**
- Families with **children with fragile health conditions** should seek immediate attention and guidance from their health care provider if they develop flu-like symptoms (*\*\*\*remember that ANY kind of flu can be serious to people with high risk conditions, not just H1N1*)

Parents and guardians, please teach your children **proper hygiene and respiratory etiquette**. For example, we should always cover our faces when we sneeze and wash our hands with soap and water after sneezing, going to the washroom, before eating, etc.

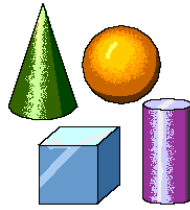
Per current CDC guidelines, **we do not intend to close schools** due to the H1N1 virus, unless so many adults get sick that we cannot safely operate the school.

Finally, please remember to let us know the nature of your child’s illness when you call your child in absent to school.

Our plan may change based on actual circumstances, but please be assured that our main goal is to both ensure our students’ and staff members’ health and well being, and keep our children in school so that they can continue learning.

Thank you, as always for your patience, understanding and support.

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## **SCHOLASTIC BOOKS**

Reading is probably the most important skill your child will ever develop. Studies have shown that children who read do better in school...and go on to do better in the adult world, too. But for kids to become skilled, motivated readers, they need to see books as part of their lives - not just as part of the school day. Real reading success comes when teachers and families work together, and that's why we will be sending home Scholastic Book Clubs this year.

Building your child's very own home library is the first step in boosting reading excitement and reading confidence. Scholastic Book Clubs are an easy, fun, and affordable way to get started. Each monthly Scholastic Book Club features quality children's literature, activities, software, and reading-related items at low prices. We place our orders as a group, and the books are conveniently delivered right to our school.

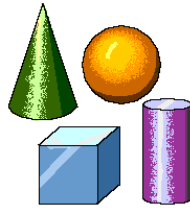
There's one more thing. When our group orders from Scholastic Book Clubs, we earn Bonus Points that help bring free books and resources into the classroom. This means that you can help make your home and our classrooms more productive learning environments at the same time.

Let's work together this year to make all of our children successful readers.

Sincerely,

Your Teachers

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## PICKUP AUTHORIZATION

Dear Parents:

If someone other than those you have listed on your school application form is picking up your child, please fill out the information below and give it to your lead teacher.

Please note this person will need to have a valid form of ID (drivers license, state ID card) in order to pick up your child. Montessori staff members **will not release your child** to anybody who does not present an ID at pick-up time.

Thank you for your cooperation!

-----Cut and Return-----

**MONTESSORI OF PLAINFIELD  
&  
MONTESSORI OF FRANKFORT  
PICKUP AUTHORIZATION**

**SAMPLE**

DATE: \_\_\_\_\_

My Child \_\_\_\_\_ is being picked up today by

\_\_\_\_\_

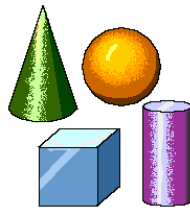
He/She is driving a (model, color of car) \_\_\_\_\_

His/Her Phone Number is \_\_\_\_\_

Parent Signature \_\_\_\_\_

I understand that this person will need to present a valid ID to Montessori Staff in order to pick up my child.

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## **Severe Weather Closings**

Please keep this information in a safe place in the event of severe weather.

To find out if our school is closed please follow any of the directions below:

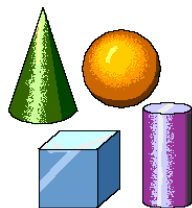
- (1) Call the Emergency Closing Center (847) 238-1234 from a touch tone phone and enter our school phone number;

(815) 254-0136 (Plainfield)  
(815) 469-3030 (Frankfort)

- (2) Visit the Emergency Closing Center website [www.emergencyclosings.com](http://www.emergencyclosings.com). You can search for our facility by typing our school name and city or by typing our school phone number
- (3) Check local broadcastings for school closing information - WGN Radio 720-AM, WBBM Radio 780-AM, CBS Ch. 2, NBC Ch.5, ABC Ch.7, WGN Ch.9, Fox 32, and CLTV cable

You can also visit the Emergency Closing Center website [www.emergencyclosings.com](http://www.emergencyclosings.com) and register to receive e-mail notification of school closings.

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## Late Notice

SAMPLE

Dear \_\_\_\_\_ Family:

Due to the late pickup of your child, we ask that you pay \$5.00 for every 10 minutes past the scheduled pickup time. This fee is assessed beginning five minutes after the scheduled pickup time ends and incurs in increments of 10 minutes. For the consideration of Montessori staff, members we ask that you try to pick your child up on time.

Please pay the following amount on the next day your child attends class:

Your fee is \_\_\_\_\_ because of the late pickup on \_\_\_\_\_

Thank you in advance for your cooperation and consideration.

**MONTESORI STAFF**