Welcome to our 2017/18 School Year!

Welcome back! We are excited to see both familiar and new faces this morning as we begin the 2017/2018 school year. We hope everyone had a great summer! This is issue 1 of our weekly Monday Messenger. The Monday Messenger is just one of the ways we communicate information to parents. Check out the Monday Messenger each week for information on upcoming events, dates to remember and other pertinent school announcements. You can view the Monday Messenger on our website (www.montessoriofmacon.org - under the Current Families tab), via paper copy and via our email distribution list (see pg. 2). Other forms of communication include our website (www.montessoriofmacon.org) and our Facebook group.

Join us on Facebook!

Join our private Facebook group for MOM Families and Alumni. This is a great way to keep up with happenings at the school and stay connected with our MOM Families. This is also a great place to see photos and videos of school events throughout the year. You can search for Montessori of Macon or type in this link: https://www.facebook.com/groups/mommacon/

Like our public Facebook page https://www.facebook.com/montessoriofmacon/. Our Facebook page is a great place to see articles related to Montessori and education, as well as information on upcoming events. You are also able to share any posts from this page on your personal page.

Parent Breakfast
This Friday 8:00 a.m.

We invite all of our parents to drop by our school office for coffee and refreshments on Friday morning, July 14th. This is an informal way for parents to meet each other. We ask that parents follow the normal carpool/drop-off procedures for your children and THEN join us in the school office. Refreshments will be available from 8:00-9:00 a.m.

Note on Parking: There is no parking in the carpool lane. Please park in a parking space. Thank you.

Emergency Forms

Attached to this Messenger is a copy of a blank Emergency Form for returning students to complete (as well as any new students who need to update their information - ex. new address, etc.). Please complete this form and return to the office or the classroom by Wednesday (July 12th). It is imperative that we have current information to reach you in the event of an emergency. Please complete one form per child since we give copies of these forms to the classroom teachers and place them in each student’s individual student file.

<table>
<thead>
<tr>
<th>Dates to Remember</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 12</td>
</tr>
<tr>
<td>July 14</td>
</tr>
<tr>
<td>July 26</td>
</tr>
</tbody>
</table>
Parking Lot Safety:
Please remember the speed limit on campus is 5 mph at all times. This is for the safety of your children.

<table>
<thead>
<tr>
<th>Class</th>
<th>Morning Drop-off Time</th>
<th>Afternoon Pick-up Time**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toddler ½ day</td>
<td>8:15 - 8:30</td>
<td>11:45 – 12:00</td>
</tr>
<tr>
<td>Toddler Full Day</td>
<td>8:15 - 8:30</td>
<td>3:00 – 3:15</td>
</tr>
<tr>
<td>Primary ½ day</td>
<td>8:15 - 8:30</td>
<td>11:45 – 12:00</td>
</tr>
<tr>
<td>Primary Full Day</td>
<td>8:15 - 8:30</td>
<td>3:00 – 3:15</td>
</tr>
<tr>
<td>Lower Elementary</td>
<td>8:00 – 8:15</td>
<td>3:15 – 3:30</td>
</tr>
<tr>
<td>Upper Elementary</td>
<td>8:00 – 8:15</td>
<td>3:15 – 3:30</td>
</tr>
<tr>
<td>Middle School</td>
<td>8:00 – 8:15</td>
<td>3:30 – 3:45</td>
</tr>
</tbody>
</table>

For registered students - Early Care begins at 7:30 a.m. and After Care ends at 5:30 p.m.

Pizza Day

Every Friday is Pizza Day for our full-day students! Pizza is provided by Domino's and is a fundraising project for our Upper Elementary and Middle School Programs. Cheese and Pepperoni slices are available for $1.50 per slice. Students can also order a salad which is $1.00. Children should bring money for pizza and/or salad into their classroom on Friday morning. Pizza is optional, feel free to pack a lunch as usual. Pizza orders are collected by 9:00 a.m. on Friday morning. Please send a lunch with your child if they are going to arrive after 9:00 a.m.

Email Distribution List

“GO GREEN”

Email is used in order to communicate with parents, send the Monday Messenger, as well as keep you updated about the happenings at the school. In an effort to “Go Green” the email address we have on file for you will be added to our distribution list. If you are new to our distribution list, you will receive a generic email from Mail List Manager by tomorrow morning. You must click the link in the email in order to confirm your subscription and begin receiving our emails. Please also let us know if you would only like to receive the Monday Messenger via email (Go Green!) and we will no longer send you a paper copy.

Reminder: All classroom doors are locked after drop-off. Elementary and Middle School drop-off ends at 8:15. Toddler and Primary drop-off ends at 8:30. If you arrive after drop-off please come check in at the office and we will escort your child to their classroom.
We would like to introduce you to our 2017/2018 staff:

**Office Contact Info**
Office Phone: 478-757-8927
Office Fax: 888-846-7314
General Office Email: admin@montessoriofmacon.org

Michele Scott, Head of School
mscott@montessoriofmacon.org

Ember Kemmerer, Office & Admissions Specialist
ekemmerer@montessoriofmacon.org

**Teaching Staff**

**Toddler 1** -
Deidra Wilson & Susan Work
dwilson@montessoriofmacon.org

**Toddler 2** -
Amanda McGee & Carla Davis
amcgee@montessoriofmacon.org

**Toddler After Care** -
Tabithe Taylor & Alesha Wade

**Primary 1** -
Paula Del Rio & Whitney Selman
pdelrio@montessoriofmacon.org

**Primary 2** -
Barbara Burns & Caitlin Walker
bburns@montessoriofmacon.org

**Primary After Care** -
Whitney Selman & Mamie Knight

**Lower Elementary 1** -
Sally Smith & Jenny Benjamin
ssmith@montessoriofmacon.org

**Lower Elementary 2** -
Gyni Wood & Katherine Moss
gwood@montessoriofmacon.org

**Lower Elementary After Care** -
Lisa Kelly

**Upper Elementary** -
Kerry Keene & Cora Tench
kkeene@montessoriofmacon.org,
cotench@montessoriofmacon.org

**Middle School** -
Daniella Subieta, Breana Clauson
dsubieta@montessoriofmacon.org

**Middle School After Care** -
Breana Clauson

**UE & MS After Care** -
Breana Clauson
MONTESSORI OF MACON
EMERGENCY FORM
2017-2018 SCHOOL YEAR
(Please do not leave ANY blanks)

Student’s Name: ___________________________ DOB: ____________ Age: __

Parent 1’s Name: ___________________________ Best contact #: ☐ Home ☐ Work ☐ Cell
Home Phone#: ______________ Work Phone #: ______________ Cell Phone #: ______________
Email: __________________________________________________________________________
Home Address: _____________________________________________________________________
City, State & Zip ___________________________________________________________________ County: ______________
Work Address (include city and zip): ____________________________________________________________________________

Parent 2’s Name: ___________________________ Best contact #: ☐ Home ☐ Work ☐ Cell
Home Phone#: ______________ Work Phone #: ______________ Cell Phone #: ______________
Email: ____________________________________________________________________________
Home Address: _____________________________________________________________________
City, State & Zip ___________________________________________________________________ County: ______________
Work Address (include city and zip): ____________________________________________________________________________

Doctor’s Name: ___________________________ Office Phone #: ______________
Address: __________________________________________________________________________

Emergency Contacts (other than parents)

Name: ___________________________ Telephone: ___________________________
Address: ________________________________________________________________________ Relationship to child: ______________

Name: ___________________________ Telephone: ___________________________
Address: ________________________________________________________________________ Relationship to child: ______________

Please note that in the event of an emergency, 911 may be called along with emergency contact(s) in the order listed on this form. Montessori of Macon is not authorized to transport children to and from the hospital.

Carpool Information

List full name of any person whom student may be released to, other than parent. Any person listed below will be allowed to pick up your child at any time with a picture id, without the school contacting you:

__________________________________________________________________________

No child will be released to a person who is not on this list. You will need to call the school and inform a staff member if someone else will be picking your child up. Please update as necessary.

List any known allergies: ___________________________

Is an Epi Pen prescribed for your child? ☐ YES ☐ NO

List any special medical conditions: ___________________________