Welcome to our 2019/20 School Year!

Welcome back! We are excited to see both familiar and new faces this morning as we begin the 2019/2020 school year. We hope everyone had a great summer! This is issue 1 of our weekly Monday Messenger. Typically this is sent out on Mondays. 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 & page.

Parent Breakfast

Drop-in this Friday anytime between 8:00 & 9:00 a.m.

We invite all of our parents to drop by our school office for coffee and refreshments on Friday morning, July 19th. 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 ALL returning students to complete (as well as any new students who need to update their information - e.g., new address). Please complete this form and return to the office or the classroom by Friday (July 19th). 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.

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. 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 photos and videos from the school, 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.

Dates to Remember

<table>
<thead>
<tr>
<th>July 19</th>
<th>Emergency Forms due</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 19</td>
<td>Parent Breakfast 8:00-9:00 a.m.</td>
</tr>
</tbody>
</table>
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.

Parking Lot Safety:
Please remember the speed limit on campus is 5 mph at all times. This is for the safety of your children.

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.

Montessori of Macon utilizes Transparent Classroom, an online record keeping system and communication tool. Through Transparent Classroom our lead teachers can plan lessons for your child and track their progress as they move through the curriculum for their level. In addition to tracking your child’s achievement and progress, our teachers are also able to take pictures of your child at work to share with you. Transparent Classroom is a tool that allows for greater communication between teachers and parents and we are excited to share it with our MOM parents!

For returning families, your login information will be the same as last year. If you have problems logging onto the site please let the office know. For new families, you will receive an email inviting you to join Transparent Classroom by Thursday, July 18th. When you receive this email, please log in and set-up your parent account. For Toddler parents, you will then be able to see pictures of your child at work in their classroom. For Primary, Lower Elementary, Upper Elementary and Middle School parents, you will be able to see pictures of your child as well as track their progress as they move through the curriculum.

If you have not received an email inviting you to join Transparent Classroom by 5:00 p.m. on Thursday, please check your spam folder and contact Ember if you have further questions (ebird@montessoriofmacon.org).

Once you have logged in and have access to your child’s information, if you have any questions about the information, please contact your child’s lead teacher.

If you have any questions regarding the security of the information contained on Transparent Classroom, please visit https://www.transparentclassroom.com/security.

We are excited to offer this communication tool for our MOM parents, to give you additional insight into your child’s work in our classrooms. If you have any questions, please do not hesitate to let us know.
We would like to introduce you to our 2019/2020 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 Bird, Office & Admissions Specialist  
ebird@montessoriofmacon.org

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### Toddler

**Toddler Program Coordinator** – Deidra Wilson, dwilson@montessoriofmacon.org

<table>
<thead>
<tr>
<th>Toddler 1</th>
<th>Toddler 2</th>
<th>Toddler After Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deidra Wilson &amp; Carla Davis</td>
<td>Moira Glennon &amp; Kristen Beasley</td>
<td>Lauren Murdock &amp; Mamie Knight</td>
</tr>
<tr>
<td><a href="mailto:dwilson@montessoriofmacon.org">dwilson@montessoriofmacon.org</a></td>
<td><a href="mailto:mglennon@montessoriofmacon.org">mglennon@montessoriofmacon.org</a></td>
<td></td>
</tr>
</tbody>
</table>

### Primary

**Primary Program Coordinator** – Paula Del Rio, pdelrio@montessoriofmacon.org

<table>
<thead>
<tr>
<th>Primary 1</th>
<th>Primary 2</th>
<th>Primary After Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paula Del Rio &amp; Whitney Selman</td>
<td>Caitlin Walker &amp; Emily Pendrak</td>
<td>Whitney Selman &amp; Sage Pritchard</td>
</tr>
<tr>
<td><a href="mailto:pdelrio@montessoriofmacon.org">pdelrio@montessoriofmacon.org</a></td>
<td><a href="mailto:cwalker@montessoriofmacon.org">cwalker@montessoriofmacon.org</a></td>
<td></td>
</tr>
</tbody>
</table>

### Lower Elementary

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

**Lower Elementary After Care**  
Lisa Kelly

### Upper Elementary and Middle School

**Upper Elementary**
Kerry Keene & Cora Tench  
kkeene@montessoriofmacon.org  
cntench@montessoriofmacon.org

**Middle School**
Shelby Phan & Susan Work  
sphan@montessoriofmacon.org

**UE & MS After Care**  
Susan Work/Jenny Benjamin
MONTESSORI OF MACON
EMERGENCY FORM
2019-2020 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 #: ______________
Employer Name: ____________________________ Best Email: ______________________________

Home Address: _______________________________________________________________________
City, State & Zip ____________________________ County: __________________________

Parent 2’s Name: ____________________________ Best contact #:  ☐ Home  ☐ Work  ☐ Cell
Home Phone#: ______________ Work Phone #: ______________ Cell Phone #: ______________
Employer Name: ____________________________ Best Email: ______________________________

Home Address: _______________________________________________________________________
City, State & Zip ____________________________ County: __________________________

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: __________________________________

List any dietary restrictions: ________________________________________