

We are dedicated to providing a safe and positive environment for all students at Plato Academy. Please read this Plato Academy Policy Agreement carefully before registering for the 2019-20 school year. Initial all designated items, sign the last page and return to the school office.

Accident Reports

Major and minor accidents that happen to a child at school shall be recorded on an accident report which must be signed by the witnessing teacher, director and parents. The report will remain in the student file for that school year.

After Care

Initial

After Care begins promptly at 3:10pm Monday through Friday unless it is designated a *No After Care Day*. If you arrive at school to pick up your child at 3:10pm or later, you will be charged the After Care rate (\$5 per hour) until 5:45pm. **After 6pm, the charge increases to \$5 per five minutes.** Please make every effort to pick up your child by 5:45pm. Late arrivals place an unfair burden on school staff and your child. If you will be late, please make arrangements for a designated person to pick up your child. You do not need to prepay for After Care. Accounts will be billed every two weeks for any after care used.

After School Programs

After school programs typically run from 3:10-4:10pm. When picking up students from after school programs, parents should remain in the lobby until students are dismissed similar to our Student Pick-Up Policy (see reverse). Parents are not allowed to sit in to observe after school classes.

Before Care

Before Care will begin at 7:45am Monday through Friday. There is no charge for Before Care.

Birthdays

Initial

Student birthday celebrations should be planned with the classroom teacher. They are limited to a 15-minute celebration. Class lunches are not permitted.

Class Events

Initial

Any type of class event (before, during or after school hours) organized by a parent or the PTO must be approved by the office. Any collection of money must also be approved by the office.

Communication

Initial

Communication from the school office as well as weekly teacher newsletters will be sent to parents via email to the email addresses provided on the registration application. All parents must add the classroom teacher's email address as well as the following two office email addresses to their contacts to ensure proper delivery: mail@platoacademy.org and mail+platoacademy.org@praxischool.com.

Conferences

Parent/Teacher/Student conferences will be held both in the fall and in the spring. Parents are required to attend with or without children depending on each classroom teacher's policy. Paid childcare will be available if needed. Conferences are held in the fall and the spring and are listed on the school calendar. Parents may request a conference with the teacher or administration at any time during the school year.

Dress Code

Students are required to wear a Plato Academy dress uniform or a Plato Academy gym uniform throughout the school year. Mondays, Wednesdays and Fridays are gym uniform days. Tuesdays and Thursdays are dress uniform days. Uniform items may be purchased from Dennis Uniform or Land's End. Please note: the plaid skorts and dresses are only available at Dennis Uniform. Dress code details are available online or at the school office.

Emergency Closing

In the event of a school closing, parents will be notified via email and text (if applicable). The Plato website and Facebook page will also be updated with closing information as well as the Emergency Closing Center (www.emergencyclosingcenter.com).

Field Trip Chaperones

Initial

Parents/guardians are invited to attend particular field trips and will be assigned on a rotating and fair basis. Parents/guardians should not plan to attend field trips for which they have not been assigned. Chaperones must adhere to the following guidelines: 1. No additional siblings may attend. 2. Chaperones must remain with the class for which they are chaperoning even if additional siblings are attending the same trip. 3. No souvenirs, food or other items should be purchased for yourself, your child or other children. 4. Familiarize yourself with the general instructions given to the students prior to the field trip and enforce these instructions throughout the trip. 5. Familiarize yourself with the trip details (date, arrival/departure times, location, etc.) and be on time. 6. Follow the instructions of the classroom teachers at all times as you are there to assist him/her.

Field Trip Permission

Initial

Teachers will plan field trips throughout the school year that are relevant to classroom explorations. Parents will be notified of field trip details (dates, cost, chaperone needs, etc.) via email. By signing this agreement, you have granted your child(ren) permission to attend all class field trips and understand that your account will be billed accordingly. If you do not want your child to attend a particular field trip, please contact the school office. Parent volunteers/chaperones are chosen on a first come first serve basis as well as through a rotating schedule if necessary.

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<hr/> Initial	Food Policy Plato Academy is a NUT-FREE school. No items that contain or “may contain” nuts of any kind are allowed in the school. Items marked produced in a facility that also handles nuts are permitted. Any food brought for students other than your own child(ren) must be dropped off in the office. Candy, cakes or frosted items are not permitted.
<hr/> Initial	Foreign Language Curriculum In addition to daily explorations in classrooms, students will receive formal foreign language instruction as follows: Greek language/culture: 3 days per week and Spanish language/culture: 1 day per week.
<hr/> Initial	Medical Treatment If necessary, Plato Academy shall have the authorization to obtain medical treatment and procedures for the child(ren), as may be appropriate in emergency circumstances, including treatment by physicians, hospital and clinic personnel, ambulance medics and other appropriate health care providers. Plato Academy may also obtain routine medical treatment from appropriate health care providers if symptoms of illness occur (e.g. fever, coughing, irregular breathing, unusual rashes, swallowing problems, etc.). If a child requires particular medication(s) on a regular or occasional basis, parents must fill out a medication consent form (available online or at the school office) so that Plato Academy has permission to administer medication(s). In the event of a life-threatening medical emergency, Plato will contact 911 first, then the parent(s)/guardian(s) followed by the emergency contacts authorized by parents.
<hr/> Initial	Parent/Visitor Conduct Plato Academy is a place of work and learning. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. All communication between the parents/visitors and school representatives is expected to be courteous and cooperative. Parent Portal Each Plato family has an account on the Plato Parent Portal. All parents must activate their account by logging in with the School ID, Parent ID and Password. The School ID is 1952. The office will provide you with your Parent ID and a temporary password if you have not yet set up your account. To log into your account, go to www.platoacademy.org > Parent Page > Plato Parent Portal. Parents should log in regularly to view account balance as well as important school updates. Contact the school office if you need assistance.
<hr/> Initial	Parking Do not leave your vehicle unattended in the drop-off zone (zones located at the sidewalk curb directly in front of the school and along the building east of the school). Do not leave your vehicle unattended in the handicapped parking space or in areas of the parking lot not marked as a parking space. Physical Education Students will have formal physical education class 3 days per week which will include games, Greek dancing, sports and other physical movement activities. In addition, students will have the opportunity for open gym time for large motor activities 2 days per week. Recess Weather permitting, students will be taken out for regular outdoor recess each day for 15-45 minutes. Please note the following guidelines for outdoor recess during the winter months: If the “feels like” temperature is 25°F and above, students will be taken out for regular outdoor recess. If the “feels like” temperature is 11-25°F, there will be an abbreviated outdoor recess (5-10 minutes). If the “feels like” temperature is 10°F or below, there will be indoor recess. The “feels like” temperature is the temperature measured considering the wind chill factor.
<hr/> Initial	Records Student academic and medical records will only be released for transferring students whose accounts are up-to-date with a zero balance.
<hr/> Initial	School Absences/Tardies Please contact the school office by phone at 847-768-7188 or email mail@platoacademy.org if your child will not be in school or will be arriving late. Students who arrive after 8:45am will be marked tardy. Student absences and tardies can be accessed on the Parent Portal. Excessive school absences and/or tardies affect both a student’s education as well as their relationship within their classroom community and are unacceptable. School Hours Our school day begins at 8:45am and ends at 3:00pm. Security Code For security reasons, Plato staff will be the only persons with access to the security code for the entrance door. All parents and individuals picking up students will be required to ring the bell for entrance to the school. The doorbell is located on the keypad.

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Initial **Student Drop-off**

In a continued effort to promote safety as well as efficiency, we request parents and students abide by the following drop-off procedure: Please arrive to school no later than 8:40am to drop off your child(ren). Students should be in their class, ready to learn, by 8:45am. Students must walk into the building with a parent/guardian. When you arrive, ring the bell and someone will buzz you into the school. Do not leave your child unattended in the hallway. You must wait until the student is buzzed into the school and the entry door is closed completely before you leave the building.

Initial **Student Pick-up**

In a continued effort to promote safety as well as efficiency, we request parents and students abide by the following pick-up procedure: Parents should arrive to school at 3:00pm to pick up their child(ren) after school. At the time of your arrival, the office will page the student(s) to come to the door. All parents and guardians must wait in the building hallway. Pre-K parents will be asked to come into the classroom to get their children. If Pre-K parents have older siblings, pick them up in their classroom *after* you pick up your preschool student(s). The entry door must be closed completely before you leave the building.

Only adults who are authorized by the parent/guardian(s) will be allowed to pick up student(s). Parent/Guardian(s) are able to make changes to their authorization for student pick-up at any time. Any person unfamiliar to the Plato Academy staff will be required to show proof of identification. Under NO circumstances will the child be released to anyone other than those listed on the registration form without written or verbal permission from the parent.

Initial **Student Illness**

If a child is home sick, parent/guardian(s) must notify the office of the absence via phone (847-768-7188) or email (mail@platoacademy.org). Any student with a fever of 100°F or above will be sent home. Any student who throws up at school will also be sent home. Student(s) should remain home from school if they have any of the following: Diarrhea, rash combined with fever of 100°F or higher, illness that prevents the child from participating in school activities, illness that compromises the health/safety of other students, fever with behavior change or symptoms of illness unless a physician has determined the illness to be noncommunicable, unusual lethargy, irritability, persistent crying, difficulty breathing, vomiting 2 or more times in the previous 24 hours (unless vomiting is determined to be due to a noncommunicable condition), conjunctivitis/pinkeye (until 24 hours after initial treatment), impetigo (until 24 hours after initial treatment), strep throat (until 24 hours after initial treatment), head lice (until the morning after the first treatment), scabies (until morning after the first treatment), varicella/chicken pox (until at least 6 days after onset of rash), pertussis/whooping cough (until 5 days of antibiotic treatment have been completed), mumps (until 9 days after onset of parotid gland swelling), measles (until 4 days after disappearance of the rash) or any symptoms indicative of one of the serious, communicable diseases identified in the Illinois Department of Public Health Control of Communicable Diseases Guide accessed at: http://www.idph.state.il.us/health/infect/comm_disease_guide.pdf

Initial **Tuition/Billing**

Each family has their own billing account. Tuition, lunch, field trips, after care, fundraising commitment, etc. will be billed to this account. Tuition is due on the first of the month. Tuition can be paid annually or monthly over 10 payments (August to May). Late fees will be assessed on the 7th of every month. Tuition will not be prorated for early withdrawals nor will adjustments be made after registration. Account balance and history of charges and payments can be viewed at any time by accessing the Plato Parent Portal.

Initial **NOTE: Arbitration Clause**

The parties agree that any disputes, claims or controversies arising out of or relating to this contract, or the breach, enforcement or validity thereof, shall be submitted to mediation administered by ADR Systems. Fees for the mediation will apply according to the ADR Systems Fee Schedule in effect at the time of filing the request for mediation. Either party may commence the mediation by filing a written request for mediation with ADR Systems. The parties covenant that they shall participate in the mediation in good faith and that they will share equally in the costs. The parties will cooperate with ADR Systems and each other in the selection of the mediator and date of the mediation session. Both must be confirmed within 14 days from the date of submitting the dispute to mediation. Unless otherwise agreed to in writing by the parties, the date of the mediation session must be scheduled no later than 60 days from the date of initiating the mediation. The mediation will take place at 20 North Clark Street, Chicago, Illinois, suite 2900, before one mediator selected from ADR Systems Neutral Panel in effect at the time of initiating the mediation. For further information, or assistance with filing a request for mediation, ADR Systems may be contacted at 800.423.7010.

If the mediation is not scheduled within the time provided in the paragraphs above, or does not result in complete settlement of the dispute, the parties agree to proceed to binding arbitration administered by ADR Systems. Either party may commence the arbitration by filing a written demand for arbitration along with the requisite filing fee any time after the mediation session has concluded, or at any time following 45 days from the date of the request for mediation. Mediation and settlement discussions may continue after the commencement of the arbitration, and at the sole discretion of the parties. The arbitration hearing will be conducted in accordance with the ADR Systems Rules of Arbitration and the ADR Systems Fee Schedule in effect at the time of filing the demand for arbitration. The parties covenant that they shall participate in the arbitration in good faith and that they will share equally in the costs. The arbitration will take place at 20 North Clark Street, Chicago, Illinois, suite 2900, before one arbitrator selected from ADR Systems Panel. The award rendered by the arbitrator is final and binding, and may be entered into any court or tribunal having jurisdiction thereof. Any court of competent jurisdiction may enforce the provisions of this paragraph. The party seeking enforcement is entitled to an award of all costs, fees and expenses, including attorney's fees, to be paid by the party against whom enforcement is ordered. ADR Systems may be contacted at 800.423.7010, to assist with any questions regarding the arbitration process.

PLEASE SEE REVERSE SIDE

