

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 2020-21 school year. Initial all designated items, sign the last page and return to the school office.

Initial	<p><u>Absences/Tardies</u></p> <p>Please email both the classroom teacher and school office (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.</p> <p><u>Accident Reports</u></p> <p>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.</p>
Initial	<p><u>After Care</u></p> <p>After Care begins promptly at 3:10pm Monday through Friday unless it is designated a <i>No After Care Day</i>. 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 per child) 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. After Care should not be used for student play dates. You do not need to prepay for After Care. Accounts will be billed regularly for any after care used.</p> <p><u>After School Programs</u></p> <p>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.</p>
Initial	<p><u>Birthdays</u></p> <p>Student birthday celebrations should be planned with the classroom teacher. They are limited to a 15-minute celebration. Any food items brought in <u>must be approved by the classroom teacher</u> and be listed on the snack safely list. No frosted items (i.e. cakes, cupcakes, frosted cookies) or home-baked goods are allowed.</p>
Initial	<p><u>Communication</u></p> <p>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.</p>
	<p><u>Conferences</u></p> <p>Parent/Teacher/Student conferences will be held both in the fall and in the spring and are listed on the school calendar. Parents are required to attend with or without children depending on each classroom teacher's policy. Paid childcare will be available if needed. Parents may request a conference with the teacher or administration at any time during the school year.</p>
	<p><u>Dress Code</u></p> <p>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 must be purchased from Land's End. Dress code details are available online or at the school office.</p>
	<p><u>Emergency Closing</u></p> <p>In the event of a school closing, parents will be notified via email. The Plato website and Facebook page will also be updated with closing information as well as the Emergency Closing Center (www.emergencyclosingcenter.com).</p>
Initial	<p><u>Field Trip Chaperones</u></p> <p>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.</p>
Initial	<p><u>Field Trip Permission</u></p> <p>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.</p>

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Initial	<p>Food Policy</p> <p>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.</p>
Initial	<p>Foreign Language Curriculum</p> <p>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.</p> <p>Hours</p> <p>Our school day begins at 8:45am and ends at 3:00pm.</p>
Initial	<p>Medical Treatment</p> <p>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.</p>
Initial	<p>Morning Care & Early Morning Care</p> <p>Morning Care will begin at 7:45am Monday through Friday. There is no charge for Morning Care. In order to accommodate our Plato parents who need to be at work extra early, we will be offering an EARLY morning drop-off for an additional fee of \$5/family/day. Students may be dropped off to Early Morning Care in the lunchroom as early as 7:15am. If you drop your child off at ANY time before 7:45am, your account will be billed.</p>
Initial	<p>Parent/Visitor Conduct</p> <p>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.</p>
Initial	<p>Parent Concerns</p> <p>Parents should always communicate concerns with the classroom teacher first. Only if concerns cannot be resolved within a reasonable amount of time with the classroom teacher, the parent should then contact school administration.</p> <p>Parent Portal</p> <p>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.</p>
Initial	<p>Parking</p> <p>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.</p> <p>Physical Education</p> <p>Students will have formal physical education class 4 days per week which will include games, yoga, Greek dancing, sports and other physical movement activities.</p>
Initial	<p>Programs & Rehearsals</p> <p>Students will perform in the following three school programs throughout the year: Holiday Program, Greek Independence Day Program, End of the Year Program. These programs will be held at The Bridge Community Church (946 E. Thacker, Des Plaines). There will be one rehearsal for each program during the week of that program where all students will take a bus to and from the venue site chaperoned by their classroom teachers.</p> <p>Recess</p> <p>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.</p>
Initial	<p>Records</p> <p>Student academic and medical records will only be released for transferring students whose accounts are up-to-date with a zero balance.</p>

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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.

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 foyer. Pre-K parents will be asked to come into the classroom to get their child(ren). If a Pre-K student has an older sibling, the older sibling will be permitted to go to the Pre-K classroom to escort the younger sibling to the foyer. 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 classroom teacher and school office of the absence via email (mail@platoacademy.org). Any student with a fever of 100+°F or any student who is vomiting will 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.

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The tuition rates and fees for this academic year were described on your Registration Application. In addition to your financial obligations to the school, we ask that you read and sign this agreement.

- You are familiar with and accept Plato Academy’s philosophy of education and its guidance policy that focuses on promoting autonomy (self-control) and personal responsibility.
- You agree to comply with Plato Academy’s dress code guidelines.
- You agree to allow public school testing as deemed necessary by the classroom teacher and school director. Plato Academy has the right to terminate any student’s enrollment if you do not agree to any form of student testing. Tuition in full will still be due per registration contract.
- You agree to pay your tuition when due plus any additional late fees, if applicable.
- You understand that the annual tuition amount will not be prorated for early withdrawals nor will adjustments be made after registration.
- You agree to drop off and pick up your child/children ON TIME.
- You grant us permission to publish your child/children’s picture on our website, Facebook page (or other Plato social media pages) and in our advertising and press releases. No children’s names will be used.
- You agree that your child is potty trained. No diapers or pull-ups are allowed at school.
- You agree to attend parent/teacher conferences to discuss your child(ren)’s progress.
- You agree to pay your annual fundraising commitment of \$300.
- You agree to allow your child(ren) to walk with his/her teacher and class for local outings to the park, library, etc. These will be within a one-mile radius of our school.
- You grant your child(ren) permission to attend all class field trips and understand that your account will be billed accordingly. You will be notified of field trip details (dates, cost, chaperone needs, etc.) via email in advance. 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.
- You allow your child(ren) to participate in our three school programs (Holiday, Greek Independence Day & End-of-the-Year) and travel by bus to our three rehearsals to the Bridge Community Church (946 E. Thacker, Des Plaines, IL 60016). You will be notified by email of exact dates prior to the rehearsals.
- You understand that Plato Academy is a NUT-FREE Zone and will respect this request by not sending your child(ren) with any food items containing nuts to school. In addition, you will not send candy, cake or frosted items to school for snack or lunch.
- You authorize Plato Academy to obtain medical treatment and procedures for your 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.
- You authorize Plato Academy to obtain routine medical treatment for your child(ren) from appropriate health care providers, as may be necessary, if symptoms of illness occur (e.g. fever, coughing, irregular breathing, unusual rashes, swallowing problems, etc.).

**I/We have read and agree to the Plato Academy Policy Agreement 2020-21 including the arbitration clause.
I/We have read this agreement carefully and agree with the above statements.**

Parent/Guardian Printed Name

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date