



BERNARDS TOWNSHIP PUBLIC SCHOOLS  
MOUNT PROSPECT SCHOOL  
111 HANSOM ROAD  
BASKING RIDGE, NEW JERSEY 07920  
908-470-1600  
Fax 908-470-1610

Joanne Hozeny  
Principal

Michael Pepitone  
Assistant Principal

Dear Families,

Welcome to Mount Prospect School and the 2017/2018 school year. **All students will begin school on Thursday, September 7, at 8:45 am, and will remain for a full day session, which starts to dismiss at 3:15 pm. Your child's teacher was included in this e-mail correspondence. Please contact Ms. Hozeny directly at [jhozeny@bernardsboe.com](mailto:jhozeny@bernardsboe.com) or 470-1600 x103 with any questions.**

All families are invited to our **Open House on Wednesday, September 6th**. You will be able to briefly meet your child's teacher, see where the classroom is located and meet old as well as new friends.

**Please adhere to the following "Open House" schedule:**

Preschool – AM	12:30 - 12:50 p.m.
Preschool – PM	1:00 - 1:20 p.m.
Full Day CBAP(Pre/Prim)	1:00-1:20 p.m.
Grades K-2	2:00-2:25 p.m
Grades 3-5	2:30-2:55 p.m

All teachers will be attending meetings until these scheduled times and will not be available before then.

**All new families and newly registered students are invited to our "New Family Orientation" on Tuesday, August 22 from 1 – 2:30 pm in our Cafeteria.**

**Important dates to Remember:**

- Back-to-School Wednesday, September 13, 6:30 – 9:00 pm
- Parent/Teacher Conferences\* Thursday - Tuesday, November 2-7 - **12:45 pm student dismissal**  
(Thursday is an evening conference)

**\*Be sure to sign up for Parent/Teacher Conferences at Back-to-School Night.\***

In recent years, there has been an increase in the number of food allergy cases nationwide and at Mount Prospect. As a result, we are emphasizing that students not share snacks and lunch items. In addition, parents are not allowed to send in food items and goody bag items for birthday celebrations. In honor of the special day, parents may decide to come into the classroom to read a book or send in one special book for the classroom library dedicated to the Birthday Child. Thank you for understanding and cooperating with this procedure, as we all want a safe and healthy environment for all children.

Our students will utilize the following staggered dismissal schedule when we are in school for full session:

Kindergarten	3:10 PM
Bus	3:15 PM
Grades 1 – 2/After School Care Program	3:17 PM
Grades 3 – 5/ After School Care Program	3:20 PM
Preschool	3:30 PM

You may arrange to have an older child meet a kindergarten student so they can exit the building at the older child's dismissal time. **The sibling pickup is only available to kindergarten students.** If you wish to make this arrangement, write a note to the older child's classroom teacher indicating each child's name and homeroom teacher.

To make it easier to monitor students on field trips, we would like everyone to wear a navy blue top. Many students have Mount Prospect School shirts that can be worn on those trip days. Otherwise, any type of navy blue shirt would be acceptable to assist our teachers in keeping track of all the students. School spirit wear will be sold during the month of September.

It is important for you to sign up for the **Mount Prospect School Friday Folder**. Go onto the Bernards Township website to sign up. On our school's website you will find the supply list for each grade level.

- To access your child's teacher's website and read his/her welcome letter
  - log onto Mount Prospect web page; click on staff; click on teacher; at your child's teacher's name click on the green symbol to the right of his/her name
- If you are signing up for the pre-paid lunch through the Food Services, you will need your child's student ID number
- If your child will be absent from school, please call our nurse, Mrs. Noonan, extension 142, by **8:45 a.m.**
- The Transportation Office will forward information if your child rides the bus. Should you have any questions regarding the bus schedule, please call the Transportation Office at 541-9574.
- Sign up for the Mount Prospect School "Friday Folder" by going to [www.bernardsboe.com](http://www.bernardsboe.com) and scroll to down to the Friday Folder Update.

Have a happy "rest of the summer". We are looking forward to having you join us for another exciting and challenging year at Mount Prospect School

Sincerely,

Joanne Hozeny  
Principal

Mike Pepitone  
Assistant Principal

**PLEASE READ AND COMPLETE ALL THE ATTACHED PAGES**



BERNARDS TOWNSHIP PUBLIC SCHOOLS  
MOUNT PROSPECT SCHOOL  
111 HANSOM ROAD  
BASKING RIDGE, NEW JERSEY 07920  
908-470-1600  
Fax 908-470-1610

Joanne Hozeny  
Principal

Michael Pepitone  
Assistant Principal

Dear Mount Prospect School Families:

You are cordially invited to visit our school on  
**Back-To-School Night**  
**Wednesday, September 13- Grades Preschool - 5**

We are pleased to welcome you to our annual Back-to-School Night presentation. Back-to-School-Night will include a welcome address from the building administration and PTO. This will take place in the school gymnasium starting promptly at 6:30 P.M. Classroom and special area teacher visitations will follow. Please see the attached schedule for an overview of the evening.

~~GdWJU B ch. s 7 65 Ds Dfc[ fua l b Xs. UZ Xh Df Yg Wcc` s Uf Yb h g) ci ` Xs Yd c f h c s Y f s W] X a W U g f c c a s  
Z f s U g d W J U s d f Y g b h U j c b s U h \* . \$ \$ \$ D A s~~

Your child's teacher will be presenting the many components of his/her program. ~~D`Y U g y s Y a Y a V y f s  
h U h j g g b c h s Y s j a Y s c s j g W g g c i f s W] X a g f c[ f Y g g k j h s Y s Y U M Y f~~ Teachers are available for individual conferences on request; on this evening, they will only be able to address their general audience. This night is only for the parents and we request that students not attend.

The Back-to-School-Night evening will begin promptly at 6:30 PM. It is requested that you arrive between 6:15 and 6:25 PM. Please go directly to the gymnasium upon arriving at the school. **To help facilitate parking, please carpool with neighbors to reduce the number of cars that will need to use the lot and the surrounding streets. If you live close to the school and can walk, this will help relieve traffic and parking congestion. In addition, it is recommended that parents use the mall parking lot to alleviate traffic into and out of the school parking lot.**

We look forward to an exciting and enjoyable evening!

**MOUNT PROSPECT SCHOOL  
BACK-TO-SCHOOL NIGHT  
WEDNESDAY, SEPTEMBER 13, 2017  
6:30 – 9:00 PM**

6:15 – 6:25 Carpool and plan to arrive early due to parking constraints

~~5gqUfYa JbXYfzDHCski Ygk J`\$Y\$U`WmX\$YZcfYmci \$bhYf\$Y\$Ugffcca gVn\$Y\$ca Yfcca sUfYbngs  
GdYUJUBchY.s5`765Dfrc[fUa \$UbXs.UZkUn\$DFYgMcc`sUfYbngs)ci `XsFYdcfhrcsh Y]f\$M]X\$gMugffcca s  
Zcf\$gYUJUsdfYgYbUhcbsU\$\$.S\$DA s~~

6:30 – 6:50 Welcome presentation for all parents in gymnasium  
Ms. Joanne Hozeny – Principal  
Mr. Mike Pepitone – Assistant Principal  
Ms. Agnese Cuccaro – Guidance Counselor  
Mrs. Catherine Santaiti & Mrs. Claudine McMahon - PTO Co-Presidents

~~5gqUfYa JbXYfzDHCski Ygk J`\$Y\$U`WmX\$YZcfYmci \$bhYf\$Y\$Ugffcca gVn\$Y\$ca Yfcca sUfYbngs~~

7:00 – 7:40 Grades 3 – 5 teacher presentation –parents go to classrooms.  
~~DUFYbngk J`\$j] b\$ d\$zcf\$Bcj Ya VYf\$ \$df] \$MbZYfYbWg]bsh Y\$Ugffcca "s~~

7:00 – 7:40 Grades K – 2 parents visit special area teachers. ~~5`\$gYUJUsdfYUshMUMYfgk J`\$s  
VYscWmX\$]bsh Y]f\$cca g'sDUFYbngs' YUby\$ ]gh\$ Y\$fh\$cca z7ca di hYf\$cca z\$  
A i g]Mfcca z\$]VfUfmsUbX\$na "sDUFYbngs] b] \$ d\$zcf\$ Y\$Bcj Ya VYf\$UbX\$df] s  
gYUJU]gh\$MbZYfYbWg]bsh Y]f\$YgYm]j Y\$cca g's~~

7:50 – 8:30 Grades K to 2 teacher presentation – parents go to classrooms.  
~~DUFYbngk J`\$j] b\$ d\$zcf\$Bcj Ya VYf\$ \$df] \$MbZYfYbWg]bsh Y\$Ugffcca "~~

8:00 – 8:20 Grades 3 to 5 parents visit specialists. ~~5`\$gYUJU]gh\$MUMYfgk J`\$Y\$scWmX\$]bs  
h Y]f\$cca g'sDUFYbngs] b] \$ d\$zcf\$ Y\$Bcj Ya VYf\$UbX\$df] \$gYUJU]gh\$MbZYfYbWg]s  
]bsh Y]f\$YgYm]j Y\$cca g'~~

Art -	Mrs. Bivona	Room 257
Computer	Mrs. Delmonico	Room 177
Library/Media Specialist	Ms. Ventrice	Library
Music	Mrs. Eskow	Room 147
Phys. Ed.	Mrs. Immerman/Mr. Russo/Mr. Benthien	Gym
Instructional Support	Mrs. Chern	Child's classroom
Instructional Support	Mrs. Roman	Child's classroom
Reading Specialist	Mrs. Kizoulis	Child's classroom
Reading Specialist	Mrs. Borchert	Child's classroom
School Nurse	Mrs. Noonan	Nurse's Office
Special Education	Mrs. Szrom	Room 211
Special Education	Mrs. Iampaglia	Room 126
Special Education	Ms. Osanyinlusi	Room 238
Special Education	Mrs. Paul	Room 255
Speech	Mrs. Lieb	Room 237
Band	Mrs. Whiteley	Stage
Strings	Mrs. Kowalewska	Stage
ESL	Mrs. Gurkin Koppes	Room 253

**We invite everyone to stop by our PTO table to purchase your school calendars and spirit wear.**

## BERNARDS TOWNSHIP SCHOOL DISTRICT FOOD ALLERGY GUIDELINES

The Board of Education recognizes pupils may have allergies to certain foods and other substances and may be at risk for anaphylaxis. Anaphylaxis is a sudden, severe, serious, systemic allergic reaction that can involve various areas of the body (such as the skin, respiratory tract, gastrointestinal tract, and cardiovascular system). Anaphylaxis is a serious allergic reaction that may be rapid in onset and may cause death.

The single most effective way to prevent an allergic or anaphylactic reaction is to avoid the allergen.

A collaborative partnership between school, families and medical personnel can provide a safe and healthy learning environment.

In the event of an anaphylactic reaction, the availability of an Emergency Health Care Plan (EHCP) and Epinephrine auto-injectors are essential. PL 1997, C368 (N.J.S.A. 18 A 40-12.5 and 12.6) permits the delegation of another employee of the school district, other than the school nurse, to administer epinephrine via a pre-filled auto-injector to a pupil for anaphylaxis.

Hand washing using soap & water before and after eating is encouraged. (Purell does NOT remove peanut protein).

### Forms:

At the beginning of each school year, parents are required to supply:

Doctor's medication orders, also known as the Emergency Health Care Plan (EHCP).

Epinephrine auto-injector.

All forms can be found on the district website: (<http://www.bernardsboe.com/>)

EHCP form (Doctor's medication orders) are:

Required to be filled out by the child's MD

To be an acceptable order, the following must be complete to include:

Doctors signature and stamp

Parent signature and contact information

Delegate permission, yes/no

Allergy Questionnaire (Appendix A):

Only needs to be completed once, upon entry into district.

### Food in the Classroom: Elementary:

At the start of the year, the administrator will send a letter to all parents notifying them of our safe food practices. This will include:

Birthday parties will be FOOD FREE.

Celebrations and other special events in the regular classrooms will be FOOD FREE.

End-of-year celebrations and curriculum-related activities involving food will be at the discretion of the principal.

Any food that is part of designated snack time must be consumed in the classroom.

All students will receive information on the necessity of proper hand washing. Teachers and other school staff will not give food as a reward for good behavior and/or good work – with the exception of CBAP programs.

Sharing of food in the classroom is prohibited. This is the case in all classes—not just classes with food allergic children.

**Buses:**

Students are not permitted to eat on school buses.

**Lunch Rooms:**

At the Elementary Schools an allergy aware table will be designated in the cafeteria for students with allergies.

Parent may decide whether they want their child to eat at the table or not and submit their wishes in writing (appendix B).

Once the parent requests for the allergy aware table, it will stay in place for each school year, unless the parents submit in writing, that they want them to join their class lunch table.

Lunch aides will assure that the child is not sitting alone. If that occurs, they will have them invite a friend and inspect their lunch for any allergens.

The table will be washed before and after lunch with a separate disposable cloth and cleaner.

Allergy information will appear in the child's cafeteria account.

The parent will review the cafeteria menu and refer all ingredient related questions to ARAMARK Food Services for clarification.

**Epinephrine auto-injectors:**

Epinephrine auto-injectors are located throughout each building in secure unlocked locations.

Parents will provide properly labeled medication at the beginning of each school year, after use and upon expiration.

All medications **MUST** be picked up at the end of the year or it will be discarded (as per state regulation).

**Implementation and Communication:**

Prior to the start of the school year, the parent/guardian will:

Submit a completed EHCP/MD order.

Provide child's medications.

At the beginning of the school year, the school nurse will:

Provide the classroom teachers with the 2 EHCPs, the second one shall be placed in their subfolder.

Will assure appropriate signage is provided in the building.

Will maintain a list of all students with food allergies throughout the year.

All staff will be provided with a yearly in-service on the importance of allergy awareness. The nurse will note the presence of all allergic students (working off of her class lists) and provide this information to the building administration, substitute teachers, lunch aides,

staff of extracurricular activities before and after school at the beginning of each school year in addition to whenever necessary.

The nurse will communicate the presence of an allergic child, to all staff as needed.

Teachers will maintain a clean environment in their classroom by wiping down tables/desks as needed.

#### **Delegates:**

A delegate is an employee of the school district, who has volunteered and trained by the school nurse to administer an epinephrine via a pre-filled auto injector to a pupil for anaphylaxis when a nurse is not physically present at the scene. (Section 2 of P.L 1997, c.368).

A completed EHCP, is needed to delegate.

Delegates are not allowed to administer any other type of medication (i.e. Benadryl or inhalers).

Delegates will be trained at the start of the school year and throughout and as needed.

#### **Field Trips:**

School will attempt to secure substitute nurse, for trips when food will be eaten.

If nurse is unavailable, the parent will be invited to attend.

If parent cannot attend, a delegate to administer the Epi-pen will be present.

A nurse or delegate will accompany your child on any field trips or school-sponsored activity.

#### **Before & After Care Programs:**

Food & snacks will be served from a safe snack menu/list (i.e. [www.snacksafely.com](http://www.snacksafely.com) – please note that these lists are updated on a monthly basis).

A delegate, (trained school employee, other than nurse) will be present to administer Epinephrine via a pre-filled, auto-injector, in the event of anaphylaxis.

Epinephrine auto-injectors will be available in unlocked secure location or supplied by parents.

#### **School Sponsored Extracurricular Activities: Elementary:**

Food & snacks will be served from a safe snack menu/list: i.e.

<http://www.snacksafely.com> (please note that these lists are updated on a monthly basis).

A delegate (trained school employee, other than nurse) will be present to administer Epinephrine via a pre-filled, auto-injector, in the event of anaphylaxis.

Epinephrine auto-injectors will be available in unlocked secure locations throughout the school and/ or supplied by parents.

August 2017



## NEWS from the Nurse's Office: What are Head Lice?

Dear Bernards Township School District,

At this time of year as we return from our summer vacations, camp adventures, and get ready to begin a new school year, the elementary school nurses are asking that parents take some time to screen their children for head lice. We often receive reports of head lice a few weeks after the school year has begun and assume that the child has gotten lice from school. We are hoping that with this notice, parents will take some time to screen their children before they return back to school with the goal of early detection and treatment. As a reminder, many times the nurse is not notified of head lice, therefore, it is important to be vigilant at all times and not rely on a 'high alert' letter from the classroom. Head checks should be part of your child's routine hygiene regime.

The following is important information regarding head lice. Head lice are wingless bugs that can live on the scalp and hair of humans. Lice do not live for more than 1-2 days off of the human head and they do not live on animals. Head lice do not jump, hop or fly, and are most commonly passed by direct head-to-head contact. Activities such as hugging, play wrestling or sharing a bed are all ways to contract head lice. All offer opportunities for lice to be spread between friends and family members. (Pollack, 2007) It is possible, though not common, to pass head lice by sharing personal items such as combs, pillows, hats or brushes. Head lice eggs, or "nits" look like sesame seeds hanging from the hair like tiny droplets. Nits closer than 1/4 inch or width of little finger from the scalp could hatch into lice. Nits farther away have already hatched or will not hatch and are therefore of little consequence. (CDC, 2013)

Head lice, while causing a very itchy head, do not cause illness or disease. They are purely a nuisance. Children can reduce their risk of getting head lice by avoiding head-to-head contact with friends (hugging or snuggling to read a book), by tying long hair back, and by not sharing personal items. You can assist in early detection of head lice, by routinely checking your child. We often are told, "I don't know how or what to look for." Here is a link to a Youtube video that may be helpful. <http://www.youtube.com/watch?v=mAsfE8AWxzU>

If detected, head lice can be treated by closely following the instructions on special lice shampoo (found at the local pharmacy or supermarket). Although time-consuming, the very best way to ensure your child has gotten rid of head lice is to carefully remove all lice and eggs you find in the hair. Almost ALL of your time and effort in removing head lice should be spent on the head and hair. Washing pillowcases and sheets in hot water is helpful. Spending time vacuuming carpets/carseats/couches may keep your house clean but is not necessary for lice removal, as lice only live a short time off of the head and rarely leave the head anyhow unless to crawl into someone else's hair. (CDC, 2013) If you have any questions or concerns about head lice, or would like guidance on treatment, please contact me here at school.

Sincerely,

School Nurse

BERNARDS TOWNSHIP PUBLIC SCHOOLS  
MOUNT PROSPECT SCHOOL  
111 HANSOM ROAD  
BASKING RIDGE, NEW JERSEY 07920  
908-470-1600  
Fax 908-470-1610

Joanne Hozeny  
Principal

Michael Pepitone  
Assistant Principal

August 2017

Dear Mount Prospect Families,

Mount Prospect School is a unique place. We have a caring community of teachers and parents who are committed to the education of our children. In order to deliver the best possible education, we need your help. We have relied on volunteers to help us achieve and exceed our goals in the past, and continue to need your assistance.

Volunteers have been used in a variety of ways. They have been used in and out of the classrooms for activities such as Writing Workshop, Reading Workshop, field trips, Library volunteers, Math Explorations, etc. The list goes on and will vary from teacher to teacher. Some parents are available for activities during the day, while others can certainly help with projects which can be completed at home. All kinds of help is needed and equally appreciated.

Attached is a form which you can complete and return, if you are willing and able to assist us. We ask parents to fill out a new form each year. We will then develop a database and give all the teachers this information. A mandatory volunteer orientation will be given at Mount Prospect School on Thursday, October 5, 2017 at 9:00 a.m. in the cafeteria. We will discuss the role of a volunteer, state mandates and health precautions. In order to volunteer, you must attend this orientation. If you attended prior years' training, we have your name on file and it is not necessary for you to attend again. Specific training sessions will also be conducted in such areas as the Writing Process at a later date. It is important for you to RSVP to Kim Genualdi, 470-1600, extension 100.

We are looking forward to having you become involved in our volunteer program. We are asking for volunteers who would be available to work for any Mount Prospect teacher and not just their child's teacher. This, of course, does not mean that you won't be working in your child's class. Often, some classes do not get sufficient volunteers to help, and we need to be able to call upon people who are willing to volunteer in any classroom. You will be kept on a master list and will be called when needed. The rewards of your commitment will benefit not only the children and the staff, but also the school community.

Sincerely,

Joanne Hozeny  
Principal

Mike Pepitone  
Assistant Principal

MOUNT PROSPECT SCHOOL

Volunteer Opportunities

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Child's Name and Teacher: \_\_\_\_\_

Directions: Below are paragraphs which briefly describe categories for which volunteers may be needed. You will be contacted by a teacher. Check the category(ies) which include(s) activity(ies) which you could perform. Please indicate at the end of the form your availability and the best times for you to provide these services

ASSISTING THE TEACHER WITH STUDENTS

Parents volunteering for this category might be asked to work with one, or just a few students, or perhaps the entire class. Parents could be asked to help with Process Writing, special projects, guiding children through centers, assisting with a child who has been absent, or to be an extra pair of hands and ears during reading. Additional training in the Writing Process and Math Explorations is forthcoming. Other volunteers will be asked to assist in such areas as: preparing bulletin boards and cut, paste and glue materials needed for special projects and publishing children's writing.

CLERICAL FOR TEACHERS

Parents volunteering in this category may be asked to type, use a word processor, file, gather resource material, order or distribute recreational book orders (Troll, See Saw, etc).

CLERICAL FOR OFFICE

Parents volunteering in this category will use the copy machines, laminating machine, bind books and use the accu-cut.

ASSISTANT TO ART TEACHER

Volunteers are needed to work closely with the art teacher. Assist in matting pictures and displaying them throughout the school.

SPECIAL INTEREST OR EXPERTISE

Volunteers in this category would be asked to share knowledge in specific areas, e.g. baking, sewing, woodworking, storytelling, travel, or sharing professional skills, hobbies, or crafts.

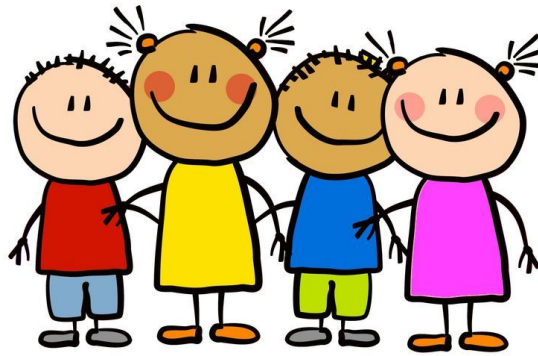
Special Talent

AVAILABILITY:

\_\_\_ Not available during school hours, but can do activities at home.

\_\_\_ Flexible. You will be called to set up the time and day. Please write down day(s) and time(s) you are available.

PLEASE RETURN THIS FORM BY **FRIDAY, SEPTEMBER 16, 2017**



## Parent Input Form ~Kindergarten~

Child's Name: \_\_\_\_\_

Nickname you prefer: \_\_\_\_\_

Parent(s) Names: \_\_\_\_\_

Home Phone(s): \_\_\_\_\_

Cell Phone(s): \_\_\_\_\_

Work Phone(s): \_\_\_\_\_

Parent e-mail(s): \_\_\_\_\_

- Please take a few minutes to describe your child's personality and his/her interests and strengths.
  
- Please share areas of your child's development where you would like to see growth this school year.
  
- Please add any additional comments or concerns on the back.

Please return to your child's teacher by **September 6, 2017**



**Parent Input Form  
Grades 1 – 5**

**Child's Name:** \_\_\_\_\_

**Nickname you prefer:** \_\_\_\_\_

**Parent(s) Names:** \_\_\_\_\_

**Home Phone(s):** \_\_\_\_\_

**Cell Phone(s):** \_\_\_\_\_

**Work Phone(s):** \_\_\_\_\_

**Parent(s) e-mail(s):** \_\_\_\_\_

**List five words that best describe your child's character (competitive, cheerful, perfectionist, etc.)**

**What motivates your child:**

**What upsets your child:**

**What are your child's out-of-school interests and activities:**

**What activities do you and your child like to do together:**

**How would you rate your child's study habits**

**Ineffective**

**Effective**

**1   2   3   4   5   6   7   8   9   10**

**Describe your child's homework routine (parent directed, independent, etc):**

**What study/homework skills does your child need to develop (neatness, organization, independence, etc):**

**Which academic subject is your child's**

- o Best \_\_\_\_\_**
- o Favorite \_\_\_\_\_**
- o Least Favorite \_\_\_\_\_**
- o Most challenging \_\_\_\_\_**

**What academic goals do you have for your child this school year:**

**Which social skills would you like your child to develop this year:**

**What personal or physical problems should I know about to assist your child:**

**Please return to your child's teacher by **September 6, 2017****

# PARENT ADVISORY COUNCIL (PAC)

## Mount Prospect School

Dear Parents,

Welcome back to school! I hope you had a wonderful summer. We are looking forward to starting the new school year. I would like to take this opportunity to inform you about a committee that I am forming to increase communication between the parents and myself. This is the *DUFYbhs 5Xj Jcfn7ci bVj*" In essence, this committee will be briefed about happenings at the school, make suggestions for curricula and programming at MPS, bring comments and questions from the community to the administration and report information back to the parents. The agenda is completely set by the members of the committee.

I am seeking **one representative** per grade level. Below, please find a full explanation of roles and responsibilities of a PAC representative. As well, the dates and times are listed in this document. If you are interested or would like to know more about this new opportunity, please email me no later than **Friday, September 8th.**

Sincerely,  
Ms. Hozeny

\*\*\*\*\*

### Purpose

The Parent Advisory Committee (PAC) is comprised of one parent representative from each grade level (PreK-5 & CBAP) as well as the PTO President(s)/Designee. They meet with the Principal and other staff (as needed) on a monthly basis during the school year. Members work together to:

- Identify common needs and goals among the parents of students enrolled in Mount Prospect School and facilitate strategies to increase the efficiency and effectiveness of our parent organization.
- Provide the Principal with feedback and insight from the parent's perspective on school process, policies and initiatives to ensure that the needs of parents and their families are included as decisions are made in the school.
- Bring to the principal's attention existing and emerging issues expressed by parents at the school.
- Serve as an advisory, not a decision-making body, that makes recommendations, encourages brainstorming and provides opportunities for parent involvement on committees and task forces.
- Facilitate communication between and among the school administration and the school community and serve as a forum for sharing innovations and best practices from different resources.

### **Basis for Establishment**

The Parent Advisory Committee is comprised of one parent representative from each grade (PreK-5 & CBAP) and the PTO President(s)/Designee. They meet with the Principal and other school staff on a monthly basis during the school year to discuss a variety of topics, share information and broaden understanding of school-related issues.

### **Procedures**

The Parent Representatives will survey the community for questions/concerns/need for information and send this information to one PTO President

The PTO President will compile the list and submit to the Principal no later than the FRIDAY preceding the meeting. The Principal will delineate items for discussion and set the final agenda.

The Principal's secretary will send out the final agenda to the PAC members by the Wednesday preceding the meeting.

Notes will be taken and finalized by Principal and PTO President(s).

Notes will be shared on PTO website and Principal's webpage.

### **Meeting Information**

All meetings occur from 9:00 to 10:00 a.m. at the Mount Prospect School Office Conference Room. Meetings for 2017-18 school year are scheduled as follows:

September 28, 2017

October 26, 2017

December 14, 2017

January 25, 2018

February 22, 2018

March 22, 2018

April 26, 2018

May 24 2018



<CA9FCCA'D5F9BH'JC@ BH99FG'

We are looking for (2) parents per classroom to serve as homeroom parents for the 2017-2018 school year. As a homeroom parent, your responsibilities will include:

- Collecting PTO membership dues at Back to School Night on September 13th
  - o Additional information on this organized collection will be shared at the Homeroom Parent Orientation Meeting on September 11th.
- Assisting the classroom teacher throughout the school year with classroom parties and other activities
  - o You should plan to meet with your homeroom teacher prior to Back to School Night so that you are prepared to share information with the other parents about classroom parties/activities for which volunteers are needed.
- Distributing additional communications via email, as needed, from the Homeroom Chairperson, your classroom teacher, or another committee chairperson
  - o When these requests are made, they will typically require you to add some level of personalization to the message AND distribute the communication in a timely fashion (usually 24-48 hours).

~Znci 'UFY]bhYfYghYX']b'j c`i bhYf]b[ žd`YUgYWta d`YH`h Y'cb`]bY'Zcfa `Uh  
\Htdg.#] cc'[ `Zcfa g#Hi j:\; 'a L@GNF VJ&bc`UHf`h Ub`GYdhYa VYf`) h "

If you would like to submit your interest for more than one teacher, please submit the form separately for each teacher/child. We will then assess in which classroom your help may most be needed.

If your assistance as a homeroom parent is needed for the 2017-2018 school year, you will be notified by 'GYdhYa VYf', h " Those serving as homeroom parents should plan to attend a mandatory meeting in the ADG`JvfUfmcib`GYdhYa VYf`%&A`Uh\*.' \$da " During this meeting, additional details on homeroom parent responsibilities will be shared.

Questions? Contact Linda Thoman at [lsthoman@optimum.net](mailto:lsthoman@optimum.net).

Mount Prospect School  
PTO Membership 2017-2018

Welcome to the new school year!

Please return this form to school along with **CASH** or a **CHECK** made payable to **MPS PTO**.  
For details of what your membership dollars go towards please visit

[www.mpspto.com](http://www.mpspto.com)

**Your Membership donation of \$50 includes a hard copy directory and  
access to our online directory <http://www.atozdirectories.com/>**

5`sa Yafg]da cbYns]pXi YsbsfVZcfYSYdhYa VYfS) z&\$%+s

**Family Information**

	Grade:	Teacher:
1st Child _____	_____	_____
2nd Child _____	_____	_____
3rd Child _____	_____	_____
4th Child _____	_____	_____

Parent's Name: \_\_\_\_\_ Email: \_\_\_\_\_

---

PTO Membership: \$50 per child x \_\_\_\_\_ children = \_\_\_\_\_

Additional Hard copy Directories at \$5 each = \_\_\_\_\_

**Total Submitted: \_\_\_\_\_ cash \_\_\_\_\_ check \_\_\_\_\_**

**\*\*PLEASE REMEMBER TO SUBMIT FOR MATCHING CORPORATE GIFT DONATIONS\*\***

Thank you for your support! With Best Regards From Your MPS PTO Board  
Catherine, Claudine, Iris, Jen, Kala, Susan & Kalpana

# Mount Prospect Elementary School PTO New Student Directory Form 2017-2018



Student's Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ Grade \_\_\_\_\_

## PLEASE PRINT

Home Phone: \_\_\_\_\_ Primary Email: \_\_\_\_\_

Address: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Address:(If different from above) \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Address:(If different from above) \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

---

According to state law the PTO MUST obtain your signature authorizing permission to include your information and child's name in the directory and class list. By signing this form, you hereby authorize the PTO to include the information and child(ren)'s name(s), as stated above, in the MPS directory in both print and online versions as well as the class list of the directory from this date forward, so long as your child is enrolled as a student at MPS. A new directory form must be completed if you wish to make changes or updates to the information provided above.

X \_\_\_\_\_ (Signature required) Date \_\_\_\_\_



# Aci bhfcgdyvwhcEdXUy

Find Us At: [ddd | | a \ # \ Z](#)

Like Us at [/NPRO \ \ X \ # \ Z ' ! \ b \[ a \\$ \ \ \] RPa\\$ \( #](#)

' by{ ž M ' n \_ @vannj ' ĩ n \_ ZZ ' 1 ' < j ZMYZ ' /nĵ ' ByE° jj ' H ZjVhk ZÉ



ãĀàMk ' .



2 < @ @vannj ' ĩ MZ { ZxĵM

oo'



Ł Z ' y | xZ { n Vĵ ĵ M ĩ X ' yMfZ ' tn | x ' .



Ł n . : Anuy ' .

Ó à Ū Ū ' ZMĵ Z X ' jMĵ ' ĩ tZMĵ

3Z . { Vĵ M y Vnĵ { Zy { y ' Mĵ { y ' b ' @Zu { Zk UZxÉ

oo'



@anu ? ĵ Z ' aMĵ uMĵ ĩ ZxZX , ĵ a Ł n . : Anuy \_ nx " X | VMĵ ĵ ĵ ' { n ' VZMĵ Muxn ' xMĵ ' Vĵ jZX @anu ? ĵ Z \_ nx ' 2 † @vannj a " { É y ZMĵ ĩ { n ' aZju ZMĵ ' Vĵ ĵ a \_ nx ' 2 < @É ° jj ' tn | ' aMfZ { n ' Xn byxZ ' by { Zx ' aZxZS yanu M ĩ X ZMĵ a " @ZjZV { ' 2 n | ĩ { < xnyuZV { " jZk Zĵ { Mĵ t @vannj a " [yanuxĵZ nxk tyvannj aVnk ĵ xZ ' by { Zx](#)

oo'

[@k ĵ Z a° k Mĵ ĵ aVnk .](#)



@ZMĵ a M ĩ X ' yZjZV { ' 2 n | ĩ { < xnyuZV { @vannj Mĵ ' tn | x ' VaMĵ t a " Mĵ a { ĵ k Z ' tn | ' yanuS° k Mĵ ĵ , ĵ j Xnĵ MZ ' Ū ĵ aō ' n \_ tn | xZjĵ ĵ jZ ' uĵ | xVaMĵ Zy { n { aZ ' 2 < @ < A5É

oo'



? Z ' by { Zx ' tn | x @nuĵ ' @anu Vĵ X Mĵ ' .  
[a { { u @ ĵ y ĵ nu M ĩ X yanu aVnk ĵ Mĵ j ĵ xZ ' by { Zx ' Vĵ X ĵ u M ĩ X Mĵ nĵ Mĵ ĵ ĵ , ĵ j UZ ' k Mĵ Z { n ' ĵ | x y vannj Mĵ { aZ ' Zĵ X ' n \\_ { aZ ' tZMĵ a " .](#)



