Back-to-School Information Packet

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https://northfieldparks.org/programs-events/before-after-school-recreation-programs
# SUNSET RIDGE SCHOOL DISTRICT 29

## 2019-2020 CALENDAR

<table>
<thead>
<tr>
<th>AUGUST</th>
<th>26</th>
<th>Monday</th>
<th>TEACHER INSTITUTE - NO SCHOOL</th>
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</thead>
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<tr>
<td></td>
<td>27</td>
<td>Tuesday</td>
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<td></td>
<td>28</td>
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<td>FIRST DAY OF SCHOOL (FULL DAY)</td>
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<td>Monday</td>
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<td>THANKSGIVING BREAK - NO SCHOOL</td>
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<td>25</td>
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<td>8</td>
<td>Monday</td>
<td>8TH GRADE GRADUATION</td>
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<td></td>
<td>10</td>
<td>Wednesday</td>
<td>LAST DAY OF SCHOOL-EARLY DISMISSAL</td>
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* If emergency days are used, the calendar may be extended up to 5 days (June 17, 2020).

(Approved January 2019)
2. **Key Dates for Middlefork Parents 2019-20**

Please mark you calendar for the following Fall events and activities. All other activities are listed on the District calendar at www.sunsetrisge29.org.

- 1st Day of School: 8/28 (10:30 for K, 3:00/3:10 for 1st/2nd/3rd)
- Kindergarten Parent Reception/Meeting: 8/28 (9:10 a.m.)
- 2nd Cup of Coffee w/Dr. Greene: 9/3 (6:30 p.m.) *(focus = new families)*
- 2nd Cup of Coffee w/Dr. Greene: 9/5 (9:15 a.m.) *(focus = new families)*
- Middlefork Back-to-School Night: 9/19 (6:30-8:30)
- School Picture Day: 9/20
- K Dismissal to 12:50 p.m.: 9/23
- K Dismissal to 1:50 p.m.: 10/7
- 2nd Cup of Coffee w/Dr. Greene: 10/16 (9:15 a.m.)
- Vision & Hearing Testing: 10/18
- Picture Retakes: 10/24 (a.m.)
- P/T Conferences: 10/25 (8:00-2:00 p.m.)
- Halloween Parade: 10/31 (1st-3rd grades), 2:00 p.m.
- PTO book Fair: TBD (likely week of November 11)
- Vision & Hearing Testing: 11/1
- Thanksgiving Recess: 11/25 - 11/29
- 1st-3rd Winter Sing: 12/18, 7:00 p.m.

3. **Middlefork Lunch Program**

While many students enjoy bringing lunch from home to school, thanks to the work of the Parent Teacher Organization, we also offer daily lunch service from Organic Life Food Service. With an established lunch account, students may purchase a school lunch, milk, juice, or water whenever desired. Parents are encouraged to register for a free account on mySchoolBucks.com in order to pay for and manage their child’s lunch account. Balances may be paid online by credit card or by placing a check (made out to Sunset Ridge D29) in the black mailbox in the Middlefork office. You can access mySchoolBucks via the PARENTS pull-down menu on the D29 website. Monthly menus, which include the options for main entree substitutions, are also posted here.

4. **Attendance Procedures**

Students enrolled in Middlefork School are required by state law to attend each day school is in session. It is the responsibility of parents/guardians to ensure compliance with this law. When a child is absent from school, the child’s parent or guardian must notify the school office by 8:30 a.m. (881-9500). If the school is not notified, every reasonable effort will be made by office personnel to call and verify the absence.

Valid causes for absence shall be illness, observance of a religious holiday or attendance at religious instruction, death in the immediate family, family emergency, or other circumstance(s) beyond the control of the student. Absences from school to accommodate family vacation plans...
are regarded as contrary to the interests and welfare of the student and the school. Parents are requested to plan vacation trips at times corresponding to the school’s scheduled vacation plans.

Students who arrive at school after the 8:30 a.m. start time must enter through the main office and be signed in by a parent or guardian before proceeding to class. Similarly, a student must be picked up and signed out by a parent/guardian (or other person designated by parent) when leaving for an outside appointment during the school day.

5. 2nd Cup of Coffee Meeting(s)
Please join Dr. Greene for a second cup of coffee and an informal discussion about the philosophy, curriculum, and special traditions of Middlefork School and Sunset Ridge SD 29. All parents, especially those new to Middlefork, are invited to attend the morning or evening gathering on August 31, 2016.

2nd Cup of Coffee Meetings are scheduled throughout the year. If you have a suggestion for a specific topic, please contact Dr. Greene.
9/3 @ 6:30 p.m., 9/5 @ 9:15 a.m. (New Families)
10/16 @ 9:15 a.m. (D29 Assessments)
2/6 @ 6:30 p.m. (Topic: TBA)
4/23 @ 9:15 a.m. (Topic: TBA)

6. Student Activities
- **Middlefork Coding Kids (Before & After School):** Coding classes are offered to K-3 students throughout the year at no cost to parents. In 2019-20, classes will be scheduled for students in grades 1-3 both before school (2 mornings) and after school (one afternoon). Kindergarten students will have a 2:00 p.m. class option as well. Detailed registration information will be communicated via the Middlefork News webpage, as well as via Dr. Stange’s first Friday email to parents.
- **Dedicated Dolphins: (Lunch recess):** Second and third grade students may join Middlefork’s Student Council, which meets every other week during lunch recess. Information will go home in backpacks during the week of August 27. For more information about the Dedicated Dolphins, see the Middlefork webpage [https://sunsetridge29.org/schools/middlefork_school___k-3_/student_activities/dedicated_dolphins](https://sunsetridge29.org/schools/middlefork_school___k-3_/student_activities/dedicated_dolphins)
- **Dolphin Waves Media: (Before School):** Third grade students gain hands-on experience creating school news segments. They are taught broadcast journalism skills and how to apply those skills to create all of the features and generate the content to share with their teachers and peers. All students participate in the brainstorming and writing process of the news stories. Then they take on different roles throughout: News Anchor, News Reporter, or Studio Engineer. Professional grade cameras and a green screen are utilized. Within the program they learn life-long skills of cooperation, perseverance, and innovation! Naturally, literacy, communication, and computer science are also interwoven seamlessly in this rich extracurricular experience.
- **MakerSpace (Recess):** All students have the opportunity to spend time making, breaking, and creating in the Middlefork MakerSpace during designated morning and afternoon recess periods during the week.
• **Middlefork Chess** *(Fridays, before school)*: GM Chess Academy will again offer weekly chess lessons and matches for K-3 students. The group meets at 7:30 a.m. on Friday mornings beginning Friday, September 13, 2019. Download a registration form from the Middlefork News page today! It’s a great, growing group of strategic thinkers!

7. **Reporting Student Progress**

Middlefork staff members adhere to educator/researcher Thomas Gusky’s assertion that parents want to know how their children are doing, as often as possible, and what they can do to help. As such, we are committed to a comprehensive communications plan between home and school. This plan consists of formal and informal communication touch points throughout the year:

• Back-to-school letters and emails
• K-1 In-take Conferences
• Back-to-School Night in September
• Parent-Teacher Conferences in October, February, and May (optional)
• Written Progress Reports in February (1st-3rd) and May (K-3rd)
• 2nd Cup of Coffee Meetings w/Dr. Greene
• Portfolio Nights
• Kindergarten Math Night
• Regular Classroom Newsletters
• Middlefork News webpage postings
• Weekly Friday News Email from Dr. Stange and Dr. Greene
• Various phone calls, emails, flyers, and in-person meetings
• D29 Website and Calendar

**Student Progress Reports:**

Formal written reports are provided to first, second and third grade parents in February and May and to kindergarten parents in May. For the first time in 2019, progress reports will not be mailed home. Instead, they will be accessible through the PowerSchool Parent Portal. All Middlefork parents will receive an email with directions on how to create a login through the PowerSchool Parent Portal.

8. **Technology Devices**

Middlefork School is a 1:1 device environment, as early as kindergarten. In grades K-2, students have access to individual iPads to support their learning and acquisition of technology skills and digital citizenship. Beginning in third grade and extending through eighth grade, students utilize ChromeBooks as their 1:1 devices. As part of their technology training, students are schooled in the safe use and transport of their equipment. Should damage to a device occur and it be determined that the child was careless or irresponsible, a replacement fee may be incurred. In the event of lost or broken equipment, a list of Tech Replacement fees is on the D29 website https://sunsetridge29.org/parents/parent_tech_resources/tech Replacement f.
BE SAFE.
Examples of expected SAFE behaviors:
- Follow school rules and directions.
- Walk at all times in the building (except PE).
- Keep hands, feet, body, and objects to yourself. (No “pretend fighting”)
- Find a known adult when you see something you think might be dangerous or hurtful to someone.

BE RESPECTFUL.
Examples of expected RESPECTFUL behaviors:
- Treat school property and materials with care.
- Pick up and throw away litter or garbage.
- Say, "Please, thank you, excuse me, hello, and good-bye!"
- Use appropriate language and voice level.
- Treat all classmates and teachers with kindness.

BE RESPONSIBLE.
Examples of expected RESPONSIBLE behaviors:
- Solve disagreements peacefully (rock-paper-scissors, compromise, choose kind).
- Tell the truth, even when it feels hard to do.
- Return all supplies and equipment to their storage places.
- Know when to take a break or walk away from a situation.
- Help a friend make a good decision.
### Middlefork RECESS Dolphin Code

<table>
<thead>
<tr>
<th>Be Responsible</th>
<th>Be Respectful</th>
<th>Be Safe</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Follow the directions from ALL supervisors</td>
<td>✓ Use equipment properly</td>
<td>✓ Follow the game rules</td>
</tr>
<tr>
<td>✓ Take care of property (of others, the school, and myself)</td>
<td>✓ Be a good sport</td>
<td>✓ Include everyone</td>
</tr>
<tr>
<td>✓ Use conflict resolution strategies</td>
<td>✓ Appropriatey gather and wait for recess</td>
<td>✓ Keep hands, feet, body, and objects to myself (No &quot;pretend fighting&quot;)</td>
</tr>
</tbody>
</table>
10. MIDDLEFORK LOOSE PARTS RECESS

Every Tuesday during an extended lunchtime recess, 1st-3rd graders imagine, build, collaborate, and play with a wide variety of household, garage, and disposed of items. Whether it’s a refrigerator box and a tarp that turn into a fort, or an old computer keyboard, aluminum bowls and wooden blocks that are imagined into a spaceship, students welcome the extra time to create with ordinary, discarded items. **If you have any of the below to share with us**, please contact Mrs. Draka drakam@sunsetridge29.org. (NOTE: Small, multi-piece items are NOT desired!)

**Loose Parts Playground Project Wish List**

1. Canvas tarps
2. Industrial sized cardboard tubes!
3. Oversized (flat) cardboard boxes (e.g. flat screen tv)
4. Traffic cones
5. Stainless bowls & strainers
6. Buckets or pails
7. Spare tires; wagon wheels; bike tires
8. Baskets
9. Parachute/tent material
10. Ropes
11. Wooden spoons
12. Rolling plastic laundry bins
13. Wheelbarrows
14. Small tree stumps and/or discs
15. Anything on wheels
16. Large, wooden/durable blocks

**Other LARGE odds-and-ends that our students can use safely and creatively and that we can realistically store***
11. **Middlefork Driveway Drop-Off & Pick-Up Instructions**

The Middlefork driveway plan is based on a two-door system. Generally, the K-1 students use Door 1 (south) and 2nd-3rd grade students use Door 3 (north) to enter and exit the building. However, there are some exceptions in the case of families or carpool groups with children at multiple grades. The directions below speak to both driving and walking caregivers who pick up and drop off students.

**Drivers**

**Pull Forward**
The Traffic Supervisors will signal drivers to pull forward in order to allow as many cars as possible into the drive.

**Cell Phones**
Drivers are expected to refrain from using their cell phones upon entering the driveway for drop-off or pick-up. Student safety is always our first priority, and we have concluded that cell phone usage by drivers negates the student safety measures in place.

**Remain in Cars**
Drivers are asked to remain in their cars when dropping off or picking up students. Driveway supervisors will attend to students requiring assistance upon arrival or departure. If a child does need assistance and the supervisor is not readily available, drivers are asked to wait in their cars or to flag a supervisor down, but not to leave their cars to help students with doors, etc. Our goals are to operate a safe, efficient driveway and to foster student independence.

**Center Driving Lane**
The center lane is for moving traffic only. Drivers should not stop in the center lane to await an open space in line or to pick up/drop off children; rather, they should look for parking spaces along the west curb or in the lot, or drive on through to Wagner Road and reenter the line.

**5 MPH Speed Limit**
Please use caution as you merge in and out of the center lane. Drivers should not exceed 5 mph, even while in the center lane.

**Idling of Cars**
Drivers who do line up before kindergarten or 3:00 p.m. dismissal should turn off their engines until students emerge from the building. District 29’s Green Committee initiated a “No Idling Before Dismissal Time” campaign in 2008. *(Drivers picking up third graders should never arrive earlier than 3:10 p.m.)*

**Walkers**

**Waiting Areas**
Parents and caregivers who walk students to and from school should use the same two-door system that drivers use. During dismissal time, however, walkers are asked to wait at the north or south end of the sidewalk (by the Waiting Area signs), where their children will meet them upon exiting the building. Adults should not congregate on the
sidewalk directly in front of the building during dismissal time or linger there after picking up their children. Bicycles are not ridden on the school sidewalk at any time.

Dogs
Dogs are not permitted on the school sidewalk at any time, even on a leash. Adults walking with dogs at drop-off or pick-up time may wait on the sidewalk adjacent to the driveway entrance or exit.

K-1 Drop-off & Pick-up Instructions

Morning drop-off begins at 8:15 a.m. at DOOR 1.
- Immediately upon entering the driveway in the a.m., drivers with kindergarten and first grade children should move into the right-hand, curbside lane. It begins by the kindergarten playground wall and extends to the sign located halfway down the driveway. Students enter through Door 1.
- Second and/or third grade children in a car with younger (K-1) students should ALSO exit at this point and walk down the sidewalk to Door 3. In other words, drop-off follows the steps for the youngest child in the car.
- Drivers who have completed their drop-off at Door 1 should carefully merge into the center lane and exit the north end of the driveway. Again they should not continue down the driveway to drop off their older children at Door 2. (During inclement weather the older children may enter the building through Door 1.)
- **Please do not bring children to school prior to 8:15 a.m.,** as supervision is not available until that time. Kindergarten and first grade students may wait in the main foyer from 8:15 - 8:25 a.m., after which time they will proceed to their classrooms.
- The Driveway Supervisors will do their best to assist students getting out of cars. Please ensure that the children are dressed (finished eating) and ready to disembark with their supplies when you pull into the driveway AND please do not emerge from your car as it impedes traffic flow.

Afternoon pick-up for Kindergarten is at DOOR 3 (11:50/12:50/1:50 p.m.)
- Kindergartners are picked up at the north end of the driveway. Drivers picking up kindergartners will use the full length of the driveway. Kindergarten students are escorted to their cars by their teachers, as the cars move down the drive.
- First grade students are dismissed at 3:00 p.m. and are picked up at the same door (Door 1) they were dropped off at in the morning. Students are instructed to wait until their cars have fully entered the driveway before loading up; this aids traffic flow.

2nd-3rd Drop-off & Pick-up Instructions

Morning Drop-off begins 8:15 a.m. at DOOR 3
- The 2nd-3rd grade drop-off area occupies the north end of the driveway outside Door 3. Drivers dropping off only 2nd-3rd grade students will enter the
driveway in the center lane. Once past the front of the K-1 line, they drive alongside the curb until reaching the Door 3 drop-off area.

- If there is insufficient room to enter the 2nd-3rd grade drop off line, drivers dropping should not attempt to squeeze or angle into the line. Instead they should circle around again or park in a designated parking spot. Squeezing and angling into the 2nd-3rd grade line blocks the lead car in the K-1 line from being able to exit the driveway, which in turn slows everything down.

- In the morning, 2nd-3rd grade students will gather in the vestibule area inside Door 3 until 8:25 a.m. when they will proceed to their classrooms. Please do not bring children to school prior to 8:15 a.m. since supervision is not available until that time.

- Door 3 will be locked at 8:30 a.m. All tardy students as well as visitors are required to use Door 1 (main entrance) after 8:30 a.m.

**Afternoon Pick-up is 3:00 p.m. for 2nd, 3:10 p.m. for 3rd grade @ DOOR 3**

- Procedures for drivers picking up just 2nd graders or just 3rd graders are identical to morning drop-off.

- The timing however, is critical. 3rd graders are dismissed at 3:10 p.m. which is 10 minutes later than 2nd grade’s dismissal. Drivers picking up 3rd graders may NOT arrive before 3:10 p.m. Those extra ten minutes allow over 100 1st and 2nd graders to be dismissed simultaneously!

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### Dropping Off/Picking Up Multiple Grades

Drivers with children in 1st grade and 2nd or 3rd grades must use only ONE drop-off/pick-up area, following the procedures outlined above for the **youngest** child. In other words, drivers with any combination of 1st grade and older students should always use the drop-off/pick-up area near the main entrance, which is Door 1. Our goal is for cars to exit the driveway as quickly and safely as possible.

**Morning Drop-off:**

- A 2nd and/or 3rd grade student driven in a car with kindergarten or 1st grade child should exit the cars at Door 1 in the morning and walk down the sidewalk to Door 3. During inclement weather the older child may enter the building through Door 1.

**Afternoon Pick-up:**

- At the end of the day, 1st graders who carpool with 3rd graders will be supervised inside the building from 3:00 p.m. until the third grade dismissal at 3:10 p.m. Parents should pick up **both** the 3rd and 1st graders outside the main entrance, Door 1, **no earlier than 3:15 p.m.** (It takes the 3rd graders time to pack up and walk to meet their 1st grade carpool mates, so arriving before 3:15 p.m. means you will be blocking the traffic flow for everyone else.

- 2nd graders who ride with 3rd graders only, will wait in the foyer by Door 3 until 3:10 p.m. Drivers should **not** enter the driveway before the 3:10 p.m. dismissal.
• In the case of a carpool that consists of students in grades 1, 2, and 3, the driver should pick up all the children at the main entrance, or Door 1, no earlier than 3:15 p.m.
• If drivers are also dropping off or picking up K-1 children, then the older students should follow the directions for the younger child(ren). All drivers should make only one stop in the driveway!

**Additional Information**

**Traffic Supervisors**
Traffic Supervisors are stationed at three points and have several responsibilities:
1. Parking lot entrance - assist children on the sidewalk as they cross the sidewalk entrance to the parking lot.
2. Main entrance pick-up/drop-off area - monitor students on sidewalk and keep traffic flowing.
3. Second and third grade pick-up/drop-off area - monitor students on sidewalk and keep traffic flowing.

Drivers are expected to follow the directions of the Traffic Supervisors. While drivers may feel inconvenienced by a procedure, it is the supervisors’ goal to ensure a safe and efficient driveway for everyone.

**Parking Regulations and Pick-up Reminders**
Parking is not allowed along the school’s main sidewalk at any time during drop-off and/or pick-up. This area is designated fire lane, and the Northfield Police may ticket unattended, parked cars. Parking is available in the following locations:
1. Parking lot adjacent to the school;
2. Designated spaces north on Wagner Road; and
3. Parallel parking spaces along the west side of the driveway, including one designed for handicapped access.

In the event that space is unavailable along the curb during these times, drivers should:
1. Park in one of the available parking spaces on the west side of the driveway;
2. Return to Wagner Road and reenter the driveway; or
3. Park in the parking lot or in one of the spaces north along Wagner Road.

There should be no stopping in the center lane, and children are not permitted to enter or cross the driveway alone at any time. Drivers must park and escort their children across the driveway.

**Play Date Arrangements**
After school play dates and other arrangements should not be scheduled while waiting in the driveway line during dismissal time. Doing so slows down the traffic flow, negatively affecting this complex process.

**Gate & Additional Exit**
The gated exit was installed to ensure that the driveway is still usable in the event of a flood at the north end. Therefore, the gate at this exit is not opened for daily use.

**Courtesy Counts!**
Please be patient with your fellow drivers and our Traffic Safety Supervisors. Thank you in advance for your support!
Drop-Off and Pick-Up Procedures

**MIDDLEFORK DRIVEWAY DIGEST**

(For a complete description, see Driveway Procedures document in the Middlefork Back-to-School 2019 section on the D29 website.)

**Two-Door System: Door 1** (south) & **Door 3** (north)

- Kindergarten: a.m. drop off at Door 1, p.m. pick-up at Door 3
- First grade: a.m. and p.m. at Door 1
- Second & Third grades: a.m. and p.m. at Door 3

**Morning Drop-off & Afternoon Dismissal**

- 8:15 a.m. Drop-off begins for all grades. Do not drop off students earlier than 8:15, as supervision is not available until that time.
- 11:50 a.m. Kindergarten (until September 20)
- 12:50 p.m. Kindergarten (beginning September 23)
- 1:50 p.m. Kindergarten (beginning October 7)
- 3:00 p.m. First and Second grades
- 3:10 p.m. Third grade. Do not enter the driveway before 3:10 p.m. as this ties up traffic for the 1st-2nd grade (3:00 p.m.) dismissal.
  Younger children will wait until 3:10 p.m. to be picked up with their 3rd grade carpool companions.

**Combined Dismissal Times**

Drivers picking up combinations of students in grades 1–3, should adhere to the following:

- 1st & 2nd grade combination – Dismissed at Door 1 at 3:00 p.m.
- 2nd & 3rd grade combination – Dismissed at Door 3 after 3:10 p.m.
- 1st & 3rd OR 1st, 2nd, 3rd grade combinations – Door 1 after 3:15 p.m. **

** At the end of the day, 1st graders who carpool with 3rd graders will wait in the main lobby from 3:00 p.m. until the 3rd grade dismissal at 3:10 p.m. 3rd graders will meet the 1st graders, and all of the children will exit Door 1 together.

Drivers picking up 1st/3rd grade combinations at Door 1 should not arrive at school before 3:15 p.m., as it takes a few minutes for the 3rd graders to meet up with their 1st grade buddies/siblings in the lobby.
Drop-Off and Pick-Up Procedures

MIDDLEFORK DRIVEWAY DIGEST

Safety Standards

The following directions are critical to safe and efficient driveway traffic flow. It is our expectation that parents will SHARE this information with all adults who will be dropping off or picking up their children during the school year. Your understanding and cooperation are appreciated.

1. There is a 5 MPH speed limit in the driveway.

2. Cell phones may not be employed in the driveway line while children are present on the sidewalk. There are parking spaces along the curb on the west side of the drive where drivers may park and talk during dismissal.

3. The center-driving lane is for moving traffic only. Drivers should not stop or angle out into the center lane at any time. If there is no room along the curb, drivers should use the parallel parking spaces along the west curb of the driveway or drive through to Wagner Road and reenter the line.

4. Children are not permitted to cross the driveway alone. Drivers who park in the driveway’s parallel parking spaces must cross and escort their children across the drive.

5. The area along the sidewalk curb is a designated fire lane and therefore parking is not allowed. The Northfield Police may ticket unattended cars parked in this area.

6. Arranging after-school play dates while waiting in the driveway line during dismissal time interferes with traffic flow. Students and parents should make such arrangements from home (or move to the parking lot to discuss).

7. Drivers arriving ahead of scheduled dismissal times are encouraged to turn off their ignitions to reduce fuel emissions.

8. Adult walkers/cyclists should wait for their students on the sidewalk areas at the north and/or south ends of the driveway. Adults arriving via bicycle must dismount before entering the sidewalk area.

9. Dogs are not permitted on the school sidewalks during drop-off or pick-up time periods. Adults waiting with dogs should remain on the public sidewalk along Wagner Road.
Middlefork School

12. SAFETY & SECURITY INFORMATION

A. District 29 Security Operations:
District 29 Safety & Security report from April 2019:
https://sunsetridge29.org/district/district_information/d29_safety_and_security

B. Visitor Management
All doors at Middlefork School are locked 24 hours per day. During morning drop-off, supervisors are posted at the two entrance doors (east side) so that students may enter the building without going through the main office. Otherwise, all visitors to the building are required to enter the building through the main entrance doors (marked Door 1), to check in with the office staff, and to wear a visitor sticker.

District 29 utilizes the Raptor Visitor Management System as part of its District’s safety and security measures. Raptor is a web-based program that is currently used in over 18,000 K-12 schools across the country. All visitors to the building are asked to present a valid driver’s license or state identification card upon arrival. Office personnel scan the ID through the database and a visitor sticker is produced. All visitors are expected to display their stickers prominently. You will also be asked to sign in, so a record of who is in the building is available during an emergency situation. Obviously, this procedure will go into effect after the first hour of school on August 22nd. While the process is relatively fast and simple, it would not be possible to employ it while welcoming all of our parents with their children on the first day of school. We’ll take the opportunity of the kindergarten parent reception that morning to introduce our newest families to the Raptor system, so new kindergarten parents should bring their drivers’ licenses (or state i.d.’s) with them on August 28th.

C. Middlefork Safe Place Drills
Middlefork complies with all state mandates regarding safety drills conducted with students. Northfield Police and Fire personnel are part of this process as well. During the first several weeks of the new school year, students will be taken through fire, tornado, bus, and lock-down drills. Teachers explain the procedures to students and the entire school practices together. All drills fall under the umbrella of “safe place drills,” a term used with students to demonstrate that there are different locations in which to gather during different safety situations. Sometimes the safe place is inside the classroom (lock-down) and sometimes it is outside (fire). When an emergency situation calls for the evacuation of the building and grounds, the Northfield Community Church is our
D. Field Trips and Bus Transportation

During the spring of 2006, a group of parents and the administration studied the topic of lap belt usage on school buses while transporting students on field trips and sporting events, etc. It was a unanimous decision among committee members that lap belts no longer be employed on school buses for D29 students in kindergarten through grade five. In grades six through eight, students will not be required to use lap belts but would have the option to do so if directed by their parents. In order to understand the rationale behind this decision, please note the background information provided below:

- The state of Illinois does not require lap belts on school buses over 10,000 lbs. gross vehicle weight rating (G.V.W.R.) because the federal government has concluded that compartmentalization is a better safety measure. The primary function of lap belts is protection from ejection, and the greater mass and weight of a school bus, plus passenger positioning above the point of impact, make students less vulnerable to ejection in school buses than in automobiles. The passive restraint system called compartmentalization refers to the safety envelope or “compartment” around passengers in a school bus. The idea is that if a crash occurs, the child may be thrown around within the compartment, the design of which absorbs the crash forces and protects the child. (We explain to students that the bus seat compartment is like an egg carton and they are like the eggs being protected by the carton during transport.)

- Lap belts, if properly used by people over 80 pounds and 4’9” tall can provide incremental restraint in the event of an accident. However, for a young child whose abdominal area and bone structure are not adequately developed, the force of a lap belt could pose serious harm and possible internal injury in an emergency situation.

- Compartmentalization is a more manageable safety precaution, especially for young children who are often unfamiliar with how to latch/unlatch the lap belt mechanism and who are also physically unable to properly wear them across the tops of their thighs.

In addition to reviewing the research and the recommendations of the various state and federal transportation regulatory agencies, a survey of surrounding districts was conducted. It was clear that local districts were either complying with state directives and not employing lap belts on buses, or they were requesting buses with belts with no clear rationale for doing so.

During bus safety drills, the difference between school buses and passenger cars and their corresponding belts (lap vs. 3-point belts) is addressed, and students are directed to continue using the proper restraints while in regular sized passenger vehicles.
E. **Emergency Notification Systems**
District 29 employs the SchoolMessenger notification system for all broad parent communications, including email, text, and telephone. The best way to ensure that your information is correct is to follow the required annual online registration for your child(ren). If a change in one’s contact information occurs during the school year, it should be communicated to one of the school secretaries who will in turn see that the update happens in the system.

F. **Instructional Technology Procedures**
All Middlefork students are instructed in the safe use of technology employed both in and outside of school. Students are required to understand and sign/mark the Acceptable Use Policy statement, in addition to the Digital Citizenship pledge. All students participate in a digital citizenship curriculum that prepares them for safe, ethical and responsible use of technology as they advance through the grades at Middlefork. It is important to note that Middlefork students may only access the Internet under the direct supervision of their teachers or through one of the District 29 Learning Center pages on the District website.

G. **Electronic Devices at School**
According to District 29’s Technology System Access and Acceptable Use Procedures for Students, student employment of personal electronic devices during school hours without permission is not permitted. As more young students come to school with phones, smartwatches, etc., it is important to ensure that everyone understands the procedures and that these devices are safely stored during the school day. Students who do bring a device to school (e.g., cell phone, smartwatch, etc.) will place the device in a clear plastic storage container within the classroom first thing in the morning and then retrieve it again at the end of the day. Given Middlefork is not equipped with lockers, we believe this is safer than storing them in backpacks in the hall. We respect parents’ reasons for equipping their children with such devices and feel that this simple storage procedure will help students understand the District’s policy and protect your expensive equipment at the same time.

H. **Student Supervision**
Students are supervised at all times between 8:15 a.m. and 3:20 p.m. Morning supervision is at both entrance doors and in the main lobby, from 8:15-8:30 a.m. Staff members are also present on the sidewalk at dismissal time until 3:20 p.m. At this time, students are expected to stand safely and wait to be picked up, while the staff members ensure automobile safety along the driveway. Staff members also supervise students in the lunchroom, as well as during all four K-3 recess periods. Classes do not travel the hallways without teacher supervision, nor do they occupy classroom spaces without an adult present.
I. **Bicycle Use & Safety**

Middlefork students may not ride and park their bicycles on school property until the Spring of their third grade year. This is to ensure a safe physical environment during morning drop-off and afternoon pick-up. The intent is to avoid the confluence of bike riders and pedestrians in close proximity to moving vehicles. Additionally, there is insufficient storage space in the front of the building for more than one grade level of bikers. One of the rites of passage that Middlefork students and their parents look forward to is the third grade Bike Safety Unit. Upon successful completion of this bicycle safety training, the third graders are permitted to ride their bicycles to and from Middlefork and to store them in the bike racks in the front of the building. *Parents who wish to bike with their Middlefork students to and/or from school may obviously do so, but are asked NOT to park their bicycles in the racks in front of the building.*

J. **Middlefork Health Office**

District 29 operated both of its school buildings with full-time health office personnel. At Middlefork, Mrs. Ann Mertes is a licensed RN with over 20 years of school nurse experience, as well as decades of hospital nursing experience. Mrs. Mertes maintains a webpage where all of the state required forms and medical management paperwork can be downloaded. [www.sunsetridge29.org/middlefork](http://www.sunsetridge29.org/middlefork).

K. **Food Allergies & Food Practices**

As parents and educators, our primary concern is for the physical, social and emotional well-being of our students. At Middlefork, we strive to maintain a safe and inclusive environment for all students, including the increasing number of children entering our school with food related allergies and sensitivities. Allergies are among the most common medical conditions affecting children in the United States, and food or digestive allergies, skin allergies (such as eczema), and respiratory allergies (such as hay fever) are the most common allergic conditions. Allergies can affect a child’s physical and emotional health and can interfere with daily activities, such as sleep, play, and attending school. Additionally, a severe allergic reaction with rapid onset, anaphylaxis, can be life threatening, and foods represent the most common cause of anaphylaxis among children and adolescents. A CDC report released in May 2013 estimates that between 1997 and 1999, food allergies affected about 3.4 percent of American children. By 2009 to 2011, that number rose to 5.1 percent – an increase of 50 percent in just over a decade. Our experience at Middlefork is in line with this national trend, and thus, we adhere to the following practices regarding food consumed at school, with the goal of sustaining a safe and inclusive environment for all students.
LUNCH: No nut ingredients are included in the lunches prepared by Organic Life, the contracted vendor for the District 29 school lunch program. However, students may bring lunches containing nut products (e.g., pb&j, granola bars) to be consumed in the lunchroom only. Middlefork maintains a specific allergy safe lunch table (or tables) for students who are sensitive/allergic to specific ingredients (e.g., nuts, dairy). The decision to access one of these tables is made by the child’s parent(s) in consultation with the school nurse and administration.

DAILY SNACK: Students are encouraged to bring a small snack to school every day for consumption in the classroom; only snack items itemized on the 2019-20 Middlefork School Snack List will be permitted. This list includes foods that should not pose a health threat to any child in the school. In addition to checking ingredients, we also contact the manufacturers to check on the processing facilities. It is important to note that allergens can be transferred by touch as well as by ingestion. It is our intent to reduce the chances of cross contamination of objects handled by students within and outside their classrooms (e.g. markers, pencils, books, scissors, playground equipment, etc).

BIRTHDAYS & HOLIDAYS: Birthdays will continue to be observed in classrooms in various ways, from “rights” to the class bean bag chair, to birthday crowns, or extra recess time, just to name a few. Each teacher and class creates its own birthday rituals as part of the class community. However, edible treats for birthdays or other special occasions will not be permitted in the building. Dr. Greene’s monthly Birthday Lunch celebrations will follow similar allergy safe precautions.

Middlefork students also enjoy annual Halloween and Winter class parties and festivities, and teachers and students alike are appreciative of the PTO room parents’ coordination of these events. Celebrations may include games, crafts, dance parties - creativity abounds! However, should refreshments be included, only items identified on the 2019-20 Middlefork School Snack List will be served to the children.

ALLERGY INFORMATION ON FILE: Please contact Ann Mertes, Middlefork school nurse, at 847-881-9503 or mertesa@sunsetridge29.org, prior to the first day of school to discuss any issues related to your child’s allergies, or if you would like more information about the allergy aware lunchroom table that is available for students with allergies.
Middlefork School Snack List
2019-20

Students are encouraged to bring a small, daily snack from this list for consumption in the classroom. This list includes foods that should not pose a health threat to any child in the school. It is important to note that allergens can be transferred by touch as well as by ingestion. It is our intent to reduce the chances of cross contamination of objects handled by students in and outside their classrooms (e.g. markers, pencils, books, scissors, playground equipment, etc.), resulting in a safer, more inclusive environment for all.

The following are the only snack items permitted in the classroom. Our preference is for students to bring fresh fruits or vegetables, however, you will note a few shelf-stable items on the list. We recognize that fresh fruits and vegetables may not always be “fresh” by week’s end, and so we’ve included several allergen safe, pre-packaged items. This year we have included MADE GOOD products (granola minis, granola bars, and crispy squares).

IT IS IMPERATIVE THAT ANY NON-FRESH FRUIT OR VEGETABLE ITEM ON THIS LIST BE BROUGHT TO SCHOOL IN ITS ORIGINAL PACKAGE, NO BAGGIES.

- FRESH FRUITS & VEGETABLES!
- Dole brand fruit cups
- Dole and Sun-Maid brand raisins
- Mott’s applesauce products
- Welch’s fruit snacks
- Skinny Pop popcorn (original, plain version ONLY)
- MADE GOOD Granola Minis and Bars
- Simply balanced fruit strips (available at Target)
MIDDLEFORK-SUNSET RIDGE PTO

Welcome back students and families! The Middlefork-Sunset Ridge Parent Teacher Organization is invaluable to the daily operations of Middlefork School. To stay informed of all things PTO, you can attend meetings, volunteer, and enjoy Dr. Stange’s weekly email communication to parents. Be sure to also do the following:

- Look for the Monthly Matters email newsletter, specifically dedicated to PTO news
- “Like” Sunset Ridge/ Middlefork PTO on Facebook
- Follow district29pto on Instagram
- And bookmark the PTO’s new website: district29pto.org

The PTO volunteer opportunities for parents and caregivers are numerous throughout the year, many of them occurring during non-school hours!

- If you would like to get involved and have general questions about participation in the PTO, please contact the 2019-2020 President Erica Marinello at Erica.marinello@gmail.com.

- If you are interested in being a room parent for your child’s class this year, please contact Dan Friedman at drdanfriedman@gmail.com

- If you would like to volunteer in the lunchroom for an hour every other week, email April Toofan at April.toofan@gmail.com. This is one of the most popular ‘jobs,’ as the children delight in seeing their parents on the line! Spots are filling up fast!

Attending our monthly meetings is the best way to keep a pulse on what is happening within the walls of our schools, and all are welcome to attend! We meet in the Park District meeting space, the second Tuesdays of the month at 9am, beginning September 10. We would love to have you join us!
WESLEY CHILD CARE PROUDLY OFFERS:

- DCFS Licensed Program
- After School Care Through 6 PM
- On Site at Middlefork School
- Bus transportation provided from Sunset Ridge to Wesley @ Middlefork
- Experienced & Qualified Staff
- Low Student to Staff Ratio
- Homework Help
- Daily Structured Art, Sport, and Special Activities
- Nutritious Daily Snacks
- Extended care on Early Release Days

ALL INCLUDED IN YOUR TUITION!

GRADES 1-3
SAMPLE PRICING

SEPTEMBER - DECEMBER
5 DAYS PER WEEK = $1,496

JANUARY - MARCH
5 DAYS PER WEEK = $997

APRIL - JUNE
5 DAYS PER WEEK = $997

“MY KIDS LOVE THE WESLEY TEACHERS. BOTH UNDERSTAND MY CHILDREN’S NEEDS AND PERSONALITIES, ARE WARM, SUPPORTIVE AND CONSISTENT CAREGIVERS.”
-K & 3RD GRADE PARENT

NEW!
BUS TRANSPORTATION PROVIDED FOR SUNSET RIDGE STUDENTS

BUS WILL BRING STUDENTS TO WESLEY @ MIDDLEFORK

PROUDLY SERVING THE COMMUNITY
SINCE 1972

Contact Jennifer Quintas
Multi-Site School Age Director
at jquintas@wesleyccc.com

727 HARLEM AVENUE GLENVIEW IL 60025 847.729.0184

WESLEYCCC.COM
**Before/After School Recreation Programs**

Register for the 2019-20 School Year!

Open to all Middlefork School students in Kindergarten through 3rd grade. The program runs every day that school is in session, including early dismissal days, beginning the second day of school, August 28.

Sign up for an annual membership or choose the right plan for you! Contact Vicki Frullani, vfrullani@northfieldparks.org or 847.446.4428.

**Park District Before School Recreation Program**

Drop-off anytime between 7-8AM. Staff takes children to Middlefork School at 8:15AM. Our staff will keep the morning interesting with games, art projects and other activities.

Purchase 10 or 20 punches to be used whenever you’d like.

Maximize your savings with an annual membership.

<table>
<thead>
<tr>
<th>Before School Recreation</th>
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<tbody>
<tr>
<td><strong>10 Punch Pass</strong></td>
<td>$150</td>
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<tr>
<td><strong>20 Punch Pass</strong></td>
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<tr>
<td><strong>Annual Membership</strong></td>
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**Park District After School Recreation Program**

Northfield Park District After School Recreation Program 2019-20 School Year

<table>
<thead>
<tr>
<th>KINDERGARTEN</th>
<th>1st - 3rd GRADE</th>
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<tbody>
<tr>
<td>Full Days (Dismissal 6PM)</td>
<td>Full Days (3 - 6PM)</td>
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<tr>
<td>Session 1 (August - Dec.)</td>
<td>Session 1 (August - Dec.)</td>
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<td>Days per Week</td>
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<tr>
<td>Price</td>
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<tr>
<td>1 Day</td>
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<td>2 Days</td>
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<tr>
<td>4 Days</td>
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<tr>
<td>5 Days</td>
<td>$1,554.00</td>
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<tr>
<td>Session 2 (January - March)</td>
<td>Session 2 (January - March)</td>
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<td>Days per Week</td>
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<td>Price</td>
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<tr>
<td>1 Day</td>
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<td>2 Days</td>
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<tr>
<td>3 Days</td>
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<tr>
<td>4 Days</td>
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<tr>
<td>5 Days</td>
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<tr>
<td>Session 3 (April - June)</td>
<td>Session 3 (April - June)</td>
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<td>Days per Week</td>
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<td>Price</td>
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<tr>
<td>5 Days</td>
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Park District staff pick up the children from school at dismissal time. The After School Recreation program allows time for homework, along with multiple options for free and structured play.

Staff will ensure the coordination of students also enrolled in enrichment/athletic classes.

Children can be picked up anytime during the designated time frame for which they are registered. A $15 fee will be assessed for late pick-up of children.

**Do you need child care for just a day or two?**

We can help!

Be sure to contact us at least 24 hours beforehand so we can coordinate with Middlefork School. If your schedule does not match our sessions, contact us and our staff will calculate pricing based on your needs.

Contact Vicki Frullani, vfrullani@northfieldparks.org, or 847.446.4428 with questions.