



THOMAS
MACLAREN
SCHOOL



Overview

[Enrolling Sibling?](#)

[Important Pick-Up Reminders](#)

[Need Substitute Teachers](#)

[24 Hours Notice](#)

[Save the Date](#)

Coming Up

Next Week:

1/28 - Board of Directors Meeting
4:00 p.m.
via Zoom

1/29 - Enrollment Lottery!
8:00 a.m.

Quick Links

[Our Website](#)

[Have a Question?](#)



Thomas MacLaren School Lower School Friday Folder

Enrolling New Sibling at MacLaren Next Year?



If you intend to enroll a sibling for the first time next fall, **you MUST fill out a Letter of Intent and submit it no later than January 27**, or your child will not receive a guaranteed spot in the class you are enrolling them for.

The Letter of Intent form can be found here:

<https://secure.infosnap.com/family/ActionForms/Public/25278>

Please direct any questions regarding enrollment to Brigette Mysliwiec, Director of Enrollment, at enrollment@maclarenschool.org.

Important Pick-Up Reminders

Please adhere to the following requests. We want to create a safe situation on the roads in our neighborhood and maintain good relationships with our neighbors.



1. **Do not show up before your pick-up time slot.** LS parents should not arrive before 3:05 p.m. at the earliest, HS/LS carpool at 3:25 p.m., and HS at 3:30p.m.. Arriving early causes backups, and **the police have informed us that if there is an accident with a car waiting in line on Murray, the waiting car is liable.**

2. **Do not park or pick up your child in the surrounding parking lots in the neighborhood**, including the Church of Latter-Day Saints lot across the street. Unless children are walking home, they may not leave campus on their own. They need to be picked up on our campus.

We realize that these requests may seem inconvenient, but it is imperative that we create a safe process for children to be dropped of and picked up from our campus. Thank you for your support!

Help Us Stay Open for In-Person Classes - Sign Up to Sub



The key to staying open when the virus is spreading is to have enough substitute teachers at our disposal. **We have found that some of our best subs are MacLaren parents!**

- You can earn \$100/day!
- No sub license necessary
- Minimum education requirement: Associate's Degree
- You can request to only be notified when MacLaren has a sub opening, not every school opening in town.

We now use a 3rd party platform, Tagg, Inc., to request and schedule subs. Find out more [here](#).

Please Give 24 Hours Notice of Appointments

Please help the Front Desk team help you have your child ready to go when you need to take them out of school for an appointment by giving them at least 24 hours notice. That will give them adequate time to get passes ready and delivered.



Email macattendance@maclarenschool.org

or call (719) 394-4670.

Save the Date



These are events in the not-so-distant future:

2/12 - No School/In-Service Day

2/15 - No School: Presidents Day

2/25 - Board of Directors Meeting