



**OUR LADY OF GRACE**  
MONTESSORI SCHOOL & CENTER

October 19, 2023

Dear Parents,

The Observation Request forms are attached. This opportunity that you have, to come to school and observe your child is invaluable. We recommend that you observe your child several times during the year. The teachers will honor your requests for dates whenever possible. Please check your calendar prior to scheduling your observation. If the date you have requested is not available, the teachers will assign you an alternate date. These slips must be used when you wish to observe.

When you come to observe your child in his/her environment, please do not bring a recording device or camera of any kind to the observation room. The purpose of the observation is to see your child in the environment and to observe his/her concentration and work. We must respect each family's right to privacy. Siblings and/or babies are not allowed in the observation rooms. Space is limited in these rooms: therefore, we need to limit it to parents. Please do not tell your child that you will be coming to observe. This is an opportunity for you to observe your child as he/she naturally works, and it could be disruptive if they know you are here. The observation times are from 9:30 – 10:30 for the morning session and 12:30 – 1:30 for four- and five-year-old children in the afternoon session. Thank you for your cooperation.

There are no observation rooms in the Kindergarten or the Full Four classrooms. If you are the parent of a Kindergarten or Full Four student, you will continue to observe in your child's "wing" downstairs.

Observation will take place on WEDNESDAYS and THURSDAYS beginning November 1<sup>st</sup> through November 16<sup>th</sup>.

There will be no observation scheduled during the month of December as the children will be practicing for their Christmas shows.

We will resume observation on WEDNESDAYS from January 3<sup>rd</sup> through March 20<sup>th</sup>.

Sincerely,

Sister Kelly Quinn

**OBSERVATION REQUEST**

Parent's Name \_\_\_\_\_

Date Requested: \_\_\_\_\_

Confirmed \_\_\_\_\_

Alternate Date \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

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**OBSERVATION REQUEST**

Parent's Name \_\_\_\_\_

Date Requested: \_\_\_\_\_

Confirmed \_\_\_\_\_

Alternate Date \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

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**OBSERVATION REQUEST**

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

Date Requested: \_\_\_\_\_

Confirmed \_\_\_\_\_

Alternate Date \_\_\_\_\_

Teacher's Signature \_\_\_\_\_

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**OBSERVATION REQUEST**

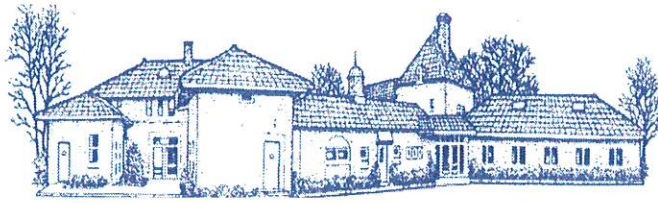
Parent's Name: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Confirmed \_\_\_\_\_

Alternate Date \_\_\_\_\_

Teacher's Signature \_\_\_\_\_



**OUR LADY OF GRACE**  
MONTESSORI SCHOOL & CENTER

October 16, 2023

Dear Parent/Guardian,

I trust this letter finds you well and in good spirits. As we embark on an exciting venture to enhance the learning experience for our children, we are reaching out to our wonderful parent community for support.

Our Lady of Grace is planning the school's longest standing tradition, Silver Tea Luncheon, a fundraiser to provide additional resources and opportunities for our students. This year, we will continue to have our luxury raffle. Part of last year's products included Cartier, Chanel, Hermes, Gucci, and Apple. The goal is to gather a collection of exquisite items that will not only make this event memorable but will also significantly contribute to the success of our fundraising efforts.

We are aware of the diverse talents, connections, and resources within our parent population, and believe that with your support we can make a substantial difference. We are specifically reaching out to you in the hope that you might consider contributing a luxury item to our raffle or help us secure discounted products through your relationships with vendors.

Whether it's a stylish bag, a timeless piece of jewelry, or any other high-end item you may have access to, your contribution will not only make a lasting impact on our school but also showcase the generosity and community spirit that makes Our Lady of Grace so special.

Here are a few reasons why your support matters:

Enhanced Learning Opportunities: The funds raised from this event will directly contribute to creating a more enriching and stimulating learning environment for our children.

Community Building: Your contribution will foster a sense of community and collaboration, showing our students the power of coming together to support a common goal.

Lasting Impact: The benefits of your generosity will extend beyond this fundraiser, creating a foundation for continued success and growth for years to come.

If you are able to contribute, please contact our fundraising coordinator, Maribel Baez-Krawczyk at [maribel.baez.k@gmail.com](mailto:maribel.baez.k@gmail.com) or by phone, 347-731-8181.

Thank you for considering this request. Your involvement is crucial to the success of our fundraiser, and we are truly grateful for your support. Together, we can make a significant difference in the lives of our children.

Warm Regards,

*Sister Kelly*  
Sister Kelly