



Chantilly Montessori Family Handbook



2023-2024

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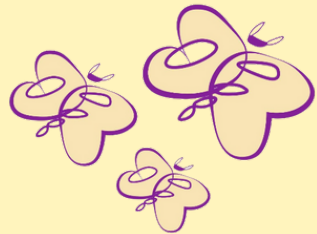
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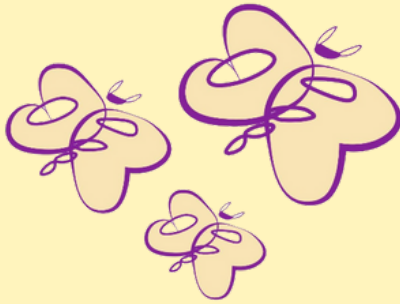
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Welcome to the Chantilly Montessori

The school staff welcomes and invites you to become a part of our school community. This handbook is provided as a ready reference of information that will help you become an active part of your child's education at Chantilly Montessori School. Please take time to review the handbook with your child so that you become familiar with the many resources available to help your child succeed. The Chantilly Montessori staff is proud to welcome you and to have the opportunity to work with your child this year.

“We must support as much as possible the child's desires for activity, and not wait on him but help him to be independent.”

~Maria Montessori~

Mission

We embrace the Montessori philosophy to ensure the whole child is prepared for our changing world at their highest levels of learning.

Vision

At Chantilly Montessori our vision is to be a collaborative and supportive environment that realizes excellence and growth in student achievement by meeting the needs of the whole child. We nurture peaceful relationships through respect, social awareness, and community building. Students and adults are committed to environmental stewardship, interdisciplinary integration, increased use of technology, and continued Montessori education for all.

Values

- We will support all stakeholders with professional development in Montessori philosophy and methods to educate the whole child with an integrated approach.
- We will develop as a Professional Learning Community that provides opportunities to enhance social awareness and community building.
- We will work actively to be an environmentally conscientious school.
- We will acquire and utilize technology resources to support student academic growth.

Opening School Tips

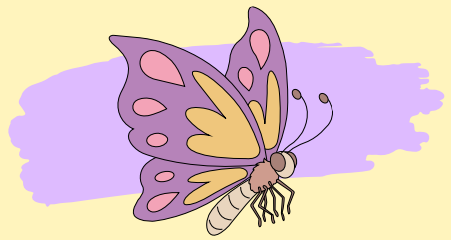
The first six weeks of the school year will be our normalization period, an important time for your child to adapt to the Montessori philosophy of learning. During these first six weeks our teachers will be helping your child learn how to work as a respectful member of our school community, develop the art of concentration, work independently, become familiar with classroom and school procedures, and learn to help others. This will take time and school-wide focus. As a parent/guardian, you play a major role in helping your children have a successful beginning school year experience. You can help your child by following the tips listed below:

- Returning Students (PK, 1-6) Begin the First Day of School (Aug 29): We are excited to welcome back our new Pre-K students along with our returning first through sixth grade students on the first day of school. For the first two days of school, these returning students will review Montessori procedures, expectations, and etiquette in preparation for helping our new students when they arrive.
- Pre-K's will not attend the week of September 6 to allow our K's to start and get acclimated to the classroom.
- K Staggered Entry: Kindergarten students will begin September 6. This staggered schedule will enable us to bring in small groups of the younger Pre-K students and help each child adjust to the Montessori approach to learning prior to our Kinders starting. Once your child begins school, he/she should attend every day.
- All students will attend beginning Sep 12, 2022.

- **Classroom & Cafeteria Visitation:** We are requesting parents wait to visit the classrooms and cafeteria until after the normalization period ends (October 21) . This will allow your child to become adjusted to the classroom/school and to develop the independence necessary to be a successful learner in a Montessori school. Parents will be required to sign to Lobby Guard upon arrival. For security reasons and limited space, parents must give the teacher and front office a minimum of 24 hours notice to visit during lunchtime.
- **Escorting to Classrooms on the First Day of School:** Parents/guardians will drop off students in the car line or send them on the bus on their first day of school. Parents will not escort students to the classroom. Your child will be greeted at the bus lot, car rider/van rider areas each morning by staff members who will supervise each child on the way to class. Montessori learners take pride in their independence within the school environment.
- **“Boo Hoo” Breakfast:** Parents of PreK students are invited to attend our “Boo Hoo” breakfast on the day their child begins school. After drop off from morning arrival, please plan to join the principal and other new parents for a light breakfast. We have found this meeting to be both comforting and helpful to new parents. “Boo Hoo” breakfasts will be held on all staggered entry days.
- **“Yahoo” Breakfast:** Parents of K-6 students are invited to attend our “Yahoo” breakfast on the day their child begins school. After drop off from morning arrival, please plan to join the principal and other new parents for a light breakfast. We have found this meeting to be both comforting and helpful to new parents. “Boo Hoo” breakfasts will be held on all staggered entry days.
- **Independence:** The beginning of the school year is a great time for parents to help support and encourage children to become independent both at home and at school. Children who are independent flourish within the Montessori philosophy.

School Information

School Colors: Purple and yellow/ gold



School Logo : The monarch butterfly is the logo of Chantilly Montessori School. We have selected the monarch to symbolize what Dr. Maria Montessori saw as a connection between the “sensitive periods” discovered in animals and those she discovered in children:

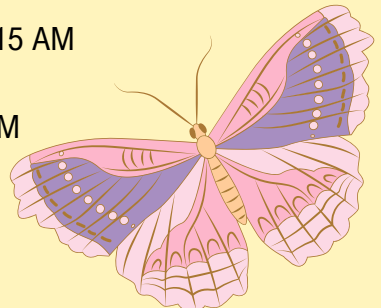
The butterfly lays its eggs in a sheltered spot for safety. What will tell the baby caterpillars that the tender leaves which they need for food are above them? It is light! The caterpillar is extremely sensitive to light. The tiny worm inches its way up to the end of the branch where there is more light and the tender food it needs to satisfy its ravenous hunger. How remarkable as soon as the caterpillar has grown large enough to eat coarser food, its sensitive period for light passes and it loses its sensitivity to light.

Telephone: 980-343-0692
Fax: 980-343-0694
Principal’s E-mail: sandrad.noel@cms.k12.nc.us
Assistant Principal’s E-mail: christie.lyles@cms.k12.nc.us
Sr. Administrative Secretary: marya.morales@cms.k12.nc.us
Administrative Secretary: marjorie.frick@cms.k12.nc.us
Staff e-mail addresses: (see Chantilly Staff page and select mailbox)

Office Hours: Daily from 8:15 AM until 4:45 PM

Student Arrival: 8:45 AM - 9:15 AM

Student Dismissal: 4:15 - 4:30 PM



Student Arrival and Dismissal

Please do not drop off your children before 8:45 AM; staff members begin supervision at 8:45 AM. Breakfast is available from 8:45 until 9:15 AM. Students are strongly encouraged to arrive by 9 AM to eat breakfast; bus riders will eat as soon as buses arrive on campus. All students are required to be in their classrooms ready to begin the instructional day at 9:15 AM.

Students (excluding bus riders) arriving on campus after 9:15 AM are considered tardy and must be checked-in by a parent/guardian at the main office. The importance of students' arriving on time is emphasized. Late students lose valuable instructional time that cannot be recaptured when "beginning of the day" routines are missed.

Chantilly Montessori staff members work diligently to ensure your children are dismissed safely each day and use the mode of transportation communicated by parents/ guardians. Staff members carefully coordinate and supervise dismissal time. In order to keep students safe, parents/ guardians should remain in the carpool line or designated walker area. Parents/ guardians are not allowed to wait for students in the lobby or take children out of the carpool line as classes pass through the lobby at dismissal. This creates an unsafe situation for your children. ***Please respect our safe and orderly school procedures.***

Remember:

- The speed limit for our campus is 10 MPH.
- Pay attention to signage and buses as they enter and exit campus; please give buses the right-of-way and stop at designated areas to avoid impact.
- Limit distracting and unsafe behaviors (i.e., mobile phone use, children hanging out of vehicles) and be ready to exit with school supplies and quick goodbye routines.
- Students must be dropped off with school staff; please do not drop off and allow students to walk between traffic or on sidewalks.

Please make arriving and leaving on time a family priority. Students frequently arriving late or leaving early may be subject to administrative action.

Avoid Early Dismissal

The instructional day ends at 4:15 PM. The expectation is that students remain in class until 4:05 PM to maximize the instructional day. Please avoid picking up your children early. (Did you know that checking your child out just 10 minutes early each day results in your child missing 30 hours or 5 days of instruction?) Parents must contact the school office in writing (note, fax, and e-mail) by 12:00 PM for transportation changes. After 12:00 PM students are not called from class. Early dismissals are disruptive to the whole classroom and interfere with student learning. Please make every effort to schedule appointments before and after school hours or during school breaks.

Annual Assessments

Our kindergarten through sixth grade students will be given CMS assessments aligned with state standards in reading and math. DIBELS, MAP, and other classroom common assessments are used to help staff plan for instruction while following the whole child. Students in grades 3-6 take the North Carolina READY End-of-Grade test in reading and math. Students in grade 5 also take the North Carolina READY End-of-Grade science test.

Attendance Requirements

Research indicates there is a clear relationship between attendance and academic achievement. Students are required to attend school every day, arrive on time, and stay until dismissal. Children who arrive late and/or leave early miss valuable direction from their teacher and tend to have difficulty focusing on and completing their work. Each year all schools in North Carolina are rated according to the percentage of students who attend school regularly. Records will be maintained and efforts will be made to communicate with parents/ guardians regarding absences, truancy, tardies, and late dismissal.

How can you most help your child succeed academically?

Make sure your child arrives on time and attends school every day.

Excused Absences

Absences from school are excused for illness, religious holidays, death in the immediate family, and educational opportunities (*prior principal approval required*). When a child returns to school, parents/ guardians are required by law to notify the school of the reason for the absence by e-mailing the school data manager, Marjorie Frick (marjorie.frick@cms.k12.nc.us) and your child's teacher. You can also send a written note to your child's teacher or call the school office at 980-343-0692. Please notify the school if your child will be absent three or more consecutive days. Parents/guardians are responsible for getting missed work from the teacher.

Tardy Arrivals and Early Dismissals

It is very important for your child to arrive at school on time by 9:15 AM. Daily instruction begins at 9:15 AM. Students who arrive at school after 9:15 AM must be escorted to the office by an adult. Students will receive a tardy pass to class. The student is listed as being late in his/her official attendance record.

In the event of an emergency requiring your child to leave school early, please come to the office and inform the data manager, Ms. Marjorie. She will guide you through the signing out process. The teacher/ TA will be contacted and your child sent to the office. For safety reasons, parents/guardians are not allowed to go directly to the classroom to get a child. Staff will only release a child after the student has been called from the office. If returning on the same day, please take your child to the office to sign back into school. If released prior to 12:45 PM, the student is listed as attending half-day which is recorded in the official attendance record.

Transportation Changes

The staff at Chantilly Montessori takes the responsibility of keeping your children safe at all times very seriously. At dismissal time, it is very important that we know how you, the parent/guardian, want your child transported home. Therefore, teachers will follow the regular afternoon transportation plan that you have set in place for your child unless the office receives a written notice or e-mail from a parent/guardian. Transportation plans cannot be altered based on information from your child. Please notify the school office no later than 12:00 PM of a transportation change. The school will only release students to a parent/ guardian or to the person(s) listed as approved to pick up your child in an emergency. Others will not be allowed to pick up your child from school. The school has the right to ask for picture identification before we release a child to any adult.

Changes to bus assignments are not allowable at the school level. These changes must be submitted to the CMS Transportation Department and are considered permanent in nature. Likewise, students may not ride a bus home with another student or switch bus stop assignments. Please visit the CMS Transportation Department (<https://www.cmsk12.org/Page/195>) for more information and forms.

Revocation of Magnet Assignment

Based on School Board Policy JCA, Section VII: Guidelines for Revoking Assignments to Schools other than Home School. It reads, in part: “A student may be reassigned to his or her home school if the student: has an excessive number of absences, tardies, early dismissals, and/or is not transported from campus in a timely manner after the end of the school day or after-school activity.”

Timeline of Life (Birthday Celebrations)

At Chantilly Montessori we have a wonderful tradition of celebrating the child’s birthday called the “Timeline of Life.” The making of this personal timeline involves the child in looking over the history of his/her life through photographs and discussions with parents/ guardians.

You and your child will share a birth picture and one picture from each year of your child's life and mount each picture on a special card/board. Older children will write one sentence about each photo.

On the day of your child's birthday celebration, the timeline will be placed on the ledge of the whiteboard for display so other students can look at it throughout the day. The actual celebration usually takes place near the end of the day. A special candle is placed in the center of the rug representing the light of the sun. We then lay out a symbol for each month of the year and the names of the months in a circle around the candle. The birthday child holds the globe of the Earth in his hands and stands beside the symbol of the month he/she was born. The classroom lights are turned out and we light the candle. As we read his/her "Timeline of Life", the child walks around the candle, once for each year he has lived on Earth. This symbolizes the rotation of the Earth around the sun, which takes one year.

Should you choose to provide a special snack for your child's birthday, it will most likely be eaten in the classroom during lunch time. In keeping with good nutrition and healthy food choices, snacks such as fruit, cheese, or veggies would be appropriate. We do not serve cake, ice cream, cupcakes, candy, or display balloons. Parties, balloons, sweets, and favors are reserved for out of school celebrations.

Your child's teacher may communicate to you other birthday routines during the fall parent meeting. If your child's birthday is during the summer months or normalization period, we encourage you to schedule a half-birthday celebration date or contact your lead teacher to schedule a date.

Birthday Book Donation

Another birthday tradition we have at Chantilly Montessori is for parents to celebrate your child's birthday with the donation of a book to the media center collection in honor of your child. Our media specialist will provide specific guidelines for selection of titles.

Cafeteria Account Information

A child or parent/ guardian can put money into the cafeteria account at any time during regular cafeteria hours (8:45 AM to 2:00 PM). Prepayment for school meals may be made by the week, month, semester, or the entire year. Parents are encouraged to pay in advance and reduce the need for daily handling of money with young children. Payment may be made by cash, check, or PayPams. All checks should be made payable to Chantilly Montessori Cafeteria.

Cafeteria Hours

Breakfast is available from 8:45 – 9:00 AM. Car riders need to be in the cafeteria no later than 9 AM to eat breakfast. Students arriving to school on a late bus will be allowed to eat when the bus arrives. Lunch is served during your child's classroom assigned time.

Cafeteria Meals and Menu

Breakfast is offered daily before the start of the school day at no charge to students. Students may purchase lunch in the school cafeteria each day. Additional information and monthly menus are available on-line on the CMS homepage > Cafeteria Menus.

Cafeteria Meal Costs

Breakfast is provided at no cost for all students. The current cost of a cafeteria lunch is located on the CMS Website under Parent Resources→Meals.

- PreK \$2.50
- K-8 \$2.75
- 9-12 \$3.00
- Milk (1/2 pint) is \$.60
- Reduced price lunch is \$.40
- Adults a la carte

Free/Reduced Lunch Information

To get free or reduced price meals for your child(ren), you must complete a Family Meal Application online. Incomplete applications will not be approved. Only one application needs to be completed for each household.

- If you currently receive food stamps, TANF, or WFFA for your child, your child can get free meals; however, you must still complete a Free/Reduced Lunch application.
- If your total household income is the same or less than the amounts on the Income Chart (included with the Family Meal Application), your child(ren) can receive free or reduced price meals.
- A foster child or a child living in a group home may be eligible for free or reduced price meals regardless of household income. See specific instructions included with the Family Meal Application for completing an application for these students.
- Please note that a child who qualifies for free/reduced lunch but brings a lunch to school will have to pay for milk. Please call the office to leave a message for the cafeteria manager at 980-343-0692.

How to Apply for Free/Reduced Meals

Complete an application for meal benefits. This Free/Reduced Lunch application is available on-line or from the school. Go to:

CMS homepage > Cafeteria Menus > Apply for Free or Reduced Meals

- Students will need to pay full price for cafeteria meals until the lunch application is processed.
- Only one application needs to be completed for each household. You may apply for meal benefits anytime during the school year.
- You will be notified by US Mail when your application is processed.

For additional instructions on completing a “Family Meal Application,” contact Child Nutrition Services (weekdays 7:30 AM – 4:30 PM) at 980-343-6041 or e-mail (lunch@cms.k12.nc.us).

Cafeteria Visitors

Following the end of the normalization period, parents/ guardians are welcome to join their child for lunch. Due to space limitations, we ask that you limit the number of guests who accompany you and your child. For security reasons, you also need to give a 24 hour notice to the teacher and data manager Ms. Marjorie (marjorie.frick@cms.k12.nc.us) if planning to come and you will need to sign in to Lobby Guard in the front office upon arrival. Please make sure you bring your state-issued ID for scanning.

Meals from Home

If you pack a lunch for your child, please be mindful that our Montessori curriculum emphasizes sound nutrition. Students are not allowed to bring soda to school. Please refrain from sending an abundance of processed foods or sweets. Our cafeteria does not have the capacity to warm your child's packed lunch – no microwaves are accessible to students. To maximize time available for eating and foster your child's independence, please select food packaging and containers that students can learn to open--especially for our Primary students. This is a wonderful Montessori "practical life" work to practice at home.

Change of Contact Information

Please complete the Emergency Location and Health Survey Form and return to the school. Notify the office immediately if your address, home or work number changes. This information is vital in case of an emergency at school that involves your child. To change an address, CMS requires you to complete a change of address form and provide three (3) official forms of documentation.

CMS Student Rights, Responsibilities and Character Development Handbook

CMS requires **ALL** students to follow school, classroom, and bus rules outlined in the *CMS Student Rights, Responsibilities and Character Development Handbook*, which is available [online](#). Please help your child by reviewing it together so school district rules and expectations are understood and supported at home as well. Disciplinary guidelines outlined in the handbook are followed at Chantilly and parents will be called upon to support our efforts to address inappropriate behavior. Please review the guidelines in the *CMS Student Rights, Responsibilities and Character Development Handbook* frequently with your child. Students are also asked to identify this handbook during our annual Safe and Orderly Schools Audit.

Technology

The *North Carolina Essential Standards: Information and Technology*, including technology classes, is presented through the media program. Teachers use classroom computers, Chromebooks, and iPads to help students meet instructional objectives, access electronic resources, and to provide acceleration for students who are ready for more challenging material. We implement Bring Your Own Technology (BYOT); wherein, Upper Elementary students are permitted to bring their own technology devices to school to enrich their learning experiences. Students who cannot bring in outside technology will be able to access and utilize the school's equipment.

Conferences

The Chantilly Montessori School staff understands the importance of strong communication between school and home. Our school district expects teachers to hold parent-teacher conferences to discuss each student's progress by the end of the first quarter. At Chantilly Montessori, we expect all parents to attend parent-teacher conferences during the month of October. You will be contacted by your child's teacher to schedule a conference.

Deadlines

Throughout the year we send home correspondence with time-sensitive deadlines (i.e., field trip permissions, picture order, yearbook reservation, etc.) In order to plan and carry-out successful school-wide events, please adhere to the specified deadlines.

Discipline and Normalization

At Chantilly Montessori we subscribe to the tenets of Peace Education helping students develop characteristics supporting responsible decision-making and actions. Normalization begins the first day of school and is the process of teaching and practicing our norms throughout the classroom and campus environments. Our school staff is also trained in Positive Discipline, an approach created by Dr. Jane Nelsen. We also utilize the Caring Schools Curriculum as part of our CMS Social-Emotional Learning support. This school-wide approach is beautifully aligned with the Montessori philosophy. You can learn more about Positive Discipline by accessing the Positive Discipline [website](#).

Dress Code

Students at Chantilly Montessori School are expected to come to school dressed in appropriate attire for safe work and play. Please send your child to school wearing shoes that protect their feet and allow comfort during movement on campus. Open-toed shoes, sandals, flip flops are often associated with injuries. Clothing should fit comfortably and allow for easy movement for daily activities while also covering the body and any undergarments. Athletic and fitted clothing should allow for freedom of movement and not expose the body or undergarments. Clothing should have appropriate language/ logos and may not advertise tobacco or alcohol. Hats/head coverings are not allowed inside the building unless for religious or special purposes (i.e., spirit week, field trips). Denim are allowed as long as they are not distressed exposing the body or undergarments. Please be sure to mark all removable clothing and other items with your child's name. Pajamas are discouraged unless designated for special purposes.

Emergency Drills

Staff, students, and visitors of Chantilly Montessori practice emergency drills on a regular basis. Practice fire drills are conducted each month. We also practice emergency procedures in case of a tornado, active shooter, gas leak, etc. “Lockdown” procedures are a regular and important part of our safe and orderly school crisis plan. Your children may talk about these emergency drill experiences at home. Please help them understand how these practices and procedures help keep all of us safe at school.

Emergency Notification

If the entire school day is canceled or opening is delayed, notification will be made through local radio and television stations by 5 AM or scheduled airtime. If school is canceled, all other planned student activities for that day will also be canceled. If school has to close early after students have arrived, local radio stations will make an announcement regarding early dismissal. A *Connect-ED*® message is sent to all parents using contact emergency information on file. It is important that parents/ guardians complete the *Emergency Early Dismissal Form* which requires information on your child’s transportation in case school is closed during the school day. Families should make emergency arrangements for childcare on days when school is forced to close early. If an emergency event that forces school to close early, children will be dismissed from school according to what is listed on the *Emergency Early Dismissal Form*. Please remember that during such an emergency, the school may not be able to contact parents/ guardians or to receive incoming calls.

Field Trips

Field trips are planned as an extension of the instructional program and objectives. When a field trip is planned for your child, you will receive necessary information from the teacher which gives the purpose, place, cost, date, and time. Please sign this form and return to the teacher. Your child will not be allowed to go on the field trip without written permission from you. All payments for field trips may be paid online at <http://osp.osmsinc.com/cms/>. If you are unable to complete an online payment, please contact Mary Morales at 980-343-0692 or marya.morales@cms.k12.nc.us. Teachers are responsible for arranging CMS-approved chaperones for each field trip. You may access the [CMS Volunteer Registration](#) from our Chantilly or CMS web page.

Four Year Old - PreK Student Hours

PreK students may attend school for a full (9:15 AM – 4:15 PM) or half day (9:15 AM – 1:30 PM) option. Students dismissing at 1:30 PM are picked up in the front circle at 1:30 PM daily. A staff member will escort students to the circle while adults remain in the car. Remember to display your school car rider signage for identification.

Health Room and Illness/ Injuries

Chantilly Montessori School is assigned a part-time school nurse. At other times, school staff provides care for students who get sick or injured during the school day. The school must have up-to-date emergency contact phone numbers for each child in case of an emergency. Please make sure that your child's teacher knows if your child has a chronic health problem like diabetes, seizures, allergies, asthma, etc. If a student gets sick or injured during school hours, a parent/ guardian will be called to make arrangements for the child to be taken home.

If your child is ill, please do not send your child to school. Children with a fever should not come to school. If a child becomes ill at school, parents will be called to pick up sick children immediately. **Students may not return to school until they are 24 hours free of fever without medication.**

Learning Compact

We believe students do their best through the teamwork of parents, families, students, and school staff. Annually, every parent/guardian will read, sign, and promise to support our Chantilly Montessori Learning Compact. Through this compact students, parents, teachers, and principal promise to work together to make sure every student is academically successful. Please sign the Learning Compact that was sent home and return to your child's teacher during the first week of school. This is a required part of the magnet enrollment process.

Lice

Sometimes when children and adults are in public spaces and buildings, lice can be transferred to one another. If a case of lice is discovered or reported at Chantilly Montessori, a letter is sent home to all families within that classroom. (all individual information is kept confidential, however). This letter simply provides all families with helpful information on how to check for and treat lice.

Lost and Found

Please check our Lost and Found section for missing personal items. Items such as coats, sweaters, hats, and lunch boxes are placed there. The lost and found section is cleaned out at the end of each quarter with items being donated to charity.

Media Center Procedures

Hours of Operation: Students may visit the media center during the school day (8:45 AM – 4:45 PM) with teacher permission or with a scheduled class.

Behavior Expectations:

S – Search for books with a shelf marker

T – Talk softly

A – Always walk

R – Respect our materials and each other

Loan Periods:

- Books and magazines – 1 week
- Reference materials – overnight

Fees:

- There are NO late fees for overdue items.
- Students are responsible for paying for damaged or lost items.

Book Selection:

- Students are encouraged to check out books that interest them, not just at their reading level. Lower and upper elementary students are encouraged to select at least one “Just Right” book they can read independently.
- Students are encouraged to check out the number of books they can carry and for which they can care.
- Parents should communicate with their children regarding the number and type of books they expect their children to check out.
- Suggested guidelines :
 - Primary: Pre-K: 1 book
 - K: 1-2 books
 - Lower Elementary: 2-3 books
 - Upper Elementary: 3-5 books

Medication Procedures

In order for your child to receive medicine at school, we must have an *Authorization for Medication Form* completed and signed by your doctor. Students can only take medicine at school that has been prescribed by a doctor and is in a container from the pharmacy with the prescribed dosage. All medication will be stored in the office and given to students by a trained staff member. Medicine must be brought to and taken home from school by an adult. No medication is to be transported on the bus.

Parent/ Guardian Montessori Education and Advocacy Program

Several times throughout the school year, we present programming to further understanding of the Montessori philosophy, curriculum, and practices. Information will be shared by teachers, our PTO and on our school's communication sites. Montessori Parent Advocacy Group (MPAG) meets regularly with representatives from all CMS Montessori School Communities and district office personnel to share, inform and advocate for the needs of our magnet program.

Parking and Safety on Campus

When attending school events during school hours (e.g., volunteer, observation, etc.), park in the designated parking spaces on the blacktop only. Parking on the lower field is reserved for after school events. Our speed limit on campus is 10 MPH at all times. Please avoid distracting or rushed behaviors that can contribute to accidents and unsafe interactions. We ask that all visitors exercise grace and courtesy, respect and peace when on our campus and interacting with students and adults.

Report Cards

It is our goal to provide meaningful information about your child's progress throughout the year with face-to-face conferences, as well as written report cards. Chantilly Montessori School sends home reports cards from Transparent Classroom (PK-5) and PowerSchool (Grade 6) based on the following schedule:

- PreK students receive report cards at the end of 2nd and 4th quarters.
- Kindergarten through 6th grade students receive report cards at the end of 2nd, 3rd, and 4th quarters.

You are also welcome to contact the teacher at any time to arrange additional conferences for before or after school.

Safe and Orderly School Procedures

*****All Visitors Report to the Main Office*****

At Chantilly Montessori procedures are in place and carefully monitored to keep your children safe at all times. **All visitors are required to report to the main office to sign-in using our Lobby Guard system and receive a Visitor's Pass.** Wearing the Visitor's Pass signals our staff that you have permission to be on campus. To ensure your child's safety, staff members are trained to stop all visitors without a pass and to escort them to the office. ***Please do not go directly to your child's classroom.*** If you need to talk to the teacher, please let the teacher know that you wish to schedule a conference. The teacher will work with you to schedule a convenient conference time. Parents/ guardians are welcome at our school and are encouraged to actively participate in your child's education in a peaceful, cooperative manner reflecting the diversity of our students and their families. As a staff, we are committed to the safe and orderly functionality of our communication and actions in the neutral interest of our students.

Locked Outside Entrances

In order to ensure your child's safety, all visitors are to enter through the front lobby entrance. All other outside entrances will be locked by 9:15 AM. Please support our efforts to eliminate unwelcome guests by following these procedures. We ask that volunteers working outside refrain from propping open doors. This creates an unsafe situation for the whole school.

Snacks

Students learn the benefits of healthy snacks (e.g., fruits, veggies, etc.) as part of the Montessori curriculum. Your children may receive a snack each day. Room parents will be sending home a snack schedule assigning each parent dates for providing classroom snacks throughout the school year. Snacks should be pre-packaged with ingredients clearly labeled. Your child's teacher will notify all classroom parents regarding the dangers presented by the inclusion of certain foods in lunches or as snacks should they cause a severe allergic reaction for a student.

Supplies

The grade span supply lists are posted on the school's website. A classroom supply wish-list may also be sent home by each teacher at the beginning of the school year. Periodically, additional requests for supplies may be made by teachers/ staff. Please remember no luggage or rolling book bags are allowed due to space and safety issues.

Toys

Toys are not permitted at school. Please leave stuffed animals and small objects at home, including electronic devices, collector cards, etc. Toys in the classroom are disruptive and detract from the Montessori materials. Items for "show and tell" must be of a size to fit in a back pack.

Transportation

Our number one priority for your child is safety. The arrival and dismissal of students are crucial times of the day at any school. Outlined below are procedures that will allow us to monitor transportation and establish routines for traffic flow on school grounds.

All Students:

- As identification for transportation, primary students will wear a color-coded yarn bracelet for the first two weeks as a visual reminder to staff about students' arrival and dismissal.

Bus Riders:

- For all PreK students, an adult is **required** at the bus stop to put the child on the bus in the morning and be at the stop to receive the child in the afternoon. PreK students will not be allowed to get off the bus if a designated adult is not present and will be returned to the school for parent pick-up. Having an adult at all stops for any age student is strongly recommended but is required for PreK.

- Bus stop times are approximate. To allow for traffic conditions, be at the stop ready to meet the bus 15 minutes before the designated time. At the beginning of the year, times will change as new students are added to a route or parents decide not to use a stop. Please be flexible.

All bus stop changes require an application to be submitted on-line at <http://www.cms.k12.nc.us/cmsdepartments/transportation/Pages/default.aspx>. No changes will be effective until the school receives notification of approval from the Transportation Department. Please note that every change means the bus route must be re-written and could affect the stop times for other children.

- Buses will load and unload from the circle at the front of the school.
- If your child rides the bus to/from a daycare, the provider must agree to follow transportation procedures including physically standing at the stop.

Car Riders:

- Car riders will be dropped off in the AM and picked up in the PM according to the map you will receive in the opening of school packet. All drivers will be required to display the stamped dashboard card with the child's name printed large and clearly. Additional cards will be available in the school office throughout the year.
- For the safety of students and staff, refrain from cell phone use while in the carpool line.
- If an adult arrives for a child without the dashboard card, they will be asked to come into the main office for pickup. Be prepared to show personal identification. Staff will check information on file in the office for authorization.
- Staff will load students into the rear seat on the passenger's side. Please pull into a parking space to secure seat belts. Remain in the car at all times to facilitate timely traffic flow.

- Students become tardy after 9:15 AM and doors on the rear hall will be locked for safety. Late arrivals must be accompanied to the office by an adult to sign-in and receive a tardy pass for class. Students who plan to eat breakfast should be in the cafeteria by 9:15 AM.

Daycare Van Riders:

- Daycare vans will drop-off (8:45-9:15 AM) and pick-up (4:15-4:30 PM) in the car rider line. Van riders who plan to eat breakfast should be in the cafeteria by 9:15 AM.
- Office staff should have complete contact information on file for daycare providers.

If there are any changes in your child's daily transportation plan--email Ms. Marjorie (marjorie.frick@cms.k12.nc.us) and your child's teacher must be notified by 12:00 PM in writing (email, note, fax). Remember, no early dismissals will be allowed after 12:00 PM. **Transportation changes by word-of-mouth from students will not be honored; students will be dismissed based upon their regularly-designated method.**

Tuition and Transportation Fees

There is a tuition fee for the PreK (four year old) program. The half-day program tuition is prorated and the full day program is at full cost. The first payment is due by the first day of school. Monthly payments for the half- and full-day programs are made directly to the Magnet Office. Payments are acceptable in the form of check or money order made payable directly to the CMS Magnet Office, 4421 Stuart Andrew Blvd., Ste 608, Charlotte, NC 28217. CMS requires that tuition payments be made on time and in full in order for PreK students to remain enrolled.

The PreK bus transportation fees are prorated for AM- or PM-only. The non-refundable transportation fees are due directly to CMS Transportation via the CMS Magnet Office before a bus stop will be assigned. This fee is **non-refundable. Tuition payments or transportation fees cannot be accepted at the school.**

Visiting our Classrooms

After normalization ends the sixth week of school, parents/ guardians are welcome to visit our classrooms. Contact school staff at least 24-hours in advance to reserve your time. Please sign-in at the main office and receive a Visitor's Pass when you arrive. Please refrain from interrupting students at work or engaging the teachers in a conversation. Our teachers will gladly make an appointment outside of class time to talk if you have questions.

- Classroom Observations - Ms. Jamie (jamiee.laymon@cms.k12.nc.us)
- Lunch Visits - Ms. Marjorie (marjorie.frick@cms.k12.nc.us)
- Volunteer Opportunities - Ms. Nicole (gn.gilliam@cms.k12.nc.us)

Volunteers

Please consider volunteering at Chantilly Montessori throughout the school year. For the safety of our children, CMS policy requires all volunteers to complete a [volunteer profile form](#). This form is available on-line on the CMS Home Page. Volunteer status is renewed annually; please check your email for messaging to renew your account. Ms. Nicole, School Counselor, is our school's volunteer coordinator.

