



Chantilly Montessori School  
Family Handbook

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Charlotte, NC 28205  
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## **Chantilly Montessori School Family Handbook**

Welcome to the Chantilly Montessori School family. 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~*

## **Chantilly Montessori School Mission**

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

## **Chantilly Montessori School 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 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 (K-6) Begin the First Day of School:** We are excited to welcome back our returning kindergarten 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 Staggered Entry:** Each PreK student has been assigned a specific day to begin school to allow teachers to provide more attention to our new students. By the end of the first week all students will be attending school. This staggered schedule will enable us to bring in small groups of the younger students and help each child adjust to the Montessori approach to learning. Once your child begins school, he/she should attend every day. You will be notified regarding your child's staggered entry date before our August Open House.
- **Classroom & Cafeteria Visitation:** We are requesting parents wait to visit the classrooms and cafeteria until after the first six weeks of school. This will allow your child six weeks to become adjusted to the classroom/school and to develop the independence necessary to be a successful learner in a Montessori school. **Based on Covid-19 guidance from CMS, we will notify parents when visitations are allowed. Please call the main office for questions at 980-343-0692.**
- Parents/guardians will not be allowed to escort their child to the classroom on their **first day of school or subsequent days of learning due to Covid-19**. 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 typically invited to attend our "Boo Hoo" breakfast on the day their child begins school. Due to the safety and guidelines of the district related to Covid-19, this function will be cancelled this year. If you would like to reach out to your child's teacher during the day, feel free to send an email and the teacher will gladly return your telephone call.**
- **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

Our school colors are purple and yellow/gold.

### School Logo

The butterfly is the logo of Chantilly Montessori School. We have selected the butterfly 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.*

### School Contact Information

- Telephone: 980-343-0692
- Fax: 980-343-0694
- Principal's Email: [ivy.gill@cms.k12.nc.us](mailto:ivy.gill@cms.k12.nc.us)
- Assistant Principal's Email: [christie.lyles@cms.k12.nc.us](mailto:christie.lyles@cms.k12.nc.us)
- Sr. Administrative Secretary's Email: [cassandrak.newman@cms.k12.nc.us](mailto:cassandrak.newman@cms.k12.nc.us)
- Secretary/School Registrar's Email: [marya.morales@cms.k12.nc.us](mailto:marya.morales@cms.k12.nc.us)
- Staff email addresses: [Chantilly Website](#)

### Office Hours

The school office is open daily from 8:00 AM until 4:30 PM.



## ARRIVAL AND DISMISSAL PROCEDURES

### **Student Arrival Time (8:45 AM)**

Students can enter the building at 8:45 AM. Please do not drop off your children before 8:45 AM since no staff members are available to supervise children. Breakfast is available from 8:45 until 9:15 AM. **Students need to be in the class by 9:00 AM to eat breakfast.** All students are required to be in their classrooms ready to begin the instructional day at 9:15 AM. **Students arriving on campus after 9:15 AM are considered tardy and must be checked-in by a parent/guardian at the main door of the school. Parents will not be allowed to enter the school, due to Covid-19. Parents/Guardians escorting the students must wear a mask.** The importance of students arriving on time is emphasized, since temperature checks are required before any student may enter the building. Late students lose valuable instructional time, and adults are interrupted from their duties to address late comers. Missed moments cannot be recaptured when "beginning of the day" routines are missed. If your child has a temperature greater than 98.6, they will not be allowed to attend school. Please make sure your child is well each morning prior to school. Social-distancing for students will begin as soon as students arrive at school whether they are bus riders, walkers or car riders. Please make arriving on time a family priority.

### **Student Dismissal Time (4:15 PM)**

Chantilly Montessori staff members work diligently to ensure your children are dismissed safely each day and use the mode of transportation communicated by parents. **Social distancing will take place during dismissal, as well.** Car riders will sit six-feet apart while waiting for the ride. Bus students will report to the gym, sit six-feet apart and wait for the bus. Walkers will be called one at a time to ensure social - distancing. Staff members carefully coordinate and supervise dismissal time. *In order to keep students safe, parents who are picking up their children should remain in their cars in the carpool line and wait patiently. Please note, due to Covid-19 and safety protocols, dismissal may take a few minutes longer to ensure social distancing. Parents of walkers, please practice social-distancing while waiting for your child/children.*

### **Avoid Early Dismissal**

The instructional day ends at 4:15 PM. The expectation is that students remain in class until 4:15 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 (Mrs. Mary at [marya.morales@cms.k12.nc.us](mailto:marya.morales@cms.k12.nc.us)) and teacher in writing (fax or email) before 12:00 PM for transportation changes and early pick-ups.** Please note, parents will not be able to enter the building for early dismissal; therefore, you must notify Mrs. Mary in order to have your child prepared for early dismissal. After 3:30 PM students are not called from class. **Early dismissals are disruptive to the whole classroom and interfere with student learning, especially during Covid-19.** 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, math and science **(5th grade only)**. Kindergarten through sixth grade students will participate in classroom common assessments. **Please contact your classroom teacher related to specific assessments for grade levels.**

## ATTENDANCE REQUIREMENTS

### **Attendance is Required**

Research indicates there is a clear relationship between good attendance and academic achievement. Students are required to attend school every day, arrive on time, and stay until the 4:15 PM dismissal. Children who arrive late miss valuable directions from their teacher and tend to have difficulty focusing on their work at the beginning of the day. 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 regarding absences, truancy, tardies, and late afternoon pick-up.

*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 are required by law to notify the school of the reason for the absence by emailing the school secretaries, Cassandra Newman (cassandrak.newman@cms.k12.nc.us) or Mary Morales (marya.morales@cms.k12.nc.us). Copy your child's teacher on the e-mail. You can also send a written email to your child's teacher or call the school office at 980-343-0692. **Due to Covid-19, we ask for communication via email for the safety of students and staff.**

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.

### **Tardies**

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 front door of the school by an adult. **The adult is asked to call the main office to notify the school in advance of the tardy and the arrival time so that the student temperature can be taken prior to entering the school. The Daily Symptom Screener must be completed before the student is allowed to enter the school.** Students will receive a tardy pass to class. **The student will be escorted to his/her classroom by a staff member.** 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 call and email the office in advance and tell the Office Staff that you need to sign your child out early. The Office Staff will guide you through the signing out process. Office staff will call the teacher to send your child to the office for dismissal. For safety reasons due to Covid-19, parents are not allowed in the school building at this time. A staff member will escort the student to the main door for dismissal. The teacher will only release a child after the student has been called from the office. If returning on the same day, please notify the office so that someone can meet you at the main entrance to check your child's temperature again before your child is signed back into school.**

### **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 and teacher no later than 12:00 PM of a transportation change. The school will only release students to a parent 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.



**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."

## **BIRTHDAY CELEBRATIONS**

### **Timeline of Life**

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.

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. **Due to Covid-19 and guidelines from the district, parents are not allowed to attend this celebration at this time.**

### **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 INFORMATION**

### **Cafeteria Account**

A child or parent 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 *PayPams*. only. **Cash or checks are not allowed.**

### **Cafeteria Hours**

Breakfast is available from 8:45 – 9:00 AM. **Car riders need to be in school no later than 9 AM to eat breakfast, which will be served in the classroom this year due to Covid -19.** 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 cost of a cafeteria lunch is:

- PreK is \$2.00 (\$.40 reduced price) for students. Extra milk is \$.60.
- K-6 is \$2.25 (\$.40 reduced price). Extra milk is \$.60.

### **Free/Reduced Lunch Information**

To get free or reduced price meals for your child(ren), you must complete a Family Meal Application and mail to Charlotte-Mecklenburg Schools, Child Nutrition Services, P. O. Box 668847, Charlotte, NC 28266- 8847. 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 cafeteria manager for clarification 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**

Due to Covid-19, parents, volunteers and visitors are not allowed at the school for lunch at this time.

**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/school 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. This is a wonderful Montessori "practical life" work to practice at home.

## CHANGE OF ADDRESS/TELEPHONE NUMBERS

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) proofs of address to make an address change.

## 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 he/she understands the school district rules and expectations. 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.

## COMPUTERS/TECHNOLOGY/BRING YOUR OWN TECHNOLOGY (BYOT)

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. **These conferences will be held by phone or virtually. Teachers will contact parents.**

## 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

At Chantilly Montessori School we believe in teaching children to be responsible for their actions. We work every day to help children learn how to make the right decisions. Our school staff is trained in *Positive Discipline*, an approach created by Dr. Jane Nelsen. This school-wide approach is beautifully aligned with the Montessori philosophy. You can learn more about Positive Discipline by accessing the Positive Discipline website (<http://www.positivediscipline.com/>).

## 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 he/she can safely run in every day. Open-toed shoes, sandals, flip flops, or “crocs” are not allowed as they are dangerous when students are on the playground or at P.E. Shorts should be fingertip length or mid-thigh. Spaghetti straps and plunging necklines are not allowed. “Middles” should not be showing. Slacks should be worn at the waist with no underwear showing. Shirts, blouses, and t-shirts should have appropriate language and may not advertise tobacco or alcohol. Dresses should be at least fingertip length or have leggings under them. Hats/head coverings are not allowed inside the building unless for religious purposes. Denim is allowed but jeans should not have inappropriate holes. Please be sure to mark all removable clothing and other items with your child’s name. **If we are participating in remote learning, please make sure your child is dressed appropriately since they can be viewed by the camera and their peers. PJ’s during remote learning are strongly discouraged.**

## EMERGENCY DRILLS

The staff and students of Chantilly Montessori practice emergency drills on a regular basis. First, we conduct a practice fire drill each month. Second, we also practice emergency procedures in case of a tornado. Finally, staff members and students practice “lockdown” procedures in case an unfriendly visitor comes on the school grounds. 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. **We will practice social-distancing during all of these drills.**

## EMERGENCY NOTIFICATION

If the entire school day is canceled or opening is delayed, notification will be made available through local radio, television stations by 5 AM or scheduled airtime and CMS official sites. 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, TV and CMS officials 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 complete the *Emergency Early Dismissal Form* which requires parents to provide information on your child’s transportation in case school is closed during the school day. Working parents 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 or to receive incoming calls from parents. **Please share your plan with your student. Remember, due to Covid-19, parents are not allowed in the building at this time.**

## FIELD TRIPS

**Do to Covid-19, all field trips will be virtual until further notice.**

## FOUR-YEAR OLD HOURS

PreK students may attend school a full day (9:15 AM – 4:15 PM) or half day (9:15 AM – 1:30 PM). Students dismissing at 1:30 PM will need to be picked up in the front circle at 1:30 PM each day. A staff member will escort students to the circle while parents remain in the car. Remember to display your stamped dashboard card for identification. **If you are walking to the school to pick up your child, please practice social-distancing and wear a mask.**

## GETTING A MESSAGE TO YOUR CHILD

Please make all necessary plans for your child before he/she leaves home in the morning. In case of an emergency, call the school office (980-343-0692) and the message will be delivered to your child. Students are not allowed to use cell phones during school hours.

## HEALTH ROOM OPERATION

Chantilly Montessori School is assigned a part-time school nurse. At other times, school staff provides care for students who get sick 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 during school hours, a parent will be called to come to pick up the child or to make arrangements for the child to be taken home. **If we suspect any symptoms related to Covid-19, the student will be assigned a specific location in the building other than the health room and monitored until the parent arrives.**

## ILLNESS

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's temperature is higher than 98.6 at the arrival of school, he/she will not be allowed to attend school for the day.** If a child becomes ill at school, parents will be called to pick up sick children immediately.

## INJURIES

Parents will be called if a child is injured at school. We have staff members trained in emergency procedures in case of injury. Please make sure your emergency telephone numbers are up-to-date.

## LABELING PERSONAL ITEMS

Please write your child's name in all personal items, especially coats. Remember that toys, electronic games, radios, stuffed animals, pillows, and sports equipment should not be brought to school. **Due to Covid 19, if a child would like to bring any items from home other than the backpack, please contact the teacher first.**

## LEARNING COMPACT

At Chantilly Montessori School, 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.

## 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 parents with helpful information on how to check for and treat lice.

## LOST AND FOUND

Please email your child's teacher to check our Lost and Found box. Items such as coats, sweaters, hats, and lunch boxes are placed there. They will gladly check this box if your child has lost a personal item. The lost and found box is cleaned out and items donated to charity at the end of each quarter.

## **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 EDUCATION PROGRAM

Several times throughout the school year, we will present Parent Education Programs to further parents' understanding of the Montessori philosophy, curriculum, and practices. Parents will be notified of these classes via Zoom after the school year begins.

## PARKING

When attending school during school hours, park in the designated parking spaces on the blacktop only. **Parking on the lower field should be limited since this space is needed for social-distancing recess.**

## 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 based on the following schedule:

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

**You are also welcome to contact the teacher at any time to arrange additional conferences for before or after school, which will be conducted virtually at this time due to Covid-19.**

## **SAFE SCHOOL PROCEDURES due to COVID-19**

### **All Visitors Report to the Office**

At Chantilly Montessori procedures are in place and carefully monitored to keep your children safe at all times. **Due to Covid-19, no visitors are allowed on campus. If you witness anyone on campus other than a staff member, please call the office as soon as possible.** If you need to talk to the teacher, please let the teacher know that you wish to schedule a conference by email or telephone call. The teacher will work with you to schedule a convenient conference time.

### **Locked Outside Entrances**

In order to ensure your child's safety, all outside entrances will be locked by 9:15 AM. **Propping open doors for any reason, is prohibited.** 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. This is especially important due to Covid-19.** 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 level supply lists are posted on-line and are available in the main office. A classroom supply list may also be sent home by each teacher at the beginning of school. Periodically, additional requests for supplies may be made by classroom teachers. 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 sent on the bus for "show and tell" must be of a size to fit in a backpack. **Students should not bring any items from home other than the back pack unless there has been communication between the teacher and the parent.**

## **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:**

- **You or a designee should remain at the bus stop until students are allowed access to their seat by the bus driver. Bus Attestation forms must be submitted weekly to the driver and Daily Symptoms Screener must be completed by 8:30 am on days your child is attending In-Person Learning.** 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 such as physically standing at the stop.

**Car Riders:**

- **Due to Covid-19, car riders temperatures will be checked and recorded each morning at the arrival of school. If a child has a temperature higher than 98.6, they WILL NOT be allowed to attend school for the day. Please make sure your child is well before bringing them to school. This will support the social-emotional well-being of your student in the event this information is communicated at the arrival of school.**
- 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, wait patiently and 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 front entrance of the school by an adult to sign-in and receive a tardy pass for class. Please call the school to notify the office that your child is late. At this time, visitors are not allowed at the school. The Parent /Legal Guardian must wear a mask when checking -in your child for late arrival. A staff member will meet you at the entrance, check your child's temperature and verify if you have completed the Daily Symptom Screener. Your child will be escorted to class by a staff member. If your child has a temperature higher than 98.6, they will not be allowed to enter the building, due to Covid-19 guidelines by the district. Students who plan to eat breakfast should be at school by 9 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 school by 9 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 the office must be notified by 12:00 PM in writing (note, fax, e-mail). Remember, no early dismissals will be allowed after 3:30 PM.*

## TUITION AND TRANSPORTATION FEES

There is a tuition fee for the PreK four-year old Primary Program. The half-day program tuition is \$2,200 and the full day program is \$3,000. The first payment is due by the first day of school. Monthly payments for the half-day program are \$220. Monthly payments for the full day program are \$300. Payments are acceptable in the form of check or money order made payable to Charlotte-Mecklenburg Schools and mailed to: Trina Steele, CMS Magnet Office Bldg D-8, 1600 Tyvola Road, Charlotte, NC 28210. The PreK bus transportation fee is \$738.63 for AM and PM and \$369.32 for AM or PM. The non-refundable transportation fees are due to CMS Transportation, Attn: Desiree McCants, 1600 Brookdale Ave., Charlotte, NC 28210 before a bus stop will be assigned. **Tuition payments or transportation fees cannot be accepted at the school.** CMS requires that tuition payments be made on time and in full in order for PreK students to remain enrolled.

## VISITING OUR CLASSROOMS

At this time, parents, visitors and volunteers are not allowed at the schools, due to safety reasons related to Covid-19. If you need assistance with anything at the school, please call the main office. If you have any questions or concerns, you are welcome to email your classroom teacher or call the office and leave a message.

## VOLUNTEERS

At this time, parents, visitors and volunteers are not allowed at the schools, due to safety reasons related to Covid-19. If you need assistance with anything at the school, please call the main office.