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Welcome to the Chantilly Montessori Home

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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.

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 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

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.

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 from traffic conditions, be at

- 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

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.