

# **Community Montessori Of Boulder Valley**

## **PARENT HANDBOOK**

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# Section 1

## Introduction

### Mission Statement

In partnership with families, Community Montessori of Boulder Valley challenges the intellectual, social, emotional, and physical potential of a diverse student population by providing a quality Montessori program aligned with state standards and the BVSD strategic initiatives.

### Community Montessori Vision

The Community Montessori graduate:

- Has developed a respect and responsibility for self, others and the environment
- Has attained the skills and commitment to make a worthwhile contribution to society
- Is a life-long learner

### Community Montessori History

In 1993, working teams of parents, community members, and Montessori educators interested in founding a public Montessori School within the Boulder Valley School District joined forces. This group developed the required proposal for presentation to the Boulder Valley School Board. In the fall of 1994, the proposal was presented and accepted for implementation. Through the efforts of these “pioneers,” the first public Montessori School in the Boulder Valley School District opened its doors in the fall of 1995. Community Montessori continues to be strongly supported by parent and community involvement, commitment, and vision.

## Administrative Structure

See CM Parent Directory for current staff and representatives lists

### Administration

The **Principal** oversees the administration of Community Montessori.

### Teachers and Paraeducators

Each primary class (ages 3-6) has one teacher and two paraeducators.

Each lower and upper elementary class has one teacher and one part-time paraeducator.

## Office Professionals

Administrative Assistant  
Support Staff  
Health Room Officer  
Cashier  
Kitchen

## Resource and Specialists

Art Teacher  
ESL Staff  
Literacy Staff  
Media Specialist  
Music Teacher  
Physical Education Teacher  
School Nurse Consultant  
School Psychologist  
School Social Worker  
Special Education Teachers  
Speech Therapist  
Occupational Therapist  
TAG (Talented and Gifted) Educational Advisor  
Technology Technician

## Facility Manager

Facility Manager Assistant  
**Child Care**  
SAC (School Age Childcare)

## SIT (School Improvement Team) Representatives

Principal  
Bilingual liaison  
Primary Teacher Representative  
Elementary Teacher Representative (2)  
SIT-PTA President  
SIT-PTA Vice-President  
SIT-PTA Secretary  
DAC Representative-District Accountability Committee  
At Large Parent Representative

## PTA Committees/Representatives

**DPC Representative** – District Parent Council

**Community Relations** - serves to build community among CM families

**Equity** – fosters an equitable school community

**Facilities** - maintains and plans ground and building improvements

**Finance** - manages PTA funds

**Fundraising** - fundraises for school and program improvements

**Technology** - helps maintain and improve technological resources

**Public Relations** - facilitates communication between school and community

### Room Parent Teams

Room parents work hand-in-hand with each classroom teacher. They help to organize classroom volunteers and classroom special events as well as serve as a support for whole school events.

## School Hours and Programs

### **School and Program Hours**

The office hours are 7:30-4pm when school is in session.

### **SAC Program**

The SAC (School Age Child Care) Program is administered by BVSD for students (K-5th) at Community Montessori. The program takes place in the art room and other shared school spaces such as the playground and gym. SAC registration forms are online at [www.bvsd.org/sac](http://www.bvsd.org/sac) or call 720 561 3760.

# Section 2

## Communications

### **How We Communicate With Our Parents**

Communication between parents and school is a vital component of your child's education. At Community Montessori we make every effort to keep you informed of your child's progress and important school events.

### School-Initiated Communication

**Back to School Night** provides parents with an opportunity to get an overview of their child's program. This event is held during the first few weeks of school. Information is given on schedules, classroom expectations, homework, special subjects, curriculum, volunteer opportunities and communication with the teacher.

**The Buzz, Buzz Bits and all school newsletters** are published bi-monthly.

**Classroom Newsletters** are published by each teacher with pertinent information about the class, upcoming events, areas of study, and general class progress and needs.

**Duplicate Copies** of newsletters and other important information can be requested for parents who live in separate residences. Please provide the teacher with self-addressed, stamped envelopes if mailing of copies is required.

**E-Communication** All newsletters can be received electronically rather than hard copy. Please request through the office.

**Parent Library** There is a Montessori reading material shelf in the school library. You are welcome to check out these materials.

**Parent/Teacher Conferences** are held in the fall and the spring. The specific dates will be published in *The Buzz* one month prior to the conferences. Parents are to stop into school to sign up for their conference time(s). Additional conferences can be requested by the parent or teacher during the school year.

**Parent Visitation Nights** are held in the fall and the spring, the week before Parent/Teacher conferences. This is an opportunity for your child to show you what they are currently working on in class. The evening is not directed

by the teachers. It is a time for you and your student to interact with the classroom materials.

**Parent Directory** is a listing of phone numbers and addresses of each family (who give permission) here at Community Montessori. The directory also includes class lists, staff information, school, and office hours. It is distributed each fall, one copy to each family.

**Report Cards** are given out three times during the year for K's-5<sup>th</sup>. Progress during the school year is discussed at the fall and spring Parent/Teacher conferences.

**All School SIT-PTA and Parent Education Meetings** are scheduled several times throughout the school year. All school meetings provide a forum where current issues are discussed and/or programs for parents are offered. Parent education meetings provide information on the Montessori method and parenting.

## Parent-Initiated Communications

**Principal** and **office** contact information is published in every Buzz and the Parent Directory

**School Office** -The school office is open Monday-Friday 7:30-4pm when school is in session.

**Teachers** - Phone calls to teachers are welcomed any time a parent has a question or concern regarding a student's situation. Teachers will make every effort to return these calls as soon as possible.

## Classroom Visitors' Policy

Parents and visitors may observe Oct. through April at Community Montessori. As a focus school we receive a steady flow of classroom observers from the community who are interested in learning about our program. Additionally, parents of students frequently observe in the classroom. Consequently, there are visitors in the classroom for the majority of the school year.

*In order to maintain the integrity of the learning environment with the heavy volume of visitors each week, we require the cooperation of our classroom parents and visitors on the following matters:*

- Please schedule your classroom visit in advance with the office.
- Parents and visitors are to observe quietly so as not to interrupt any student or staff member.
- Parents and observers are to be seated in the observer's chair; please refrain from moving about the classroom.

- If parents or visitors have questions or comments concerning their observation, please schedule an appointment with the current classroom teacher or the principal.
- Parent visiting nights are scheduled twice during the school year to allow parents and students an opportunity to interact with the classroom materials.

*Everyone's cooperation will allow each class day to be productive and without interruption.*

### **Alumni Visitors' Policy**

Once a part of Community Montessori, always a part of Community Montessori—we miss our alumni and love to see them and catch up. In fact we all love to see them so much that frequent or long visits actually disrupt the learning environment for current students and staff. For this reason the following policy is in place:

- Prior arrangements must be made with the classroom teacher
- Visits should be limited to 30 minutes of class time before or after lunch and can also include lunch and play time
- If children are dropped off without a scheduled appointment, they will not be allowed to stay for a visit but will need to make arrangements for another day

# Section 3

## Transportation, Safety, and Health

### Transportation

#### **Arrival and Departure Procedure**

See the current CM Parent Directory

#### **Car Pools**

Families are responsible for setting up their own car pools. The CM Parent Directory lists addresses to find CM families in your neighborhood.

#### **Late Arrival and Early Pick-up Procedure**

If your child arrives **late to school** he or she needs go to the office for a blue late slip. Pre-schoolers need to be escorted by an adult. The student must have a blue late slip before being admitted to class.

Adults needing to **pick up a student before the end of the school** day must check in the office to sign the student out. The student will be called from class by the office. Parents of primary children will need a slip from the office to gather the child themselves.

#### **Pick-up of PRESCHOOL AND KINDERGARTEN Student by Non-Custodial Adult**

PRE+K children going home with adults other than parents or guardians listed on the transportation form must have a signed note of permission from the parents before the student will be released. Remember to send a note if you are sending your PRE+K child home with a new or unfamiliar adult. Staff members cannot release a PRE+K student to a non-custodial adult without written permission. Transportation forms are available from the preschool teachers.

#### **Parking**

Parking is available in the front and South parking lots. Parking is not permitted on the street directly in front of the school. The parking lot on the North side of the building is reserved for Community Schools administrative offices only. **Do not park in the fire lanes.**

#### **School Closures and Emergency Dismissal**

Emergency dismissals from school due to storms, power failures, etc. occur rarely and decisions are always based on the safety of students. Parents may come to the office to pick up their child(ren), but we ask that they do not pick

up other students unless the office has been notified by the parent(s) of those students.

School closures and cancellations also occur rarely. Decisions are made by the superintendent and are announced on the BVSD website: [www.bvsd.org](http://www.bvsd.org) (click cancellations) and television channels 4, 7 & 9. The following radio stations also announce closures or delays:

KHOW 630AM

KOA 850AM

KBOL 1490AM

## Safety

### **Emergency Procedures and Fire Drills**

Emergency drills are practiced on a monthly basis by the entire school. These drills enable the students to become familiar with the procedures that will be used in case of an emergency.

### **Cell Phones**

We discourage having cell phones at school for elementary children. If a parent determines that a cell phone must be with a child, the cell phone will remain in the child's backpack and only be checked at the end of the school day. The child is responsible for the cell phone and the school can not be held responsible for the safe keeping and condition of the cell phone.

### **Lost Child Procedure**

If a student is not present at attendance, or noticed missing at any time, the lost-child procedures will take effect. Teachers and staff make a search of the school grounds and the parents are contacted. If the child is not found within a reasonable period of time (30 minutes), the police will be contacted.

### **Visitor's Pass**

All visitors to Community Montessori during class hours, including parents, must sign in at the office to receive a Visitor's Pass. This includes classroom volunteers. Visitors are to sign out in the office before leaving the building.

### **Toys, Skates, Roller Blades, Electronic Devices, Cell Phones and Heelies**

All toys, skates, roller blades, and electronic devices are to be left at home. They should not be used or played with at school. Heelies are never to be used on school property. When using skateboards, scooters, bicycles and strollers as a mode of transportation they must be kept out at the bicycle racks.

## **Policy on Weapons at School**

Knives, guns, or any other weapon, or **facsimile** of a weapon, including toy weapons, are not allowed at school. Bringing one could lead to immediate dismissal. See BVSD policy at [www.BVSD.org](http://www.BVSD.org) for more details.

## Health

### **Absence from School Due to Illness**

If your child will be absent from school you must call the **attendance line at 720 561-5408**. Please call before 8:10 a.m. so the office knows that your child is not supposed to be at school. The attendance line is a voice mail system. Messages may be left 24 hours a day.

### **Child Abuse**

Staff members are required to attend a class on child abuse on a yearly basis. Staff members are personally responsible to report all incidents of child abuse or neglect according to state law. Any caregiver or staff member in a school facility who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to the County Department of Social Services or local law enforcement agency.

### **Health Room**

The health room at Community Montessori is not able to care for sick children. It serves as a temporary site for a child's health to be assessed. Parents may not send children to school if they are ill. (See Transportation, Safety and Health section of handbook). In the event that a child becomes ill or is injured at school, parents will be called and asked to pick him/her up as soon as possible. **Please be sure your child's emergency card information is up to date so we will be able to reach you if the need arises.**

### **Illnesses, Accidents, Injuries**

All students are required to have a physical exam and applicable immunizations. If your child has a fever, a contagious illness, a severe cold, or is vomiting, we ask that the child remain at home. If your child becomes ill, the student will be taken to the health room for evaluation. If your child has a fever or has contracted a contagious illness he/she will be sent home. The emergency card will be referred to for contacting the parent/guardian when the child needs to go home. A written record is kept on file in the health room.

If your child has an accident or injury, the ERT (Emergency Response Team) is called to the scene to evaluate and determine the action to be taken. This team is made up of a well-trained group of individuals capable of responding appropriately to first aid emergencies in an organized and systematic manner.

## **Medications at School, Medical Records, Emergency Cards**

If your child is on medication and needs to have it administered during the school day, the “Parent’s Request For Giving Medicine at School” form must be completed and signed by the physician or dentist and parent before school staff can administer the medication. This form is available in the CM office. Also, many doctors keep this form in their offices. CM can accept a FAXED (720 561 3701) form and signature. The medicine will then be kept in the health room and administered by the health room personnel. Only adults can transport the medicine to the office. Never send medications with your child.

Medical records and emergency cards need to be updated every year. They are kept on file in the health room. It is important that we have accurate emergency numbers and contacts for your child when you cannot be reached. If you have a change in home, cell or work phone number, or a change in emergency contact, please notify the school.

## **Physical Examinations and Immunizations**

Before your child is allowed to attend class, the school must see a copy of immunization records to establish immunization status or have a signed medical, personal or religious waiver on file.

The Colorado Department of Social Services requires that all children enrolled in a **preschool program** provide proof of a current physical exam each year. Physical’s are good for one year and a new physical must be obtained if the physical expires during the school year.

If your child has special needs or existing medical concerns, please notify the school.

## **Vision and Hearing Tests**

Vision and hearing tests are done in the fall for each student. For those students absent a make-up day is also scheduled.

## **Weather Conditions and Outdoor Recess Policy**

Students will go outside for recess on a daily basis. **Children are expected to come to school prepared for the current weather conditions with appropriate outdoor wear.**

Outdoor recess will be canceled in the event of extreme and/or dangerous weather conditions, including:

- Temperatures below 20 degrees Fahrenheit with a dangerous wind chill factor
- Heavy to moderate precipitation
- High winds
- Lightning

The school office, in conjunction with teachers, will announce the cancellation of recess, for weather-related reasons, by 10:45 a.m.

## Code of Respect

### Community Montessori Behavior Code

**Children have the right to work and play in a safe and respectful environment. They also have the right to clear behavioral expectations and appropriate and just consequences. We would like to stress that in all situations, children will be dealt with fairly and with the full involvement of parents according to school district policy. Most important is the plan for the future so that inappropriate behavior is not habitual.**

#### **Philosophy Statement**

Our goal at Community Montessori is to help the child develop a “discipline which is not limited to the school but which extends out into society” (Montessori, *Discovery of the Child*, p.49). This discipline is more than just keeping order. It is a gradual growth of the child toward a desirable kind of self-control that will create a peace and harmony in the world. The adults’ responsibility is to provide a loving, respectful environment, as well as a freedom balanced with consistent guidance. Errors are looked upon as having a very important role in the process of learning.

### Community Montessori Code of Respect

This code of respect was developed by students and is reviewed with all students each school year:

- 1. Treat others kindly.**
- 2. Include others and share.**
- 3. Be safe.**
- 4. Show respect for others’ property and the environment.**
- 5. Solve problems with words.**

- 6. Consider others.**
- 7. Ask for what you need.**
- 8. Work together.**

The following behavior is considered inappropriate for students at Community Montessori:

- Hurtful physical behavior
- Defiance of rightful authority
- Inappropriate language or gesture
- Destruction of school or personal property

When a student displays any of the behavior stated above, they may experience one or more of the following consequences depending upon the circumstances of the behavior.

- Restorative Justice intervention will occur if there has been harm done to an individual or the community.
- Inappropriate behavior will be discussed, a verbal warning will be issued and problem solving will include planning for appropriate behavior.
- The child and/ or staff member will call the parents/guardians to discuss the behavior.
- A Problem Solving Report will be sent home to the child's parents/guardians. This form must be signed by the parents/guardians and returned to school.
- A conference will be held with the child, family member, principal, teachers and any others impacted by the behavior.
- An alternative to suspension will be enforced.
- An in-school suspension will be enforced.
- An out-of-school suspension will be enforced.

*For additional information, refer to the BVSD Students Rights and Responsibilities and/or make an appointment to meet with the principal to discuss the school's complete Behavior Support Plan in more detail.*

# Section 4

## School Policies

### General

#### **Attendance Policy**

Parents are to call the attendance line before the start of the school day, to notify the school if their child will be absent. The phone number is **720 561 5408**.

Good school attendance greatly increases each child's ability to be successful in school. Students are expected and required by Colorado State Law to attend school every day that school is in session, except on those occasions when the school has been notified that a child is ill, there is a family emergency, or when the child's absence has been pre-arranged with the school office. The office has **special forms for pre-arranged absences**.

Early student pick up during the school day is discouraged. We ask that parents schedule as many appointments as possible outside of school hours. If it is necessary for a parent to pick up a child during the school day, they are to come to the office and sign our check-out form. The secretary will call the child to the office or give the parent a release slip for the teacher so that the teacher knows that the child has been properly checked out.

#### **Field Trips and Elementary "Going Out" Program**

Children from kindergarten through 5th grade participate in field trips at Community Montessori. Permission slips are sent home prior to each field trip which parents and/or guardians must sign in order for the student to attend the event. Field trips are scheduled to enhance or provide a key piece of the curriculum.

In the elementary classes a core piece of the Montessori curriculum is "going out" into the community to learn about local resources and research beyond the walls of the classroom. The "going out" program can be a small group of children, rather than the entire class, who is working together on a specific project and need to go out to gather more information. Typically, the elementary students take progressively more and more responsibility for their excursions, such as finding the resources and planning the details of the trip.

Parents who wish to volunteer as drivers on field trips and "going out" excursions are always welcome. Car seats are required by law dependent on height and weight of children being transported. Drivers must complete the

necessary forms in the office **two weeks** prior to the day of the trip. BVSD requires proof of insurance, and a copy of the driver's license before a student may be placed in their vehicle.

### **Gifting Policy at Community Montessori**

Any gifting should be voluntary and sensitive to the variety of philosophical and financial needs within the community. Guidelines follow:

#### **Individual gifts:**

If gifts are offered, token gifts from the children are preferred.

When gifts are brought to school, it is suggested that they not be opened in front of other children so as to protect their feelings if gift giving is not part of the family culture or finances. Thank you notes can be sent at a later date.

#### **Group Gifts:**

There is not an expectation for any parent to organize a group gift at any time of the year. Gift organization is not considered part of the room parent responsibilities at Community Montessori. If some families decide to go together on a gift, contribution should be voluntary, sensitive and the process should be fully coordinated by parents without the assistance of school personnel. See BVSD Gifting Policy on gift limits and guidelines.

### **Late Pick-up**

Please be prompt in picking up your child after school. Registered after school child care (K-5) is available for a fee through SAC (**720 561 3760**). CM staff is not available to supervise children who are not enrolled in these programs.

### **Lost and Found**

If your child loses any personal items, please check the lost and found in the west entryway several times during the year. Items remaining at the school will be given to a charitable organization.

### **Lunch Program**

Hot lunch, milk, orange juice, water and Harvest Bar are available for a fee on a daily basis. CM features a Harvest Bar, which is a kid-sized self-serve bar that features fruits and vegetables. Check [bvsd.org](http://bvsd.org) for lunch program details and prices.

Community Montessori participates in the free and reduced price lunch program. If you would like information on this program please contact the office.

The **Garden To Table Program** is aimed at enriching school education and inspiring students to adopt healthy sustainable lifestyles. The program allows teachers to integrate lessons with the curriculum and provide students with hands-on learning opportunities to connect to the food they put in their bodies and the environment that supports its growth. The four components to the

program are: organic vegetable gardens, wellness promotion, healthy school food and environmental sustainability.

### **Recycling-Green Star Program**

CM, in partnership with Eco-Cycle, participates in an innovative program aimed at significantly reducing the amount of waste. Bins have been set up throughout the building for discarding materials. This effort includes recycling and compost procedures. Education with students and staff is ongoing.

### **Registration and Open Enrollment**

Application to Community Montessori of Boulder Valley is open to all families living within the BVSD. Admission to Community Montessori is determined by the BVSD lottery system. The Open Enrollment period is in November - January of each year. Parents may apply during the open enrollment period (if new to BVSD, home-schooled or from a private school) throughout the year. Families may apply to as many schools as they wish, but may accept a placement in only one school per child. **The school where placement is accepted becomes the home school.**

### **School Supply Lists**

Supply lists will be sent home in August. Please pay close attention as we are working with Eco-Cycle to purchase school supplies that are Earth-friendly. If financial assistance is needed to help with school supplies, please contact the school office.

### **Sibling visits**

In order to maintain the integrity of instruction in all of our learning environments, and to ensure equity for all children, the CM teachers respectfully request that children not be pulled out of their classrooms to join in sibling classroom activities. This can take the focus away from a particular classroom's work and celebration, can pose a crowding/supervision issue, and can cause missed lessons/work for the sibling. Creating this "parents only" policy will lessen disruptions and will keep the focus on your child and his or her classroom activities. School birthday ceremonies are for the child's class to honor his or her birthday, while curriculum festivities serve to share with parents the learning a certain class has done in a particular subject area.

This policy includes birthday ceremonies, curriculum celebrations, literacy events, etc. The exception to this policy is the continuation ceremony. If you choose to have siblings attend, please pick child up at classroom and escort back to classroom when the event is over.

### **Tardiness**

Tardiness to school is unacceptable. The school day begins at **8:10** and we expect that all students are in their assigned classrooms by that time. If a student arrives after the start of the school day, the student must go to the

office for a blue late slip. If tardiness becomes a habit, the principal will become involved. Excessive tardiness will result in a mandatory parent conference and possible make-up time after school.

## **Use of School Facility by Special Groups**

Use of the school facility by special groups, classes, and meetings (e.g., Brownies, Scouts, Spanish etc.) must be arranged through Community Schools (720 561 3760) and cleared through the school office.

Any groups using school space are expected to provide all their own supplies. Classroom materials are not to be disturbed from the shelves and animals are not to be petted or removed from their habitat. Classrooms and shared spaces are to be left clean and arranged in the same conditions as they were found.

## **Wellness Policy**

**The Boulder Valley School District will support and promote proper dietary habits contributing to students' health status and academic performance.**

All foods and beverages provided by the school district during the school day shall support a school environment that encourages and models nutritious eating habits.

Please check with your classroom teacher regarding class snacks. Students in the class may have life-threatening allergies and dietary restrictions.

## **Withdrawing a Student**

1. Notify the office. Give name and address of school that the child will be attending along with your permission to forward records.
2. Check with librarian to make sure that the child has returned all library books.
3. Check with office to make sure your child is current with lunch money or if you need a refund of lunch money.
4. Check with office if you have a primary tuition contract.
5. If possible, leave a written statement of why your child is being withdrawn.

# Preschool Policies

## **Ages of Children Accepted to the Program**

Children in the Primary (Preschool) program need to be three years of age by September 30 of their first preschool year. They must apply to the Boulder Valley School District during the Open Enrollment period and selection is done by a random lottery.

## **Car Seats Stored at School**

Families needing to leave a car seat at school are to:

- Park in a designated spot
- Carry car seat and place it in SOUTH EAST HALLWAY along the wall, just inside the South East entrance
- All car seats are to be labeled with child's name

Families needing to pick up a car seat at school are to:

- Park in a designated spot
- Retrieve the car seat and load it into your vehicle
- Enter the student pick up line with car seat ready

Please inform all drivers responsible for transporting your child of this procedure.

## **Child's Personal Belongings**

Children's personal belongings (clothing, lunch boxes, resting sheets, toys) will be kept in their cubbies. Their classroom materials (papers, books) will be kept in separate work cubbies.

## **Child's Safety in Vehicle and Procedures**

If students are taken off the school site for an excursion the vehicle(s) will have adequate seatbelts to accommodate each child. There will be a ten to one child/adult ratio or less. Car seats will be provided for those children who are required by Colorado law to be in a car seat.

If on the excursion an emergency occurs the children will remain under the supervision of the adults and appropriate authorities will be contacted to help with the situation.

## **Diapering and Toilet Training**

Children should be toilet trained before enrolling in the Primary program. We do realize, however, that enrollment commitments may need to be made before toilet training has been completed and understand that some transition time may be necessary. Accommodations will be made for those children with special needs who may require diapers at school.

In case of an accident, each child is required to have a change of clothing (pants, shirt, underwear, and socks) labeled and placed in a plastic bag to be kept at school.

### **Community Montessori's Policy on Toileting**

- A 6-week transitional period from the student's start date will be permitted in recognition of the fact that enrollment commitments may need to be made before toilet training has been completed.
- During the 6-week transitional period the occurrence of toileting accidents will be charted for each child.
- During the 6-week transitional period parents will be notified if toilet accidents are a persistent concern. Parents will be asked to focus on consistent toilet training at home.
- When a student has a toileting accident at school they will be guided to change their own clothing. They will be assisted with hygiene and things that they cannot do for themselves in accordance with the Colorado Rules and Regulations for Child Care Centers.
- Each child is required to have a change of clothing (pants, shirt, underwear and socks) labeled and placed in a zip style gallon plastic bag to be kept at school. This supply is to be kept replenished by parents.
- Parental involvement, as detailed below, will be required for students who are still consistently having toilet accidents (as recorded on the chart) after the 6-week transitional period.
- After the 6-week transitional period a toilet training plan will be developed and implemented between the teacher and the parents which may include:
  - --Alignment between home and school on toilet training expectations, clothing used and consistent follow through with the child when an accident occurs.
  - --A change in the child's schedule to allow parents more time for toilet training with their child.
  - --Parents on call to come and change the child when accidents occur.
  - --Other options as necessary.

## **Field Trips**

Field trips, when organized by the classroom occur after the parent has filled out and returned a field trip permission form. Volunteers will be invited to accompany such field trips to ensure a ten to one child/adult ratio.

Only kindergartners will do an afternoon field trip.

## **Filing a Complaint with Social Services**

Your child is enrolled in a child care program that is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation of a child care facility. If you have not done so, you may ask to see the license. Licensed facilities make every effort to provide a safe and healthy environment for children. On rare occasions an incident of physical or sexual abuse may occur. If you believe your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse in this county is Boulder County Department of Social Services 303-441-1109. If you have any other concerns about the child care facility, please consult the Colorado Division of Child Care at 303-866-5958.

## **Late Arrivals when Class/Group away from School**

If a child arrives late to school and their class/group is away from the school on a field trip or excursion, the child will be placed in another primary classroom. If all classrooms have scheduled a field trip on the same day, the child will be kept in the office until the parent or designated guardian on the emergency card can be contacted to come and get the child. In the event that the two previous situations are not possible the child will remain in the office under the administration's supervision until a party can be reached to pick up the child.

## **Meals, Snacks**

Those children staying for lunch need to bring their own sack lunch or purchase a school lunch. CM does not have refrigeration for each child. We ask that you pack nonperishable lunch foods. If you send in items that need to stay cold, please remember to include a cold pack in the lunchbox. See the [bvsd.org](http://bvsd.org) website for information on school lunch, milk, water, orange juice and harvest bar prices. If you are sending a lunch please avoid certain items that are difficult for the 3 & 4 child to manage (i.e. Gogurts, fruit leathers).

Thank you for your attention to healthy school lunch choices.

The snack program in the Primary classrooms is part of the Montessori curriculum. This is an opportunity for your child to take part in the process of selecting nutritious items to bring to school. We provide serving containers, napkins and cups. The primary teachers distribute details on the snack

program when asking each family to contribute a few classroom snacks throughout the year.

## **Staggered Start Dates for First Week of School**

To smooth the transition for the new preschool children entering school in August CM introduces new 3-and 4-year-old students gradually, a few each day, over the first full week of school. Returning 4-year-old students return last. Preschool students' staggered start date is mailed to the family in June.

## **Sunscreen at School**

Please provide your child with a sun hat and apply sunscreen on them in the morning. Sunscreen cannot be shared. Your child may keep it at school labeled with their name. Our developmental goal in the Primary class is for the students to learn to be independent by doing things for themselves. If you have taught your child how to use sunscreen, staff will assist to apply it safely.

## **Television and Video Viewing**

Television and video viewing is rarely used in the Community Montessori Primary program.

## **Transporting Children - Excursions**

When kindergarten children leave the school site they will be transported on Boulder Valley School District buses, by cars or walk to nearby sites to visit. The field trip permission forms will be sent to families for permission to take their child on specific excursions.

## **Tuition**

### **Preschool + Kindergarten (Primary)**

Primary tuition rates are provided with the contracts. Contact the office with any questions or concerns.

### **Late Tuition Payment Policy**

The Tuition Contract policy signed by every family states the following: **“Payment is due by the 10th of each month.** Failure to pay may result in a late fee and continued delinquency may result in a child being excluded from the program.”

No monthly billing statements are mailed, but you may request a monthly receipt by contacting the office in the beginning of the school year.

When delinquency occurs the following procedures will be implemented:

1. The family is notified by phone on the 15th of the month by the office that their tuition payment is delinquent.

2. If payment is not received by the 20th of the month, the family will receive a written notice of the delinquent payment.
3. If payment is still not received by the end of the month, the school principal will contact the family to arrange a payment plan.
4. If the payment plan set up between the principal and family is not honored, the family will be contacted to renegotiate the payment plan.
5. If the payment plan is not consistently honored after three months, the family will be contacted to discuss the possible exclusion of their child from the program.

In May, families who have not paid balances for that year will be informed that if the balance is not paid by August, their child's position will be reassigned.

## **Scholarships**

Scholarships for the CM Primary program are available on a limited basis for families that qualify based on income. The BVSD Open Enrollment application contains the form for seeking scholarship qualification. The school district will inform families of scholarship qualification.

# Section 5

## Resources

### Resources

#### **Computers and Technology**

Elementary Community Montessori students have access to computer technology in the classrooms and in the library. All computers are networked to each other and to the printers located in various parts of the building. Students use computers for research, keyboarding, writing, and math.

To insure appropriate use of the internet, parents and students need to sign an agreement that is available from the classroom teacher or in the Student Rights and Responsibilities Guide.

#### **PST ( Problem Solving Team)**

A parent or staff member can request a SSP meeting. This meeting may include the classroom teacher, the principal, the special education teacher, the parent(s) and other resource personnel as appropriate. At this meeting, the team presents perceived strengths and needs of the child. The team identifies additional interventions which are implemented by the classroom teacher and other resource personnel.

#### **ESL (English as a Second Language)**

Students who have a primary language other than English in the home may receive specialized assistance at school. Services are provided through extensions of the curriculum in the classroom and through specialized training of the teachers and other support staff. At Community Montessori the model of Montessori education values bilingualism while supporting the needs of the English Language Learner who is working toward English proficiency.

#### **Interventions-Rtl**

Students with all types of special needs receive specialized assistance at school. Some services are provided through extensions of the curriculum in the classroom and some services are provided in a special location in school. We do not label students, but we do want to know their special needs so that we can provide for them. At Community Montessori the model of Montessori education allows for children to work in an individualized environment, often resulting in a natural classroom accommodation which requires no additional intervention.

#### **Specialists**

Art, Music and Physical Education are offered at Community Montessori for Kindergarten through 5th grade children. These pull-out classes are offered throughout the school day. Instrumental music is offered for children in fifth grade.

The literacy teachers and media specialist (library) also support literacy instruction in collaboration with the classroom teacher.

## **Talented and Gifted**

We have a TAG Educational Advisor who coordinates with teachers the TAG programming for Community Montessori students. The TAG advisor keeps the staff and parents informed of TAG resources available in the district as well as helping to identify TAG students.

## **Library**

The following is an overview of how our Community Montessori library operates. If you wish more information, you are always welcome to visit the library.

1. The library is staffed on a part time basis. Any child who would like to return, renew or check out a book outside of class time, is encouraged to check the current Parent directory for times the library is open.
2. Each class has an assigned period in the library per week.
3. Library books circulate for one week and may be renewed twice. Primary students may check-out one book at a time. Elementary students may check-out one book for independent reading and one book for research.
4. Overdue notices are our way of reminding students (and parents) when books need to be returned. They are usually sent out monthly. Please help your child to be a good school citizen by returning media materials on time. Our library is small and often another child is waiting to read a book or do research on a topic.
5. New students receive a library contract when they first start school. This contract lists library expectations. For example, lost media materials must be replaced or paid for, although we certainly try to give as much time as possible for misplaced items to be found. Please review the contract with your child, sign it and return it to the library. It will be kept on file in the library and need only be filled out once, when your student enters the school.
6. There is a small parent Montessori material shelf in the media center. You are welcome to check out these materials.

# Section 6

## Parent Involvement

### Volunteering at Community Montessori

#### **Parent Involvement Opportunities**

##### **SIT**

The Community Montessori site-based governance structure is designed to effectively carry out the school's vision and mission. The governing organization is the School Improvement Team (SIT) which is made up of staff and parents.

##### **PTA**

The Parent Teacher Association (PTA) is made up of various committees that support the SIT through tactical planning and implementation.

There are currently several PTA committees supporting the school: Community Relations, Equity, Facilities, Finance, Fundraising, Membership, Public Relations, and Technology.

For current committee chairpersons see the current Parent Directory.

##### **Community Relations**

- Plans and hosts the social/hospitality functions

##### **Equity**

- Works to foster an equitable school community

##### **Facilities**

- Focuses on the maintenance and improvement of the physical school inside and out

##### **Finance**

- Maintains the budgets, funds, and record keeping

##### **Fundraising**

- Plans and executes fundraising events for the school and writes grants

##### **Public Relations**

- Facilitates communication between school and the community

##### **Technology**

- Arranges for the programming and upgrading of computers within the classrooms

## **Membership**

Parents volunteer to serve on committees. There are no size limitations. All volunteers are welcome. A chairperson is chosen who is responsible for keeping the committee focused and facilitating progress. Meetings are usually scheduled monthly.

You may contact any of the chairpersons if you would like to become involved with a committee. It is a way for you to have a voice and to stay in touch with things that will affect your child's school and education.

## **Social and School Events**

During the school year various events are planned and run by parent volunteers. Some of them are for fundraising and others are social in nature. They all involve student participation. Some of the events are planned to further support the school curriculum.

Here is a listing of some events:

Orientation Picnic	Music and Theater Performances
Meet and Greet	Book Bingo
Socials	All School SIT-PTA Meetings
End of Year Picnic	Parent Education

## **Room Parent Teams**

Each class has a room parent or parents who volunteer their time to assist the teacher and help with all-school events. The room parents help plan field trips, social events, material making, as well as, provide academic support. Room parents call on other parents for additional support when more help is needed. It is not an expectation of the room parent to organize group gifts at any time of the year.

## **Classroom Volunteers**

In class volunteers are always needed to assist teachers and children in various academic areas. Responsibilities may include the following: reading with children, weekly spelling tests, science projects, holiday celebrations, writing workshops, field trips, and special presentations. Teachers should be contacted for in class volunteer opportunities in their classroom.

## **Material Making**

Material making and support is another important area where teachers need help. Getting new materials ready for student use, particularly with new classroom setups, is always welcome.

## **Scholastic Book Club**

Each class needs a parent volunteer Scholastic Book Club coordinator to organize monthly book orders. See classroom teacher for details.

## Fundraising

Fundraising is a necessary component of our efforts to create and sustain a quality Montessori program. All of the Montessori materials in our classrooms have been purchased with money raised by the school community. In addition, we have developed gardens, increased our library book collection, purchased P.E. music and art equipment, and supported many other aspects of school function through parent-raised funds. Unfortunately in this era of limited funding for public education, the need for individual school fundraising in all public schools will continue. Please help in whatever way is comfortable for you so that we can improve our school and continue to provide the opportunity for any child to receive an excellent Montessori public education.

The following are some of the fundraising events that are either ongoing or occur on an annual basis at Community Montessori. If you would like to be involved in any of these programs, please call the Fundraising Chairperson listed in the current Parent directory.

### **Personal Giving Campaign**

Each year we make a request for a donation from each family. This fundraiser consistently raises the majority of our money. There is no obligation to contribute and any amount of money is welcome and appreciated.

### **Sales**

We periodically offer items for sale that you are likely to purchase or that are unique opportunities unavailable elsewhere. By buying things through Community Montessori, you contribute a portion of the purchase price to the school. Some of these fundraisers have included a Book Fair and Scholastic Book sales.

### **Others**

Additionally, we write grants, have a basket auction and make tamales. Other fundraisers are make-a-plate, read-a-thon, kidz art and a garage sale.