



# Park Road Montessori Family Handbook

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[www.cmsk12.org/parkroades](http://www.cmsk12.org/parkroades)

Welcome to Park Road Montessori School, and the Charlotte-Mecklenburg Public School System. Our entire school community looks forward to working, learning and growing with your child.

For over 100 years, children throughout the world have been successfully educated with the Montessori philosophy. This philosophy is based on Dr. Montessori's observation that children are naturally motivated to learn. In an authentic Montessori program, children "learn how to learn", and develop high levels of independence and self-confidence, as well as the ability to make good decisions.

At Park Road Montessori, children receive a holistic education which addresses all areas of development: intellectual, emotional, social, physical and spiritual. An atmosphere of Grace and Courtesy will be found as each child receives an individualized approach to instruction.

The Primary classroom is devoted to the needs of children ages 4 and 5 (PreKindergarten and Kindergarten). Lower Elementary focuses on children ages 6-9 (1<sup>st</sup> through 3<sup>rd</sup> grade), while Upper Elementary serves ages 9-12 (4<sup>th</sup> through 6<sup>th</sup> grade).

### **Park Road Montessori Administrative/Office Staff**

Principal: Jennifer Moore

[jennifer.moore@cms.k12.nc.us](mailto:jennifer.moore@cms.k12.nc.us)

Assistant Principal: Debbie Webber

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Treasurer: Barbara Dyer

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Data Manager: Angela Rodriguez

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## School Hours

School hours for Park Road Montessori are **9:15 AM until 4:15 PM.**

### Arrival and Dismissal

**No cars should be parked in the bus parking area, directly in front of the school, between 8:30 AM- 9:30 AM and 3:30-4:45 PM.**

Classrooms officially open and are ready to receive students at 8:45 AM each morning. Students should not arrive at school before 8:45 AM. Staff members are preparing for the day to begin, or may be attending a staff meeting, and are not available to supervise children who arrive early.

#### **Car Riders- 8:45 AM – 9:10 AM**

Car riders are to enter the building through the side entrance (Park Road Shopping Center side) for morning drop off. **After the first day of school, parents should drop their children off exclusively in the carpool line.** Please do not walk your child to class. **Under no circumstances is a student ever to be dropped at the top of the hill, nor at the carpool door when it is closed, and allowed to walk in unescorted. This is a safety issue.**

### Late Arrivals

**The carpool line closes at 9:10 AM** in order for staff members to get to their classrooms by 9:15 AM when class begins. If you arrive after the carpool door has closed at 9:10 AM, **you must park your car and walk your child into the front office.** Under NO circumstances is a student ever to be dropped at the top of the hill or at the carpool door when it is closed and allowed to walk in unescorted as this is a safety issue.

Class begins at 9:15 AM. Students must be **in classrooms at 9:15 AM,** not in the hallway on the way to class, to be considered “on time”. Our first bell is at 9:10 AM. If your child is on campus, or in the building, when that bell rings, but can’t get to class by 9:15 AM, he/she should stop by the office for an Admit to Class slip; they will not be counted tardy. After 9:15 AM, an adult must sign them in for the day, and they will be considered tardy.

#### **Bus Riders- 8:45 AM- 9:15 AM**

PRM staff will dismiss students from the bus. Upon exiting the bus, students should either go directly to breakfast, or to their classrooms.

## Breakfast

Breakfast is served between 8:45 AM and 9:10 AM. A breakfast menu is available on the CMS website at <https://cms.nutrislice.com/menus-eula>.

**Car riders** should arrive for breakfast by 9:00 AM in order to be served, eat and get to class by 9:15 AM. Car riders who arrive at 9:15 AM or later will not be served breakfast. If they will be eating, and arriving at class after 9:15 AM, they must present a Late Breakfast Pass to the teacher, or return to the office for a tardy slip. **Bus riders** eating breakfast should report to the classroom no later than 9:15 AM, or present the teacher with a Late Breakfast Pass. If a bus arrives late to school, students will have the opportunity to eat breakfast and will be given late passes.

## Dismissal Time

**Cars are not permitted in the bus parking area, directly in front of the school, between 3:30 PM and 4:30 PM.**

**For safety reasons, parents/guardians are not permitted to pick children up in the lobby, hallways, breezeways between buildings, or at the top of the hill on the way to buses. Most students at Park Road Montessori are car riders, bus riders, or attend our after school program (ASEP).**

**Walkers:** We have a very small population of students who qualify as walkers. If you do not reside within the CMS designated Walk Zone, they must be a car rider, bus rider or attend ASEP. **You may not park near the school, and have your child dismissed as a walker.** All walkers are picked up at the front entrance of the school.

**Carpool** parents should be in the carpool line no later than 4:15, when car riders are dismissed. In order for the carpool line to operate efficiently, please stay in your car; do not leave your car unattended. Riders must be picked up by the time carpool ends which is typically around 4:30. **Staff members are not available to supervise students after school hours.**

## Early Dismissal

At Park Road Montessori School, regular school attendance is required. Students must come to school on time and attend school the whole day (9:15 AM – 4:15 PM). CMS policy states that a child must attend school for half the school day (210 minutes) in order

to be counted present for the day. Normally, that means a child must stay at school until 12:45 PM. If a student leaves earlier than 12:45 PM, but returns to school before the end of the day, that student will be counted present for the entire day if his total attendance time is equal to, or exceeds, 210 minutes. Please schedule routine appointments/extracurricular activities before, or after, school hours whenever possible. Frequent early dismissals are disruptive to a child's academic progress.

When a student must leave early, he/she needs to be signed out in the office by a parent or guardian. Only parents/guardians may pick up a child from school unless the parent has given written permission to another adult or the person is listed on your child's Emergency Information card in the office. Parents are not allowed to proceed to classrooms to pick up children during the school day. Students who leave school before 12:45 PM are recorded as absent for the day. **Unless it is an emergency, students cannot be picked up for early dismissal after 3:45 PM.**

**As per the CMS Magnet Expectations Agreement, children are expected to attend school for the entire day (until 4:15pm). Anything more than 4 unexcused late arrivals or early dismissals per quarter will be considered excessive. Medical/therapy appointments are excused with a doctor's note. Sports, dance, extracurricular activities, etc. are not acceptable reasons to leave early so please plan accordingly.**

If your child attends our ASEP program, or another daycare facility, please let them know your child will not be attending due to early dismissal.

## **Afternoon Transportation Changes**

This online form [bit.ly/prmafternoon](https://bit.ly/prmafternoon) **MUST** be submitted by 3:00 pm on the date the transportation change is needed. Any submissions **after 3:00 pm will not be honored** and your child will be sent home via the usual mode of transportation. **Submit this form for each child who needs the transportation change.**

**Do not email or text your child's teacher** requesting an afternoon transportation change. Do not submit a change for an upcoming day as the submissions are sorted by date.

## **ATTENDANCE**

There is strong evidence of a clear relationship between good attendance and school achievement. In addition to good attendance, it is important for students to arrive at

school on time, and stay for the entire day. We encourage parents to make regular attendance and punctuality a high priority for their children.

**Requesting an Educational Opportunity:** At the principal's discretion, and for limited reasons, a student may be granted up to 5 days per school year for an "educational opportunity". Please see the attendance secretary to obtain the required form. All requests must be submitted at least five days prior to the scheduled absence. Theme parks and beach vacations will not be approved as educational absences.

Please arrange family vacations during school holiday breaks. Vacations taken during school days will be coded unexcused.

**If your child is ill:** Please DO NOT send your child to school when he/she has a fever of 100.4 or above, cough, runny nose, or any other illness that would prevent him from remaining in class and participating in the usual activities. If your child has vomited or has had diarrhea within the past 24 hours, please keep him/her home for the day.

**If your child is absent:** In CMS, absences from school are only considered excused for the following reasons: illness, medical appointment, religious observance, death in the family, or educational opportunity. **If your child is absent, this form MUST be submitted to report your child's absence(s)** [bit.ly/prmabsence](https://bit.ly/prmabsence) or [www.cmsk12.org/parkroadES](http://www.cmsk12.org/parkroadES) and click on the green Report Absence(s) flag over the photos. **Only submit this form; you do not need to call the school or send an email to your child's teacher.** The form generates an email to Angela Rodriguez, data manager in the front office, which she will then forward to your child's teacher. If you are not able to upload the doctor's note or other documentation, you may send it to school when your child returns.

**If your child becomes ill, or is injured at school:** The school will notify you in the event your child becomes ill, or is injured while at school. Please plan to pick your child up as soon as possible. If you cannot be reached, we will contact one of your designated emergency contacts listed on the blue- Emergency Location And Health Survey Card.

## CLASS PLACEMENTS

At Park Road Montessori many factors go into the class placement process. We do not take parent requests for specific teachers. We try our best to match students with the environment that they will best succeed in. It has been a tradition at Park Road for younger siblings to be placed into classrooms where older siblings have previously been. This allows the already established relationship between the teacher and family to

continue. We reserve the right to look at each child as an individual and will only follow this legacy tradition if it is in the best interest of all parties.

## REVOCATION OF MAGNET ASSIGNMENT

In January 2010, the School Board passed Policy JCA, Section VII: Guidelines for Revoking Assignments to Schools other than the 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.”

## MEDICATION

We **CANNOT** administer medication of any kind without an official form signed by the parent, completed by the doctor, and submitted to the school nurse. This includes over the counter medications, lotions, and sunscreen. **Medication should not be transported on the bus, and must be checked in at the office.** Our school nurse will be happy to work with you regarding your medical needs and/or medication for your child.

## ADDRESS, PHONE, AND EMERGENCY CONTACTS INFORMATION

It is the responsibility of each parent to make sure the school has accurate contact information for your child including address and parent phone numbers. Any change in information should be communicated to us immediately. If you move over the summer, or during the school year, please let us know right away so your address can be updated. Failure to do this will affect your receiving important school mailings, and will affect your child's bus route.

Complete and return the **blue Emergency Location And Health Survey Card** each year. This information is vital for the school to have about your child.

## LUNCH

A hot lunch is available for all students, or your child may bring his/her own lunch. A lunch menu is available on the CMS website at <https://cms.nutrislice.com/menus-eula>. If you pack a lunch for your child, please be mindful that our Montessori curriculum emphasizes balanced nutrition. Students are not allowed to bring soda or candy to school.

Please refrain from sending an abundance of processed foods. Friday is the only day sweets may be brought. Please label your child's lunch box with their name on it. **We cannot guarantee access to microwaves so please do not send items that need to be cooked or heated.**

Parents should place money in your child's account in advance. Prepayment is made online at [www.paypams.com](http://www.paypams.com), and you can also monitor your child's food choices on your account.

## **CELL PHONE AND SMARTWATCH USE POLICY**

Possession of a personal technology device by a student is a privilege, which may be revoked for violations of the Code of Student Conduct. **Violations may result in the confiscation of the personal technology device (to be returned only to a parent) and/or other disciplinary actions.** The school is not responsible for theft, loss, or damage to cell phones or other personal technology devices brought onto CMS property.

During instructional time, **cell phones must be turned off** and stored out of sight. **Smartwatches must be used as the watch function only** during instructional time and **may not be used for texting and other forms of communication.**

## **VISITING THE SCHOOL AND VOLUNTEERING**

The Park Road Montessori community thrives on parent involvement and volunteering. There are so many ways you can give back and support the school with your time. Please visit [www.parkroadmontessori.com](http://www.parkroadmontessori.com) or email [parkroadmontessoripto@gmail.com](mailto:parkroadmontessoripto@gmail.com) for more information so we can connect you with opportunities.

**Volunteers and School Visitors:** For the safety of all children, CMS policy requires that **all volunteers, tutors and visitors** to the school register at [cmsvolunteers.com](http://cmsvolunteers.com), and create a profile. **This includes visitors who will be eating lunch with a child, attending classroom celebrations, and other school events during school hours. This speeds up the sign in process when we have large events. Also remind grandparents and others who might be visiting to register as well.** Driving privileges for field trips will require additional documentation; see Angela Rodriguez in the office. Reactivate your account each year in order to be approved again as a volunteer.

When you visit during the school day, you **MUST have your photo ID, sign in at the office, and wear a Lobby Guard name badge during your visit.** This is a requirement every time



you visit. Please do not be offended if you are asked to return to the office to get a badge or if you are refused admittance without a photo ID. With heightened safety awareness, we must all do our part.

Please notify the classroom teacher if you wish to visit your child's classroom. A visit **IS NOT** the time for a parent/teacher conference. Please make an appointment if a conference is needed, and refrain from holding private conferences in the hallways, as this can be disruptive to classes.

**No classroom visits are allowed the first two weeks of school for Lower and Upper Elementary classes, and for the first six weeks of school for Primary classes.** We ask for this adjustment period to allow your child to become comfortable in his/her school environment.

## ENROLLING YOUNGER SIBLINGS

Placement for a younger sibling is guaranteed; however you MUST complete the lottery process in order for placement to occur. Children must be age 4 (for PreKindergarten) or age 5 (for Kindergarten) before August 31 to be eligible to enter the lottery. Please register your child in CMS and use the ID number and pin number you receive to go in the first lottery. These dates are available to you on the CMS website at [www.cmschoice.org](http://www.cmschoice.org) and we will publish them in our parent communication and on the school website as a reminder. **If you do not complete the process for a younger sibling for the first round lottery, all of our seats will fill and younger siblings will not be guaranteed placement.**

## COMMUNICATING WITH TEACHERS

Our teachers will gladly make an appointment before or after school hours to schedule a conference. Questions and/or concerns may be addressed at any time by email. Every attempt will be made to contact the parents within 24-48 hours. Teachers are not expected to respond to emails and/or texts during instructional time.

**Park Road Montessori will be using ParentSquare for communication. Information from the school, teachers, and PTO will be shared via ParentSquare.** ParentSquare provides a simple and safe way for everyone at school to connect. With ParentSquare you'll be able to:

- Receive all district, school and classroom communication via email, text, or app
- View the school and classroom calendar and RSVP for events
- Easily sign up to volunteer and/or bring items

- Securely receive report cards, IEPs and other important student documents

In the coming weeks, **you will receive an invitation email or text to join ParentSquare. Please click the link to activate your account.**

You can use ParentSquare on any device. You can download the free mobile app for iOS or Android (look for the **CMS specific app**) or use the desktop version at [www.parentsquare.com](http://www.parentsquare.com). **Our goal is for every family to join ParentSquare and engage with our school community.**



Thank you for your careful attention to all the information included in this Family Handbook. The Park Road Montessori School community looks forward to partnering with you.