



Park Road Montessori
School

Family Handbook

3701 Haven Dr.

Charlotte, NC
28209

980-343-5830

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. Lower Elementary focuses on children ages 6-9 (1st through 3rd grade), while the Upper Elementary serves ages 9-12 (4th through 6th grade).

Park Road Montessori Administrative/Office Staff

Telephone: 980-343-5830

FAX: 980-343-5858

Principal: Melanie Francis

melanie.francis@cms.k12.nc.us

Assistant Principal: Debbie Webber

deborah.webber@cms.k12.nc.us

Senior Administrative Secretary: Barbara Dyer

barbara.dyer@cms.k12.nc.us

Attendance Secretary: Laura Slesinger

laura.slesinger@cms.k12.nc.us

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 in to the front office.

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

Car riders should arrive for breakfast by 9:00 AM in order to be served, eat and get to class by 9:15 AM. If they will be eating, and arriving to 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

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.

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, etc. are not acceptable reasons to leave early so please plan accordingly.

If someone other than a parent/guardian will be picking your child up, we must have verbal or written permission from you, unless that person is listed on your child's Emergency Information card in the office.

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

Please plan ahead and make sure your child knows how he is going home each day. If there is an afternoon transportation change, please email the front office at laura.slesinger@cms.k12.nc.us. **Do not email changes to the teacher during the**

day; they are not able to check for them during instructional time. If an emergency occurs during the day, and you need to change your child's regular afternoon transportation, please call the school office as soon as possible, but **no later than 3:30 PM.** Dismissal time is very busy, and we do not want to risk sending your child home the wrong way because a last minute change wasn't communicated in a timely manner.

If your child does not have a note regarding a transportation change, he/she will go home as normal. Although we trust your child, we must hear directly from you, as the parent/guardian, for safety purposes.

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, cough, runny nose, or any other illness that would prevent him from remaining in class and participating in the usual activities. If your child vomits the night before, or the morning of, a school day, 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, please email the attendance secretary (laura.slesinger@cms.k12.nc.us), and copy your child's teacher. You may also call the office, or send a note in with your child when he/she returns to school. **Do not send a text message to the teacher; this is not an acceptable form of communication.**

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.

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, and completed by the doctor. 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.

EMERGENCY and ADDRESS INFORMATION

It is the responsibility of each parent to make sure the school has accurate contact information for your child. Any change in emergency 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.

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. 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. Friday is the only day sweets may be brought. Please label your child's lunch box with his name on it. We cannot guarantee access to microwaves so do not send items that need to be cooked or heated.

Prepayment for school meals is required. Payments are made on www.paypams.com, where you can make on-line payments, and monitor your child's account.

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 for more information or contact your child's teacher 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**, and create a profile. This includes visitors who will be eating lunch with a child. Driving privileges for field trips will require additional documentation; please see Laura Slesinger in the office.

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.** 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. We invite, and encourage, you to come to lunch with your child any time after these dates.

ENROLLING YOUNGER SIBLINGS

Guaranteed placement for a younger sibling requires entrance into the first round lottery. Children must be age 4 (for pre-k) or age 5 (for K) 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 and we will continually publish them in our ebulletin as a reminder. **If you do not complete the process for the first round lottery, all of our seats will fill and younger siblings are not 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.