



Chesapeake Montessori School

Family Handbook
2014

CMS is recognized by the Association Montessori Internationale

CMS is accredited by the Association of Independent Maryland Schools (AIMS)

CMS is licensed by the Maryland State Department of Education

Chesapeake Montessori School, operated by the Chesapeake Montessori Foundation, Inc. does not discriminate on the basis of race, color, religion, or national origin when admitting students or employing faculty and staff.

Dear Chesapeake Montessori School Families,

The partnership that exists between parent and school is the strongest indicator of a child or adolescent's success at school. Clear, honest, and regular communication supports this vital relationship. Our CMS Family Handbook is intended to foster this communication and understanding. Please review this document carefully and keep it handy as reference as the school year goes on.

This handbook is the result of regular review and clarification of the school's practices with the addition of some new information reflecting life at CMS. As a living document, this handbook will continue to evolve and will be reviewed to ensure its clarity and thoroughness.

Please be reminded that our practices and policies are derived from our desire to create safe, secure, caring environments for your children. To that end, please note the sections referring to our Code of Civility, signing in and out of school (Arrival, Departure, Release of Students), and the section titled Safety and Security.

Every effort has been made to make this handbook clear, complete, and up-to-date. Please let us know if you have questions.

I would also like to take another opportunity to remind you to keep your contact information updated in our office.

We are excited about the start of a new, wonderful school year at CMS. Welcome!

Warmly,

Deborah Bricker
Head of School

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History, Philosophy, and Curriculum

Our Mission

Chesapeake Montessori School guides children and adolescent in their development to become confident, respectful, kind, and independent individuals with well-developed powers of reasoning and a joy for learning. Using Montessori theory and the practice of individualized learning in a whole-school community, we are committed to creating rich environments indoors and outdoors that provide intellectual, academic, social, and emotional preparation for life.

Our School, Our Staff, and The Association Montessori Internationale

Chesapeake Montessori School was founded in 1977 by Anne Locke. Our school is a non-profit corporation governed by a Board of Trustees who hires a Head of School. CMS is recognized by the Association Montessori Internationale (AMI) for ages 15 months to 12 years. AMI was founded in 1929 by Dr. Maria Montessori. This organization, headquartered in Holland, continues to carry on her work in many parts of the world and is the Montessori organization supported by the Montessori family. Each of our Young Child Community (YCC), Primary, and Elementary teachers (called directresses), and adolescent guides, hold a B.A. degree, have received Montessori training from an AMI training center, and hold an AMI diploma for the level at which they teach. Many of our directresses also hold a Master's of Education.

The Montessori Philosophy

Dr. Maria Montessori (1870-1952) was the first female physician in Italy. She spent most of her life studying and aiding the development of the individual from birth to maturity. She identified stages in development of approximately six years that she called planes of development and designed prepared environments to meet the intellectual, academic, social, emotional, and physical needs of the child at each plane of development.

Two important principles of the Montessori philosophy are that children learn by observing others and by activity in the environment. Thus, every Montessori classroom consists of mixed-age groups (YCC: 15 months to 2-1/2 years, Primary: 2-1/2 to 6-1/2 years, Elementary: 6 to 9 years, 9 to 12 years, or 6 to 12 years, Adolescent Program: 12 to 15 years, and 15 to 18). The younger children are free to watch the older ones, while the older children may, if they wish, teach the younger ones. Because of the mixed ages of the children, the optimal class size is about 30 children. This provides the necessary social group for each age. The exception to this principle is our Young Child Community where the ideal number of children is between nine and twelve.

The Montessori prepared environment is designed to provide for the needs of your children in each stage of development. In all programs children and adolescent are encouraged to use their natural curiosity about the world and make discoveries based on their own activity. Children and adolescent are guided to make appropriate choices, work independently, move purposefully, contribute to their community, act responsibly, appreciate nature and beauty, and engage joyfully with their environment of materials, friends, and teachers.

Class Size

Montessori programs rely in part on mixed-age groups for success. Our Primary and Elementary classrooms have an optimal enrollment of 30 children based on the AMI standard of

24-35 children in approximately three year age spans (or six years in the case of a 6 to 12- year-old classroom). Optimal class size is determined by AMI, as a standard for recognition. This number provides for interaction with peers as well as older and younger children. In order to facilitate the development of independence in the Primary, Elementary, and adolescent students, we have a unique ratio of children to adults, in keeping with Montessori philosophy and AMI guidelines. Our Adolescent Program is guided by trained adults supported by appropriate specialists. Our programs are guided by one AMI directress and an assistant, when necessary.

Our Facilities

Since its inception in 1977 as Chesapeake Montessori School, the school has grown to include one Young Child Community (YCC), three Primary classrooms, one 6-9 classroom, and one 9-12 classroom. In 2009, our new elementary building was completed. This is now the home of our Elementary classrooms, Adolescent classroom, a new library, kitchen, and our school offices. Our Young Child Community (YCC) and three Primary classes remain in the lovely, home-like setting originally established for our school. Our buildings are set on seven acres and are surrounded by trees, gardens, natural play areas, and a wonderful nature trail.

Our Programs

Montessori Programs

- Young Child Community (YCC) -- 8:30am to 12:00pm. This program is for very young children 15 months to 2-1/2 years (with limited lunch and napping available).
- Primary Half Day -- 8:30am to 12:00pm. This program is for young children 2-1/2 to 5 years old. Children must be toilet independent to begin this program.
- Primary Full Day -- 8:30am to 3:15pm. This program continues the day for 4-1/2 to 6-1/2-year-olds who remain with their teacher in the afternoons.
- Elementary -- 8:30am to 3:15pm. This program is for children ages 6 to 12, or as Lower Elementary (6 to 9 years old) and Upper Elementary (9 to 12 years old).
- Adolescent Program (12-15 years old)

Special Subjects: Our Montessori-trained teachers bring to the children a fully developed program. Additionally, they are supported by a foreign language teacher, a music teacher, and a physical education teacher. These subjects are scheduled in the school day to protect the  work cycle.

- French: The French language is presented to all children and adolescent in the school in ways appropriate to each student's age, including vocabulary, writing, reading, and cultural experiences.
- Music: Music and movement are an important element of the Montessori classroom and are present and available to children each day as part of the classroom. In addition to this, extended day and elementary students work with a music teacher according to a schedule determined each year. Our adolescent students work with a music specialist to record and learn guitar.
- Physical Education: Children ages five and older and adolescent are guided by a P.E. teacher according to a schedule determined each year. They work on team sports, physical fitness, jump rope, folk dance, and more. This P.E. experience begins during the extended-day in the Primary program and continues through the

Elementary years. Children and adolescent must wear proper athletic shoes to participate in outdoor P.E. classes; shoes may be left at school if desired. All children should wear clothing appropriate to the weather, as we strive to go outside each day.

Before- and After-School Programs

- Before-School: Children and adolescent may arrive at school for before-school care at 7:00am. This program is considered 'drop-in' and will be billed by the hour at an hourly rate determined each year. Billing occurs the month following the date(s) attended.

Children and adolescent will not be admitted to the school until the door is unlocked at 7:00am and an adult is ready to supervise the children. Parents must enter the school with their child(ren) and sign in at the time of arrival. Parents should never leave until the adult in charge is ready for the children.

- After-School: Our after-school program is available to children ages two to 12 years old and adolescent from 3:15 to 6:00pm in three tiers, A, B, and C. Students must be enrolled in one of the tiered programs at the beginning of the school year. Parents may inquire about available spots on a daily basis, but there is no guarantee the program will be able to accept additional children or adolescents each day. Children or adolescent who attend but have not previously enrolled during registration will be billed by the hour at the hourly rate determined each year, with a minimum charge of one hour. Parents who arrive later than 6pm are charged in 15-minute increments at the rate determined annually. Billing occurs the month following the date(s) attended.

Parents must sign out their children or adolescent by indicating their time of departure. Children and adolescent are the responsibility of the parents once the parent is present on campus. To assist our after-school staff in keeping a calm and organized program, please do not linger at the end of the day when picking up your child(ren).

Napping

Children under age five who stay in school for a full day will nap in the afternoons between 1:00 and 3:00pm. Children who nap should bring a small blanket which can be sent home each week for laundering; all personal washable items will be sent home each week. All items must be labeled with your child's name and should be sent to school in a sturdy bag that closes securely. Special items must be discussed with staff and must remain at school. CMS will provide a change of clothing for your child in the event that your child has an accident or gets wet/messy. Your child's wet clothing will come home and should be laundered and returned the next day. After napping, your child will return to the classroom for 3:15pm dismissal or will join the after-school program if enrolled there.

Length of School Day

Our school day is 8:30am to 12:00pm for half-day students or from 8:30am to 3:15pm for full-day students. The day is supplemented by our before- and after-school programs, including a program for children under five who nap in the afternoons after lunch. For full-day students,

there is a lunch period of approximately 45 minutes in the Primary classes and approximately 30 minutes in the Elementary classes. All children and adolescent have a period of outdoor play or other physical activities lasting about 30 minutes.

Code of Civility

The social development of the child and adolescent is of utmost importance in our Montessori programs at CMS. We support behaviors and guidelines which will assist children and adolescents in the development of respect, kindness, fairness, tolerance, and responsible choices. As a whole community of parents and professionals, we must endeavor to provide the environments which will support this development. We must all agree to treat one another and our environments with respect, grace, and courtesy.

To that end, we expect that parents and staff will abide by these guidelines:

- The privacy of students, parents, and staff will be respected. To ensure a healthy community based on trust and respect, please do not engage in conversation or other behavior which hurts or demeans any member of our community – student, parent, or staff.
- All members of the school community have the right to an environment free of discrimination or harassment. Any person who feels that he or she is the recipient of discrimination or harassment should notify a teacher or the Head of School.

Parents who are unable to abide by our Code of Civility may be asked to leave the school community.

We define harassment as persistent behavior intended to disturb or upset or behavior deemed threatening. Harassment includes but is not limited to unwanted verbal, physical, visual, or sexual behaviors intended to harm or intimidate another.

Discipline

“The liberty of the child ought to have as its limit the collective interests of the community in which he moves; its form is expressed in what we call manners and good behavior. It is our duty then to prevent the child from doing anything which may offend or hurt others and to check behavior that is unbecoming or impolite.” Maria Montessori

Maria Montessori and, thus, CMS honor the dignity of the child. Any guidance or correction of a child or adolescent’s behavior will be motivated by this principle. Children and adolescents will not be intentionally embarrassed or humiliated by adults, and sarcasm will not be used with children. Physical punishment will not be used.

We believe that discipline grows in the child and adolescent through development of the will, opportunities for appropriate decision making, and learning to make responsible choices. Discipline grows through activity; it comes from within, not from outside, the child. To facilitate this growth our staff offers support, limits, and choices appropriate to the developmental needs of the children and adolescent at each age. We offer a standard of behavior that values kindness, helpfulness, tolerance, understanding, and respect. Adults are

the best models for the children and adolescents. When children and adolescents are unable to achieve this standard on their own, we are there to offer guidance and strength.

At Chesapeake Montessori School the development of social skills in the child or adolescent is as important as the development of academic skills. Learning to be a positive, supportive member of a community is valued. CMS students are treated with respect and are expected to treat others with respect for the feelings and rights of individuals, respect for public and private property, and respect for the rules and guidelines of the school community.

Respectful behavior is expected to be reinforced at home. Children and adolescents benefit from consistent behavior modeled by all adults. Behavior issues are effectively addressed by a team of parents, school, and the child or adolescent.

To reduce the incidence of disruptive behavior, we create an environment that encourages self-control, empathy towards others, and respect for others and for property. If a problem arises, we seek the cause and help change the circumstances that precipitated the problem. Most problems are solved by guided conflict discussion among the individuals involved. To clarify our expectations, we have developed behavioral guidelines for children, as well as adults, at Chesapeake Montessori School. Guidelines for conduct will be clearly defined and stated; older students will participate in the development of code of conduct.

They are as follows:

- Safe and proper comportment throughout the buildings, on field trips, and on the playground. This includes playing safely on the playground and not running in the buildings.
- Exercising self-control during class and group times. This means not disturbing classmates. A child or adolescent's behavior should not interfere with another student's learning.
- Listening to and following the directions of the adult(s) in charge.
- Being considerate of other people's feelings. We do not tolerate persistent teasing or making fun of others.
- No fighting or aggressive physical contact. We encourage the use of words and listening skills to solve problems.
- Speaking and listening respectfully to fellow students and teachers.
- Waiting one's turn to speak and using appropriate language during heated discussions or disagreements. Rational disagreement is encouraged, disrespectful comments are not tolerated.

Consequences of Inappropriate Behavior:

- Inappropriate behavior is brought to the attention of the student by his/her teacher.

- The student will be separated from the conflict and is given time to regain self-control and think about alternate behavior. A teacher will talk to the child or adolescent about the behavior, offering solutions or clarification of problems.
- An Incident Report is completed by the staff member who is with the student at the time of the inappropriate behavior.
- If the inappropriate behavior persists or is extreme, the Head of School will be notified and the teacher will arrange a formal conference with the parents to discuss possible causes and potential solutions.
- Continued problematic behavior is brought to the attention of the Head of School and a conference is set up with the parents, the Head of School, and teacher(s). An appropriate course of action is recommended by the school and might include outside professional support.

If the above methods do not resolve the problem, a student may be suspended from school and will only be readmitted when the student and parents demonstrate progress in resolving the problem.

Continued and unresolved behavioral problems or failure of parents to follow through on a recommended course of action may result in the dismissal of the child or adolescent from the school.

Primary Students

Young children are developing their judgment and their self-control. For this reason we guide them gently and positively as we set standards for behavior.

When misbehavior occurs the directress will use a variety of means to re-direct the child:

- A reminder of expected behavior,
- Positive choices will be offered,
- The child will be asked to stay with an adult for guidance.

Continued and consistent problems will be communicated by the teacher to parents by phone or in person and to the Head of School in writing.

Escalating disruptive behavior will require a meeting with parents, teacher, and the Head of School to discuss interventions to assist the child.

Elementary Students

The same strategies as above will be employed for elementary students, but will be handled with more urgency and more directly as the older child is expected to have developed self-control and social knowledge in order to take his/her place in the society of the classroom.

Adolescent Program

Conflicts are a normal part of any community. Our procedures for resolving conflicts emphasize clear, honest communication, understanding of opposing points of view, and taking

concrete steps towards building better relationships. It is expected that students will make an effort to use conflict resolution strategies to deal with difficult social interactions. There is a process for conflict resolution that is outlined on the final page of this handbook. Overall, the process of processing difficult relations is expected and encouraged as a means of sustaining peaceful relations at CMS.

General Policies and Procedures

Enrollment

Parents are advised to see our Montessori programs as 3-4 year cycles in a complete continuation from our YCC to our AC. Children will benefit most from a Montessori program when they complete the 3-4 year cycle.

Class Placement

Class placement is a pedagogical decision and is determined by the school. Considerations are: creating a classroom balance of age and gender, information shared by staff at transition meetings, student needs, and classroom needs. Parents may request placement in writing to the admissions office. We will review all requests but will make no commitment to placement until all factors can be considered. Class placements will be made during the summer and parents the first week in August of the starting date and class placement for the upcoming school year.

Phasing In New Young Child Community (YCC) and Primary Children

Students who begin school on the first day of each new school year are Elementary students, returning Young Child Community and Primary students, and new children who attend a Primary extended day program (over five years old). We phase in new Young Child Community and Primary children in small groups, continuing into the second week of school. This schedule is designed so that the new children will enter a settled environment and will receive personal attention from the teacher. The established class welcomes each new child and offers a calm, supportive model.

Attendance/Tardiness

Please make every effort to see that your child arrives to school on time. Prompt arrival between 8:15 - 8:30am allows your child(ren) to have time to transition into the classroom, to hang up his/her belongings, greet friends and teachers, and participate fully in the events of the classroom. Arriving on time means that a child or adolescent begins the school day with any information given by his/her teacher at the beginning of the day. This allows your child or

adolescent to fully engage in the necessary three hour cycle of work in the Montessori environment.

Late arrivals disrupt the classroom and often cause distress to the child or adolescent who is late. Teachers begin their classes at 8:30am; children or adolescents arriving after that time are marked tardy. All doors, except the main office doors, will be locked at 8:45am. All students who arrive after the doors are locked are considered tardy and must be signed in at the office and escorted to class by staff. CMS tracks absences and tardiness and records both on Progress Reports and in permanent records.

Late arrivals also cause disruption to the smooth operation of the school office. Please be considerate of all schedules and responsible to the needs of the classroom and the school and arrive on time.

Arrival of Students

Between 8:15 and 8:30am a staff member will greet your child as you pull up to your child's entrance. Please make sure your child is ready to leave your car at this time with lunch box and other belongings in hand. Before or after this time, parents are responsible for making sure their child reaches his/her classroom. If you wish to walk your child before 8:30am, please park and take your child to the adult at the entrance. All children or adolescents must be released to staff. Please do not leave a car in the driveway and never leave a car running while it is unattended; our driveways are considered fire lanes and should not be blocked.

Sign-In: If all staff has returned to the classroom when you arrive, you will need to sign in with a staff person in the office. It is important for our classroom staff to finish their drop-off responsibilities and be in their classrooms at 8:30am, but we will not leave the doors while cars are in the carpool line. If you arrive after that time, children and adolescents must be brought to the office to be signed in. Sign-in pertains to any late arrival, whether it is due to a medical appointment or any other reason. In addition, parents who need to pick up their child(ren) before the regular dismissal time must first sign out their child(ren) in the office. Please cooperate with this policy, as it is for the safety of each child and adolescent.

Departure of Students

Depending on your child's schedule, at either 12:00pm or 3:15pm staff members will have your child(ren) ready to pick up and will assist him/her getting into the car. Please remember to put your car in "park" with the emergency brake on when you bring your car to a stop at the entrances. Parents who pick up their children at either time should be prompt; it is especially difficult at noon if children whose parents have not arrived are watching other students begin to eat their lunch.

Sign-Out: Parents who need to pick up their child before the regular dismissal time must first sign out their child(ren) in the office. Please cooperate with this policy, as it is for the safety of each child. When your child or adolescent is going home with someone other than the regular driver, please notify the school in writing. We will not allow children or adolescents to leave without parent authorization.

Parents who arrive after 12:15pm or 3:30pm are considered late. If you are late your child(ren), will be taken back to his/her classroom. Parents will be charged appropriately for each 15-minute interval the child or adolescent remains beyond the usual departure time, with a minimum charge of one hour.

If your child stays at school later than 3:30pm, please come into the building to meet him/her. Please do not allow your child(ren) to leave the building unaccompanied. Again, please do not leave your car in the driveways when going into the building to meet your child; park in a designated spot.

CMS Driveways

Our driveways are considered as fire lanes and should not be blocked at any time. The speed limit is 10 MPH.

Release of Students

If your child's schedule is going to change from the norm, please inform the school in writing whenever possible. This includes any change of carpool, going home with a friend, or a change in time. We will not send a child or adolescent home with anyone without your permission even if the person is on your authorized list. A record of this change will be kept in the office and the classroom. If you are unable to inform the school in writing, please call or email the office informing us of the change. We will confirm the information with the parent who made the arrangements and verify all information when your child is picked up.

Truancy

More than 10% of school days reported:

MSDE

- 8 days a quarter
- 15 days a semester
- 20 days a school year

Family Vacations During the School Year

Consistent and regular attendance at school is essential to the success and comfort of your child, no matter the age. Montessori programs depend upon activity in the classroom and interactions between students. Lessons often require specific Montessori materials. Lastly, children and adolescent do not work from workbooks in a Montessori environment. For these reasons, we ask that family vacations coordinate with the school calendar.

Clothing and Shoes

Clothing should be simple, washable choices that encourage and support a child's independence and freedom of movement. Avoid clothing with commercial or distracting images or fastenings that your child cannot manage independently. Washable clothing is essential as children and adolescents are involved in washing, painting, baking, and other practical life activities.

Clogs, flip-flops, slippers, and shoes with heels or wedges are not safe or appropriate for the classroom and playground environments. For children and adolescents involved in P.E., soft-soled gym shoes are required.

Elementary clothing should be simple, neat, age-appropriate, and comfortable for school. Please avoid clothing with inappropriate sayings or messages when dressing for school. Hats are not to be worn in school. Children and adolescent will wear sneakers to school and change to slippers/moccasins when they enter the classroom. Sneakers are required for PE activities.

When students are on field trips, going-out, or at school for special occasions, please help your child(ren) dress appropriately. Teachers will offer suggestions to students for these special events.

Change of Clothing

Each YCC and Primary classroom will keep a supply of clean underwear and clothing to use if a child needs a change of clothes. They will be marked "CMS". If your child needs to be changed at school he or she will wear home the CMS clothing and will bring their wet clothing home. Please launder and return the CMS clothing the next day.

All Programs

We like to take the children and adolescents outside during the winter, when temperatures permit, so please make sure your child is dressed accordingly. When there is snow on the ground, children and adolescents will be going outside as long as they have appropriate clothing. A child or adolescent should bring boots, snow pants, a jacket, a hat, and gloves on snowy days. If your child wears boots to school, he/she should bring shoes to wear in the classroom.

Permanent Records

Each current student has a permanent file in the school office. These records are confidential but may be reviewed by parents and teachers. Teachers may review the records at school; they may not be removed from the building. Parents have the right to review files upon request. A parent or guardian may request to review his/her child's record by making an appointment with the child's teacher or the Head of School. Student record includes tardiness, absences, progress reports, health, emergency, and standardized testing documentation.

Beyond teachers and administrators, the Maryland State Department of Education and the Department of Human Resources have access to school records. Also, a parent without legal custody has access unless the school has a copy of a court order to the contrary. Any other persons need written permission from parents or guardians in order to have access to a child or adolescent's record. A log of such viewings is kept in the office which includes the date, relationship of that person to the child or adolescent, reason for viewing, and name of the staff member present during the viewing.

Transcripts of Records/Record Requests

When a student leaves CMS in order to attend another school, copies of the child's record will be sent upon receipt of a written request from the parent or guardian. Copies will be sent directly to the school. All requests for transfer of records require a signed release from parents or guardians.

All financial obligations to the school must be met before student records are released. For more information, please see the section titled **Financial Policies**.

Application Process for Siblings of Enrolled Students

Siblings of enrolled students go through our regular admissions process. Please inform our office of your desire to enroll a sibling so that no family is disappointed to find there is no space available. We reserve spaces in our Young Child Community (YCC) and Primary classes for children of families who want their other children to continue through our Adolescent Community. Siblings are prioritized for admittance when we have an application in our files.

Safety and Security

Sign-In & Sign-Out

In order to provide a safe and secure environment, we require all children and adolescents arriving late or leaving early to be signed in or out with office staff. This policy ensures each child or adolescent is accounted for at all times and is accompanied by a parent, guardian, or approved caregiver.

In the School

It is important for the safety of our community that we always know who is in our buildings. Front doors at the school, except the entrance to the office, will be locked at 8:30am. If your child arrives after 8:30am he/she is marked tardy. You must then sign your child(ren) in at the office, and one of our staff members will escort children in the Young Child Community (YCC) or the Primary program to the classroom.

All visitors, even parents who are expected for visits, must sign in at the office and wear a visitor's badge. If you are visiting the school and see anyone without a visitor's badge, please ask if you can help them and/or direct them to the office.

All staff will wear CMS nametags during the first weeks of school.

Parents are responsible for their children (students and their siblings) whenever accompanying them at the school.

On the Property

Please ask anyone you see on our property if they have checked in at the office, and notify office staff of any unfamiliar persons or unusual situations.

Carefully supervise your children while they walk into school, are dismissed, or are playing on the playground. Please ask your child(ren) to walk, to care for the property, and to continue to show the respect for the school and the school community that is encouraged in the classrooms.

Special Events: Alcohol & Tobacco Use

Please follow the above guidelines. Alcohol and tobacco are absolutely forbidden at any school activity when children or adolescent are present. Permission for serving alcohol at parent events without children or adolescent must be granted by the Head of School.

Visitors and Guests

Any visitor or guest to the school is required to check in with the office staff in the main office before entering any other part of the facility. Visitors are required to sign in and out with their name, time in, purpose for visit, and time out. All visitors and guests are required to wear name tags while on the grounds.

Driveways ~ Please see map for details - page 30

The *east* driveway (in front of the Elementary building and the first right off Old Mill Bottom Rd.) is a **one-way** entrance for parents to drop off and pick up children and adolescent in the Elementary classes and Primary classes. For Elementary and Adolescent parents only, once you have dropped off your child(ren) with a staff member at an entrance and the way is clear, turn left to exit out of the center driveway, being sure to keep two lanes for entering cars. For families with children in both buildings, once you have dropped off your Elementary or Adolescent student, proceed along the driveway to the next appropriate entrance to drop off your Young Child Community (YCC) or Primary student with a staff member. Afterwards, proceed to the stop line and turn left to exit from the west driveway when the way is clear.

The *center* driveway (the second right off Old Mill Bottom Rd.) is a two-way entrance for parents to drop off and pick up children in the Young Child Community (YCC), the Primary classes, and also Elementary students. Since this driveway is two-way, it is important to keep enough room for two lanes of traffic. Please note the Stop sign from this driveway going to Old Mill Bottom Road, North. This driveway is also an exit for families with Elementary students only, so please use caution when entering and turning. For Primary students or members of the Young Child Community (YCC), please drop off your child(ren) with a staff member at the 'middle' entrance, proceed to the stop line and turn left when the way is clear to exit out of the west driveway. Afterwards, please exit from the west driveway, which is also an entrance and exit for families with children in Primary Class 3 and Primary Class 2, so please use caution when exiting and turning.

Although the entrance to the center driveway is two-way, the portion of the drive from the Elementary and Adolescent building to the stop line in front of the Primary building is **one-way**.

The *west* driveway (the third right off Old Mill Bottom Rd.) is a two-way entrance for parents to drop off and pick up children in Primary classes. This driveway is also an exit for families with children in the Young Child Community (YCC), so please use caution when entering and turning. Proceed into the circle when arriving to drop off or pick up your child(ren) at the 'west' entrance and exit from the west driveway when the way is clear.

Use car pool name tags. Move forward as directed by staff.

Safety Rules to Remember in CMS Driveways:

1. The speed limit is 10 MPH.
2. Never park a car in school driveways.
3. Please stay in your car while in the carpool line.
4. Never leave your car running anywhere on the school property.
5. Do not pass cars in the carpool line.

6. With the exception of the center and west driveways, all lanes are one-way, including along the walkway between the old building and the new.
7. Cell phone use is prohibited in CMS driveways and during drop-off and pick-up.
8. All children must be taken from and put into the car by a staff member; please allow our staff to assist your child(ren) so that you may stay in your car.
9. We will help you to secure your child in the car seat but this is not always possible. The responsibility for safely buckling your child in the car seat, before driving rests with the driver.
10. If your child has forgotten something in the car during drop-off which is needed for the day, please park your car and bring the item to the building as we will not delay the carpool line.
11. If your child has forgotten something in the school during pick-up which must be retrieved, please park your car and come to the building with your child as we will not delay the carpool line.
12. Please leave space between cars when waiting in line to allow others to turn into or out of other driveways.
13. Do not arrive too early for dismissal as this causes congestion in the driveways.

Cell Phones & Other Electronic Devices

Parents are asked to refrain from using their cell phones and other hand-held devices while visiting the school. Cell phone use is not permitted while in the carpool line for arrival and dismissal. Please do not have a television turned on in your car during arrival or dismissal.

Children in the YCC and Elementary are not permitted to have cell phones at school. Calls made to home must be approved by the teacher or office staff and the call will be made in the school office.

Classroom Procedures

Toys

Please keep toys, jewelry, and other personal or family belongings at home or in a special place in your car. These items may prevent your child from fully engaging in the activities of the Montessori environment. If your child has something special you feel would benefit the classroom, please contact the teacher. Children who need something from home at naptime may bring an item, but it must remain at school. Please check with your child's teacher or the adult in charge to discuss this.

If you should find any unusual items in your child's pockets or lunch box, please make sure they are not pieces to any of the classroom materials.

Lost-and-Found

A lost-and-found basket has been established in each building, but it is best to check with your child's teacher or assistant for missing items. All items will be donated two weeks after the last announcement to collect has been made.

Snacks

We believe that nutritious, wholesome snacks encourage good health, independence, grace and courtesy; we strongly encourage wholesome, nutritious snacks and lunches. Please provide whole grains, fresh fruits and vegetables, and naturally sweetened products. Please avoid food additives and dyes, trans-fats, and excess sugar in any form. Please inform the staff of any food issues that your child(ren) may have.

In our Young Child Community (YCC) the children help prepare the early lunch each morning and eat as a group. Parents send ingredients as requested by the teacher, each parent taking several turns to provide the ingredients for an entire week.

In our Primary classes children are offered a snack each morning. Families contribute to our snack supplies, usually for one week during the school year. You will receive a snack and shopping list from the teacher. The list may include ingredients for baking or other food preparation activities, flowers for flower arranging, or other special requests. Children will assist in the preparation of snacks in their classrooms.

Our Elementary and Adolescent Program teachers will each determine the snack procedure and guidelines for their classrooms. Generally this means students will be permitted to choose a simple nutritious item from their lunch at mid-morning to eat at a designated spot in the classroom.

Our After-School Program also serves a wholesome snack using the above guidelines. Snack is served at about 4:00pm.

Lunch

Lunch is a social occasion for the children. At lunch time each child is provided a place mat, but he/she (except for the Young Child Community) also needs two cloth napkins from home each day. Children can manage the flip-top thermoses more easily than boxed drinks, and so we recommend these. Please provide any utensils required for your child's meal and try to use reusable containers to help minimize trash. Please do not send food that will require heating in a microwave. The children will be learning what can be put into recycling and compost buckets, but young children will take home uneaten food whenever possible so that parents are aware of what their child has eaten during the day.

For the health and well-being of every child, there will be absolutely no sharing of food in the classrooms. We recommend that children bring a minimal amount of sweets: candy, gum, and soda are not permitted in school lunches.

Please notify the school of any food concerns for your child and discuss the issue with the teacher.

Birthdays & Birthday Books

Birthdays are special celebrations in a child's life. Each classroom will create its own tradition for celebrating children's birthdays. A selection of books is available for purchase as a birthday gift in the school office. You and your child may choose one of these books to donate to the school library dedicated to the school in honor of your child. A bookplate with the child's name will acknowledge the gift. The selection has been made based on the needs and desires of our library. If you have a special book you wish to add to the library as your child's gift, please check with your child's teacher to ensure the uniqueness of your gift.

When planning a birthday celebration for your child(ren) outside of school, we ask that you refrain from distributing invitations or other favors at CMS.

Homework

Children in a Montessori environment work independently and in small groups with Montessori materials under the guidance of their AMI-trained teacher. For this reason, student work is done at school. Time at home should include reading, chores, pets, sports, and relaxation. Homework is not a regular or recommended feature of a Montessori program, but there are situations where school and home must work together. Students may bring home work they wish to continue or teachers may suggest practice at home. Reading at home will be established as routine for Elementary students.

For Adolescent students, homework is a developmental need of this age. It is one way through which students learn to be self-managing individuals. Time-management, volume-management, and priority-management are realized in a student's ability to balance his or her various academic and personal engagements. However, "busy-work" is never offered as homework since home-life and each individual's established family dynamic are always considered a fundamental aspect of healthy living. Thus, homework constitutes work that extends beyond the hours of the school day, is project-related, skill-based, and an enhancement to one's life.

Independent and open work times are offered throughout the week and allow students time to work on extended work individually, in small groups when applicable, and with at least one teacher present. The students, in their choices and increasingly sophisticated work from 7th – 8th grade, will naturally assume greater volumes of homework on a nightly and quarterly basis. Teachers support them through daily advisory meetings, in addition to independent and open work periods.

Student Assessment

Evaluation of student progress will be based on teacher observation, student work, self-evaluation for older students, and one-on-one work with the teacher. Student work is accumulated at school to allow the teacher to note progress, students' strengths, and areas of concern.

Elementary students 3rd -6th and Adolescent Program students participate each spring in a standardized achievement test. Results are shared with parents and guardians once they are returned to the school office.

Field Trips, Going-Out, and Field Outings

The Young Child Community (YCC) and Primary classrooms are protected environments. Young children are not well-served by the field trip or going-out experience. An occasional exception may be considered if parents can accompany their children to a special event. Children in the Elementary classes take field trips whenever there is an event, that we think would enhance the children's life and school work. Depending on the event, transportation may be provided by parents, private bus, public transportation, or the school's van.

Going-out is a special trip planned by a student or small group of Elementary students to enhance their school work. We encourage our students to initiate these valuable experiences – plan them, communicate them, and share them with their classmates as appropriate.

There are additional costs for field trips and other going-out activities that will be explained when these are announced.

Chaperones

Whenever possible, chaperones should know the children they are asked to drive and/or supervise. In all cases chaperones will be provided with a list of children they are responsible for. Chaperones should receive guidance from the responsible staff member regarding expectations of the children and details of the event.

Any parent driving children must meet these requirements for each event:

1. Vehicle has a seat belt for all passengers, with children riding in the back seat only;
2. Copy of driver's license on file in the office;
3. Copy of declaration page of auto insurance on file in the office;
4. Cell phone number recorded in the office.

All information must be verified and validated for each trip.

Behavior

Students, staff, and chaperones are representatives of Chesapeake Montessori School when they leave the school. All are expected to behave in a manner appropriate to the event, to be respectful and helpful to all, and to abide by the CMS **Code of Civility**.

Dress

Students must dress in a manner that represents CMS with respect. Students must also dress with safety and comfort in mind.

Safety

To ensure a safe and enjoyable trip, all school rules regarding safety will be followed. A buddy system for the children will be used so that each child will be paired with a partner and coached on being responsible to and for others. Students will not be left alone in a public restroom and must receive permission by an adult to use the bathroom with a buddy or an adult.

Emergency cards will be taken on all trips. Any special needs of students will be arranged for by the teacher. To be prepared for any emergency, a small portable first aid kit will be taken by

the staff, including a cell phone with the number on record in the office. An itinerary will be left on file in the office upon departure that includes the planned route and estimated times for departure and arrival. Any changes must be phoned into the office before they occur.

Health and Absenteeism

According to the Maryland State Department of Health Regulations Manual, evidence shall be furnished of immunization against diphtheria, tetanus, pertussis, polio, measles, varicella, Tdap, MCV or meningococcal and German measles, and any other immunizations deemed necessary by the Secretary of the Department of Health and Mental Hygiene. New children may not start school until the completed Maryland health and immunization forms providing such evidence are on file in the school office. Returning children must have a health update form completed by a physician every other year. This must be on file by the first day of school.

So that we can keep our records up-to-date, please ask your doctor to write us a note each time your child has a shot that should be recorded on the immunization form your doctor originally completed. We can then add the information to that form with a parent's signature.

When your child comes to school please make sure that he/she is fully able to participate in all activities – indoors and outdoors – and that your child is dressed appropriately for the weather. If your child is ill and staying home, please telephone the office before class begins. If a child becomes sick during the day, he/she will be isolated in a quiet area in the main office or classroom until a parent or authorized person can come to take the child home. If your child has hay fever or other allergic reactions that are not contagious but might appear so, please let us know. Should your child contract any communicable disease, we would like to know immediately so that other parents can be informed as well. When your child has been absent, please send a note to school explaining the absence. When your child has a communicable disease for which he/she has been given an antibiotic, please keep your child at home until the doctor advises you that the disease is no longer contagious.

Following is a list of symptoms to guide you in deciding whether or not your child(ren) should be sent to school. Do not send your child(ren) to school on days where one or more of the following symptoms are present:

- Fever (temperature over 98.6 ° F)
- Rash
- Cough
- Discharge of discolored or profuse amounts of nasal mucous
- Diarrhea
- Vomiting
- Sore throat

A child must be fever-free (without the aid of a fever-reducing medication) for 24 hours before returning to school.

Preventing Illness

CMS and parents will need to work together to ensure that we are doing all that we can to protect ourselves from any illness.

At school we will be watchful and offer children guidance in washing their hands properly, learning to cover their mouths with their arms when they cough or sneeze, and keeping things from their mouths.

We ask that parents encourage the same kind of precautionary behaviors at all times. Please inform the school if your child becomes ill so that we can send notice to other parents in a timely manner. Be prepared for the possibility of absence from school by having back-up for child care should your child become ill. If your child is ill, be conservative about returning to school as we all try to control the spread of illness.

Medications

We can give no medication (prescription or over-the-counter) without a medication administration form completed by parents and a physician. For both prescription and non-prescription medication our staff must have the original container having the child or adolescent's name, dosage, and frequency on the label, and a completed and signed medication authorization form from the child or adolescent's parent and physician. Please ask your child's doctor to prescribe medication that does not need to be given during school hours, if possible. Parents must administer the first dose of any new medication at home to allow for any possible reactions to occur while under a parent or guardian's care; CMS staff cannot be the first to give your child a new medication. Please do not send loose pills or any type of medicine in your child's lunch box; parents must hand deliver any medicine in the original container to the office with the appropriate medication authorization form. This policy will be strictly enforced. Your child's medication will be stored in a locked box in the office, in a locked box in a refrigerator if necessary, or in the classroom under certain circumstances. Authorizing paperwork will be kept in office and/or classroom.

Allergies/Food Sensitivities/Health Concerns

Each classroom and program (before-school, after-school, French, music, P.E.) will receive a list of all students in the school who have health concerns. All adults in the school must be aware of any health concern of all children attending Chesapeake Montessori School.

First Aid

First Aid kits will be kept in all classrooms and with the P.E. teacher. Bandages, gauze, tape, disposable gloves, cleansing wipes, and a thermometer will be in each kit. Since we are not permitted to use medication on any cut, scrape, or wound, only water and soap may be used to clean the injury.

First Aid and CPR training are required and provided to the staff by the school every two years.

Accident Reports

If a child or adolescent is injured at school an accident report will be completed by the adult in attendance at the time of the injury. The form will be turned in to the office and sent home to parents the same day. This form will include the child or adolescent's name, date and time of the accident, the adult present, actions taken, and how the child or adolescent's parent was contacted about the accident.

Any injury to the head will be reported immediately to the child's parents. If there is question about the severity of an injury, the Head of School will be consulted. If the Head of School is not available, the child's directress will make required decisions.

Emergency Contact Information

At the beginning of each school year, parents must complete the emergency cards sent home for every child or adolescent which request telephone numbers where parents can be reached during the day. These cards are kept in the office with a copy in each child or adolescent's classroom and in after-school care, if applicable. This is a good time for you to speak with your family, friends, or neighbors to make a back-up plan in the event you cannot be reached.

In case of an accident or sudden onset of illness, the school will not hesitate to seek proper care for your child(ren). The child or adolescent's individual emergency instructions on file are consulted immediately and the parents are called. If necessary, the child or adolescent will be transported to Anne Arundel Medical Center in Annapolis. The medical authorization that the parent(s) signs will be taken with the child or adolescent so that treatment can be given immediately in the absence of the parents or guardians.

Please be sure to inform the school office of any change in your contact information. It is imperative that the information on the emergency card be kept current at all times. New cards must be completed each year for each child or adolescent.

Child Abuse Policy

Schools are mandated reporter, and staff members will report any suspected abuse according to Maryland law. Training in policies on child abuse and neglect will be provided every three years. The oral report to the Department of Social Services will be followed within 48 hours by a written report to:

1. Department of Social Services
2. Anne Arundel County Police
3. State's Attorney for Anne Arundel County

Snow/Emergency Closings

If Anne Arundel County schools do not open because of snow or other weather conditions, we will automatically close. Parents should listen to the radio or TV on mornings when school openings are questionable due to weather conditions. On any day that Anne Arundel County Public schools open late for inclement weather, CMS will open at 9:30am. This means that the building will not be open until 9:30am and that there will be no before-school care. If CMS is able to open on subsequent days, we will make every effort to do so.

Families will be notified via email, the school's answering machine, and the CMS website.

If Anne Arundel County schools close early for inclement weather, CMS will announce a closing decision via email and on our website.

Phone Trees

A phone tree will be created for each classroom. We will use this to inform parents of any unusual situation at the school, a school closing due to power failure, for example. We will not use the phone tree to inform parents of typical snow events; please watch for Anne Arundel County Public School closings to determine when CMS will close.

Phone trees will be constructed to share school-wide events and classroom events. We will endeavor not to call twice. If this happens, please inform the office.

Parent Involvement

Communication

Important information regarding students and families must be handled in a personal manner. The goal of CMS is to maintain clear and regular communication between school and home. Parents are encouraged to contact their child(ren) or adolescent's teacher whenever a question arises. Issues are best handled in a direct and timely fashion. Questions about the school and its management should be addressed to the school office.

It is essential that there be good communication between parents and their child(ren) or adolescent's teacher. Please feel free to contact your child's teacher whenever you have a question about the classes, wish to discuss your child's progress, or want to mention any unusual home circumstances or events at school that might be troubling your child. If you call during class time, a message will be taken and your call will be returned at lunch time or after school. In addition, the Head of School will be happy to discuss your concerns, but it is important that you first contact your child(ren)'s teacher, who is the person most familiar with your child's life at school.

A newsletter will be sent home at the beginning of each month with a calendar of the coming events. Updates will be mailed to you via email. Sometimes other notices are sent home in order to inform parents of school activities, to remind parents of certain policies, and to give parents any other necessary information.

Kid Mail

Newsletters and reminders that come home via lunch boxes, totebags, or hand delivery are known as "Kid Mail". Please remember to check your child's lunch box or tote bags daily for newsletters or other notices from school.

Separated Families

In situations where parents are separated or divorced, please advise the school of an additional address for mailing purposes.

Free and open communication between all parties is encouraged so that everyone is fully informed, invited to school functions, made a part of parent/teacher conferences, etc.

In the event of a change in custody, CMS requires a notarized document stating the terms of the custodial agreement to be placed on file as soon as possible.

Classroom Observations

Parents are welcome to visit and observe their child's class. Observations are scheduled on Tuesday, Wednesday, and Thursday, October through April. If you would like to visit, please call the office in order to schedule an appointment.

When you observe a Young Child Community (YCC) or Primary class, please sit quietly in the location designated by the teacher. Feel free to take notes and to speak softly when spoken to by one of the children. If a child tries to engage you in conversation, please quietly suggest that he/she return to the work in progress. The calm and order of the classroom work should be respected. Elementary students may invite their parents to join them in an activity. The Adolescent Community offers observations through a tour as well as a student and parent panel.

Parent Meetings

A variety of parent meetings and events are scheduled during the school year. They will include meetings to discuss the Montessori classroom and materials, casual coffees with the Head of School, meetings for each program level, meetings to assist in transitioning to a new program, and invited speakers. Parental participation in school is closely correlated to a child or adolescent's success in school, so please support our parent partnership efforts. All parents are welcome to attend any school event. You are encouraged to learn as much as you can about our school and the Montessori philosophy.

Orientation meetings are held during the first and second weeks of the school year. Dates for the meetings are sent home during the summer along with the calendar for the coming school year. These meetings are designed to help students and parents transition into school or a new program. Teachers will discuss the particular classroom traditions they have created.

Parent Conferences

Formal scheduled conferences to discuss student progress are scheduled in the fall (November) and spring (March) for Primary and Elementary students. The school is closed to accommodate the time necessary for each parents' visit. Parents are encouraged to request a meeting with teachers whenever they have questions about their children at school.

Progress Reports

A written narrative progress report is sent at the end of the year to all parents; in addition, a mid-year report is sent to Elementary and Adolescent Program parents. These reports reflect the Montessori approach of observation of the child. Lessons presented, materials used, independent choice of work, attitudes toward work, and social development will be considered as we evaluate the progress of the whole child.

No progress reports will be sent unless all financial obligations to the school have been met by the family. For more information, please see the section titled **Financial Policies**.

Circulating Library

We encourage parents to read about Montessori theories and methods. Every CMS parent is urged to read the following:

- Montessori Today by Paula Polk Lillard
- Maria Montessori: Her Life and Work by E.M. Standing
- Dr. Montessori's Own Handbook by Maria Montessori
- Booklets in the series Montessori Talks to Parents

These books, along with many others, can be found in the circulating library located in the office.

Staff and Family Directory

Each school year the office creates a staff and family directory to help parents contact their children's teachers, office staff, and fellow CMS families. This directory is published for the convenience of the school community. Please do not use the information for marketing or advertising purposes. You will be given the opportunity each year to update directory information and to decide if you wish to be included.

Parent-Teacher Organization

All parents having children enrolled at Chesapeake Montessori School are automatically members of the PTO. The main functions of the PTO are to provide a means for parents to meet one another and to provide a means for parents to become involved in their child(ren)'s school. The PTO raises funds to support their activities. Listed below are the main PTO events:

- Welcome Coffee with the Head of School: The PTO and HOS welcome new CMS families and answer questions as well as to introduce them to other CMS parents. All parents, new or existing, are invited to attend.
- Fall Family Picnic: This event, which occurs shortly after the school year begins, is an opportunity for CMS families and staff to become better acquainted. The picnic is pot luck with each family bringing a main dish, a salad, or dessert. The PTO provides refreshments and activities for all.
- Cultural Arts Presentations: The PTO funds and arranges these presentations for the children of CMS during the school year. They include musicians, plays, nature presentations, and occasional art **res....**
- Fall PTO Fundraiser: This is held early in the school year. Fundraisers have included wrapping paper, specialty foods, or children's artistic creations.
- Winter Craft Fair: This event is usually held off-campus and involves creating crafts for the winter holiday season.
- Winter Family Event: This usually occurs in late winter and involves various activities suitable for the whole family.
- Staff Appreciation Lunch: This is an opportunity for parents to say "thank-you" to the staff for all they do for our children. The lunch is held at the school and is prepared and served by the parents, who arrange for all staff to have lunch together.
- Spring Fair: This is the PTO's largest event, held in May on the school grounds. The Spring Fair provides fun for the whole family. Children present songs and dances,

including a traditional Maypole Dance. Food, games, and activities are part of the annual festivities.

- PTO Meetings: PTO meetings are open to all. They are held three times a year in September, February, and May.

Financial Policies

General Information

Chesapeake Montessori School is a non-profit organization that depends on tuition as the major source of funding. Tuition payment plans have been made as convenient as possible for our families.

Parents can choose to pay tuition in one payment, four quarterly payments, or use a monthly payment plan. All accounts will be collected by Tuition Management Systems. Parents who wish to make a single August payment receive a 2% tuition discount after the deposit has been received.

All tuition is paid directly to Tuition Management Systems (TMS). This plan is not a loan. Rather, the plan enables parents to make tuition payments directly from their checking or savings account, credit card, or by mailing a check. Thus, the CMS office staff does not collect and deposit tuition payments. Questions concerning tuition payments, for the most part, are handled by TMS, although the CMS staff is always available to assist families. Collections of other monies (tuition deposits, before- and after-school fees, trips, etc.) are handled by our teachers or business office, depending on the event.

All financial obligations to the school must remain current in order for student progress reports to be sent home during the year. This policy also applies to final student reports at the end of each year. No records will be transferred to other schools unless your family's account is current.

Delinquent Accounts

If an account becomes delinquent the business office will attempt to contact the parents to discuss options. If attempts to contact the parents are unsuccessful or if the account remains delinquent the school may seek legal advice, including court action. Students may not be permitted to attend school if an account becomes delinquent.

Tuition and Fees

Tuition and fees for Before- and After-School Care and any late charges are determined annually by the Board of Trustees. Information regarding tuition and fees is included with re-enrollment information sent in January each year.

Before- and After-School Programs

Before-School: This program is considered 'drop-in' and will be billed by the hour at an hourly rate determined each year. Billing occurs the month following the date(s) attended.

After-School: Children and adolescents must be enrolled in one of the tiered programs at the beginning of the school year. Parents may inquire about available spots on a daily basis, but there is no guarantee the program will accept additional children and adolescents each day. Children and adolescents who attend but have not previously enrolled during registration will be billed by the hour at the hourly rate determined each year, with a minimum charge of one hour. Parents who arrive later than 6pm are charged in 15-minute increments at the rate determined annually. Billing occurs the month following the date(s) attended.

Re-Enrollment

Enrollment contracts for the next school year are mailed to CMS parents each January. Contracts and the non-refundable deposit of \$1,500.00 must be returned to our office by mid-February in order to reserve a place for your child(ren) or adolescent. At the end of February we will begin to fill classroom spaces from our waiting pool. Re-enrollment deposits are due during the scheduled break from TMS payments.

Re-enrollment contracts will not be sent to parents who are not current in their tuition payments. In order to receive a re-enrollment contract, overdue tuition and before- and after-school care fees must be paid in full.

The CMS Contract

All students are registered for the entire school year, or from the time they enter until the end of that year. The person(s) signing an Enrollment contract agrees to pay fees in full for the complete academic year or for the entire remainder of the academic year should a student enter mid-year. If an enrolled student is withdrawn on or before June 1st, the contract may be cancelled without charge except for the non-refundable deposit (and Application Fee for a new student). Withdrawal after June 1st for any reason will not result in a refund or release from the obligation to pay full tuition.

Late Payments

Tuition Management Systems (TMS) does not offer a grace period for late payments and will apply a late fee to your account accordingly. Please note that TMS will apply any payment to their late fee before applying to your tuition balance.

This policy also applies to Before- and After-School Care program charges, specifically the monthly billings for the 7:00-8:15am program and any time that is not covered by your enrollment contract. Payments for these fees will be made directly to CMS. These statements will be mailed to you by the tenth of the following month, will be due on the first of the next month and are considered late by the fifth of that month. (For example, the After-School Care statement for the month of September will be sent out by the tenth of October. It will be due on the first of November and considered late as of the fifth of November). A \$5.00 late fee will be added to any Before- or After-School Care payment received after the fifth of the month it is due.

If there is a reason why your tuition cannot be paid regularly, please contact our business office. If there are any general tuition payment questions, please refer them to TMS. We are more than willing to work with you as long as you are communicating your needs to us.

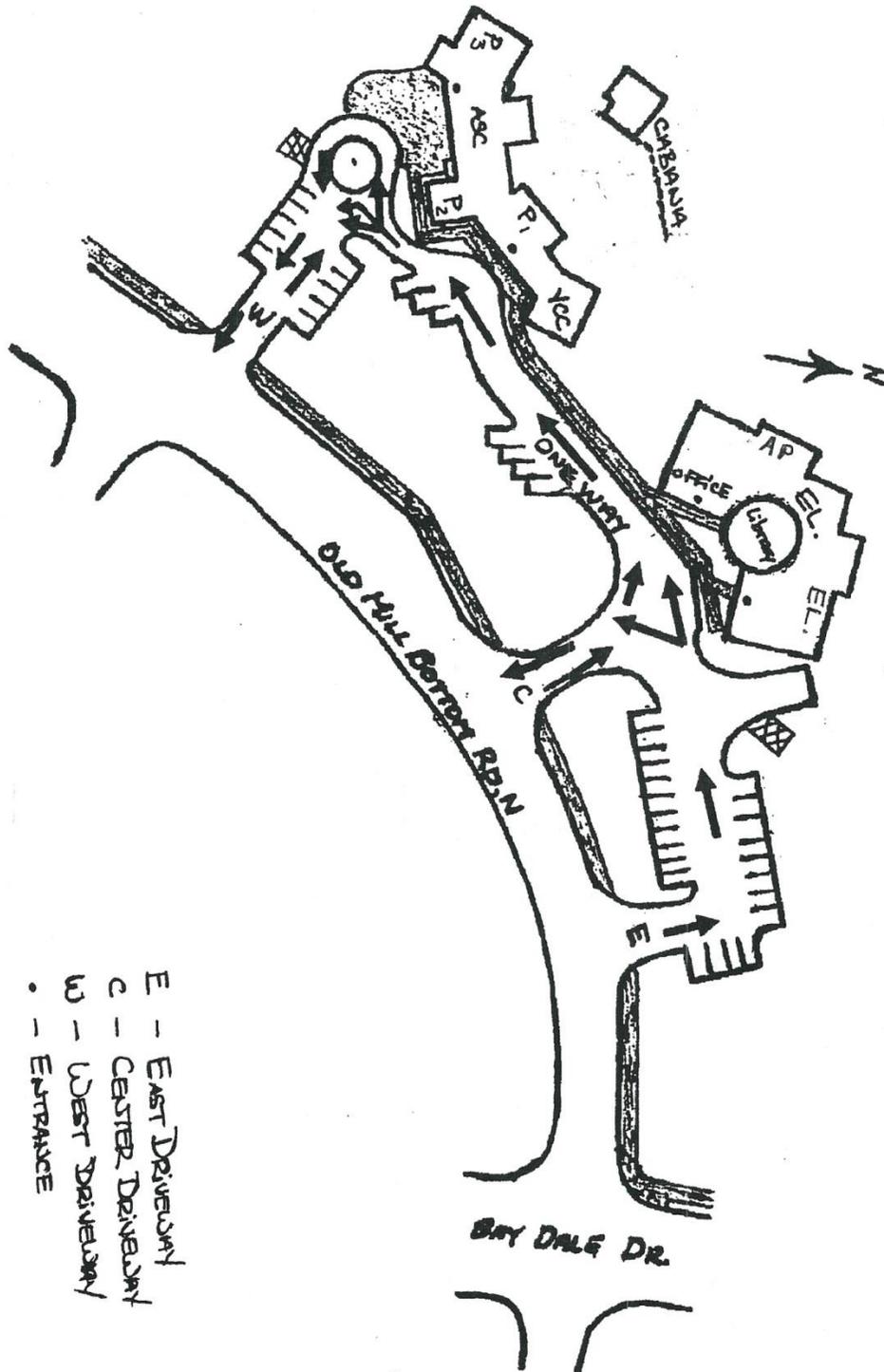
Financial Aid

Chesapeake Montessori School offers a limited amount of financial aid to families who have enrolled at the school, made a deposit, and have demonstrated financial need. CMS offers financial aid without bias regarding race, color, religion, or national origin.

CMS uses the services of the School and Student Service (SSS) to evaluate the need for financial aid. SSS is a service of the National Association of Independent Schools (NAIS). Applications are available in the school office or online. Parents using the online service should inform the CMS office that they have applied. Applications are available in late December or early January and must be submitted by the end of February for CMS evaluation. Families will be notified of financial aid decisions by the end of March.

All financial aid information is kept confidential. SSS recommends to the school the parents' degree of need. CMS will use this information to distribute its financial aid. Factors considered in financial aid awards also include the number of years at CMS, number of children from the family enrolled at CMS, and the amount of the financial aid available each year. Financial aid is granted for one school year and is used for tuition only.

CMS Campus Map



- E - EAST DRIVEWAY
- C - CENTER DRIVEWAY
- W - WEST DRIVEWAY
- - ENTRANCE

Notes & Additions



Chesapeake Montessori School