

Guidelines for Arrivals & Departures

Due to traffic and facility configurations, each CMP campus has its own drop off and pick up procedures. These procedures will be available at your school campus prior to the start of school and during “Back to School” Orientation events.

In general, parents should plan to drop off their children at the designated location, and provide a warm, affectionate goodbye. Extending the drop-off procedure on a regular basis can create separation problems and can take away the child’s opportunity to establish healthy patterns of self-confidence and responsibility. As noted in the Academic Overview portion of this handbook, students are encouraged to develop self-reliance and positive esteem. These characteristics are best developed and practiced through effective care of self and care of environment. Once students have worked through the initial “First Day of School” experience, students are very capable of getting themselves settled in and ready for the academic day without the help of mom or dad.

Likewise, parents should plan to pick up their students at the end of the day in the same designated location to alleviate traffic and campus congestion.

If you have a need to come on to the campus during the school day, please be sure to park in the designated parent/guest parking areas. Parking in staff areas, even if only for “a second” can create parking problems for the entire staff.

As explained in the Academic Overview, students are provided with uninterrupted units of time to support their ability to concentrate on the lessons of the day. **For the benefit of the students, CMP seeks to limit classroom interruptions and asks that parents refrain from entering the classroom after the start of the school day and before school has been released.** Forgotten homework, lunches, etc., may be delivered to the school office where they will be given to the teacher or delivered to the student at the appropriate time. For safety reasons, all parents/guests coming onto the campus during the school day must check in through the school office and obtain a visitor pass. At the completion of your visit, you will need to check back out at the school office and return the visitor pass. In the event of a school emergency, this is the most effective way to keep track of who is on the campus grounds at any given time.

For a detailed discussion regarding tardies and early pick-ups, please refer to the section on Attendance Policies. For purposes of this section, students arriving at school late or departing early must be cleared through the school office. When late to school, parents should plan to:

- Accompany their child/ren into the school office
- Sign them in using the designated office logbook
- Assist each child in obtaining a tardy slip from an office staff member
- To keep disruption to a minimum, you do not need to enter the classroom with your child as long as she/he has the tardy slip to give to the teacher.

If your child is frequently tardy to school, please consider scheduling a family meeting to discuss a plan of action that will correct this problem. Children arriving late are often self-conscious and feel uncomfortable entering the room. It also affects their ability to settle into the business of learning when they are in this emotional state. The class often takes care of a variety of business during this time and/or begins quiet journaling activities at this time. Students arriving late create an unwelcome disruption to the rest of the class. Please support your child to be on time. This is a life skill which will be of great benefit as the child gets older.

In the Montessori classroom, a great amount of learning happens at all times of the day, including the afternoon hours. Afternoon lessons are filled with all the cultural activities of history, science, art, etc., and incorporate practice of core academic subject material as well. CMP stresses the importance of the afternoon curriculum. Parents need to understand this importance and respect the need for the student to attend school for the entire day. When an early pickup from school is necessary and unavoidable, parents should plan to:

- Contact the school office or the teacher in advance of the early pick up so that staff can assist the child and the class to prepare for the interruption and transition.
- At the time of pickup, parent/guardian must check in at the school office and sign the student out in the designated office log book.
- Obtain an early release slip from an office staff member to indicate to the teacher that you have signed the student out.
- Report to your child's class, enter as quietly as possible, and give the teacher the early release slip at the same time that you help your student clean up and gather their belongings for departure. (At some campuses, the office staff member may facilitate getting the student from class for you.)
- Leave as quietly as possible.

Safety of our students is a priority at all times. If there is an occasion where someone other than the parent/guardian is picking up your child from school, please contact the office by telephone or with a written note. The transportation authorization portion of the student's emergency card must have this person's name listed, or the parent must provide a written, signed request before the student will be allowed to depart with this person.

Due to custodial agreements, and for every child's safety, it is vital that we have the appropriate, complete, and most up-to-date information regarding who is authorized to transport your child/ren.

If your child will be attending Club Montessori, parents should plan to park and escort their child into the designated Club Montessori classroom and sign their child in for the day. Likewise, parents should plan to park and walk in at Club Montessori pick up time in order to check in with the Club Montessori staff and sign out their child.

Separation: Kindergarten/First Grade students and parents

Sometimes it is difficult for both parent and young child to adjust during the first few days of school. If you anticipate tears or other expressions, may we offer a few suggestions based on our experiences?

- ***Please bring your child by the campus for a visit prior to the first day of school.*** Providing a visual reference to the place where the child will be spending his/her day can sometimes make a world of difference! Campuses will arrange a campus-wide visitation day one to two days prior to the first day of school.
- Make sure that your child knows when school is over and who is picking her/him up. This re-enforces the abstract concept that you WILL be returning to pick him/her up at the end of the day.
- Express your own happiness about school. Give the child something to focus on during your absence (i.e. "I'm really looking forward to hearing the names of your new friends ... can you try to remember some of them for me?" "I bet the teacher is going to read a story today. Can you listen really carefully so you can tell me all about it?")
- Encourage a hug and kiss, etc. and **promptly** leave. ***Try to avoid power struggles by sticking around!*** The child will usually engage in an activity within five minutes of your departure.
- ***You are invited to call us to assure yourself that she/he is doing all right.***