

Compass Montessori School - *Fast Facts*

Welcome to the 2018-19 school year.
We are excited to have you joining us!

Below are helpful reminders that answer the most-asked questions as the year begins. Please read carefully and save a copy!

What Do I Need to Do Before the Start of School?

- **Tuition-** Preschool and Full Day Kindergarten **tuition payments are due on the 1st of each month, beginning with August 1, 2018. Payments are considered late after the 10th of each month**, after which a late fee will be assessed for each day left unpaid. Online payments can be made online through your JeffCo Connect account. Please refer to the memo in this mailing for instructions. Payments by check may be dropped off in the mailbox outside the front office or mailed to 4441 Salvia Street Golden CO, 80403. Credit card payments may be paid in the office, or over the phone, or as stated above online via Jeffco Connect.
- **JeffCo Connect** - As directed by Jefferson County Public Schools, each family is responsible for entering and maintaining their current contact information in JeffCo Connect. This includes current email addresses and phone numbers for each parent/guardian, updating person(s) authorized to pick up your child, etc. This is mandatory per the school district's guidelines.
 - You can login here: <https://jeffcoconnect.jeffco.k12.co.us/>
 - Also please review your JeffCo Connect account and ensure that under the Notifications tab you have checked the box "Receive School Emails".
 - Review your personal email account to be sure the JeffCo Connect emails aren't getting caught in your spam filters.
- **School & District Handbooks** - Students are required to read and/or be familiar with this information (age determinate). Links to both these publications are available from the main Compass Montessori School website (www.compassmontessori.org) under the Forms and Links tab, and beneath the Parents, Students and Staff heading:
 - Compass Montessori School Parent/Student Handbook
 - Compass Montessori Children's House Parent Handbook-All Children's House parents are required by State to read the CH Handbook and acknowledge that they have read it.
 - Jefferson County Schools Student & Family Handbook (formerly the Code of Conduct)

What Do I Do When...?

- **“My student is ill or will be tardy.”** - Call the attendance line for your student’s campus and report the absence or tardy. If parents/guardians do not make these phone calls, the incident will be reported through JeffCo schools as unexcused, and families will receive an automated phone message reminding them to call the school.
 - Golden Attendance Line: 303-982-6732

Golden Attendance Procedures:

Parents/guardians must call the attendance line at **303-982-6732** or email Erin at *eleonard@compassk12.com* to report your child absent or late.

All late students must sign in upon arriving to school. **Parents/guardians are still required to stop in, call, or email to verify the tardy.**

Pre-Arranged Absences:

A pre-arranged absence form must be filled and turned in to your child’s Guide by prior to the absence. Pre-Arranged absence forms are available on our website, Front Office, or the Attendance office.

- **“I need to pick my student up early.”** - Sign your child out in the Front Office of the building in which s/he is a student. School personnel will send word to the classroom for your child to come to the Office so they can leave with you. Parents are asked not to go to the classroom themselves so that we can maintain an uninterrupted work environment.
- **“Someone other than myself (child’s parent or guardian) will be picking my child up from school.”** - Provide written notification to the Front Office prior to the event. Please include the name and relationship of the designated pick-up person, duration of pick up approval, and a signed statement authorizing this event. Also, please login to Jeffco Connect to add the person as authorized to pick up your child. The approved person will be asked for photo identification (driver’s license) upon arrival to pick up your child.

I Need More Information. Where Do I Find...?

- The School website is the first place to go! <http://www.compassmontessori.org/>
- **School Calendar** - The overall Compass calendar, for both campuses, is listed on the landing page of the website (<http://www.compassmontessori.org/>) under the Quick Links tab.
 - This information is updated regularly. Please get in the habit of checking for new information on a weekly basis. Individual classrooms and levels will send specific scheduling information to families, as needed.
- **School Newsletters** - Week at a Glance (WAG) and Month at a Glance (MAG) communications are sent home via email with timely information and reminders

for families. Please take the time to open these as they include grade specific and campus specific information.

- In addition, we also regularly email home links to our school blog, Compass Points, related to Montessori philosophy and practices, and general school development news. Hard copies of each of these are also available outside the Front Office at both campuses.
- **The Lunch Program**- Hot lunch service begins September 4th. Orders must be in by the cutoff date specified in the WAG/MAG or on the school's website. Orders submitted after the deadline will **not be accepted**. More information can be found on our website (<http://www.compassmontessori.org/>), under the Quick Links tab.

How Do I Contact...?

- **My Student's Teacher** - A listing of names and email addresses for all Compass staff is available on our website (<http://www.compassmontessori.org/>) under the Compass Staff tab.
- **The Compass Board of Directors** - The Board also has its own page on the Compass website under the Quick Links tab, with contact information listed. Board meetings are generally held on the fourth Tuesday of every month and are *open to all members of the community*. Please check the school calendar for any modifications due to holidays, etc.
- **The Parent Teacher Student Association (PTSA)** - The PTSA also has their own page on the website, under the Quick Links tab, which includes contact information and meeting schedules.

What are My Childcare Options?

- **Before Care Begins on August 22nd** - Before Care is available at the Golden campus for PreK - 6th grade students beginning at 7:00am. Drop-In Before Care is available at Golden for \$8 per child.
- **After Care Begins on August 22nd for Elementary Students and Children's House Students** - Aftercare is available at the Golden campus for preK - 6th grade students beginning at 2:45pm and extending to 5:45pm for a monthly fee.
 - NOTE: Students not picked up after school at the end of their 15 minute pick up window will be signed into Aftercare and charged a drop-in fee of \$25 per child. Drop-in Aftercare is also available at Golden for \$25 per child. Children not picked up from Aftercare by 5:45pm will be charged a late fee of \$1/minute per child.
- **We Do Not Offer Childcare Options on Non-School Contact Days** - This includes all Staff Development, In-service and Early-Release days. Compass has worked to align our calendar more closely with other JeffCo schools for the

2018-2019 calendar in order to allow parents to have more child care options for these days through local recreation districts, etc.

After School Activities and Extras:

- Some of our fall **After School** programs for Pre-K and Elementary students include: Cooking, Soccer, Colorado Youth Symphony, Science Matters, Ceramics, School of Rock, Legos, Chess, Art, Dance, Chess Academy, Coding with Kids and so much more. You can find a complete list on the school website under **Program > Golden After School Activities**.
 - Many of the activities have minimum amounts of students in order to be offered. Please ask us how to sign your child up or visit the vendor program's website link as supplied directly to register online.
- **Secondary** students may join the Cross Country, Ultimate, Mountain Bike and Debate teams, along with other opportunities as well.
- Flyers and more information on these after school programs will be going out to the Compass Community in late August.

Volunteerism at Compass Montessori School:

- **Volunteer Hours** - Due to the limited financial resources available to charter schools in Colorado, we rely heavily on parent and family assistance to keep the school running. **Families of enrolled students are asked to complete 50 hours of community service each academic year.** (While your child's enrollment is not contingent on this request, your support is absolutely instrumental in creating and maintaining the school that we all desire for our children).
 - Assistance will be needed for a variety of school activities, including: building classroom furniture; helping teachers prepare materials; assisting in the Office or a classroom; maintaining the playground; serving on the Board of Directors, participating in a fundraising event; and many more! Additional information on Volunteer Opportunities at Compass Montessori School will be provided at your child's Back-to-School night.
 - **BINGO:** Parent volunteers also manage a Bingo session every Sunday from 2pm-5:30pm in support of the school. The funds earned through bingo help to defray the high cost of purchasing specialized materials for our Montessori classrooms and to assist with other significant facilities needs.

General Carline Procedures at the Golden Campus: 2018-2019

Welcome new and returning families to carline! It is not always a joyful, stress free time for parent, child, nor staff but we ask for your patience and humor as we navigate daily in this process. Please consider with a light heart that we are attempting to dismiss 420 students on a narrow dead end street within a 30 minute time frame. :)

Drop-Off

Unless going to the Children's House or Elementary Before Care, students are to arrive within the Drop-Off window each morning, and not before:

- 7:30 - 7:45 for High School
- 7:45 - 8:00 for Elementary and Farm School
- 8:00 - 8:15 for Children's House

Children's House- *New this year!* Morning Carline Procedure For the ease and efficiency of carline we are implementing a Hug and Go process in our **front round-a-bout**. A children's house guide will come to your car (please remain in your vehicle) in circle and have you sign your child in for the day on their clipboard. Your child will then be escorted into the environment by another staff member. If you choose to park, and walk your child in, you will need to park in the South/Main lot.

Children's House-Afternoon Pickup Procedure- Park in South/Main lot and come in to the building to sign your child out.

Elementary-Round-a Bout - When dropping and picking up your child, please pull all the way forward around the Circle along the sidewalk so we minimize the congestion on Salvia Street, and keep the carline moving along. If you are the first in line, please pull up to the thick white line marked on the ground. As the safety of your child(ren) is our highest priority, do not stop mid-way around the circle or pull in front of other cars. We will have staff outside on the curb to support your child(ren) safely getting to class and or car.

Farm School-Round-a Bout - When dropping and picking up your child, please pull all the way forward around the Circle along the sidewalk so we minimize the congestion on Salvia Street, and keep the carline moving along. If you are the first in line, please pull up to the thick white line marked on the ground. As the safety of your child(ren) is our highest priority, do not stop mid-way around the circle or pull in front of other cars. We will have staff outside on the curb to support your child(ren) safely getting to class and or car.

High School- *New this year!* If your high schooler is driving their own car they will **park in the South/Main lot**. For parent drop off and pick up-please use round-a bout.

Bikes-If your child chooses to ride their bike to school, please park them in the bike rack in front of the main building. If you need to unload or load a bike, please park in the South/Main lot so we can continue our flow in the round-a bout.

Pick-Up- Parents with multiple children attending our Children's House, Elementary, Farm School and/or High School programs are to arrive at Pick-Up within the latest window for their children's programs:

- 2:45 - 3:00 for Elementary and High School
- 3:00 - 3:15 for Children's House and Farm School

High School and Farm School students will be responsible for retrieving their Elementary sibling(s), and for walking them to carline for pick-up together. Students may not sign their siblings out of school early; this must be completed by a parent/guardian or another approved person(s). Due to state licensing requirements, parents and guardians of Children's House students (and not their older siblings) will need to park and come into the building to sign-out these children. If your child is going home with a student from another level that dismisses earlier, your child will be expected to stay through the end of their scheduled school day.

Please do not arrive and wait in the Circle more than 5 minutes ahead of your child being released from school. If you must arrive earlier, please park in the South/Main Lot and wait there until your child(ren)'s dismissal window.

When picking-up, please pull all the way forward around the Circle along the sidewalk so we minimize the congestion on Salvia Street, and keep the carline moving along. As the safety of your child(ren) is our highest priority, do not stop mid-way around the circle or pull in front of other cars. We will have staff outside on the curb to support your children safely getting into the appropriate vehicles.

At the end of the day, please reserve the parking spaces in the South/Main Parking Lot for parents of Children's House students. We want to provide for easy transitions from school for our littlest of community members and their families.

All secondary students must be picked up by the end of their Pick-Up window: Children's House and Elementary students not picked up within their window will be placed in after care and charged the \$25 drop in fee.

- 3:00 for High School (unless student is a sibling of a student who dismisses from Compass after 3pm)
- 3:15 for Farm School

Please note that after school, teachers are responsible for team meetings and planning, and are therefore not able to supervise students. Due to safety concerns, all secondary students must leave the Golden campus at these scheduled times - unless prior arrangements have been made with guides, advisors, and/or program directors for school sponsored opportunities or for school-related work.

Thank you!

