

# Compass Montessori Fast Facts

## 2019-20 School Year

### **What Are My Responsibilities as a Compass Parent?:**

**Tuition-** Preschool tuition payments are due on the 1st of each month, beginning with August 1, 2019, and payments are considered late after the 10th of each month. A late fee will be assessed for each day after the 10th. Online payments can be made through your Jeffco Connect account. Payments by check may be dropped off in the black mailbox outside the front office or mailed to 10399 W 44th Ave Wheat Ridge Co, 80033. Credit card payments may be paid in the office, or over the phone, or as stated above online via Jeffco Connect.

**Volunteer Hours** - Due to the limited financial resources available to charter schools and to promote a sense of community, we rely heavily on parent and family assistance to keep the school running. Families of enrolled students are encouraged to complete 50 hours of community service per academic year. Assistance will be needed for a variety of school activities.

Discuss classroom community service opportunities with your student's teacher and school-wide opportunities with the office staff. These could include building classroom fixtures, 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, or many other activities.

A child's enrollment is not contingent on these requests, but they greatly benefit the school.

**Maintain Current Contact Information in Jeffco Connect** - 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. This is mandatory per Jeffco Schools. <https://jeffcoconnect.jeffco.k12.co.us/>

Please be sure the Jeffco Connect emails aren't getting caught in your \*spam\* filters.

**Also please review your Jeffco Connect account under the notifications tab and ensure that you have checked the appropriate boxes to receive both phone and email correspondence from Compass.**

**Flyer Connect-**Please download this app to your smart device to receive current informational notices from the school and to stay connected to the community.

<https://www.compassmontessori.org/userfiles/2/my%20files/registration%20update%20communication.pdf?id=6315>

**Handbook** - Review the 2019-20 Compass Montessori Parent/Student Handbook and the current Jefferson County Schools Student/Family Handbook (Formerly Conduct Code).

Students are also required to read and/or be familiar with this information (age determinate). Links to both these publications are available from the main Compass website:  
[www.compassmontessori.org](http://www.compassmontessori.org)

**Classroom Placement** - Your child's classroom placement is something that is given great consideration. When a student transitions between levels, placements are determined by the outgoing and incoming teachers and axillary teaching specialists that work with the children. The teachers take many factors into account so that our classrooms are balanced by gender, grade, learning styles, and social dynamics. Our staff works very hard to find the best classroom placement for each child. **We do not accept classroom requests.**

**\*Siblings** - Sibling placements (including multiples) in the same classroom will be addressed on a case by case basis and placement will be reviewed annually.

### **What Do I Do When?:**

**My student is ill or will be absent/tardy** - call the attendance line for your student's campus and report the absence, tardy, or illness. If your child is ill, please include the extent of their illness on the message. If parents/guardians do not call the attendance line when their child will be out, the incident will be reported through Jeffco schools as unexcused and may result in additional actions. **Wheat Ridge attendance: 303-982-6560**

**I need to pick my student up early** - sign your child out on the attendance computer located in the main hallway by the clinic and front office. Front office personnel will call the classroom for your child to come to the office once you arrive. Parents are **not permitted** to walk themselves to classrooms to collect their children.

**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. The approved person will be asked for photo identification (drivers license) upon arrival to pick up your child.

### **Where Do I Find?:**

**School Calendar Information** - The overall Compass calendar, for both campuses, is listed on the front page of the website:

<https://sites.google.com/a/compassmontessorievents.com/compass-main/home>

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.

**Month at a Glance/Week at a Glance** - Emailed monthly and weekly to keep you informed of all dates and activities on campus.

**Hot Lunch Program** - The Lunch Program begins **Tuesday, September 3rd, 2019** - lunches for pre-K - 6th grade and are on a pre-order basis. Monthly menus are sent home with the students several weeks in advance. This allows you and your student to select the days you wish to participate. Dates for the return of the order and payment are listed on the forms. Orders submitted after the deadline will **not be accepted**. There are no lunch credits for children that are absent but still ordered lunch for that day.

## **How Do I Contact?:**

**My Student's Teacher** - A listing of names and email addresses for all Compass staff is available on our website under the "compass staff" tab.

**The Compass Board of Directors** - the Board also has its own page on the Compass website 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.

**PTSA** - The PTSA also has its own page on the website which includes contact information and meeting schedules.

**CMEF** - CMEF (Compass Montessori Education Foundation) - The CMEF has its own website and the link to that can be found on our website.

## **Childcare Options:**

**Before care** - begins **Wednesday, August 21st** and is available for pre-K - 6th-grade students beginning at 7:00 am, which includes breakfast. (\$10) From 7:45 am until 8:10 am, before care is free of charge. *\*Our Golden campus outsources this program through Kids Smart.*

**Aftercare** - begins **Wednesday, August 21st** and is available at both campuses for pre-K - 6th-grade students beginning at 2:45 pm and extending to 5:45 pm for a monthly fee. Students not picked up at the end of their 15 minute pick up window will be signed into aftercare and charged \$1 per minute per child late fee. Likewise for children not picked up by 5:45 pm. *\*Our Golden campus outsources this program through Kids Smart.*

**Childcare on Days off** - No childcare options are available on non-school contact days (Early release (half days). Compass has worked to align our calendar more closely with other Jeffco schools for the 2019-20 calendar in order to allow parents more child care options through local recreation districts, etc.