Welcome to the Emerald Classroom! We are honored and excited to be your child’s teachers. As always, the start of the school year holds the promise of new discoveries, community-building, and personal growth. We look forward to experiencing all these with you and your child.

Please review this handout carefully. It contains valuable information about your child’s safety and welfare in the classroom and the campus.

Thank you for your support in getting this year off to a wonderful start. We are looking forward to a meaningful and memorable year with everyone!

Sincerely,

Ms. Doray (Lead Teacher)
Ms. Geri (Teaching Assistant)
Ms. Manju (Teaching Assistant)
Class Information 2019-2020

Drop Off/Pick-Up

• Drop-off (Regular)
  Students are welcome in the classroom at 8:05 a.m. If you bring your child to school before 8:05 a.m., you may either wait peacefully outside with your child or sign him/her into Club Montessori (Club M). Club M is in Moonstone Class.

• Drop-off (Tardy)
  School begins at 8:15 a.m. promptly. If a student arrives later than 8:15, he/she must get a tardy slip from the office and bring it to the classroom.

• Dismissal and Pick-up (Regular)
  Students may be picked up outside the classroom after dismissal at 2:45 p.m. A teacher will wait with the students for 15 minutes after dismissal. We will call parents of students who are not picked up by 3:00 p.m. to inform them that they can pick up their children at Club M and pay the appropriate fee.

• Dismissal and Pick-up (Early Release/Staff Development Days)
  Students may be picked up outside the classroom after dismissal at 11:45 a.m. during Early Release Days. A teacher will wait with the students for 15 minutes after dismissal. We will call parents of students who are not picked up by 12:00 p.m. to inform them that they can pick up their children at Club M and pay the appropriate fee.

• Pick-up (Before Dismissal)
  If you pick up your child before dismissal, please go to the office first to sign him/her out. The office will notify us that your child is leaving early for the day.

• Pick-up (Change of routine)
  Children will only be released to the people you have designated to do so and who are included in the office list. If someone other than the person who usually meets your child will pick him/her up, please turn in a Student Pick-up Authorization Form. Please inform the person picking up to prepare a photo ID for us to confirm his/her identity.

• Pick-up (Late)
  If you have not picked up your child 15 minutes after dismissal, he/she will be waiting for you at Club M.
School Dress Code

• **Dress Code and Casual Dress**
  Students are required to be in dress code each day. **Students earn Free-Dress Friday** when they have been in dress code, have arrived in school on time, and have been present for the entire school day, Monday through Thursday (i.e., no arriving late or leaving early for any reason, including medical or dental appointment). Please review our **dress code policy** on our website or request a copy from the office.

• **Names on Items**
  Please make sure that your child’s **first and last names** are marked on all personal items brought to school. This will help if an item is misplaced.

• **Extra Clothes and Inside Shoes**
  Extra clothes (school shirt, bottoms, socks, underwear) should be in a Ziploc bag and each item properly labeled. This bag will stay in the classroom. **Inside shoes**, closed-toe and with sturdy soles, are optional.

• **P.E. Footwear**
  This school year, **we have P.E. on Tuesdays and Wednesdays**. Make sure your child wears sports shoes or flat, closed-toe shoes that ensure protection, comfort, and ease of movement.

Snacks/Lunch

• **Snacks and Food**
  Students take a snack break of about 10 minutes each day at any time between 9:00 and 11:00 at our snack table. Each day, one student is designated as the special **Person of the Day** and his/her family is asked to donate **healthy snacks** (e.g., fruits, vegetables, healthy carbohydrates and protein) to our class of 23 students. Please note that **candy and sodas are not allowed**. Bringing healthy snacks for the class is equivalent to 1 parent hour.

  If your child has **food allergies or food preferences**, make sure that he/she brings his/her own healthy snacks every day. We also request that classroom food for birthdays and other celebrations take these children's food needs into account.

**CAMPUS-WIDE ALERT: A CMP staff has a severe mango allergy.**
Please make sure your child does not bring any food that contains mango, mango juice, mango flakes, and/or mango flavor.
• **Lunch/Recess**
  We have recess at 11:15 with lunch immediately following at 11:45 a.m. In keeping with our Grace and Courtesy curriculum, we’d like to foster an atmosphere designed to promote the development and refinement of conversational skills and table manners. Students eat at tables, use napkins for placemats, and clean up after eating. Please send complete and proper utensils daily for your child to use. Lunch begins with a 10-minute silence during which children quietly eat while the teacher reads a book aloud. After that, students talk in soft voices and continue to eat. Students are not permitted to share their lunches. **We discourage the use of warming facilities for your child’s food, especially on Tuesdays, Wednesdays, and Fridays.**

![Person of the Day/Celebrations/Birthdays](image)

• **Person of the Day**
  The student chosen to be the **Person of the Day** brings three items, which reflect the student’s interests, for our “**Me Museum.**” The items (e.g., pictures, trophies, books, trinkets, handmade items, craftwork, or art work, found objects - no toys, please!) will be on display in the classroom. Please talk with your child about what he/she can say about the items. The student also brings healthy snacks for 23 students (see **Snacks and Food** above). We encourage you to prepare snacks that include 1 carbohydrate, 1 protein, and/or 1 fruit or vegetable.

• **Birthdays**
  To honor students on their birthdays, we hold a **Birthday Circle**. Our tradition includes singing, lighting a candle, and acknowledging the student’s accomplishments over the previous years. A birthday poster is optional. With your child, you may make a poster (time line) of photos from each year of your child’s life to share with the class. Students may also bring a special treat for each member of the class, if they wish. Healthy treats are welcome. Birthday celebrations are held near the end of the day, at 2:15 p.m.

• **Toys**
  Toys (e.g., Gameboys, Pokemon or Ugiyo cards, cars, stuffed toys, or figurines) are not allowed at school.
• **Conferences**  
  *Parent-Teacher Conferences are held in August, November, and March.* Beginning this year, sign-up announcements and posting will be done via ParentSquare. In addition, we are available for informal conversations and meetings after pick-up between 3:00 and 4:00 p.m.

• **Phone calls, email, notes**  
  If you have urgent questions or concerns, please call us via our school phone: **916-714-9702**. Unless it is an emergency, we would appreciate it if you call between 8:00 and 8:15 a.m., or between 3:00 and 4:00 p.m. Or, leave a message and a telephone number at which you can be reached after school hours. We will get back to you as soon as possible. You can also email Ms. Doray at **respinosa@cacmp.org** or send a note with your child to schedule a meeting.

• **Bulletin Board/Easel**  
  Make sure you regularly check for reminders and announcements posted on the bulletin board and/or written on the easel by the door of the classroom.

• **Newsletters, Friday Folders, Class Website**  
  We have gone GREEN! This means almost all communication related to school and classroom information, policies, and activities can be accessed through **ParentSquare**, and/or our school website **http://eg.cacmp.org**. Our class newsletter, the **Emerald Express**, will now be posted on ParentSquare every other Monday. All other other **campus information** is sent home in the **Green Friday Folder**. Homework, spelling lists, monthly Practical Life activities, daily/weekly work plans, and some of your child’s work are sent home in his/her **Green Friday Folder**. Please make sure to read our newsletter and check your child’s **Green Folder** for important dates, activities, and deadlines. The **Montessorigram**, our **school newsletter**, is another valuable source of campus information available through ParentsSquare. Please take the time to read it every week.

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**Emerald Classroom Daily Schedule**  
*School Year 2019~2020*

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:15 ~ 8:45</td>
<td>Morning Circle/Morning Meeting</td>
</tr>
<tr>
<td>(Wednesdays: P.E. at 8:15~9:25 am)</td>
<td></td>
</tr>
<tr>
<td>8:45 ~ 11:00</td>
<td>Uninterrupted Job Time</td>
</tr>
<tr>
<td>11:00 ~ 11:15</td>
<td>Care of the Environment</td>
</tr>
</tbody>
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Emerald Class, CMP EG@EG

11:15 ~ 11:45  Recess  
11:45 ~ 12:15  Lunch/Read-aloud  
(Tuesdays: P.E. at 12:20~1:30 pm)  
12:15 ~ 12:35  SSR (Silent Sustained Reading)  
12:35 ~ 1:30  Afternoon Job Time or Reading/Writing Workshop  
1:30 ~ 2:15  Cultural Rotation  
2:15 ~ 2:25  Care of the Environment  
2:25 ~ 2:45  Me Museum/Peace Circle  
2:45  Dismissal

• **Class Work/Homework**  
Students have weekly work plans, except for 1st Grade daily work plans in the first few months of school. Work plan jobs vary depending on the child’s needs, capabilities, and grade level. Work plans are sent home at the end of each week for parent review, then returned to the classroom the following day.

**Homework Expectations (Starting September 6th)**  
1. Reading – 20 minutes - 5 days a week  
2. Spelling- Practice weekly spelling words (activities are at parent’s discretion)  
3. Practical Life Homework (skills change each month)

• **Field Trips**

• **Requirements for Parent Participation**  
In order to participate and drive on field trips, parents must have the following *up-to-date documents on file in the office*:
(a) Cleared Live Scan finger print report  
(b) Cleared TB test result  
(c) DMV 3-Year Driver’s History Report  
(d) Copy of driver’s license  
(e) Copy of vehicle registration
(f) Proof of insurance with a $100,000/$300,000 liability per person/occurrence
(g) Attended the “7 Habits of Highly Effective Volunteers” Presentation

- **Student Attire**
  All students wear their burgundy CMP t-shirt on field trips. The shirt can be purchased through the office.

- **Siblings**
  Siblings are not allowed to attend field trips, unless special permission has been granted.

- **Schedule/Permission Slips/Fees**
  We will be sending home a list of scheduled field trips and the contributions due for the trips once details are finalized.

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### Parent Participation

- **Normalization and Required Training/Documents on File**
  We encourage and truly appreciate parent help and support! Parents can start volunteering in the classroom after the Normalization Period (about six weeks after beginning of classes), the period during which the children not only hone their capacities for mental order and concentration through working with pedagogical materials, but also strengthen their individual character and community cohesiveness.

  Classroom volunteers are required to have: (a) cleared Live Scan Report; (b) cleared TB test result, and (c) attendance at the Parent Education session: “7 Habits of Highly Effective Volunteers.” Ms. Doray will also meet with parent classroom volunteers before they can work in the classroom.

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### Parent Jobs/Hours

The following is a list of ongoing tasks available for parent volunteers. If you are interested in volunteering, please let us know as soon as possible. For classroom volunteers, a scheduled date and time works best. **News Flash: Our Emerald representative for the Parent-Teacher Fundraising Committee (PTFC) this year is Ms. Janice Auna!** Meanwhile, here are some suggestions for how you can help our class and community:

(a) Be a member of our Awesome Housekeeping Team: laundry, dishwashing, or bringing flowers.
(b) Be a Field Trip Driver/Chaperone.
(c) Be a Spelling Test guide.
(d) Be a Resource Person for a science/cultural topic in your field of expertise.
(e) Be an Art Docent/teaching assistant.
(f) Be a Morning/Afternoon-Drop-off Volunteer.
(g) Be a Playground Volunteer.
(h) Be a Reading Buddy in the classroom.
(i) Be an Event Volunteer for the whole school (e.g., Harvest Feast, Harvest Festival, Movie Night, Science Fair, Fun Run, Art Walk, etc.).
(j) Dust the classroom shelves and materials.
(k) Copy/Cut out/Laminate/Collate/Prepare materials.
(l) Fix/build class furniture.

If you are unable to volunteer time and would like to donate supplies for the classroom, please check with an Emerald Teacher for classroom needs. For your information, the calculation for parent hours is as follows:

- Attending a Parent Event: 1 parent hour
- Volunteering your time: Amount of time spent volunteering
- Laundry: 1 parent hour per bag of laundry
- Dishwashing: 1 parent hour per bag of dirty dishes
- Flower arrangement: 1 parent hour per bouquet of flowers
- Class snack (child’s Person of the Day contribution): 1 parent hour

If you have other suggestions, please let us know!