



Aspen General Housekeeping

- **Volunteering:** The beginning of the year is a great time to get those ducks-in-a-row by getting all CMP requirements into the office (live-scan, TB test, DMV printout, proof of insurance, etc...). We welcome you into our classroom and to assist with field trips, but please note **all requirements must be met first**. Ask your teachers for job opportunities and be sure to log those hours in the parent binder in the office.
- **Communicating with the teacher:** During class time your call might be transferred to voice mail if we are busy working with the children. **We will return your call at the end of the school day**. The best way to communicate is to write us a note on the planner. E-mails are for basic info exchange, not for discussion of issues. Email us at jfagan@cacmp.org and kyarbrough@cacmp.org.
- **Web Page Communications:** Our newsletters and announcements are on the www.cacmp.org web page and on the back of our planners as well.
- **Absences and Tardies:** Please call the office if your child is sick and going to be absent. When arriving late, students **must** receive a tardy slip from the office before entering the classroom. Remember our school's budget is largely determined by daily attendance, so do your part by scheduling vacations during the summer and during the breaks we have through out the school year.
- **Dress Code and "Logo Friday":** We have been very fortunate that most parents understand the dress code and the importance of dressing appropriately for school. Thank you for making our job easy. We do not like to be the "dress police". The last Friday of the month, the children all look forward to wearing their favorite "logo".
- **Scholastic Book Orders:** Book Orders go home in the Wednesday Folders. Please return promptly in the green folder.
- **Planners:** Planners go home Monday through Thursday each night and **need to be initialed by you**. This is a great way to keep communicating with your child and teacher as to your student's progress and can alert us to any confusion or concerns you might have. If a job has a line through it, your child was working hard, but did not get all jobs completed. That is okay. However, if the job is circled your child chose to do something other than their work and will need to make this up this week.
- **Homework, Math Facts and AR Quizzes:** Please support your child's academic success with completing weekly homework assignments and studying math facts daily! The homework folder goes home each Monday and is **checked in and recorded on Friday morning**. Please read with your child at least 20 minutes a night and write the book they are

reading on the planner in the appropriate section. When your child finishes their book, check the line on the planner, and remind them to take an AR quiz the next day at school. Spelling and California standards-based math are assigned each week. The back of the planner will have specifics each week.

- **Hot Lunch:** Order forms go out monthly and **must be returned TO THE OFFICE** by the due date with a separate check, but you may write one check for all siblings. Prices range from \$4.00- \$6.00 per meal and are used by the middle school as fund-raising opportunities. **Please** keep a record of the days you have ordered food, so there is not a hungry student at lunchtime.
- **Porch (drop off and pick up):** Our class begins at 8:45. Students can arrive at 8:30. Students arriving before 8:30 are directed to Club M for supervision. School ends at 3:15. It takes a lot of energy to get all our 2nd and 3rd year students ready for take off. Students are ready for pickup at 3:20. Thanks for your patience in this department.
- **Discipline:** We take a proactive approach to discipline by teaching good communication skills and problem solving skills. We are very diligent in looking for the signs of problems in the classroom and playground as well. Our hope is to get to the issue before it is a problem. Students are given a “Recovery Card” for times when their behavior is making it difficult for others to learn or teachers to teach. They will go to a neighboring classroom until they are ready to return and have their best minutes with us. This is a self-monitoring approach. We always like to catch students doing the right thing and we let them know that as well.
- **The Agenda Book:** When an issue arises and you hear about it, ask your child to write it in the “Agenda Book.” This is where a student can write anonymously about an issue that might be affecting them or the whole class. We use this tool to empower students to communicate and resolve their issues.
- **Birthdays. Snacks and Sharing: Birthdays...**We love to share a simple birthday celebration with your child. You may send in a nutritious snack. Kids get just as excited about cheese and crackers, or popcorn in a bag or a fruit juice bar as they do a cupcake with “mile high” frosting. Be mindful of our CMP Handbook for dietary guidelines. Please remember, invitations are not allowed at school unless you are planning on inviting the entire 2nd and 3rd grade class to the party. Feelings at this age can be crushed very easily. **Snacks...**this year students will have snack recess from 10:30 and 10:45. This is an opportunity to refuel our brains and bodies with good nutrition from our lunch boxes and get some wiggles out. **Sharing...**Students may bring in sharing on the date of their birthday each month. For instance, my birthday is November 21st. On the 21st of each month, I can bring in something to share. Live sharing (dogs, cats, etc.) needs to be approved the day before.

**We are honored and delighted to partner with you
in your child’s Montessori education.**