



The hand that nurtures loves the world.

Family Handbook

10853 SW 216 Street
Miami, Florida 33170

*A Miami Dade County Public Charter School
Pre Kindergarten
2018-2019 school year*

Founders' Vision

The concept of the Coral Reef Montessori Academy is the educational vision of Lucy Canzoneri-Golden and Juliet King. They have united in a shared desire to create a school based on academic excellence in a child centered environment, sensitive to the cultural diversity of Miami's multiethnic population. They envision a multi-cultural school; thereby, building a bridge for greater understanding and acceptance with exceptional teachers whom understand and are sensitive to the learning styles of children. By virtue of their history of dedication and commitment to educational excellence for all children, Golden and King are uniquely qualified to lead the Coral Reef Montessori Academy.

Mission Statement

The purpose of Coral Reef Montessori Academy is to nurture each unique individual, thereby awakening, independence, confidence, responsibility and the pursuit of knowledge thus creating a Montessori community to guide the transformation of Global interdependence respecting ourselves, respecting our community, respecting our natural environment, respecting our universe.

The Montessori Program

This program provides a full complement of Montessori and related materials for the children to explore, make discoveries, and build concepts and establish positive feelings about their world. Children learn specific skills inherent in each generalized goal of concentration, coordination, independence, sense of order, and self-concept.

The areas of the curriculum with their corresponding goals are as follows:

- **Practical Competence:** care of self, care of the environment, social interaction skills
- **Sense Training:** dimensions, color, texture, shape, smell and taste
- **Communication Arts:** activities that develop proficiency in speaking, writing, reading and composing
- **Mathematics:** activities that lead to an understanding of numbers and mathematical processes
- **The Arts:** music, visual arts, dramatics, dancing, movement education
- **Cultural Subjects:** geography, history, community education
- **Science:** physical, life, social, environmental

Coral Reef Montessori Academy Offers

A child-centered environment

Three adults in the Pre-K classes

Teachers and staff who have been selected, not only for their academic credentials, but also because of their caring and nurturing dispositions

Fully trained Montessori teachers who vow to deliver high academic standards and to continue to enhance their professional development

Parents the opportunity to take an active role in their child's education

Non-competitive, non-threatening atmosphere for your child's learning

Small school community atmosphere

Open door policy to discuss any concerns parents may have about their child's education

Gardening, Music, Art Drama, Physical Education, ESE, Math and Reading Tutors, Speech Pathologist, Occupational Therapist, School Counselor and extra curricular field trips.

The concept of the Coral Reef Montessori Academy is the educational vision of Lucy Canzoneri-Golden and Juliet King. They have united in a shared desire to create a school based on academic excellence in a child-centered environment, sensitive to the cultural diversity of Miami's population. They envision a multicultural school; thereby, building a bridge for greater understanding and acceptance of children from various cultures. They are exceptional teachers who understand and are sensitive to the learning styles of children. By virtue of their history of dedication and commitment to educational excellence for all children, Golden and King are uniquely qualified to lead the Coral Reef Montessori Academy.

The Montessori Philosophy...

Current research in education and psychology is now recognizing what Dr. Maria Montessori first observed in 1907:

Education begins at birth.

A young child is far more capable than we generally think.

Children learn more through observation and activities that they are engaged in with concrete materials than through traditional methods of instruction.

Children have within, the potential of what they are to become.

Through sensitive guidance, in an environment appropriate for each stage of development, the children fulfill their innate need to teach themselves and learn from their peers and teachers so that they may develop physically, emotionally, intellectually, socially and spiritually in a most natural manner.

The Montessori Goals...

To assist each child in the task of self-development and self-discovery

To provide an environment where each child develops skills and attitudes that are age appropriate

To develop a foundation for a lifetime of learning and living

To teach each child to be self-confident, in harmony with peers, to respect others, and care for his/her environment

To nurture, in each child, a zeal for learning and a zest for life

Montessori

vs

Traditional Education

Emphasis on cognitive and social development

Teacher is facilitator, guide and mentor

Environment and method encourage self - discipline

Mainly individual instruction

Multi-age grouping: encourages children to teach and help each other

Child chooses own work

Child discovers own concepts from self-teaching materials

Child works as long as he wishes on chosen

Child sets own learning pace

Child spots own errors from feedback of material

Child reinforces own learning by repetition of work and internal feeling of success

Multi-sensory materials for sensory development and integration

Organized program for learning care of self, others, and environment (polishing shoes, cleaning the sink, etc.)

Child may work where he chooses, move around and talk at will (yet not disturb the work of others)
group work is voluntary

-Organized program for parents to understand Montessori philosophy and participate in the learning process

Emphasis on social development

Teacher is center of the classroom

Teacher acts as primary enforcer of discipline

Group and individual instruction

Same age grouping: most teaching done by the teacher

Curriculum structured for child

Child is guided to concepts by teacher

Child allotted specific time for work project

Instruction pace usually set by group norm

If work is corrected, errors usually pointed out by teacher

Learning is reinforced externally by repetition and rewards

Fewer materials for sensory development

Less emphasis on self-care instruction

Children usually assigned own chair, encouraged to participate, sit still and listen during group sessions

Voluntary parent involvement

What is a Charter School?

Charter schools are...

- Public schools that are under a performance contract. *A charter school must be able to demonstrate that its children are learning.*
- Free from most rules and regulations.
- Held strictly accountable for academic and financial results.

In other words, a charter school is an "independent public school".

Coral Reef Montessori Academy Board of Directors

- CRMA BD of Directors are responsible for setting policies that support the overall vision and longevity of the school

*Any Grievances should be reported to:

Ms. Rosemary Hoel 305-255-8694

Time and Money

Coral Reef Montessori Academy will follow the same yearly schedule as Dade County Public Schools. Our hours and payment schedule are as follows:

<u>Grade</u>	<u>Hours</u>	<u>Payment</u>
Pre-K -3	8:30-2:00	\$5,750.00 per year 225.00 registration 350.00 materials
Pre-K – 4	8:30-2:00	\$3,750.00 per year 225.00 registration 350.00 materials
Kindergarten	8:30-2:00	none
First Grade	8:30-3:00	none
Second Grade	8:30-3:00	none
Third Grade	8:30-3:00	none
Fourth Grade	8:30-3:00	none
Fifth Grade	8:30-3:00	none
Sixth Grade	8:30-3:00	none
Seventh Grade	8:30-3:00	none
Eighth Grade	8:30-3:00	none

***On Wednesday's everyone is dismissed at 2:00pm**

3 & 4 year olds

There are a limited number of spaces for 3 & 4 year olds. Since we do not offer a part time program, all 4 & 4 year olds accepted will be given a 9-week adjustment period. If after the 9 weeks the child has not adjusted due to maturation, we will ask the child to re-apply the following year.

Arrival and Dismissal

Teachers will be opening their doors at 8:15 a.m. Your child should arrive at school between 8:15 a.m. and 8:20 a.m. **Instruction begins at 8:30 a.m.** A child who is not in his/her classroom by 8:30 a.m. is tardy. We ask your cooperation in assisting your child in getting to school on time. Tardies become a part of a child's permanent record. All students arriving late to school will be marked tardy by their teachers. Four unexcused tardies will result in one unexcused absence. Students who are tardy more than four times during a grading period will receive a notice from the school. A parent conference will be required if your child is excessively tardy. Please work with us to curtail tardiness.

There is a parking lot next to the school for the picking up and dropping off of students. Parents are required to follow the flow of traffic directed by the administrator or staff on duty. **Teachers Assistants will be outside and ready to receive the children between 8:15 a.m. and 8:30 a.m.**

Pre-K and Kindergarten students are dismissed at 2:00 p.m. daily. First through 8th grade students are dismissed at 3:00 p.m. each day except Wednesday. **On Wednesday, all students are dismissed at 2:00 p.m.**

Students need to be picked up by their parents on time. **There is no adult supervision after dismissal, unless students are enrolled in the after school care program.**

If students are not picked up at the appropriate times as stated above, there will be a \$25.00 per occurrence, late fee. There will be no exceptions to this policy. The late fee check can be made out to CRMA (Coral Reef Montessori Academy)

If you must pick up your child early (no later than 1:30PM), please come to the office, sign him/her out, and the office personnel will call your child to meet you. Please, remember that taking your child out of school early means that reinforcement in some areas will be missed. Kindly, try to make appointments after 3:00 p.m.

Bus Transportation

Our school will **no longer** provide free bus service to school. However, we will continue to use Miami Dade County approved bus services for school filed trips.

Attendance

There is probably no factor more important to successful school progress than regular attendance. Students who are absent excessively from the instructional program will fall behind in academic achievement. **Excessive school absenteeism precedes failure to achieve, loss of interest and may affect your child's promotion to the next higher grade.**

School Board Policy states that an elementary or middle school student who accumulates ten or more unexcused absences for the year may be subject to the withholding of final passing grades, which may affect the child's promotion to the next higher grade. If your child must be absent, please send the teacher a written explanation for each absence. Students must request make-up assignments from their teachers upon their return to school.

According to the School Board Rule, excused absences are for the following reasons:

1. Student Illness
2. Death in the family
3. Medical Appointment
4. Observance of a religious holiday or service when it is mandated for all members of a faith that the holiday be observed

Pre K 4 students need to consider that the VPK program does not pay for excessive absences. On average they allow for less than 2 days per month. When your child is absent, please submit a letter stating the specific absent days and the reason for the absences. This must be submitted upon the child's return to school. Additionally, please observe the absent days directed by your child's physician. Please do not send your child to school before the date directed by their physician.

No Sugar Policy

In order to insure that your child is prepared to work to his or her potential, concentrate, focus, retain information and maintain optimum health, we highly recommend a nutritious diet. Therefore, we are enforcing a **NO SUGAR POLICY**. Please do not bring in lunchables that contain soda or candy. Under no circumstances will we allow children to consume these products. Drinks allowed will be fruit juices, water and milk (no chocolate). The pre-k –K students who have their monthly celebrations are not allowed to bring in sugared or frosted cakes, or cupcakes. Only muffins low in sugar that are homemade are encouraged for these monthly celebrations. It is vital that we stick to the nutritional guidelines set forth by the school. Only with your cooperation and support can we make this endeavor a success. This is for the benefit of our children.

Breakfast and Lunch Program

We are currently using The National Food Lunch Program. We will be providing a breakfast program. Our breakfast program begins at 8:00 a.m. If your child eats breakfast at school, please arrive on time. Breakfast will be over at 8:15 a.m.

Lunches served in our school are attractive and nutritious. If your child brings lunch, please do not send candy, gum or soda pop. These items are not allowed in school. **We discourage parents from bringing in lunches from fast food restaurants.**

Dining manners and good habits are a part of our school instructional program, and we reserve the right to remove or suspend any child from the eating area who creates unnecessary disturbances. Children are expected to stay in their seats until they are dismissed, refrain from playing with food, talk in moderate tones, and clean up the area around their table.

After School Care

After school care will be provided for those students enrolled in the after school care program. The fees are as follows:

\$2,000.00 per year with a \$125.00 registration fee for care from 2:00PM - 6:00PM or 3:00PM - 6:00PM

\$1,500.00 per year with a \$125.00 registration fee for care from 2:00PM - 4:00PM or 3:00PM - 4:00PM

\$1,000.00 per year with a \$125.00 registration fee for care from 2:00PM - 3:00PM

\$1,000.00 per year with a \$125.00 registration fee for morning care from 7:00AM – 8:15AM

*Any student registered for the 2:00PM – 6:00PM/3:00PM – 6:00PM or the 2:00PM - 4:00PM/ 3:00PM – 4:00PM after care program is entitled to morning care free of charge. PLEASE MAKE CHECKS PAYABLE TO CORAL REEF MONTESSORI ACADEMY, INC.

There is a late charge of \$1.00 per minute, every minute after 6:00 p.m. There is a \$25.00 late payment fee for payments not received by the beginning of the service period.

This program encompasses supervised homework, tutoring, computers, outdoor activities, educational games, and planned arts and crafts.

Dress Code

Students are expected to come to school having given proper attention to personal cleanliness, grooming, and neatness of dress. Students who fail to meet the minimum acceptable standards of dress as determined by the administration and as specified in the dress code shall be subject to appropriate disciplinary measures. The dress code is as follows: Students are required to wear khaki (tan) slacks/pants/skirts/shorts/pedal pushers and a navy blue polo shirt with the school emblem. Shirts must be tucked in or extended at least six (6) inches below the waist. Students must wear pants that fit appropriately at the waist, with no underwear/boxers showing. Whenever pants are loose fitting at the waist, belts must be worn with shirts tucked in. If a skirt is worn it must be no shorter than four inches above the knee and no longer than ankle length.

Whenever loose fitting shorts or skirt is worn (at the waist), belts must be worn with shirt tucked in. Closed toe shoes and white or blue socks are required.

Students will have four spirit days throughout the school year; where they will not have to wear the uniforms. These days will be as follows:

Tuesday, November 20th 2018

Friday, December 21st, 2018

Friday, March 22nd, 2019

Thursday, June 6th, 2019

These days are the last days before a school break.

Once again, the school will enforce its uniform policy during the rest of the school year. Those who do not follow the uniform policy will adhere to the disciplinary action stated on the attached sheet.

The following attire is not to be worn or brought to school:

- Slippers, open-toe shoes/sandals or shoes with metal cleats
- Garments made of sheer, revealing, tight, and/or see-through fabrics
- Undershirts, tank tops or shirts with spaghetti straps
- Garments with designs that reflect drugs, gangs, alcohol, sexual messages, tobacco, profanity, racial or ethnic slurs, or violence/guns.

Testing

All students will be tested at the beginning of the school year using a baseline test; in addition to all district mandated tests and other informal diagnostics.

Kindergarten students will be assessed at the beginning of the school year and the Spring. Aside from these tests, our school's students will follow the general standardized tests used in Dade County Public Schools for the appropriate ages.

Physical Education

The physical education program will be broken down into four quarters. The first quarter will focus on physical fitness; the second and third quarters will focus on cooperative games and sports. The fourth quarter will be devoted to creative movement.

Field Trips

Field trips are formal educational experiences planned for students to enrich their knowledge of the subject at hand. Chaperones are recruited in a systematic manner to assist in providing structured and safe supervision. Parents/guardians will be encouraged to volunteer to chaperone if needed. For safety reasons, kindly support this procedure according to Dade County Public Schools.

Parent permission must be given for a child to participate in field trips. The teacher will send forms for this purpose home. Money and permission slips must be returned no later than two days prior to the field trip or the student will not be permitted to go.

4th – 6th graders will go on a 3-day field trip locally and alternate every other year going on a longer field trip within the state of Florida. The Middle school students will alternate between going on an out of state field trip (5 days) and a three-day field trip in state.

Newsletter and Yearbook

The school may have a quarterly newsletter in which older students as well as staff will be encouraged to write articles, poems, interviews, about events, etc. The Newsletter will have a limited number of copies in the office; otherwise it can be found on our web site at www.coralreefmontessori.dadeschools.net. The school will, also, have a yearbook that will be on sale during the spring semester. Both the school newsletter and Year Book will be sponsored by the 7th & 8th grade. In addition, the PTA puts out a monthly newsletter/calendar.

Student Birthdays

Only Pre-K and Kindergarten will celebrate student birthdays on the last school day of each month for all students who had a birthday that month. These celebrations will take place at a designated time only and will last for only one hour.

Accident Insurance

Student insurance covers accidents that happen on school property or 24-hour coverage may be purchased by parents through the school at the beginning of the school year. Information about this insurance is sent home with each student early in the year, and is available in the school office at all times.

Student insurance is primarily designed to furnish a low cost accident policy to the pupils of Dade County and their parents. The Board approves the sale of accident insurance for the convenience of student and parents. The Board does not accept any responsibility for policy interpretation or claim payments. The school cooperates in completing claim forms on “accidents as reported by a parent or a student.” It is advisable for parents to caution their children to report any accident or injury, no matter how small, to the supervising teacher as soon as it occurs.

Things to Leave at Home

All pets, except on the invitation of the teacher. Please, keep in mind that animals on the playground or in the classroom are potentially dangerous.

Knives and other sharp objects, guns (including toy guns), bullets, baseballs, bats, etc. All these items can be hazardous to boys and girls and cannot be brought to school.

Money in large amounts. Please, send only the money a child needs for the day. If your child purchases a lunch card, it will not be necessary to have money at school.

Heirlooms, valuable jewelry and other irreplaceable articles. Jewelry should be kept at a minimum. Dangling earrings should be left at home due to safety reasons while students engage in physical activities.

Baseball cards, pogs, u gi oh, pokeman, etc.

Skateboards

Toys, tapes, radios and other recreational items.

Illness and Injury

If a child is injured or ill at school, we will do everything possible to make him/her comfortable, and administer first aid as needed. You will be called immediately. If you cannot be contacted, we will telephone the emergency contact person(s) listed on your child's assignment card. **Please make sure all the information on the emergency contact card is current and accurate.** Facilities for emergency care in school are very limited. We appreciate your making arrangements for taking your child home promptly for adequate care.

The importance of regular attendance cannot be overemphasized, but your child should not be sent to school when he/she has a communicable disease or cold, runny nose, coughing or temperature. In the event of an illness, please keep your child home from school in order to fully recover for his/her own sake and that of others.

Medication

School personnel are not permitted to administer or dispense medication to any student without complying with Dade County Public Schools Dade County Department of Health Procedures.

Student Behavior

Coral Reef Montessori's students and staff will follow the Code of Student Conduct as established by the Miami Dade County Public Schools (Board rule 6cx13-5D-1.08)

Students are expected to show respect for themselves, for other students, and to all adults. We encourage our staff to use positive reinforcement for good behavior. There will be ongoing documentation of your child's conduct and academic progress.

Students and parents are required to adhere to a contract. Failure to do so will result in the consequences set forth by the school policy.

The following **WILL NOT BE TOLERATED** at our school:

Disrespect to adults (teachers, aides, cafeteria staff, custodial staff, volunteers, clerical staff, administrators, or parents).

Fighting

Anything that can be used as a weapon. Dade County Public Schools has a zero tolerance policy regarding weapons. This policy is strictly enforced.

Language which threatens, intimidates, harasses or insults

Profane language or gestures.

Substances harmful to health

Damaging or destroying property

All types of bullying; verbal, physical, cyber, etc.

Conferences

We appreciate the keen interest you show in the progress of your children. When you wish to arrange a conference with your child's teacher, please send a note to the teacher and indicate a date and time which is convenient for you. Teachers should receive a note with ample time to respond and confirm the appointment or offer an alternative date and time. Conferences may be arranged by phone after 2:00 p.m. for Pre-K and Kindergarten and after 3:00 p.m. for First through eighth grade. **It is mandatory that you attend two parent conferences per year. Failure to do so will result in a breach of contract.**

We will be having one Open House meeting during the school year. We will be explaining the curriculum, scheduling, homework, and other aspects of the academic program. **It is mandatory that parents attend all Open House meetings.**

At the end of the school year, our 4th – 8th grade students will participate in a Musical theater production to celebrate the end of the school year and as a culmination of all that they have learned.

Family Rights and Privacy Act

The revised Family Rights and Privacy Act became a Federal Law in November 1974. The intent of this law is to protect the accuracy and privacy of student educational records. Without your consent, only you and authorized individuals having legitimate educational interests will have access to your child's educational records. You may have an appointment to inspect and review your child's records by calling the school.

Volunteering and Committees

Volunteers are an important part of the educational program. They assist teachers working with students in many ways. Parents are required to devote a minimum of 30 volunteer hours per child per year. It is your responsibility to fill out your volunteer hours. Failure to do this will result in a breach of contract. The following committees have been set up to ensure this takes place:

Safety

Yearbook/Newsletter

Playground

Fundraising – School Year (on going school events)

Fundraising – Major (grants)

Beautification of School / Gardening

Extracurricular Activities

Public Relations/Media

a. School Field trips

b. Multi-cultural studies

c. Virtual school courses

Hospitality

Room Parents

Web Page

* Please see your PTA Board or speak to your “room” parents to find out how you can become involved. It is your responsibility to fill out your volunteer hours. Failure to complete your 30 hours per child for the school year, will result in a breach of contract. These committees should meet monthly.

*please turn in your volunteer hours on line at:

www.helpcounterweb.com

Student Visitation

If Students are going to leave school to visit with other classmates after school, a note must accompany the child with the Parents written permission and the person must be on the student’s emergency contact card. THERE WILL BE NO EXCEPTIONS!

Telephone

The school is equipped with a business telephone to help transact the business of the school; therefore, the lines must remain free for this purpose. Children may not use the telephone except for emergencies. Rainy days are not considered emergencies, and children should be prepared for these days.

It is most difficult to accept messages for individual children without interrupting the instructional activities of an entire class. We will not deliver messages to an individual child except in an extreme emergency.

Student’s cell phones must be turned into the teacher before class and picked up after class.

Smoking on School Grounds

**Coral Reef Montessori Academy is a smoke free school.
Smoking is not allowed on school property.**

Rainy Days

On rainy days, the children will remain underneath the awnings on the front of the building. Teachers will escort students to parent pick up area. We suggest that they bring raincoats on these days.

Lost and Found

Please be sure to mark your child’s name on all belongings, such as sweaters, raincoats, lunch boxes, bookbags, etc. Articles that are lost and unclaimed are kept in the office for a period of one month. Please, claim lost articles in the office; otherwise these articles will be donated.

Parent-Teacher Association

The PTA Board will meet monthly. PTA members are welcome and encouraged to attend. Each year the PTA plans varied activities to draw the home and school closer together. They also sponsor activities that raise funds for special school projects. All

classes have parent room representatives who serve as liaison persons between the classroom and PTA, and who support class activities. We encourage you to become a participant.

Visitors

For the safety and protection of all boys and girls, all visitors, including parents, must always stop in the office for clearance before proceeding to the classroom. There will be a book that you must sign in and out.

Estranged Parents and Guardians

To avoid having the school become involved in personal family conflicts, parents or guardians should advise school authorities of which party has legal access to the child and his/her records during school hours. In the absence of specific directions, school officials will respond to those names and relationships that appear on the current records. Friends and strangers will be denied access to a pupil in the absence of verified parental consent.

Extra Curricular Activities

There will be a musical, poetry winter performance during December. This event will take place during the day. There will be an annual Peace March in January during the day celebrating Dr. Martin Luther's birthday. There are various clubs that will meet every Wednesday from 2:00 – 4:00. During the winter, we will have our yearly field day promoting cooperative sports and physical fitness, we will also celebrate Hispanic Heritage in October, Black History in February and may have a multi cultural Art Fair in the spring. Upper Elementary students and 7th and 8th graders will be going on an out of town field trip to an educational site that will correlate with their studies at school during the spring. In June, there will be a year-end musical with grades 4th – 8th.

Transfers

If it is necessary to withdraw a child from school, the school should be notified at least two working days in advance. A student wishing to transfer from one school to another within the county shall provide a withdrawal form #7281 from the sending school before being admitted to the new school.

30 Hours of Volunteer Service

As stated per parent contract, there is a minimum of 30 hours per school year per child that needs to be completed by a family member. There are many ways to earn your 30 hours including, classroom volunteering, field trips, fund-raisers, and school events. Each volunteer should input as soon as possible the activity is done either on line at the office computer or at home. By the middle of the year, if you are not up to date with your hours, you will be informed. At the end of the year, those parents who have not completed their 30 hours per child will meet with a review committee. Unless hardship can be proven, you may not be asked to return.

New Revised Parent Contract

The new revised parent contract mandates that parents must attend at least two Montessori workshops per year. It is imperative that our parents get as much information as they can pertain to Montessori education. Many misconceptions and misunderstandings occur, due to the fact that parents are not properly informed about the Montessori curriculum and philosophy.

Return check policy

Due to the excessive amount of returned checks and the added costs the school has had to endure, any returned checks will incur a \$25.00 fee in addition to a \$25.00 late fee for tuition and aftercare. After 3 bounced checks, the party will no longer be able to make payments with a check. Instead, cash or a money order will be the only accepted form of payment. This will go into effect beginning November 1, 2001.

Mental Health Plan

In accordance with 1011.62 (1), F.S CRMA has designed a Mental Health Plan utilizing the MTSS and will provide support to all students who are identified as needing services.

School Safety

CRMA has a school safety plan that remains private in accordance with the law.

Incidents on or near School Campuses

Coral Reef Montessori Charter School has set up emergency plans and has an Emergency Response Team that focuses on prevention and reaction to incidents. Further, a Crisis Intervention Team that provides support to students and staff after an incident. If there is a potential threat or unsafe situation to a school, the school may "go on lockdown" to protect students, staff and visitors. If there is an immediate threat to the school, a "code red" lockdown will be issued. Students will be moved into safe areas, and all interior and exterior doors will be locked. If there is something in the community that may pose a threat to the school, a "code yellow" community lockdown will be issued. All outdoor activities will stop and students will move into the building. We will lock outer doors and prohibit movement between buildings, but all other activities will continue as normal. When the incident passes, a "code green" will be declared ending the lockdown.

Safety/Pick up procedures

Safety, Drop off and Dismissal Procedures

In an effort to keep our campus safe, as well as make our arrival and drop off as safe, quick and efficient as possible, we are asking all staff, students, parents, and visitors to please adhere to the following procedures.

Procedures for coming on campus (not during drop off or pick up) – this includes Aftercare Pre-k – 8th grade

We will be utilizing all entrances and exits of the campus, and also implementing a new parent pick up point: Gate #2 during dismissals, please use the attached map as a guide and reference.

When entering the campus:

- Please park in the designated parking spaces, refrain from parking on the curb.
- Using Gate #1, buzz the office using the intercom.
- Once buzzed in, proceed to the office.
- All persons entering the campus must obtain a visitors pass from office personal.

Morning Drop Off

8:10 AM IS GENERAL DROP OFF /8:00 AM IS BREAKFAST ONLY DROP OFF
6:45- 8:15 MORNING CARE \$100 PER MONTH

ANYONE NOT REGISTERED FOR MORNING CARE OR BREAKFAST (8:00AM) WILL INCUR A \$25 PER DAY MORNING CARE FEE!

- Use Entrance #1 if driving through drop off lane
- Use Entrance 2 if parking; Please Park in the designated parking spaces, refrain from parking on the curb.
- Follow traffic patterns adhering to stop signs, speed limit of 10mph, Staff Direction, and yielding to pedestrians while staying in the right line by the curb.

Dismissal

Dismissal Times: PreK-K 2:00-2:15 NO EARLY DISMISSAL AFTER 1:30 PM
1-8th Grade: 3:00-3:15 (Wednesday 2:00-2:15) NO EARLY DISMISSAL AFTER 2:30 PM, EXCEPT WEDNESDAY 1:30 PM

- Late Pick Up Fee \$25.00 (After 2:15 or 3:15)
- Gate 2 will only be utilized during Dismissals // Mon- Fri

Drive up Lane: (See Map)

- Enter the campus through Entrance 1
- Follow traffic patterns adhering to stop signs, speed limit of 10mph, Staff Direction, and yielding to pedestrians while staying in the right line by the curb.
- Display Car Tag provided by teacher at the beginning of the year, or other sign with the following information: Student Name(s), Room Number(s) and Teachers Name(s), for easy visual access.
- Overtaking cars is prohibited unless directed to do so by a staff member.
- Remain in vehicle at all times; if you wish to exit please follow Parent Walk up Dismissal Procedures.
- If your child or children are placed in your car prior to pulling up passed Gate #1 you may safely proceed to Exit 1
- If your child or children are placed in your car after Gate #1 safely proceed to Exit #2

Parent Walk Up

- Enter through campus using Entrance #2

- Park in designated parking spaces as labeled, car must be parked and not left unattended with motor running, or with any children left inside.
- Proceed to parent pick up line by Gate #2, make a line, and wait patiently as your child will be called by a staff member.
- To expedite the process please bring your Car Tag provided by teacher at the beginning of the year, or other sign with the following information: Student Name(s), Room Number(s) and Teachers Name(s), for easy visual access.
- Your patience is appreciated.
- Once your child is dismissed, you assume responsibility for him/her/them. We are asking for you to supervise children, especially in parking area.
- Children may not return to the classroom for any reason unsupervised once they have exited the school (i.e. Lunch Box, Jackets, and folder).

Dismissal during unusual weather conditions

In the event of irregular weather, please be aware of the following procedures. Your patience is appreciated.

- In the event that it is only raining during dismissal times, Dismissal pick up line, and parent walk up procedures will run as usual, Staff Members will call for the students as the cars pull up to the awning, or parents walk up.
- In the event of thunder and/or lightning an Adult will need to park and come to the class to pick up the student. In the event that there is an infant in the car or the driver has a disability, Notify the school and we will bring your child out. We apologize for any inconvenience, but it is for the safety of your child.

Room 101 and 102 will dismiss from room 101
 Rooms 103 and 104 will dismiss from room 103
 Rooms 105 and 106 will dismiss from room 105
 Room 110 will dismiss from room 109
 Room 112 will dismiss from room 111
 Rooms 113 and 114 will dismiss from room 113
 Rooms 116, will dismiss from room 115
 Rooms 115, 117 will dismiss from room 117
 Rooms 201-211 will dismiss from their class

Again thank you for your cooperation. Together we can provide a safer environment for your child.

If any questions please call the school at (305) 255-0064

Keeping your Child Safe

Coral Reef Montessori Charter School has plans and procedures in place to protect your child and communicate with you in the event of an emergency. Our administration works with school staff, local law enforcement and other public health and safety leaders to make our campus a safe place to learn. To protect our students and staff, CRMA is outfitted with electronic security systems including burglar alarms, digital video recorders, access controls and a computerized keying system. If you have any questions or security concerns, contact the CRMA at 305-255-0064 between 8:00 a.m.

and 4:00 p.m. After normal working hours, please call Lucy Golden at 305-878-0331 or Juliet King at 786-234-2405 or 305-878-3258.

School Closings and Delays

As with [inclement weather](#), community incidents may require us to cancel classes, open schools late, or close them early. In such a situation, the following plan goes into effect: The school system's crisis team will monitor and manage the situation. The will post the announcement of the closing, delay or early dismissal. We will notify media outlets. If classes are canceled or dismissed early, all athletic and extracurricular events at the affected schools are canceled. Before/After-school programs will operate from an early dismissal to the regular closing time. Neither athletic and extracurricular events nor before/after-school programs will operate, if school is closed.

ESSAC COMMITTEE

Educational Excellence School Advisory Committee (EESAC)

The concept of the Educational Excellence School Advisory Council (EESAC) was first written into Florida state law in 1991 as part of the Blueprint 2000 plan for educational reform and accountability. In 1991, School Advisory Councils (SACs) were entrusted with assisting in the development of the School Improvement Plan. The School Board of Miami-Dade County renamed the School Advisory Councils and authorized them to provide all stakeholders with a role in decision making which impacts instruction and the delivery of educational programs. The Councils were renamed Educational Excellence School Advisory Councils (EESACs) in 1999 when Blueprint 2000 was revised to become Florida's High-Quality Education System. At that time, the Councils were also charged with assisting principals in the development of school improvement plans as well as the schools' budgets. The EESAC is the sole body responsible for final decision making relating to school improvement and accountability.

The EESAC's additional responsibilities include the following:

1. To bring together all stakeholders and involve them in an authentic role in decisions which affect instruction and the delivery of programs.
2. To assist in the preparation and evaluation of the School Improvement Plan (SIP) required from each school.
3. To address all state and district goals and the authority to periodically review the SIP and amend it, as needed.

If you would like additional information regarding the EESAC, please visit the state website indicated below. <http://www.flsenate.gov/laws/statutes/2010/1001.452>

The ESSAC Committee meetings will be held at:

Coral Reef Montessori Academy
10853 SW 216 Street
Miami, Florida 33170

The meeting time will be 3:30PM on the following dates:

September 13th, 2018 January 24th, 2019
April 11th, 2019 May 30th, 2019

**CORAL REEF MONTESSORI BOARD OF
DIRECTORS MEETINGS**

The Board of Directors will meet on Saturday in accordance with Section 286.011, Florida Statute. These meetings are open to the public.

The meetings will be held at:

10853 SW 216 Street
Miami, Florida 33170

The meeting time will be 10:00 am on the following dates:

July 7th, 2018 September 22nd, 2018 January 26th, 2019
April 13th, 2019 June 15th, 2019

Board of Directors

Mr. Wendell Carr
Mr. Nestor Torres
Ms. Rosemary Hoel
Mr. Samuel C. Jackson
Mr. Ricardo Alvarez
Col. Eddie J. Alford – Founding Board Member

Advisory Board

Lucy Canzoneri-Golden
Juliet King
Dr. Ijya Tulloss
Mr. Victor Golden
Ms. Elsie Hamler

Co-Directors

Juliet King
Lucy Canzoneri-Golden

The Board of Directors at Coral Reef Montessori Academy is composed of teachers, parents and other citizens in our community.