



PARENT QUICK REFERENCE 2025-2026

Weekly updates are sent on Friday afternoons by email and text. **You must let the director know if you are not receiving these emails and texts.** It is the primary way we communicate information.

If you use Gmail, move emails to your inbox from Promotions or Spam folders, and mark the emails as important.

CARPOOL

Carpool Policy

- **Stay in your car** during carpool drop-off and pickup to keep the line moving safely.
→ *Be sure anyone else picking up your child knows this rule.*
- **Drive slowly — max speed is 5 mph.**
→ *Do not drive around another car unless a staff member directs you to.*
- During heavy rain or storms, carpool may take place at the covered entrance.

Safety First:

- **Do not use your phone** while in the carpool line.
- All families should use carpool for drop-off and pick-up.
→ *It's safer, quicker, and helps your child transition more smoothly.*
→ If your child is struggling with carpool, speak with their teacher — we're happy to help.
- **Car Seats:** Use proper car seats and seat belts when transporting children to and from school. Guidelines can be found in the American Academy of Pediatrics, The American Automobile Association, and the National Highway Traffic Safety Association websites.

Morning Arrivals

- If possible, please have your child seated on the **right hand side** of the car. This makes it easier for teachers to help them in and out quickly and safely.
- Make sure lunchboxes, library bags, coats, etc. are ready to go on the floor in front of your child's seat.

- **Carpool runs from 8:45 to 9:00 AM.**
- **Class begins promptly at 9:00 AM,** and the **doors lock at 9:00 AM.**
- **If You Arrive After Carpool Ends:**
- Text:
 - Ms. Tracy (Primary)
 - Ms. Chelsea and Ms. Kim (Toddler)
- Wait outside the main door with the school logo.
 - **Do not knock** on the classroom windows or doors.
- Please be patient. Teachers may be busy, but we'll open the door as soon as possible.

Reminders:

- Being on time helps your child feel settled and supports the classroom routine. Please try to arrive during the carpool window.
- If your child needs to leave for a doctor's appointment, try to schedule it **at the beginning or end of the day.**
 - Once a child leaves, we ask that they **not return that day**, as coming back mid-day can be confusing and disruptive.

Arrive by 10AM

- Children who leave at **noon or 1:00 PM** must **arrive by 10:00 AM.** Late arrivals make it harder for them to engage in the morning work cycle. They will not be allowed to attend school if they arrive after 10:00AM as they will have missed the majority of the work period.
- Children who stay until **3:00 PM** may arrive after 10:00 AM **only if** they had a **medical appointment** that morning.
- Use your best judgment - if your child has missed most of the school day, it's often best for them to rest and return fresh the next day so they can get the full benefit of the class.

Dismissal

- **Afternoon carpool begins at:**
 - **12:00 PM**
 - **1:00 PM**
 - **3:00 PM**

→ *On Fridays, all children are dismissed by 1:00 PM.*
- **Be in the carpool line** at your child's scheduled pickup.
- **Early Pickups:**

If you need to pick your child up early or adjust their schedule, notify your child's teacher ahead of time.

→ *Written notice 24 hours in advance is very helpful.*

→ *When picking up early, we strongly prefer you come at a regular carpool time to avoid disrupting the class.*

- **If someone else is picking up your child:**
 - Let a staff member know in advance.
 - Tell us what kind of car they'll be driving.
 - If we don't recognize them, we'll ask for ID.
 - Make sure this person is listed as an authorized driver in Transparent Classroom
- **Late Pickup:**
Please arrive **on time**. A **\$25 late fee** will be charged if you're more than **10 minutes late**. This will be billed monthly.

Tardiness & Repeated Late Pickups

- While we understand that unexpected delays can happen, more than 5 tardies in a semester or repeated late pickups are considered a concern.
- Teachers will speak with parents directly to help problem-solve and support more consistent arrival times.
- If there is no improvement, the teacher will notify the administration, and a meeting will be scheduled with the parents to discuss next steps.

Parking Lot Use

- Do not allow your child to walk alone in the driveway or parking lot.
- If you need to come to the office or attend a school function, park in the parking lot and not in the fire lane or carpool lane.
- **Do not allow children to play in the parking lot.** If you would like to socialize with school friends, Hembree Park is conveniently located right next door.

Communicating With Teachers

Your child's teacher is the first person to contact with questions or concerns about the classroom environment, work, or progress. If you approach the director first, she will kindly redirect you to the classroom teacher.

Teachers will always communicate with you anything of concern.

Teachers are happy to communicate with you, but during class hours their focus is on the children. They may not check or respond to texts or emails during this time.

For urgent matters during the day, please call the office or call/text the director's cell at 678-740-1528. For emergencies only, call the church office at 770-475-9159.

To reach your child's teacher, you may send a note during carpool, call, or email. Allow 24 business hours for a response.

Please be considerate when texting - use it for short updates or pickup changes. You have our actual cell phone numbers. Text between 7am-7pm, unless it is an emergency.

If something at home may be affecting your child's behavior, let us know so we can provide extra awareness and support.

For in-depth conversations about progress, challenges, or personal development, schedule a meeting with the teacher. Carpool time is not ideal for these discussions due to privacy and time limitations.

Appropriate Clothing

- Dress your child in clothing that is appropriate for the season and weather.
- Clothing should be casual and comfortable, suitable for playing, painting, sitting on the floor, and walking outside.
- All children keep a box with extra clothes at school. As seasons change, you may wish to update these items. If wet or dirty clothes come home, please send replacements the following day.
- Shoes should be comfortable and safe for running. Toddlers should also keep an extra pair of "indoor shoes" at school.
- Mark all extra clothing items brought to school with your child's name.
- Extra clothing should be stored in labeled, zip-locked bags.
- We recommend avoiding clothing, backpacks, or other items with cartoon or movie characters, as they can be distracting. If this becomes an issue, we may ask the child to change or for a replacement to be sent.

What to Bring to School

- Unless your child has been asked to bring items for a project, the only daily item needed is a lunch box (if staying for lunch).
- Please ensure your child can handle their belongings independently—open their lunchbox and containers, and carry their own bag.
- You do not need to bring a backpack

Primary Class

- Return tote bag and library books on Friday.
- Return plastic folder with work on Monday—this helps teachers stay organized.
- Your child may bring items such as books, interesting pictures, rocks, flowers, or other natural objects to share with the class.

Toddler Class

- Return folder on Monday or on the first day your child attends each week.

Medical Emergencies

- Ensure your child's medical release and emergency contact forms are completed and kept up-to-date.
- You will be notified immediately of any emergency or medical issue.
- If your child requires an ambulance or hospital care, Emergency Services will be contacted immediately. Wellstar North Fulton Medical Center is the closest to our campus. A staff member will stay with your child until a parent arrives.
- If your child has allergies, complete an allergy action plan and provide any prescribed medications. You will be contacted immediately for a suspected exposure or reaction.

Classroom Observation

- The Primary class offers parent observations before fall conferences. You will be contacted to set up your time.
- Observations are limited to 20 minutes, and we ask that you avoid interacting with your child or other children during this time. Guidelines will be provided.
- Observations are generally not offered in the Toddler class, as they can be disruptive. Please speak with the teacher if you have concerns.

Catechesis of the Good Shepherd (CGS) – Primary Children Only

- CGS is a curriculum that blends beautifully with Montessori. It introduces children to a loving God through joyful, concrete work, prayer, and songs.
- It is held weekly for Primary students in the Atrium, a specially prepared room.
- More information can be found on our website under the "Programs" tab.

Discipline

- Teachers guide children to understand why a behavior is inappropriate and offer redirection.

- Continued misbehavior may result in logical consequences, such as staying indoors during playground time or losing certain privileges.
- If behavior persists, parents may be called to pick up their child.
- A parent-teacher conference may be scheduled to discuss strategies for improvement.
- Suspension or dismissal is considered only if all other steps have been taken without success. Please refer to the handbook for the full policy.

Birthdays

Primary

- Celebrations include walking around the “sun” (a candle) while classmates sing a song for each year of the child’s life.
- You may send a poster with a photo from each year of your child’s life. Coordinate the celebration date with Ms. Tracy. If the birthday is on a non-school day, it will be celebrated soon after.

Toddler

- Birthdays are acknowledged in class with a small celebration. Parents do not need to send anything.

Both Classes

- Please do not send food for birthday celebrations. Instead, you may choose an item from the class wish list or donate a book to the class.
- Private birthday parties should be arranged outside of school. Invitations and thank-you notes should also be sent outside of school.

Snack

- Families take turns providing snacks during the year. Your teacher will share a schedule and shopping list.
- If you do not wish to shop for snack, you may send \$125 to COLM, and we will handle shopping and delivery through Instacart. Send payment via PayPal to colmadmin@gmail.com or by check.
- Notify us by the Friday before your snack week to allow time for ordering.
- The snack schedule is sent home in your folder and posted in the monthly school calendar.

Lunch

- Send a healthy lunch in a reusable lunchbox. Practice with your child at home to ensure they can open containers and manage their lunch independently.

Lunch should include:

- Ice pack if refrigeration is needed
- 1–2 servings of protein (we do not serve milk; please include adequate protein)
- 1–2 servings of fruits and/or vegetables
- 1 serving of grains (whole grains preferred)

Additional Guidelines:

- Cut food appropriately for your child's age (e.g., no whole grapes for toddlers).
- Sugary foods are not allowed and will be sent home.
- Food may be warmed in a microwave-safe container; however, limit warm-ups to save time. A thermos may be used to keep food warm.
- Water is served at lunch; no drink needs to be sent.
- COLM is a **peanut-free** school—no peanut butter or peanut products.

Sick/COVID Policy

- Notify the school if your child will be absent due to illness.
- Please inform us of highly contagious illnesses (e.g., strep, flu, COVID) so we can alert other families.
- Keep your child home if they have:
 - Fever of 100.4°F or higher
 - Severe cold or flu
 - Vomiting or diarrhea
 - Pink eye
 - Impetigo
 - Strep throat
 - Cold sores
 - Sinus infection, ear infection, or UTI
 - Lice
 - Hand, foot, and mouth disease
 - Other contagious conditions

Children must be symptom-free without medication for 24 hours before returning, with improving symptoms and enough energy to participate in daily activities.

- Routine over-the-counter medications are not given at school. EpiPens require a doctor's form and are stored in a designated location.

Weather

- The school closes if Fulton County or Cobb County Schools close due to weather.
- We do not delay openings; if either county delays, we close.

- Severe weather warnings before carpool may result in closure; warnings during the day may result in early dismissal.
 - Parents are notified by text and email; updates are also posted on Social Media.
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Emergency Situations

- All staff maintain current CPR and First Aid certification.
- Tornado and fire drills are practiced throughout the year.
- Parents will be notified by text in an emergency. It is your responsibility to ensure contact information is current.
- In cases such as power or water outages, heating/cooling failure, or severe weather, children will be dismissed as soon as safely possible.
- If phone contact is not possible or it is unsafe to leave, children and staff will remain in a safe area of the building.