
















Important Information for New Montessori Casa International Families

 School Office	Office Hours 8am – 4pm Phone: 720.532.0391 144 Rampart Way, Denver, CO. 80230 www.mcidenver.edu e-mail: info@mcidenver.edu
 Drop-off	Drop-off is between 7:45am – 8am. Please note it is an expectation of the school that ALL Primary children be dropped off at carpool. It is important for their independence to start off the morning by walking into school themselves. Preprimary children are dropped off at their classroom.
 Ext care	Extended day is available to Primary children from 4pm – 5pm. Please contact the school office if you are interested.
 Camps	MCI runs summer camps in June. Pre-registration is required, and enrollment is in January.
 Communication	MCI's primary mechanism of communication is email. A weekly newsletter is sent out by the teachers of both classrooms. The Director sends out a monthly newsletter. Please confirm your e-mail address with the office if you do not receive an electronic copy. Storm Delay/ School Closing – we follow Denver Public Schools and will send out an email as soon as a decision has been reached.
 Attendance	Classes begin promptly at 8am. You <u>must</u> notify the office of absences in writing or by phone. If you are picking your child up early, please communicate with the school in advance. We will release your child only to those you have authorized on the school forms. If you need to make an exception to this, please call or email the school.
 Supplies	Supply lists are on the MCI web site. Your teacher will also provide you with one prior to the first day of school.
 Lunches & Snacks	Parents take turns to supply weekly snack for the classroom. The teachers of both classrooms send out a snack list ahead of your turn. Group snacks can be refrigerated but cannot be heated. Primary children will need an afternoon snack as well so please pack one in their lunch boxes. Students keep a water bottle in the classroom during the day and these go home every day to be cleaned. Please ensure water bottles are labelled with their names.

 <p>Nap / Quiet time</p>	<p>Primary children will have a nap/quiet time. The amount of time depends on the students and tapers off through the school year. However, they must rest for a minimum of 30 minutes by CDHS guidelines. We provide 48" x 3" mats for preschoolers. You bring a sheet and blanket in a bag and take it home to be washed every Friday.</p>
 <p>Security</p>	<p>The front door is always locked. Parents have key fobs that they can use at any time to come in and out of the school. Visitors must sign-in & out and can come into the school on appointment only. Auth. for Outings, Consent to Treat a Minor & Authorization to Release Student forms must be filed with school before her/his first day of attendance. MCI personnel are first aid & CPR-trained.</p>
 <p>Injury/Illness</p>	<p>For minor illness or injury, parents are called – emergency contact is called if parent not reached. For a serious injury, MCI contacts emergency medical personnel, then follows "Consent to Treatment" instructions. An accident report is filed & forwarded to parents of all students involved.</p> <p>There is no MMD staff nurse. Parents must make arrangements for children to be picked up & return only when recovered. A child who has a fever or is contagious should never be sent to school – please refer to MCI Illness Policy handout. The school can only administer medication (including over the counter) when it is in a labeled bottle, accompanied by a completed Medication Administration Form, signed by the child's physician.</p>
 <p>Lost & Found</p>	<p>Items are stored in a cabinet in the cubby room. Un-labeled items are donated to charity twice during the school year, after parents are given notice to pick items up.</p>
 <p>Tuition</p>	<p>Invoices are sent out on the 25th of the prior month and payment is due on the 1st of every month. Late charges accrue after the 2nd. Please refer to your enrollment contract for details. We prefer direct deposit and can send you an authorization form. We do not accept credit cards.</p>
 <p>Who Does What?</p>	<p>Executive Director</p> <ul style="list-style-type: none"> ▪ Contact for disciplinary concerns, school policies, security questions <p>Lead teachers</p> <ul style="list-style-type: none"> ▪ Contact for all curriculum questions, performance and records and all student related issues <p>Bookkeeper</p> <ul style="list-style-type: none"> • Contact about billing related issues.
 <p>Need More Info?</p>	<p>The entire MCI Parent Handbook is available online at www.mcidenver.edu</p>