



Transportation: Student Drop Off /Pick Up and Early Departure

Note: The parents/guardians are responsible for the daily transportation of their child(ren). CMIT-Elementary does not provide transportation during student arrival or student dismissal. Please update the authorized person(s), including the bus company or the childcare business, that will pick up your child(ren) by submitting an email or written notice to , Crystal.Dubon@pgcps.org and the Principal's Secretary, Stefanie.Powers@pgcps.org.

Q: What is the earliest that I may drop off my child?

A: 7:35 a.m.

Q: Where should we drop off students in the morning?

A: All car riders should be driven to the rear of the building and dropped off at the cafeteria entrance. Parents must remain in the car in order to keep the process constant and mobile. Carpoolers that include 3 or more students may be dropped off at the main office entrance along with the bus riders.

Q: What is the earliest time that I may pick up my student?

A: Student dismissal begins around 2:30 p.m.

Q: What is the latest time that I may pick up my student?

A: Student dismissal ends at 2:55 p.m. Otherwise, students will be sent to Enrichment and charged Enrichment late fees.

Q: Where should we pick up students in the afternoon?

A: All car riders should be picked up in the rear of the building at the cafeteria entrance. Parents must remain in the car in order to keep the process mobile. Please notice the flow of traffic and refrain from stopping in the middle of the pathway. If you need to buckle in your students we ask that you do not block the flow of pick up so that we can dismiss all students in a timely manner.

Q: What is the latest time that I may pick up my student for early departure?

A: Student dismissal ends at 2:55 p.m. Otherwise, students will be sent to Enrichment and CHARGED ENRICHMENT DROP IN FEES (PAYABLE UPON PICK UP).

Q: Where should we pick up students in the afternoon?

A: All car riders should be picked up in the rear of the building at the cafeteria entrance. Parents must remain in the car in order to keep the process mobile. Please notice the flow of traffic and refrain from stopping in the middle of the pathway. If you need to buckle in your students we ask that you do not block the flow of pick up so that we can dismiss all students in a timely manner.

Q: What is the latest time that I may pick up my student for early departure?

A: Students should be picked up from the Main Office no later than 2:10 p.m. To expedite the process, please send an email to the classroom teacher, the receptionist, Mrs.

Virgil, EVirgil@cmitelementary.org and the School Secretary, Crystal.Dubon@pgcps.org and the Principal's Secretary Stefanie.Powers@pgcps.org or submit a handwritten note in order to expedite the process.

Q: What is the process for walkers?

A: CMIT-Elementary does not recognize walkers since there are no residences within walking distance. Please call the Main Office at 240.573.7240 if you have unique circumstances relevant to the pick up of your child. Please consider that CMIT-Elementary does have a student body of 500 and we are unable to accommodate 500 different unique circumstances.

Uniform Policy

Q: How do I order uniforms?

A: All uniform shirts and tops are handled by the All American Wear. Please call 301-459-5000. All

khaki or navy uniform bottoms may be purchased here or at any retail store that sells uniform pants, shorts (except cargo pants), skorts, etc. Full dresses are not allowed for females. The CMIT-ES logo must show during the school day.

Q: When will the uniform policy be enforced?

A: The uniform policy will begin during the first week of school. Please ensure that students are wearing a burgundy or royal blue polo until official uniform tops are received prior to September 19, 2016.

Q: When does the student wear the Physical Education uniform?

A: Please confirm the day of the week that the students enrolled in Physical Education class. Then, students report to school and wear the gym uniform all day. Parents may wish to send the students with wipes for sanitary purposes.

Q: Must the uniform shoe have all black?

A: Yes, the shoe worn with the uniform must be ALL BLACK. Any tennis shoes can be worn for PE and PE only.

Visitations and Volunteers

Q: How does a parent make an appointment to visit a class?

A: Please email EVirgil@cmit elementary.org to request an appointment. Please allow up to 48 hours for a response to the email. All classroom observations will be limited to 15 minutes.

Q: How does a parent volunteer for classroom assistance, chaperone of field trips, etc?

A: Please email the classroom teacher to express an interest in volunteering. The classroom teacher will contact the parent to establish a date, time, and the nature of the task(s). however, we ask that parents participate in a brief orientation sponsored by the PTO prior to volunteering. Please contact the PTO at cmitiespto@gmail.com for assistance.

Parent's Corner

Parent Teacher Conferences

Q: How is a Parent Teacher Conference scheduled?

A: Please email the classroom teacher to request a conference date. The parent will have no more than 30 minutes to meet with the teacher. The conference date scheduled by PGCPS is November 11, 2016. Any other conference requests must be scheduled with the teacher.

Parent Teacher Organization

Q: When will the Parent Teacher Organization Meet?

A: The PTO is scheduled to meet on Tuesdays from 6:00 p.m. to 8:00 p.m. except when a holiday, school closing and/or early dismissal has been scheduled. The following dates have been designated for PTO meetings: September 13, 2016; October 4, 2016; December 6, 2016; February 7, 2017; ; April 4, 2017; and June 6, 2017.

Student Academic Performance

Q: How do I know if my student is missing assignments and/or homework? How do I follow up on my student's progress in the class?

A: Please check the School Max website first. If there are further questions, email the teacher for information on your child's academic progress or call 240.573.7240 to leave the teacher a voicemail message.

Q: To whom do I express my concerns about academics?

A: Please contact the teacher first. If the teacher fails to respond, then contact the Program Coordinator, ProgramCoordinator@cmitelementary.org. The next line of communication is the administration.

Home Visits

Q: When will the home visits begin?

A: Parents should submit a request to the teacher. A teacher and/or staff member will contact the parent to schedule a date and time that is convenient for the parent and the CMIT Staff.

Student Breakfast/Lunch

Breakfast/Lunch

Q: What time does breakfast begin?

A: Breakfast is served from 7:35 a.m. to 7:50 a.m. in the cafeteria. Students arriving at 7:50 a.m. or later should have breakfast prior to being dropped off.

Q: How much are the breakfast/lunch?

A:

ELEMENTARY (Kindergarten - 5)			
	Daily	Weekly	Monthly
Reduced Price Breakfast	\$0.30	\$1.50	\$6.00
Full Price Breakfast	\$1.60	\$8.00	\$32.00
Reduced Price Lunch	\$0.40	\$2.00	\$8.00
Full Price Lunch	\$2.75	\$13.75	\$55.00

Q: How do I pay for the breakfast/lunch?

A:

METHODS OF PAYMENT	
Cash	Send Cash payment to the school cafeteria so your child's account can be updated.
Online Payments using a debit or credit card	Visit www.MySchoolBucks.com to set up, review, and add money to your child's account. The account balance follows the student as long as they are enrolled in a Prince George's County Public School.

Q: Where can I find the menu for the breakfast/lunch?

A: Please click on the link for the [School Menu](#).

