



**Chiang Mai
Montessori**
INTERNATIONAL SCHOOL

**CHIANG MAI MONTESSORI
INTERNATIONAL SCHOOL
PARENT-STUDENT
HANDBOOK 2025-2026**



Updated Mar 2025



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Welcome!

Dear Parents,

It is my pleasure to welcome you to Chiang Mai Montessori International School. I am very happy that you have chosen the path of Montessori education for your child, and I feel honoured and privileged that you put your faith and trust in CMMIS, myself and my team. We look forward to working with you as we take this journey together, and I hope you will enjoy growing, developing and learning not only as parents, but as a family within the CMMIS community.

The administration team is available throughout the week, so please let us know if there is anything we can do to assist you. Our contact details are on the back page, and if you haven't already done so, please quickly add our numbers to your list of contacts on your smart devices so you know it's us should we ever need to call.

We designed this handbook to help you find answers to some of the more common or important questions that arise, but if you feel anything is missing or unclear, please contact the school office at any time.

CMMIS is, and always will be, child centred with a strong family focus. I built it because of my love of children and my joy of working with them; to offer Chiang Mai families the choice of a Montessori education, and to give something back to the community which raised me with an enquiring mind, a sense of direction and the confidence to create my own path.

My hope for CMMIS is that it can fulfil its potential and become one of the very best learning establishments in South East Asia. This is an ongoing process and I feel so lucky to be working with this team - I have so many people to thank - staff, friends, family and parents - for helping to bring us to where we are today.

Yours sincerely,

Nathasassi Warittanadejcho (Kru. Aer)

Founder & Licensee (former Head of School),
Chiang Mai Montessori International School (CMMIS)





Contact Information

- ◆ General Enquiries **+66 084 616 6988**

Email Contacts

- ◆ Academic & School Matters:
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 - ◇ Toddler Banchuen:
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School Profile

Chiang Mai Montessori is an International nursery, primary and elementary school, licensed under the Thai Ministry of Education. We currently have one Toddler Community for 18 months to 3 year olds; three Children's House programmes for 3-6 year olds; and a Montessori Elementary Programme for 6-12's. English is the main language of instruction. CMMIS is an independent, family based school and we welcome children from all communities and backgrounds. The school was established in 2010 and offers an excellent standard of education across the following three mixed-age settings:

- | | | |
|----------------------------|----------------------|------------------------------|
| ◆ Toddler Community | 18 months to 3 years | (1 room of 12 - 15 children) |
| ◆ Children's House | 3 to 6 years | (3 rooms of 24 - 35) |
| ◆ Lower / Upper Elementary | 6 to 12 years | (1 room of 24 - 35) |





Mission, Vision & Spirit

Mission

CMMIS will respect each child's unique potential, value diversity and the power of the learning community. Our role is to help each child come into confident possession of his innate talents, improve the skills needed for success in school, and establish values that will allow him or her to act with thoughtfulness and humanity throughout life.

Vision

A thriving, internationally recognised 'AMI-traditioned' Montessori school and teacher training facility - a caring child, family & community focused centre of learning, promoting Thai language, customs and values and helping to preserve the Lanna culture, knowledge and heritage for future generations.

Global competencies (Schoolwide Learning Outcomes)

"Global Competencies" (or "Schoolwide Learning Outcomes") are cross-curricular learning objectives which are pertinent to all classes taught at the school. In planning lessons and activities, teachers should consider not only the curricular objectives of the course, but also these more globally-oriented objectives. In every class, our students will be:

Compassionate Global Citizens

- ◆ open minded, respectful and empathetic to the needs, values, and views of others
- ◆ willing to solve problems, serve the community and uplift the lives of others
- ◆ respect and strive to understand people of different cultures and abilities

Mindful Critical Thinkers, able to

- ◆ evaluate information, analyse arguments and find rational decisions
- ◆ connect ideas meaningfully and construct substantial knowledge
- ◆ evaluate, analyse and apply the acquired knowledge
- ◆ advocate substantial knowledge
- ◆ connect ideas meaningfully

Morally, Socially Emotionally Responsible

- ◆ Motivated and independent life-long learners
- ◆ Value high moral integrity and honesty
- ◆ Have a positive mindset and resilient spirit

Innovators

- ◆ Ask intelligent questions and pursue new ideas.
- ◆ Are creative thinkers
- ◆ Are resourceful problem- solvers
- ◆ Show curiosity

Sensitive Advocates

- ◆ Have strong interpersonal and intercultural skills
- ◆ Collaborate well in teams and handle challenges effectively
- ◆ Champion the needs of marginalised people





Spirit

The school logo embodies our 'school spirit'—the sense of identity and community we share at CMMIS.

The design features two 'Fibonacci elephants' in varying sizes and colours, placed atop a traditional Lanna-style lotus. The larger elephant symbolises the parent, teacher, and Chiang Mai, while the differently coloured elephants represent our diverse community. The Fibonacci elephants also reflect Montessori education, children's growth, and the mathematical patterns that inspire learning. The red, white, and blue colours signify Thailand, with the blue foreground highlighting the importance of agriculture and paddy fields in the local community. The Lanna lotus represents our commitment to preserving and promoting northern Thai culture, heritage, and arts, ensuring that children benefit from learning about their local community, regardless of their family's background.

At CMMIS, learning extends beyond the classroom; our entire school is a 'learning environment' and our community is a 'learning community.' Our motto encapsulates this belief:

"Independence to learn, freedom to grow, time to explore!"

2. Important information

The School Day

At CMMIS, all children follow the basic timetable of an uninterrupted morning classroom session from 8:30 to 11:30, followed by lunch and play, and a shorter afternoon session. The Toddler Community has an earlier recess and an afternoon nap or rest, while the elementary timetable differs slightly.

	Morning		Afternoon			
	Drop Off	AM Work Cycle	Lunch & Break	PM Work Cycle / Wash & Nap (TC)	Pick up	After School
Toddler Community	8:15 - 8:45	8:30 - 11:30	11:30 - 1:00	1:00 - 3:00	3:00 - 3:30	3:30 - 4:30
Children's House	8:00 - 8:30	8:30 - 11:30	11:30 - 1:00	1:00 - 3:00	3:00 - 3:30	3:30 - 4:30
Elementary	8:00 - 8:30	8:30 - 11:30	11:30 - 1:00	1:00 - 3:00	3:00 - 3:30	3:30 - 4:30

** Please check the notice board in front of the office for more information about after school activities. The choice varies from term to term. More details can be found under the relevant section in this handbook.*





Dropping your child off at school

The drop off procedure is designed to instil a sense of confidence in your child. Making their own way to class from the designated drop off point gives your child a valuable taste of independence and fulfilment. Please help them to enter school quickly and confidently. Please bring your child to school **on time every day**. If you are going to be late, please call the school office. When you arrive, your child will be signed in by a member of the reception team.

Collection / Late collection

Pick up time is from **3.00 - 3:30 pm**. Please collect your child on time **every day**. When you arrive, your child will meet you at the designated collection point. Any child that hasn't been collected by **3.30 pm** will automatically join after school activities for which there is a fee. After school activities finish at 4.30 pm. Parents arriving after **4.30 pm** will be charged a fee (please check the afterschool schedule).

If you need to collect your child from school early for any reason **please call the office before you arrive**. This will allow your child to finish the work they are doing before we get them ready to leave class.

After School Activities - (3:30 - 4:30 pm)

The choice of activities varies from term to term and details of what is being offered can be found on the school notice board. Possible options include Arts & crafts, Yoga, Music & Movement, Hip Hop, Cooking, Sport, English, Chinese and Thai classes. Please contact the school office for more information.

Changing Collection Arrangements

If there is a change to the normal collection arrangements – i.e. if you want somebody other than the usual people to collect your child – the school office must be notified in person in advance. If you are ever delayed for any reason please telephone the school so your child can be informed. If you want to collect your child earlier than the scheduled finish time you must call us in advance or send an email.

Under no circumstances will a child be allowed to leave school with an unknown person.

Settling In (Toddler Community and Children's House to 4.5 years)

The first few days at school can be difficult for new children (and parents!). Some children will adapt to the new routine quickly, while others just need more time. A quick, calm and confident drop off in the mornings usually works best for your child. The settling in phase will be discussed with you during admission - first by the admissions team, then with your child's teacher. We don't just follow one procedure, it really depends on the child, the parents and the teacher, but expect to bring your child in for perhaps a couple of hours on day one, and gradually more each day for about a week.

For children aged 4.5 and over they can usually start with the full day from the beginning.





What to Bring Each Day

- ◆ Mosquito repellent
- ◆ Sun hat
- ◆ High factor sun-cream
- ◆ Water bottle
- ◆ A reusable water proof bag (for dirty clothes)

Additional Toddler Community items

A complete diaper changing kit containing:

- ◆ Nappies / Diapers
- ◆ Nappy Cream
- ◆ Any special care requirements clearly written
- ◆ Blanket / Pillow (optional)
- ◆ A reusable water proof bag (for dirty clothes)

CMMIS will not be responsible for clothing or other personal items that go missing. Please try to write your child's name or initials on the label.

Personal Items / Toys etc.

Please do not allow your child to bring toys or any personal items from home. They can get lost, damaged, and cause a distraction to your child and their friends. Books are always welcome and we will always do our best to read them in class - if your child hands the book over to us at the beginning of class we will be happy to look after it for them.

Clothing

- ◆ **Toddler Community:** Five pairs of loose fitting shorts, five t-shirts and five pieces of underwear to be kept in the classroom which we will use as necessary. We lightly wash your child's soiled clothing and return them to you at the end of the day.
- ◆ **Children's House:** Two complete changes of clothes in the bag, which will be used as necessary. Any dirty clothes will be sent home at the end of the day. Sports shoes for P.E days & Boots for Farm Days.
- ◆ **Elementary:** It is a good idea to pack a spare pair of clothes - the elementary children do various activities which could get them a little messy during the day! Sports shoes for P.E days & Boots for Farm Days.

What to wear

There is no school uniform at CMMIS. The children should always wear light, loose-fitting clothes that you don't mind getting dirty. Aprons / smocks are provided for all activities involving water and paint but your child will get water, paint, mud and sand on their clothes on a fairly regular basis! Children are encouraged to use the lavatory independently after the age of 3 and we ask that you dress your child in clothing which can be easily pulled on and off.

Comforters

Please help us by keeping your child's comforters (dummies / pacifiers, teddy bears, dolls, blankets etc.) at home. Anything we find on them we will keep to the end of the day or zip away in their school bag.





Toilet Independence

Toddler Community - Using the lavatory independently is a learning activity and a process. At school we are lucky to be set up in such a way that directly helps children to learn. Children will normally be changed into loose fitting clothing and be 'diaper-free' as soon as they arrive, depending on their age and how much work you've put in already. You can help us and your child at home by going diaper free as often as you can from the earliest recommended age. Some children are ready earlier than others, so this is something we need to communicate with you about on an ongoing basis.

Children's House - All children aged 3 and over should be independent with lavatory use before joining class. Children between 3 and 6 years are given a greater degree of independence using the lavatory - we are ready to assist the children who need or want it, and parents can also make special requests at any time if they feel more attention is needed. Your child will never be returned to you with soiled clothing.

Naps

The Toddler Community class nap every afternoon in a light-dimmed, air conditioned room under constant supervision. In the 3-6 classroom the children can pull out a mattress and nap if they are feeling tired. Montessori classrooms usually have some mattresses stored away for this purpose.

Drinks and Snacks

In class, clean 'triple-filtered' drinking water and fresh fruits are provided throughout the day at the snack tables. Children can help themselves at any time. Please send your child in with a non-plastic, reusable bottle of drink - this should be strictly fruit juice, plain milk, or best of all, water. We will store anything that needs to stay cool in a fridge until after lunch. Children need at least 5 glasses / 1 litre of water per day and we will do our best to make sure each child gets enough fluids at school.

Some children bring in packed lunches, especially those with special dietary requirements. Children enjoy bringing in snacks from home, but please **never send in nuts or other things** that could cause a **severe allergic reaction** in other children. Your child will not be allowed to share their snacks from home. Please **do not** send your child to school with sweets / candy, potato chips or other highly sugared or processed foods.

Lunch

We try to make lunch a fun community occasion with the children and teachers sharing the work laying the table, serving food and clearing up afterwards. We change the menu that is displayed on the notice board in front of the school office. We cook the food at school every day and we don't use any MSG or food additives, and we prepare sauces ourselves as much as possible. We always offer a salad selection and the children can take what they like. Our menu consists of around 20 different meals each month, and we have a vegetarian option every day. If your child has any special dietary needs or restrictions please let us know and feel free to send in a special packed lunch.

Birthdays

Montessori schools use birthdays as a way of helping children learn about the calendar, days, months, years etc. and the passing of time as well as the movement of the earth, moon and sun. In class we also sing a special song together, while the child whose birthday it is walks around a sun holding a globe.





We do not allow large sugary cakes or confectionery to be brought in from home. A cupcake with a low sugar content, fresh fruit or fruit juice is preferred. If you would like to join your child's birthday celebration in class please speak to the school office or your child's teacher and we handle this on a case by case basis. Sometimes it is simply not a suitable time to come into class.

Excursions

We take the children to various places in Chiang Mai, either as a class or in smaller groups every term. When planning an outing for the children we will send you written details of all arrangements beforehand, along with a consent form which you will need to sign and return before the day. We often ask for volunteers to help chaperone the children. Please speak to your child's teacher for more details.

3. General Information and Guidance

Lateness / Absence

There is a difference between authorised and unauthorised absence from school. The following reasons are considered authorised:

- ◆ illness
- ◆ family emergencies
- ◆ religious observances
- ◆ other acceptable reasons where prior notice is given to the school, such as visa matters, dentist appointment, family holiday etc.

Un-notified absences, where the school has not been informed, will be recorded as unauthorised. A pattern of unauthorised absences is a concern for the school and will lead to a parent conference and possible exclusion from school. We strongly request parents to take their family holidays at the same time as school breaks. We recognise that this is not always possible and if it cannot be arranged any other way please inform the school as far in advance as possible.

Lates

Arriving late to class can be very disruptive and is discourteous to your child's teacher and fellow students. Consistent lateness can become a disciplinary matter and will result in a parent conference, and perhaps even suspension from the school. We monitor children's timekeeping and provide a summary at the end of each term on your child's progress report.

Please note. The school gates will usually close at 9:00 am every morning for security reasons. If you arrive after 9.15am you will need to park your car outside the gate and walk your child to the Lanna House.

Driving in and Out of the School and 'Switching Off'

Due to limited space and the layout of the school car park, we ask that you drive with extreme caution at all times. Our security guard cannot monitor every area simultaneously, so your vigilance is essential. Additionally, the CMMIS car park is an **idle-free zone**—please turn off your engine immediately after parking to reduce pollution and protect the children's health. If a car is left running, we will kindly request that the engine be switched off.





Maintaining a Healthy and Safe Environment (managing illnesses)

Maintaining a healthy and safe environment is our highest priority at CMMIS. Children who are ill should be kept at home until the symptoms pass, or when they are well enough to return. CMMIS reserves the right not to admit a child who is unwell, and in some cases we may request evidence from a doctor confirming that your child is well enough to return to school. If your child is absent through sickness please telephone the school office on the first day of absence only; we will then call you for an update after this.

Essential Information:

- ◆ Please do not bring your child to school if he or she is not well.
- ◆ If your child is tired and sluggish and displays signs of illness and / or has a fever of 37.5 degrees for more than 30 minutes you will need to collect them from school to rest and recuperate.
- ◆ We will always call you if your child bumps their head in an accident.
- ◆ In the event of an emergency we will take your child to hospital if you cannot be reached by telephone within 5 minutes of our calling.
- ◆ We send out an email alert as soon as we believe an illness is spreading in school.

Children attending school may occasionally fall ill, particularly during Thailand's rainy season (July to October). As infections can spread before symptoms appear, completely preventing illnesses is challenging. However, we are committed to minimising the spread of illness to maintain a healthy learning environment. This requires a collective effort—children showing signs of illness should stay at home, and open communication between home and school is essential.

To promote hygiene, children check their temperature and sanitise their hands before entering the classroom each morning and throughout the day. Classrooms are cleaned daily, and we encourage regular handwashing. If an illness begins to spread, we will issue a community announcement with details on symptoms to look out for.

In some cases, we may call you to collect your child if they become unwell at school. You must collect your child if their temperature exceeds 37.5°C. As temperatures fluctuate, if your child records 38°C in two separate readings within 30 minutes, or if they have a 37.5°C fever along with unusual behaviour, we will ask you to take them home.

If your child is taking doctor-prescribed medication, please inform us by completing a medical consent form. We can only administer antibiotics 24 hours after the treatment has started and will only give medicine that is clearly labelled (in English) with instructions and your child's name. A written record of each dose will be maintained.

Prescribed Medicine

We are happy to administer doctor-prescribed medication to your child. Please provide only the required dosage for one day in its original pharmacy container, clearly labeled with your child's name. Additionally, include a dated note from a parent specifying the times and amounts to be given. Prescription labels alone are not sufficient.

Children are not permitted to carry medication themselves. A parent or guardian must personally hand it to the class teacher or assistant, who will ensure it is given to the school nurse for safe storage. If needed, you may ask the pharmacist to provide the medication in two labeled containers—one for home and one for school.





Under no circumstances should children bring medication, including cough syrups, tablets, lozenges, or dietary supplements, without informing both their teacher and the school nurse. All medication must be handed directly to the nurse, with the student's name, class, and dosage clearly indicated. Medication will only be administered with parental permission.

Vaccinations

We will need to see your child's vaccination record during the application stage.

Allergies

If your child has any known allergies please let us know at the application stage. If you discover that your child has allergies after joining the school you must inform the school immediately.

Coronavirus (COVID-19)

CMMIS will follow all directives from the Ministry of Health and the Ministry of Education should there be another major outbreak of this disease in Chiang Mai.

Hand Foot and Mouth Disease (HFMD)

Each year, the school may experience an outbreak of Hand, Foot and Mouth Disease (HFMD), a common viral illness found worldwide. HFMD is caused by various viruses, leading to different symptoms that can range from mild to severe, sometimes going unnoticed. If your child is diagnosed with HFMD, the doctor will likely recommend staying at home for a few days, and in some cases, hospitalisation may be required.

In Southeast Asia, more severe cases have been linked to Enterovirus 71 (EV71). Due to this, the Thai Ministry of Education takes HFMD seriously and may advise schools to temporarily close during an outbreak. This allows for deep cleaning of classrooms and communal areas and helps break the cycle of transmission.

If you suspect your child has HFMD, please consult a doctor for a formal diagnosis. If possible, request information on the specific virus strain to rule out EV71. HFMD can sometimes be mistaken for Strep Throat, so accurate diagnosis is essential in determining the appropriate response.

While we strive to minimise disruption, the school may close temporarily if:

- ◆ EV71 is confirmed as the cause of infection.
- ◆ Symptoms are particularly severe.
- ◆ The illness spreads to teaching staff.
- ◆ The disease spreads rapidly.
- ◆ Cases appear in multiple classes, making containment difficult.

If you are interested in joining our **Parent Teacher Organisation**, where parents and teachers collaborate on school safety measures, please let us know. Your participation is greatly valued!

Accidents and Emergencies

In the event of a minor accident, we administer basic first aid and keep a written record. An incident form will be completed, and we will ask the person collecting your child to sign it at the end of the day to acknowledge receipt. As a standard procedure, we will call you if your child suffers a head injury from a fall. We may also contact you immediately if we feel an accident requires your prompt attention.





For any serious incidents, we will notify you immediately by phone and follow the school's emergency procedure. If emergency hospital treatment is required and we are unable to reach you within five minutes, we will take your child to the nearest and most suitable hospital or call an ambulance. In such cases, we will instruct medical staff to proceed with any necessary treatment on your behalf.

We will use the following hospitals in the event of any emergency:

- | | | |
|--------------------|---------|------------------------|
| ◆ Chiang Mai Ram | 15 MINS | (NW corner of moat) |
| ◆ Suandok | 15 MINS | (Suthep Road) |
| ◆ Bangkok Hospital | 20 MINS | (Rt. 11 Super Highway) |

Child Protection (Safeguarding)

CMMIS is fully committed to upholding the UN Convention on the Rights of the Child, Thailand's Child Protection Act (2003), and its responsibilities in safeguarding children. Our policy applies to all adults, including staff, volunteers, parents, guardians, and visitors.

Our policy is built on five key principles:

- ◆ Safe Recruitment – Ensuring thorough screening of staff and volunteers to confirm their suitability to work with children.
- ◆ Awareness & Education – Raising awareness of child protection issues and equipping children with the knowledge and skills to keep themselves safe.
- ◆ Reporting & Response – Implementing clear procedures for identifying, reporting, and addressing cases or suspected cases of abuse.
- ◆ Support for Affected Students – Providing appropriate care and assistance to students who have experienced abuse, following their agreed protection plan.
- ◆ A Safe Learning Environment – Creating a secure and supportive atmosphere where children can learn and thrive.

If you see or hear anything concerning, please act on it to help keep our community safe. Contact our Safeguarding Officers immediately if you have any concerns regarding a child's well-being. We are dedicated to maintaining the highest standards of child protection to ensure the well-being of every student in our care. Please see our Child Safeguarding and Protection Handbook for more information.

Photographing Children

CMMIS fully recognises the UN Convention of the Rights of the Child, Thailand's Child Protection Act (2003) and its responsibilities for data protection. CMMIS uses photographs and video footage of children working in its marketing materials such as brochures, advertisements, our website, and social media such as Facebook and Instagram. No image of a child will be used if a parent or guardian tells us in advance that they wish for their child's picture not to be used. This consent is built into the CMMIS application process and you can change your consent at any time.

Photography on the School Campus

Photographs of children by any person not part of the school's staff is not allowed other than at special school events where parents have been invited to attend such as assemblies, fancy dress parades, Thai cultural events and other school organised events.





Parent & Staff Responsibilities

In line with the school's Child Protection and Safeguarding Policy, parents and staff are requested not to share photos of children online without permission on social media platforms. While the school cannot actively monitor this, we rely on parents and staff to act responsibly and support our policies. Parents are, of course, free to share photos of their own children. However, please be mindful that some families prefer not to have images of their children distributed online by others. Your cooperation helps us maintain a respectful and safe community for all.

Lost and Found

Please report any lost items to the school office. Anything which is found in or around the school will be handed to the school office for safekeeping. All children's belongings should be clearly labelled. Parents are advised not to allow their child to bring anything to school which does not have a purpose in school.

Visitors in classrooms

Sometimes the class teacher will invite a parent visitor into the class for observation. Sometimes CMMIS welcomes student teachers to the school to help their studies. As a matter of safety and policy children must not invite visitors into school and especially the classrooms without informing the teacher first. Anyone wishing to visit the school must contact the school office.

Emergency Drills

Emergency Drills are held regularly throughout the year. Some are announced in advance and some are surprise drills. Emergency Instructions are posted in each classroom and all staff are familiar with the exit routes and location of fire equipment.

Motorcycle Helmets

CMMIS endeavours to promote good road safety and requests that all parents dropping off and collecting their children from school on a motorbike or bicycle use the appropriate safety equipment.

4. Parent section

Special Admin Requests

We are happy to assist with the preparation of official documents (e.g. visas, signed documents from the Director, immigration, and Ministry of Education paperwork). However, please allow sufficient time for processing. A fee applies for document preparation—please contact the school office for details on rates. To request documents, visit the school office and complete an order form as early as possible. If requests are made at short notice, we may not be able to complete them before the deadline. CMMIS is not responsible for missed deadlines, penalties, disruptions, or any inconvenience, such as visa expirations requiring you to leave the country.

Communication

We deeply value open, frequent, and timely communication with you about your child's progress. As a parent, your support and involvement are crucial to both us and your child's development. In Montessori education, parents are viewed as the child's primary educators, and regular, constructive communication between home and school is key to fostering the best environment for your child's growth and success.

At CMMIS, we are proud to offer a variety of ways for you to stay informed and actively participate in your child's learning journey.





Staying Informed

- ◆ **Email:** Dedicated class email addresses for sharing important information and documents.
- ◆ **Daily Catch-Up:** Lead teachers available at the front of the school for a quick daily update.
- ◆ **1:1 Meetings:** Schedule a meeting with your child's teacher by appointment (3:30 - 4:30 pm).
- ◆ **Observation:** Arrange a 20-minute classroom visit to observe your child's learning (by appointment).
- ◆ **LINE:** Administrative communication channel for school-related updates.
- ◆ **Transparent Classroom:** A platform for tracking your child's progress and development.
- ◆ **Montessori Parent Workshops:** Held every term—stay tuned for announcements.
- ◆ **End-of-Term Reports:** Receive a detailed progress report and attend a 1:1 parent conference.
- ◆ **Social Media:** Follow us on Facebook and Instagram for updates about our school community.
- ◆ **Notice Board:** Check for information about upcoming school events.
- ◆ **CMMIS Office:** Available 8 am - 4:30 pm for information, assistance, and more.
- ◆ **Term-End Newsletter:** A summary of key events from the term.
- ◆ **Weekly Class Newsletter:** A recap of the week's activities and events in your child's class.

Getting Involved

At CMMIS, we value and encourage parent involvement in our community. The CMMIS PTO holds regular meetings to support the school, with the aim of becoming an essential part of our school community, organising social events and supporting school initiatives. Funds raised through PTO activities will contribute to school projects and the development of library resources. Parents can also participate in parent-led activities, such as reading stories, running cooking sessions, or leading projects based on their expertise and interests. Additionally, we welcome parent volunteers to help with supervision on class excursions, school events, and going out days. We hope you will join us and take advantage of these opportunities to contribute to our school's growth and success.

Collaboration with your Child's Teacher

Effective communication with your child's teacher is crucial, especially when challenges arise in your child's development. Working directly with the teacher fosters a strong partnership between school and home, helping to resolve any issues and ensure the best support for your child. Speaking to others about concerns may feel tempting, but it's not in the best interest of your child or the school community.

As your child's advocate, it's important to work together with the school. Teachers, with their training and experience, bring valuable insights into your child's development. By collaborating, we aim to develop a shared understanding, always prioritising the child's well-being. We must model this collaborative approach for the children, who learn to problem-solve in a similar way.

Please inform the teacher if there are any significant changes at home, such as a family loss, relocation, or changes in routine. These shifts often affect a child's behaviour at school, and early communication will help us provide the best support.





Classroom Observation (Children’s House & Elementary only)

Observation is a core practice in Montessori education, and our teachers dedicate time each day to observe the children, building a deep understanding of their personalities, skills, and interests. Parents and visitors are invited to observe the classroom at least once a year. Each observation is unique, and what you witness may vary. After your observation, you’ll have the opportunity to schedule a brief follow-up with your child’s teacher. To make the most of your visit, we ask that you follow these guidelines:

- ◆ Sit quietly and remain still so the children ‘forget’ you are there.
- ◆ Set your phone to silent mode.
- ◆ Refrain from taking photos or videos.
- ◆ Stay for up to 20 minutes and leave quietly when your time is up.

Parent Conferences

You will be invited to a personal conference with your child’s teacher after class observations and at the end of each term. You can also book an appointment with them throughout the term upon request.

School fees - Deadlines, Late payments, Annual Increase & Refunds

The School has a two-term academic year. Every year you will receive a deposit invoice and second balance invoice which need to be paid before the start of term. The payment deadlines for each term are as follows:

For term ONE beginning in August

Deposit fee in full)	Invoice: 15 March	Deadline: 30 March (You may opt to pay the
Balance	Invoice: 15 March	Deadline: 30 May

For term TWO beginning in January

Deposit fee in full)	Invoice: 15 October	Deadline: 30 October (You may opt to pay the
Balance	Invoice: 15 October	Deadline: 30 November

The deposit of 30,000 baht confirms your child's place at CMMIS for the next term and is nonrefundable. Payment is due within 15 days. Families enrolling after the deadline must pay the fees in full before starting school. Late payments will incur a fine of 2,000 THB every 15 days. Due to inflation and the school's ongoing development, fees may increase by up to 10% annually.

For more information, please contact the school office. Fees are subject to review and may be adjusted as deemed necessary by the school governing committee. We will provide at least one term's notice for any fee increases, which will take effect in Term 1, though small adjustments may be made on short notice for operational reasons.

Refund Policy:

CMMIS will only refund tuition fees under the following terms and conditions, unless otherwise determined by the school:

- ◆ Refunds will not be issued for casual absences, sickness, holidays, exclusions, forced school closures by the MOE, online homeschool support, or other circumstances as deemed by the school.
- ◆ Other fees are non-refundable once the student has attended the school.
- ◆ Students who leave temporarily (subject to the Head of School's approval) must pay the full fees for the duration of their absence.





- ◆ Expelled students will receive a refund of tuition fees on a pro rata basis, calculated according to the number of days attended during the term.
- ◆ Refund requests may be considered in exceptional circumstances, such as a long-term illness (15+ days). Written requests, supported by a medical certificate from a certified hospital, must be submitted to the Head of School.

Refunding Tuition Fees when a child is withdrawn.

- 70% refunded if a student withdraws before the term begins
- 50% refunded if a student withdraws between 1-20 days of the term.
- 20% refunded if a student withdraws between 21-40 days of the term.
- No refund will be given if a student withdraws after 40 days of the term.

Security Deposit

The purpose of this deposit is to cover the replacement of lost or damaged school materials and books. Teachers will complete the relevant form and then inform parents if they know that their child has lost or damaged any of these items. The cost is deducted from the deposit paid upon enrolment. The deposit is refunded when a child leaves CMMIS within 30 days of submission of the withdrawal form.

Class Sizes, Ratios

Because of the way the Montessori classroom is set up - the type and range of activities, the mix of ages, and the balance of freedom and responsibility etc. - larger classes both work better and are easier to work *with*. The children are usually doing different activities which they themselves have chosen, and this means just a few children require assistance at any one time. In Montessori classrooms there tends to be a greater child to teacher ratio than in other schools.

<u>Level / Class</u>	<u>Age Group</u>	<u>Class Size</u>	<u>Teachers</u>
Toddler Community	18m - 3	12 -14	up to 3
Children's House	3 - 6	25 -30	2
Elementary	6 - 12	25 - 30	2





Play at CMMIS

At CMMIS, the Montessori classroom and materials, along with the outdoor environment, are designed to support play as a means of curiosity-driven learning through free exploration. Our school offers various playgrounds with a range of activities suitable for all ages, available for children to enjoy at all times. We encourage constructive play while ensuring children are mindful of younger, smaller, or less active peers.

Any unkind or antisocial behaviour is addressed immediately, and play-fighting or games designed to exclude others are not permitted. Conflicts that arise during play are seen as opportunities to work with the children and explore emotional experiences in an open, calm manner. Whenever possible, we encourage children to resolve their own conflicts by discussing them, allowing each child time to speak.

5. Policies

This is only a summary of CMMIS school policies. Please contact the school office for more information.

Visitor Policy

Visitor Protocol

To ensure the safety and security of our students and staff, all visitors, including parents and guardians, must follow the designated protocol upon arrival at CMMIS.

Step 1: Scheduling an Appointment

- ◆ Visitors, including parents and guardians, must schedule an appointment in advance by:
 - ◇ Calling the school or
 - ◇ Sending an email to the relevant department.

Step 2: Arrival & Security Check

- ◆ Upon arrival, all visitors must report to the Reception Office.
- ◆ Security will guide visitors to the reception area.

Step 3: Visitor Verification

- ◆ Reception will confirm the reason for the visit and check if an appointment has been scheduled.

If the visitor has an appointment:

- ◆ Reception confirms the visit with the Head of School, Office, or Admissions or verifies the Visitor Form.
- ◆ Upon confirmation, the visitor is issued a Visitor Tag, and the respective school in-charge is informed.
- ◆ The school in-charge will escort the visitor inside.

If the visitor does NOT have an appointment:

- ◆ Reception will check availability with the relevant department.
- ◆ If the visit cannot proceed at that time, the visitor will be asked to schedule an appointment by phone or email and return later.

Step 4: During the Visit

- ◆ The school in-charge accompanies the visitor, parent, or guardian throughout their time on campus.

Step 5: Completion of Visit & Departure

- ◆ After the visit, the school in-charge returns the Visitor Tag to Reception.
- ◆ The visitor remains at Reception until they exit the school premises.
- ◆ The visit is recorded in the Visitor Form as completed.

Step 6: School Tour (If Required)

- ◆ If a prospective parent or guardian is enquiring about admissions and a tour is required, the Admissions team will conduct a brief tour (subject to availability).





- ◆ Visitors must present a valid ID before the tour.
- ◆ The Visitor Enquiry Form and necessary documents will be provided.
- ◆ Visitors will be informed that the school will follow up regarding their inquiry.

By following these steps, we ensure a secure, organised, and welcoming experience for all visitors, parents, and guardians at CMMIS.

Health and Safety Statement

CMMIS recognises its responsibility as both an employer and a caretaker of its premises to provide a safe and healthy environment for all employees and individuals involved in its activities. The school is dedicated to managing risks by ensuring thorough risk assessments are conducted, control measures are implemented, and systems are regularly monitored and reviewed by the Directors and Management Team. The safety and well-being of the children is our top priority. If you notice anything that raises concern, please report it to the school office immediately. For more details on our health and safety procedures, including COVID-19 precautionary measures, please feel free to ask at the office.

Exclusion

CMMIS is committed to ensuring the health and wellbeing of both children and staff. Illnesses are common in schools and can disrupt learning and the school community. When children miss school due to illness, it not only affects their education but also places strain on the family. To prevent the spread of illness and maintain a healthy environment, it is essential that both parents and the school work together.

To minimise the risk of infection, the school implements the following practices:

- ◆ Children's hands are sprayed with a lavender essential oil and water mix every day before class.
- ◆ Handwashing is actively encouraged throughout the day.
- ◆ Classroom shelves, tables, surfaces, and materials are cleaned daily with a water-bleach solution.
- ◆ Parents will be asked to collect their child if signs of illness (such as lethargy, fever, or uncharacteristic behaviour) are observed.
- ◆ Children showing signs of illness will be sent home if they come to school unwell.
- ◆ Parents are expected to keep children home if they are not feeling well.

If your child shows symptoms of illness, such as unusual fatigue, fever, or a rash, it is important to seek medical advice. If you choose not to consult a healthcare professional, please keep your child home until 24 hours after symptoms have passed.


The following symptoms require exclusion from school:

- ◆ Diarrhoea (3 or more instances within 24 hours)
- ◆ Vomiting
- ◆ Temperature at or above 37.5°C (accompanied by other symptoms)
- ◆ Unidentified rash

Children will also be excluded from school if they have, but are not limited to:

- ◆ COVID-19
- ◆ Conjunctivitis
- ◆ Chickenpox
- ◆ Flu



- 
- ◆ Hand, Foot, and Mouth Disease (HFMD)
 - ◆ Impetigo
 - ◆ RSV (Respiratory Syncytial Virus)
 - ◆ Walking Pneumonia
 - ◆ Whooping Cough

If you are uncertain whether your child should attend school, please contact the school office for guidance.

Behaviour

Visitors to our school often remark on the calm and peaceful atmosphere of the Montessori classroom. This is largely due to children having the freedom to choose their activities and work independently, which fosters contentment. At CMMIS, we support children in learning how to behave appropriately within the community through various approaches, such as:

- ◆ **Grace and Courtesy:** A traditional Montessori activity where appropriate classroom behaviour is modelled and practised in groups.
- ◆ **Intervention and distraction:** Helping children refocus or redirect their attention.
- ◆ **Positive reinforcement:** Encouraging good behaviour with praise and rewards.
- ◆ **Group discussions:** Talking through situations together to resolve conflicts.
- ◆ **Observation time:** A calming activity, similar to a 'time-out,' but presented as a reflective moment rather than a punishment.

Please refrain from confronting a child directly about their behaviour. If you notice any behaviour that concerns you, kindly report it to the school office or a member of our team.

Handling 'Excessive' Behaviour

If a child exhibits excessive behaviour (physical, verbal, or emotional), the teacher will first respond by adjusting the environment, using materials, discussing, mediating, problem-solving, offering relationship counselling, or applying natural/logical consequences, in consultation with the Head of School and/or Director for consistency. The teacher will contact parents within 24 hours to explain what happened, the expected behaviour, and how they are working with the child to promote positive change. Parents will be asked for their support at home and school. If excessive behaviour becomes a pattern, the teacher will involve the Head of School and/or Director to form a support team, which will work with the parents to help the child develop positive behaviour. If the family is unwilling or unable to engage in this process, they may need to withdraw the child from the school.

The school will ensure that all communications regarding conflicts are respectful, professional, and collaborative, and expects the same from parents. All parents should model respect for the school's policies and work cooperatively with teachers, staff, and other families.

Complaints, Concerns, Sensitive Issues

At CMMIS, addressing parents' concerns is a vital part of school life, and we welcome the opportunity to discuss any aspect of our service. Tackling issues promptly helps clear up misunderstandings, build trust, and improve the service. We encourage parents to raise concerns as soon as they arise. Our complaints procedure is designed to ensure concerns are raised, heard, recorded (if necessary), and responded to clearly and in a timely manner.



There are three stages to the process:

1. Initially, always address concerns directly with your child's class teacher. Often, misunderstandings can be resolved quickly. You can communicate via email or schedule a one-on-one meeting during the teacher's afternoon office hours. Please CC the School Director and Head of School.
2. If you are not satisfied with the response from the teacher, you may escalate the issue to the School Director and/or Head of School. They will respond within 24 hours.
3. If the issue remains unresolved after contacting the School Director or Head of School, it will be referred to the school governing committee for further review.

Following a complaint, your child's teacher will:

- ◆ Listen to your concerns
- ◆ Record the details
- ◆ Identify actions to resolve the issue, if possible
- ◆ Inform you of the actions taken
- ◆ Follow up to ensure the situation is resolved
- ◆ If needed, refer the matter to the School Director and/or Head of School.

At every stage, we will not speculate or assume details but will thoroughly investigate before taking any action.

Making complaints in writing

Concerns about a child can be sensitive and emotionally charged. If the issue you wish to raise is complex or emotionally intense, we recommend putting your complaint or concern in writing, in addition to discussing it face to face. For complex matters, immediate resolution is unlikely. In such cases, we will listen to and record the concern, clarify its details, and determine the most appropriate course of action to address it.

Anonymous reporting / whistle blowing

CMMIS will investigate every genuine issue that is brought to our attention. The extent to which 'whistle-blowing' can be investigated will be limited if staff cannot liaise with the individual making the complaint. Anonymous complaints also raise ethical issues in relation to natural justice for those who may have a complaint made against them as they have a right to know the particulars of the complaint. The School Director and/or Head of School will determine upon receipt of an anonymous complaint to what extent the complaint will be investigated.

Additional Information

These procedures apply to parent concerns and complaints in relation to CMMIS. These procedures do not apply to matters where there are existing policies and / or other processes of appeal, such as:

- ◆ Concerns and allegations of misconduct by staff, volunteers and service providers (criminal matters, child protection, corruption, etc.),
- ◆ Employee disputes and grievances,
- ◆ Complaints or appeals relating to student suspension and expulsion,
- ◆ Safety and Welfare related issues.

Please Note:

Any written or verbal complaints that contain personal abuse, inflammatory statements, and comments of a threatening nature or intended to intimidate will not be addressed and the parent will be advised accordingly. Harassment, intimidation and threatening or abusive behaviour will be reported to the relevant authorities.





6. CMMIS Staff

Founder & Licensee

Licensee & Founder

NATHASASSI WARITTANADEJCHO

Co-Founder

DAN WALKER

School Principal

SATID KUENGWAN (MR. NUENG)

Head of School

TARUNYA GOUTHAMAN

HR & Finance

RENU UPALA

Marketing Director

PASSAPONG JIRAWATTANASAK

Registrar

SALISA BOONNITHEE

Admissions/Communications

WEIWEI LYU

Visa & Work Permit

PANNAGARM THAMTHI

Administration Support

ANYA THAWIKHUNPHISAN

Site Manager

NARAPHAT KHANTHIWONG

Procurement Department

NATCHAPHAT WARITTANADEJCHO

Information Technology

CHOKCHAKRIT NAMCHAK

Graphic Designer

CARLA SOFIA DEOLIVEIRA FRAZAO

Nurse

THAMONWAN BOONTI

Librarian, Camp & Event Coordinator

PATTARAPORN NA THALANG

Academic

SUTHASINEE TREPANYA

SARUNYA KANTHAMA

MARILYN TAMONDONG LAVARIS

ORATHAI KHONGKAAMONSUK

PRIYA VISHAWANATH

NANTANUT METTHO

RAVISHA BAJAJ

KHANITTHA SINGRAM

KERIN GOOSEN

JOSEPH BLY

PATTARAPORN NA THALANG

SOMPONG YINGWITTHAYAKHUN

YANIKA SAMLEE

WIPASIRI SOMNUK

Lead Teacher - Toddler Community

Co-teacher - Toddler Community

Lead Teacher - Children's House

Co-teacher - Children's House

Lead Teacher - Children's House

Co-teacher - Children's House

Lead Teacher - Lower Elementary

Co-teacher - Lower Elementary

Lead Teacher - Upper Elementary

Academic Support

Academic Support

PE Teacher

ESL Teacher

Art Teacher

Support Staff

JUMPEE ONGKHAM

PA KAMMANN

PHORN KAMMANN

SAI HSAN LAW

CHOD SANGWAN

NAN MOE KHAN

LOIMEK MANEEWAN

Housekeeping

Housekeeping

Housekeeping

Gardner

Gardner

Gardner

Security





7. Contact Information

Please write to info@chiangmaimontessori.org with any questions, suggestions or feedback.

Phone

Cell: +66 84 616 6988/ +66 99 3729922

Website:

www.chiangmaimontessori.org

Postal address

Chiang Mai Montessori International School
229/1 M.6, Ban Royjan,
T. Nong Kwai, A. Hang Dong,
Chiang Mai 50230, Thailand

School Bank Account

Bank Name:	Bangkok Bank (Mae Hia Branch)
Account Name:	Chiang Mai Montessori School
Account Number:	53 27 04 55 70
SWIFT:	BKKBTHBK





Chiang Mai
Montessori
INTERNATIONAL SCHOOL