



Khalsa Montessori School

# Primary Handbook

## Table of Contents

---

<b>Primary Mission Statement</b> .....	<b>3</b>
<b>Location &amp; Contact Information</b> .....	<b>3</b>
<b>Licensing (R9-5-204)</b> .....	<b>4</b>
Primary-Kindergarten Program .....	4
<b>Khalsa Montessori Primary School Enrollment, Withdrawal &amp; Financial Policy</b> .....	<b>4</b>
Enrollment, Disenrollment & Withdrawal .....	4
Enrollment & Other Fees .....	5
Current Tuition Rates .....	6
To Re-Enroll a Continuing Khalsa Student .....	6
To Enroll a Kindergarten Charter Student .....	6
Summer Enrollment .....	7
Classroom Placement.....	7
Completing the Three Year Cycle.....	7
Financial Policy & Payment Plans .....	8
Schedule Change .....	8
<b>Parental Access to Premises</b> .....	<b>9</b>
Entrance Gate .....	9
<b>Arrival &amp; Departure</b> .....	<b>9</b>
Sign In/Out Procedure .....	9
Primary Morning Procedures.....	9
Morning Drop-off .....	9
Drop-off Before 8:00am & After 8:30am .....	10
Primary Pick-Up Procedures .....	10
Afternoon Pick-up.....	11
Late Pick-up Policy.....	11

Late Arrival & Early Pick-up .....	11
Parking .....	12
<b>The Primary Program .....</b>	<b>12</b>
Daily Schedule .....	12
School Supplies .....	12
Food .....	13
Celebrations .....	13
Birthdays .....	14
Personal Belongings/Toys .....	14
<b>The Kindergarten Program .....</b>	<b>14</b>
Information for Parents .....	14
Kindergarten & the Primary Classroom .....	14
Early Release Days.....	15
Transition to KMES Lower Elementary.....	15
State Standards .....	15
KMS Charter Grievance Procedure .....	15
Discipline Policy .....	15
KMS Absence Policy & Attendance .....	15
<b>Health, Outdoors &amp; Accidents .....</b>	<b>16</b>
Medication.....	17
Excessive Heat Policy.....	17
Accident & Emergency Procedures .....	17
<b>Primary Parent Communication .....</b>	<b>18</b>
Message Center & Website Communication .....	18
Office Communications.....	18
Khalsa Montessori School Parent Handbook .....	18
Newsletters & Notices .....	18
Khalsa Primary Grievance Procedure.....	19
<b>Parent Meetings, Conferences, Obligation &amp; Observations .....</b>	<b>19</b>
Meetings with Teachers .....	19
Parent Teacher Conferences.....	19
Parent Obligations.....	20
Observations .....	20

<b>Legal Notifications</b> .....	<b>21</b>
Transportation .....	21
Pesticide Notice .....	21
Licensing .....	22
Liability Insurance .....	22
Annual Disclosure .....	22
KMS Board of Directors .....	22
Khalsa Education Position Papers .....	22
Special Education and Federal Policies & Procedures .....	23
Reports Available for your Review .....	23

## Primary Mission Statement:

As Montessori educators, we create a **prepared environment** that fosters developmentally appropriate independence for Primary students. Throughout the school year, structures and routines teach each child self-care skills, as well as how to interact with and contribute to the overall school community.

Through careful observation of each child as an individual learner, Primary teachers create a curriculum that addresses the unique needs of each child, while encouraging group harmony and cohesiveness. An emphasis on **positive discipline** establishes behavior boundaries for each toddler which correlates to positive self-esteem and the ability to self-regulate.

Though the early learning experience provided by our prepared environment, the Primary age child is given a firm foundation for all future learning. Classrooms have inviting hands on materials in the areas of language, mathematics, sensorial, practical life, geography, cultural, science and Spanish. By manipulating materials, children start their understanding of concepts in these areas with a firm concrete base. By providing freedom within limits, children are allowed to work individually at their own pace and develop a self-motivated love of learning. Self-discovery materials help develop a mind that can independently solve problems and think critically.

## Location & Contact Information:

### Primary School Location:

346 East Coronado Road  
Phoenix, AZ 85004

**Main Primary School Office Line:**

602-252-2275

**Primary Parent Afterschool Email:**

pec@kmschools.org

**Main Primary School Office Email:**

[kmps@kmschools.org](mailto:kmps@kmschools.org)

**Licensing:**

**Primary-Kindergarten Program (R9-5-204)**

- 3 years – 6 years old
- 346 East Coronado Road, Phoenix, AZ 85004
- **Hours of Operation: 7:30 am – 6:00pm**
  - 7:30am – 8:00am – AM Care
  - 8:00am – 8:30am – School Drop Off
  - 12:30pm – Half Day Program Ends
  - 3:00pm – Full Day Program Ends
  - 4:30pm – Partial Extended Care Ends
  - 6:00pm – Full Extended Care Ends
  - 12:30 – 3:00pm – Charter Kindergarten Program

Our tuition based Primary Program is a 3-4 year cycle for students 3 years to 6 years old. The final year of the Primary cycle is our Kindergarten program which includes a half-day of tuition free Charter education.

**Khalsa Montessori Primary School Enrollment,  
Withdrawal & Financial Policy:**

**Enrollment, Disenrollment & Withdrawal**

Enrollment in KMPS should be viewed as long term in nature. Children should be given the opportunity to complete the educational cycles. At the time of Khalsa Montessori Primary

School enrollment, an enrollment contract must be signed by the parent/guardian stating that the child will be attending the Khalsa School for the full academic year. Once signed, the parent/guardian is then responsible for payment of the total tuition for that period of time. No reduction will be made in tuition for vacation time taken or for time the child is absent due to illness. To guarantee placement for a continuing student, an enrollment contract for the coming school year must be completed, and enrollment fees and all past due balances paid, by the re-enrollment due date in March.

Sometimes attendance at Khalsa Montessori School does not seem to support a child's development and we reserve the right to dis-enroll a child from our program. Examples may include:

- A child who is harmful to themselves or others and demonstrate a lack of progress with self-regulation.
- Excessive absences or tardiness/late pickups.
- Disregard for school policies and procedures.

Disenrollment will usually only occur after attempting to work with and support the child/family. Disenrollment will occur immediately under extreme circumstances.

The enrollment contract can be broken and the child withdrawn, **only** if the child's family is relocating out of the Greater Phoenix Metropolitan Area, if the child has a prolonged illness, or if the teacher/school administrator agrees that it is in the best interest of the child for the child to be transferred to another school. In the event of such a withdrawal, **a 40-calendar day written notice** must be given to the school administrator before the child is withdrawn. The parent/guardian is responsible for tuition payments during this 40-day period. In the absence of such a notice, or for a withdrawal that does not meet the above conditions, the parent/guardian is responsible for the balance of tuition owed for the contract period. A 40-calendar day written notice must also be given for any withdrawal of an enrolled child prior to the beginning of the contract period. **IN THE CASE OF ANY WITHDRAWAL OF AN ENROLLED STUDENT, THERE WILL BE NO REFUND OR ANY ENROLLMENT FEES, TUITION DEPOSIT, OR FIELD TRIP FEES.**

## **Enrollment & Other Fees**

- A \$100 Tuition Deposit is required before any child is first enrolled in KMPS. The Tuition Deposit is carried over each year the child attends KMPS and is allocated, per parent direction through a completed Tuition Deposit Allocation Form, at the completion of the child's final enrollment period at KMPS.
- A yearly \$250 Enrollment Fee is due with the school year enrollment contract. This fee is non-refundable.
- A yearly \$60 On-Site Field Trip Fee for Primary students is due at school year

registration in July.

- A yearly \$80 Field Trip Fee for Kindergarten students **only** is due at school year registration in July
- Enrollment Forms to be completed annually include:
  - Enrollment Contract (in initial packet)
  - Re-Enrollment/Enrollment Form (in initial packet)
  - Emergency, Information and Immunization Record Card (aka Blue Card) (in initial packet)
  - Updated Immunization record
  - Sunscreen Permission Form (in initial packet)
  - Charter School Enrollment Form (for Kindergarten students only)
  - Arizona Residency Form (for Kindergarten Students only)
  - Language Survey Form (for Kindergarten Students only)
  - Statement of Consent (on school year portal)
  - Field Trip Permission (on school year portal)
  - Public Release Consent (on school year portal)
  - Family School Agreement (on school year portal)
  - Parent Priorities Form (on school year portal)

## **Current Tuition Rates**

Current Tuition Rates can be found on the Primary or Kindergarten School Year Contract, as well as on our website at: <https://khalsamontessori.org/enrolling/tuition-rates/>

## **To Re-Enroll a Continuing Khalsa Student**

1. Read and Complete the Re-Enrollment packet sent via Adobe E-Sign.
2. Submit your Annual Fees.
3. Complete New School Year Registration in July.

## **To Enroll a Kindergarten Charter Student**

1. Fill out a Charter School Waitlist Application during School Year Registration in the year prior to Kindergarten enrollment.
  - a. Enrollment is first come, first served based on the date and time the application is received by the Admissions Director. As per state charter school law, Kindergarten placement is not guaranteed for continuing Primary students.
2. Complete Enrollment packet sent via Adobe E-Sign.
3. Submit your Annual Fees.
4. Complete New School Year Registration in July.

## Summer Enrollment

At the time of Summer School enrollment, a KMPS Summer Enrollment Contract must be signed indicating the dates of the child's enrollment. Parents may enroll their children in any summer session listed on the summer program. Additional extended care is a separate line item that can be checked on the contract. Summer enrollment is first come, first served.

No reductions in summer tuition can be made if enrollment changes are made after the submission of the Summer Enrollment Contract. A \$200 Summer School Deposit is required for all students. This deposit is deducted from the last summer session's tuition. Any transitioning Primary to Lower Elementary student may allocate their original tuition deposit for this purpose.

## Classroom Placement

Classroom placement decisions are made by the Khalsa Montessori classroom lead teachers with the goal of creating the best balance of students in each classroom. These decisions are made after student placement assessments and/or classroom lead teacher observation of the students in their Primary or Toddler classrooms. **Classroom placement is NOT a parent selection process.**

## Completing the Three Year Cycle

We do not recommend that a student begin a Montessori cycle (Primary, Lower Elementary, or Upper Elementary) if there is not the intention of having the student complete all the years of that cycle. Over many years of watching students' progress through Montessori education, it is clear that students get the greatest benefit by completing all of the Montessori cycles. A child experiencing each cycle builds on their understanding of concepts and understanding of the Montessori materials from the previous level. The conceptual understanding, critical thinking, problem solving skills, and social awareness grow exponentially at each level.

But, if a child is not going to complete the full Primary, Lower Elementary and Upper Elementary programs in Montessori, it is best that they leave at the end of a cycle: after Kindergarten, 3<sup>rd</sup> grade or 6<sup>th</sup> grade. A child who leaves a three-year cycle in the middle never feels the success of the final year leadership position and never experiences the culmination of learning in all areas of the curriculum that occurs in the final year. Though a child benefits from every year in Montessori, part of what is taught in the first two years of a cycle is an understanding of materials that will be fully utilized in the child's final year. If they are not planning to continue in a Montessori environment, then this is not always time well spent.

## Financial Policy & Payment Plans

Khalsa Montessori Primary School (KMPS) Financial Policy has three Payment Options and an annual Tuition Management Fee. School year tuition payments can be made by paying tuition in one (1) payment, three (3) payments, or ten (10) payments. The annual family fee is \$50 and is non-refundable.

Payment due dates are as follows:

- **Full Year Payment** is due at school year registration in July.
- **3 Payment Plan**
  - First payment – due at school year registration in July
  - Second payment – due by November 15<sup>th</sup>
  - Third payment – due by February 15<sup>th</sup>
- **10 Payment Plan**
  - First Payment – due at school year registration in July
  - Additional payments – due on the first day of each month September – May.

If payments are made using a credit or debit card, the cardholder will be assessed an additional charge by Blackbaud Tuition, the tuition management company.

Monthly payments are due on the 10<sup>th</sup> of each month. If they have not been made in full before the 20<sup>th</sup> of the month, payments will be considered delinquent, at which point Blackbaud Tuition will assess a \$60 late fee. Delinquencies over 45 days will result in withdrawal of your child. No child may enter the summer program or new school year or have their position for one of these sessions guaranteed, if an outstanding balance remains unpaid. A \$20 charge is assessed on all returned tuition checks. Any additional program charges, such as additional extended care, must be paid to KMPS at the time the charge is incurred.

### Schedule Change

Two schedule change requests are allowed each academic year, per student. Please find the Primary Schedule Change Request Form on the website under Forms & Handouts. We will make every reasonable attempt to accommodate your schedule change request, based on staffing needs. A 20 day notice is required for decision making. It is typically easier to withdraw from programs like AM Care or Extended Care than to add it in at a later date.

## Parental Access to Premises:

Khalsa parents may enter the Primary campus during the hours school is in session/children are present. Visitors must check in at the front office and provide identification before proceeding to the rest of the campus.

### Entrance Gate

Memorize the gate code! Give it only to those trusted few who will be picking up your child. There is a doorbell for those who do not know the code. Please make sure the gate latches behind you when you go in and out.

## Arrival & Departure:

### Sign In/Out Procedure

Upon arriving and departing the school please find your child's attendance sheet in the Message Center Bin & Student Folders, list the exact time and sign your **full signature, first initial and full last name or full first and last name. Initials are not acceptable to the Department of Health Services.** Please inform anyone else who will be picking up or dropping off your child of this procedure. ID and authorization will be verified, if the drop-off/pick-up person is unknown to the school staff. **If your child has not been signed in, the school is not legally responsible for your child and you may be charged for 7:30am – 6:00pm enrollment.** Always check for messages clipped to your sign in/out sheet or in your Message Center Student Binder pocket folder when signing in and out.

## Primary Morning Procedures

### Morning Drop-off 8:00 – 8:30am

Children are encouraged to arrive at school at 8:00am, **and are expected no later than 8:30am.** If your child has a health or education related appointment, please email a Lead Teacher in advance. Children will not be admitted into the classroom beyond 8:30am without prior consent from a Lead Teacher. Chronic tardiness during drop-off may result in a written warning or a meeting with the Lead Teacher and/or Associate Director.

The only legal parking before 9:00am on Coronado is both sides of the green curb in front of the school

1. Park in front of the school on either side of the green curb or as far west in the drive through lane as possible. Keep in mind others might be lining up behind you, so only choose the drive through lane parking if you are certain of a quick drop off. If your child needs more time for separation, please park along the curb.
2. Assist your child in exiting the vehicle and walk in the yellow path to the front gate.

Sign your child in, using the methods listed above, on their sheet in the Message Center Student Bin.

3. Say a definitive and calm “good bye” at the front gate and allow your child to enter the school themselves.
4. Return to your vehicle and exit carefully onto Coronado. This exit is blind to traffic coming from our neighbor’s driveway – please be careful.

If you need to come into school to speak to a teacher or the administration, drop your child off and then park and return. If you need to leave a message, please email [kmps@kmschools.org](mailto:kmps@kmschools.org) or place a note in your child’s folder in the Message Center Student Folders.

### **Drop-off Before 8:00am & After 8:30am**

1. Park your vehicle in the available parking spaces on either side of the green curb in front of the school.
2. Before 8:00am
  - a. Walk your child to the patio and sign them into their Message Center Student Bin Folder in the office. A staff person will be nearby to assist. Please let a teacher help you if you are having any difficulty with separation. Unless you are staying to observe, we find it better for your child if you allow them some morning transition time to settle into their classroom.
3. After 8:30am
  - a. Bring your child to the office. A school staff member will bring your child into the classroom if your child is to be accepted for late arrival. Do not bring students into the classroom or enter through the classroom doors when the class is in progress.
4. Sign and list drop-off times on the Sign In sheets for all children you have transported.
5. Return to your vehicle and exit carefully onto Coronado. This exit is blind to traffic coming from our neighbor’s driveway – please be careful.

### **Primary Pick-up Procedures**

School departure times are:

- 12:30pm for Half Day Care
- 3:00pm for Full Day Care
- 4:30pm for Partial Extended Care
- 6:00pm for Full Extended Care

Chronic tardiness during pick-up may result in one written warning (for new parents), a fine, and/or a meeting.

You must inform the office if a non-parent will be picking up your child. If you have not informed the school, you will be called before the child will be released, even if the person

picking up the child is designated on the Emergency, Immunization & Information card. No child will be released to a non-parent if authorization has not been communicated directly to the office. Please make sure that you inform anyone picking up your child of the following Khalsa School pick-up procedures:

### Afternoon Pick-up

- From 2:50 – 3:10pm
  - Use the pick-up service by pulling your car as far forward (west) as possible. Please remain your car, if you need to speak to a teacher or find an item with your child please park, and walk into the building. Staff members will help your child come to your car in the driveway. You must pick up your child on time or they will be taken to the backyard and a late fee will be charged.
- After 3:10pm
  - Come to the backyard or to the office and inform a staff member whom you are picking up.
  - Ask the child to gather any items (i.e. lunch box, coat, water bottle) that need to be taken home.
  - Sign out the child in the Message Center Student Bin.

### Late Pick-up Policy

Students should be picked up promptly from school at the end of the school day. The school provides for a **10 minute grace period** at the end of the school day for student pick-up. The school asks parents, guardians, and caregivers to be mindful of the extra burden placed on the school staff when students need to be supervised after the grace period. **If you know you are going to be late, please call.** Children regularly leaving at 3:00pm will be waiting for your arrival, so please let us know if you will be arriving late.

If the child is not picked up within the grace period a late fee may occur. Fees for **non-communicated** late pick-ups are:

- 1 – 10 minutes after Grace Period = \$10
- 11 – 20 minutes after Grace Period = \$15
- After 5:30pm (at Toddler) and 6:00pm (at Primary) = **\$10/minute**

Fees will be charged in Blackbaud, where appropriate, and added to next month's billing.

### Late Arrival & Early Pick-up

If your child arrives late or is picked up early for any reason, including leaving and returning during the day for appointments, etc. you must sign your child out and then in upon your return. Please inform the school in advance, whenever possible.

## Parking

Please park on the outside of the green curb. Never park in the teachers' spots before or during school. **Never, ever leave your car in the drive through.** This continues to create problems for staff members and other parents and is a Phoenix Fire Department safety issue. Never park in the adjacent businesses in the area. You will be ticketed or towed at your expense.

## The Primary Program:

### Daily Schedule

Before Care	7:30 – 8:00am
Morning Drop Off	8:00 – 8:30am
Recess (all) on playground	
Handwashing and Transition to Classrooms	8:30 – 8:45am
Circle Time	8:45 – 9:00am
Morning Work Cycle	9:00 – 11:00am
First Lunch on Patio/Older Students Continue Work Cycle	11:00 – 11:30am
Second lunch on patio/First lunch to recess	11:30am – 12:00pm
Nappers to bathroom/Transition to Nap	12:15pm
Half day departures/arrivals	12:30pm
Nap/Afternoon Work Cycle	12:30 – 2:30pm
Recess (all) on Playground	2:30 – 3:00pm
Full Day Dismissal	3:00pm
Extended Care*	3:00 – 6:00pm

Schedule is an approximation and may vary slightly depending on the day, class, special activities, etc.

\*Extended Care/Vacation Care is only for those families who are enrolled.

## School Supplies

Here are a list of items **to bring** to school:

- Book Corners/Show and Tell – Nature books and items of educational interest may be shared during specific activities. Please contact your child's teacher for appropriate days or times. Inappropriate items can be reclaimed at the office at the end of the day.
- 1 water bottle
- 1 insulated lunch box – lunch boxes are stored outside
- 1 snack
- Fitted sheet & lightweight blanket (if your child naps at school)
  - Please bring these items to school with you on Monday. They will stay at school all week and be returned to your child's cubby on Friday. Please launder these

items over the weekend and return them to school each Monday.

Here are a list of items **not to bring** to school:

- Food and/or drinks that require refrigeration
- Toys from home
- Jewelry (exception: amber teething necklaces)
- Money, coins, or any valuable that could get lost
- Items your child can't open themselves (lunch boxes, water bottles, food containers, etc.)
- Uncut food that could be a choking hazard (grapes, hot dogs, cherries, olives – always pre-cut if packing these items)
- Flip-flops, platform shoes of any kind, heeled cowboy boots or high heels. Gross motor activities are enjoyed and experienced in shoes that are easy to move in and offer support, like running shoes or sturdy closed shoes. Sandals with a back heel strap are acceptable, as long as they child can move easily
- Clothing with complicated openings (especially difficult to manage for toilet learners)
- Food to share with classmates (exception: birthdays)
- Adult-size pillows and/or blankets – they will be too large for our nap mats
- Any clothing, backpacks, and lunchboxes that depict characters that may distract your child and others from working in the Primary environment

## Food

Khalsa Montessori School believes strongly in the importance of a well-balanced diet for every child. Lunches are brought from home and should be placed on the appropriate shelf. Please include a reusable ice pack every day in your child's lunch. We encourage you to pack a lunch that can be eaten in any particular order, meaning, **do not** include "dessert" items. Lunches **may not** contain soda, candy, or chocolate. Items with high sugar content may also be returned to home, check the ingredients list, if sugar is within the top three ingredients, do not sent it for school lunch.

## Celebrations

The Khalsa community values cultural diversity in the classroom and the world at large. In the Primary program, we create an environment of acceptance and interest in the holidays and celebrations of each family. We acknowledge major holidays as they occur in the calendar (and as children's interest dictates) through books, songs, and multi-cultural objects, but we do not celebrate holidays in the classroom. For example, we might taste Irish soda bread for St. Patrick's Day, or show an example of a menorah for Chanukah, but no celebration or cultural preference is given.

## Birthdays

If your child's birthday occurs during the school week, parents may attend a Birthday Circle time on the special day. Please bring one picture per year of your child with you that day. These pictures will be used during the Birthday Circle to illustrate just how big your child has become! You are welcome to provide a special snack (generally fruit or sugar-free muffins) for your child and the class to enjoy. **Please speak with the Lead Teacher a week prior to the birthday to discuss logistics and any possible food allergies.** The entire Birthday Circle and snack will take less than one hour. Additionally, teachers do not distribute birthday or holiday cards amongst families. If you wish to invite your child's classmates to a party, please utilize the Parent Directory for this purpose.

## Personal Belongings/Toys

There are so many wonderful activities awaiting your child in the Primary classroom that toys from home are simply unwanted distractions. Please do not bring any toys from home into the environment because in addition to causing power struggles between children, items may get damaged or lost. Sunglasses and jewelry (with the exception of amber teething necklaces) are also discouraged for similar reasons.

## The Kindergarten Program:

### Information for Parents

Any child who is 5 years of age before September 1<sup>st</sup> of a given school year is eligible for placement as a Charter Kindergarten student. Khalsa Montessori Elementary School (charter) contracts Kindergarten education to Khalsa Montessori Primary School (private). Khalsa Montessori offers half day (12:30 – 3:00pm) Charter Kindergarten at no charge. KMPS offers morning Kindergarten (8:30am – 12:30pm) at a cost. Please see the Kindergarten Tuition Rates on our website, for the current rates. To best meet the needs of Kindergarten aged students, we strongly recommend that Kindergarteners attend school for a full day (8:30am – 3:00pm).

### Kindergarten & the Primary Classroom

In Kindergarten/final year, a Khalsa student who has been a student in the Primary school will continue in their same multi-aged classroom. They will be in a position to be one of the leaders of the Primary classroom and to master the more advanced Montessori Primary materials. The Kindergarten/final year is when the Primary teachers will prepare each student for the step to Lower Elementary. The afternoon class is essential to this preparation and to the student's education. It is when more emphasis is placed on the advanced language and mathematics materials. The Kindergarten/final year preparation may also include visits to the Khalsa Elementary campus, more opportunities for responsibility and independence, more pencil and paper work, "required" work, work plans, and homework. Ask your child's teacher if you have any questions about the Kindergarten curriculum.

## **Early Release Days**

Kindergarten students follow the KMES Charter School Yearly calendar. On 11:30am release days, the Charter Kindergarten class is moved to the morning (8:30 – 11:30am). Students who normally come afternoon only, should come at 8:30am on these days. This includes the first two days of school.

## **Transition to KMES Lower Elementary**

Kindergarten students, who are eligible to progress to Lower Elementary in the coming year, will visit the Elementary school campus several times during the year to help with their transition. Once placed for the coming school year, they will visit their future Lower Elementary classroom during April or May. They will also experience the Elementary Science Fair in May.

## **State Standards**

The Department of Education has developed state standards for Kindergarten students. Our teachers are aware of these standards and strive to have every student meet and exceed them. The school has on file documentation linking the Montessori Primary materials to the state Kindergarten standards. The state does not have state mandated tests for Kindergarten students. The AZMerit test is currently required for all students 3<sup>rd</sup> grade and over.

## **KMS Charter Grievance Procedure**

The afternoon Kindergarten program is a Charter program, therefore, it is overseen by the Khalsa Montessori Elementary School Board of Directors. Parent with concerns should follow the KMS Grievance Procedures as outlined in the Communication section of the KMS Elementary Handbook on our website.

## **Discipline Policy**

Kindergarten students are subject to the KMES Charter Discipline Policies. Please review them in the KMS Elementary Handbook on our website.

## **KMS Absence Policy & Attendance**

Attendance is important for your child's education. Children who miss a large number of days in a Montessori Kindergarten classroom do not make the progress of regularly attending students. Khalsa Montessori School has established a minimum standard for attendance necessary for a student to complete one year of academic work. Excessive school year absences will result in the student spending an extra year to complete the academic cycle.

Students with 25 or more absences per year will need an extra year in their current environment to complete the work missed due to days tardy or absent. Kindergarten attendance also affects the school's budget. The State of Arizona bases what it pays Khalsa

on student attendance. If the absence rate for the charter afternoon class is too high, the state will reduce the per student allocation paid to Khalsa. Additionally, the State of Arizona requires schools to withdraw any student who has 10 consecutive days of unexcused absence.

You must call or email the school before 8:30am if your child will not be attending school. The state requires documentation of the reason for every absence. If you do not call or email the school, the office staff is required to contact you.

## **Health, Outdoors & Accidents:**

**Please help us protect all children by NOT sending your children to school if they are ill.** Any children who have a fever or are sick in any way will be sent home. If your child is taking prescription medication, you must supply a written statement from your doctor indicating that your child is not contagious. School health questions will be resolved in coordination with the State Health Department and local health professionals.

**Children should be kept home and/or will be sent home from school when they have any of the following symptoms:**

- **Unexplained change in activity level** – decreased activity, increased irritability, restlessness.
- **Fever of 100° axillary (under the arm)** – if other signs or symptoms of illness are present (e.g. diarrhea, rash, earache, sore throat).
- **Fever of 101° axillary (under the arm) or greater** – even if no other signs and symptoms present.
- **Eyes** – Red and inflamed; yellow or green discharge.
- **Ears\*** – Discharge; child complains of ear pain if associated with any other symptoms.
- **Mouth & Throat** – Coughing, hoarseness, sore throat, sores on lips or inside mouth.
- **Nose** – Thick green mucus from the nose; constantly running mucus with other symptoms.
- **Painful Swollen Glands**
- **Skin** – Sores that are open, infected or not easily covered; Pale, clammy, flushed, new rash or impetigo sores.
- **Gastrointestinal** – Vomiting (more than twice in 24 hours); Diarrhea\* especially associated with fever; decreased appetite if associated with any other symptoms.
- **Mood** – Unusual mood or behavior that will make it difficult for staff to care for other children in the program.
- **\*Teething is NOT an acceptable explanation for these conditions.** Exclude as if teething were not taking place.

If your child has any of these symptoms please see your pediatrician and let us know their findings. Please also consult your physician if your child is exposed to contagious diseases such as COVID-19, chicken pox, or hepatitis. If your child is sick or will be absent for any reason, please call the school before 8:30am.

**If your child has any of these symptoms because of allergies, have your pediatrician let us know that your child is not contagious. Before returning to school, your child must be without a fever, symptoms, and medication for a complete school day.**

## **Medication**

We will give out medicine only if the medicine must be administered 3 or more times a day. In this case, be sure that:

1. The bottle is labeled with your child's name and in original packaging.
2. A Medication Consent form is completed.
3. These items are given to the Office (not a teacher).
4. You supply your doctor's written statement as indicated in "Health" above.

**No medication will be given if these procedures are not followed. Medication placed in a child's lunch box is a potential health hazard.**

## **Excessive Heat Policy**

During school days when the Arizona Department of Health Services or the National Weather Service provides public releases regarding a Heat Advisory, the following procedures will be used for that day:

1. An excessive heat warning sign will be posted for all staff and families to see.
2. Lead teachers and assistants of all classrooms will remind students about the unusually hot temperature for the day and encourage students to take frequent breaks and drink water throughout the day.
3. During outdoor time, assistants will monitor any changes in student conditions resulting from heat. Students will be encouraged to stay in shaded areas and drink water frequently. Students displaying initial signs of heat illness will be told to go indoors to the classroom. Outdoor time will be limited.

## **Accident & Emergency Procedures**

For non-emergency cuts and bruises, an Incident Report Form is completed and a copy put in the sign in/out book for the parent. Head injuries or anything of a more serious nature, the parent will receive a phone call. 911 will be called if appropriate along with parent notification.

# Primary Parent Communication:

## Message Center & Website Communication

The Message Center is our on-campus communication center. Daily messages will be written on the message board and parent notes will be placed in your folder in the Sign-in/out Folders. **Check your message folder every day and read the outdoor message board as you drive by.**

Messages on the Message Board are to be written only by the Primary School Administration. Notices placed on the school bulletin boards, or in the Sign-in/out Binders, must be approved by the on-site coordinator or School Director.

The KMS website has all of the most current Khalsa School information and school-wide communications. Current handbooks, education position papers, staff biographies, newsletters, and other school communications and information are available on the website.

You are responsible for keeping up to date with school and teacher communications. Please call the office if you have any questions or concerns.

## Office Communications

Use the parent lines for direct communication to your child's campus.

- Primary Main School Office Line: 602-252-2275
- Primary After School Email: [pec@kmschools.org](mailto:pec@kmschools.org)
- Toddler School Email: [kmps@kmschools.org](mailto:kmps@kmschools.org)
  - Please use this email to communicate any absences or change in pick-up/drop off schedule, as well as, any questions that don't require an immediate response.

## Khalsa Montessori School Parent Handbook

The most updated version of the Handbook is always in the Parent Section on the school website ([www.khalsamontessori.org](http://www.khalsamontessori.org)). KMS now uses the website for all current policies and procedures, we will no longer give out new KMS Parent Handbooks nor will we produce updates each year. Please ask the office if you need a new hardcopy of the handbook.

## Newsletters & Notices

Newsletters are produced 5-6 time a year. Parents will be emailed a notice that the most recent newsletter is available on the website and given a direct link to view it. Newsletters, contain important information from teachers, the administration, the PTO, information of educational interest, and a calendar of events for the month. At least once a month during the school year, twice during busy months, and once during the summer - a campus specific

flyer will be emailed out with that month's events, dates, PTO events, etc. Notices and Flyers for special activities will also be provided several days before the event in both hardcopy and as an email.

### **Khalsa Primary Grievance Procedure**

1. Bring your concerns to the attention of the involved Classroom Lead Teacher, After-school Program Director, or Administrative Staff. The school staff will schedule a meeting as soon as possible.
2. If you continue to have questions or concerns, bring these to the Associate Director. The school staff will schedule a meeting as soon as possible. The Associate Director may request that the teachers or staff involved also attend the meeting.
3. If you continue to feel that the Classroom Lead Teacher, Staff, and Associate Director have not resolved the concern, bring your concern to the School Director. Call the main school line at 602.252.3759 and the school staff at the Elementary School will schedule a meeting as soon as possible. The Director may request that the teachers or staff involved and/or the Associate Director also attend the meeting.

## **Parent Meetings, Conferences, Obligations & Observations:**

Parent involvement is an integral part of the Khalsa Montessori School program. It is important to you, and your child, that you are an active participant in the "other half" of your child's world. It is also a great way to feel a part of the Khalsa family.

The All-Parent evening in August, the Parent Education Series, Montessori Program Levels Presentations, and Open Houses are scheduled throughout the school year. These parent events are designed to inform parents of the development of their child's programs, as well as, to discuss topics of interest to parents. Dates will be announced in the Newsletters and Flyers. For you and your child's benefit, the August All-Parent evening is absolutely essential.

### **Meetings with Teachers**

By emailing or calling the office, arrangements can be made for a Zoom meeting, or a telephone call with your child's teacher. If you have any questions or concerns, please email, make an appointment, or call.

### **Parent/Teacher Conferences**

Parent/Teacher Conferences are scheduled twice a year in November and May. Parent/Teacher goal setting meetings are scheduled in mid-September. Both parents are asked to attend the meetings together, which are most often conducted virtually. Regardless of marital status, both parents are still partners in parenting their child. It is even more

important in dual households that everyone is on the same page. Conferences are for sharing observations between home and school and answering questions. It is important for everyone to have the same information and be able to collaborate together for the sake of the child. This is why we've established the school policy that we do not separate parent/teacher conferences for dual household families.

## Parent Obligations

We strongly encourage you to come to parents' evenings and other special events at the school. We also encourage you to attend the Holiday Program in December, school picnics, open houses, PTO events and the End of the Year program on the last day of school. Come and enjoy the company of the Khalsa family!

Parents are an essential part of the school community, and parent participation hours reflect twenty mandatory hours of your school commitment. There are many different ways in which you can contribute. The major areas of participation are:

- **Special Classes.** Many parents enjoy sharing their areas of expertise and knowledge with the children. Foreign countries and cultures, special programs, gardening, arts, occupations, and holidays are some of the ways that a parent can add to the children's experience and understanding of the world.
- **Parent Volunteer.** The Primary & Toddler classrooms utilize Sign-up Genius for various volunteer activities throughout the school year.
- **Fundraising.** The PTO actively organizes a variety of fundraising (spring carnival, etc.). The success of these events has come from the support of all parents.
- **Project Making and Donations.** Making Montessori projects at your home is a very important way in which parents help our classes grow. Ask your child's teacher for ideas. Also take a look each month at the "Classroom Needs" in the Khalsa News. Donating needed items helps the teachers spend their monthly classroom budget on other items.
- **The Khalsa Parent Teacher Organization.** Every parent of the Khalsa Montessori School is encouraged to join the association. The Parent Teacher Organization meets monthly to overview the development of the school, to plan fundraisers, and to discuss parental suggestions and concerns. Join in!

## Observations

Parent observations are offered once the children have achieved **normalization**. The timeframe for this is late October/November. Please contact the Toddler or Primary front office to make an appointment. When you arrive for your appointment, you will be given level specific observation guidelines.

At all times, please respect the following "Observation Guidelines" when coming into the classroom to observe.

- **Please observe from a visitor chair.** We've found that visitors are less distracting to the children if they are sitting down, rather than walking around or "hovering." If you want to see a different part of the room, please feel free to move your chair there. If you have scheduled an observation in more than one classroom for the same day, let the office know when you are ready and the office staff will take you in to make introductions.
- **Please encourage children to continue with their normal activity.** If you want to see what the school is usually like, then it's important to minimize the effects of your own presence! If someone stops to talk, say "hello", then explain that you came to watch the children. If someone asks you for help, suggest that they ask the teacher.
- **Please stay long enough to receive a real impression.** We feel that a half hour is about the minimum time possible for absorbing an adequate picture of Montessori classroom life; an hour is better; and all morning is best. After your observation period, the teacher may be able to take a short time to talk with you, or we can set up another time for you to meet with them.

## Legal Notifications:

### Transportation

Khalsa Montessori School does not provide transportation for Primary students. All special events and field trips occur on campus. There are no field trips organized until children begin in the charter school.

Khalsa Montessori School does not provide transportation to and from school. When field trips are taken, the school follows the regulations as designated in the Department of Health Services manual (R9-5-522). Vehicles shall be in mechanically safe condition with adequate heating and cooling. All children must be in securely fastened individual seat belts and no adult or child shall sit or stand on the floor. No child shall be allowed to open and close the doors of the vehicle. A safe vehicle loading and unloading zone shall be provided. Vehicle doors shall always be locked during driving and children shall never be left unattended in the vehicle. A first aid kit, list of children transported, and child emergency records shall accompany all trips. All drivers must be over 18 years of age with valid driver's licenses. The school shall maintain motor vehicle insurance coverage as required by DHS.

### Pesticide Notice

Khalsa Montessori Primary school may contract with Truly Nolan an appropriate company to apply pesticide(s) on school property. To the extent the school applies certain pesticides, the school will provide a notice 48 hours prior to application and posted on the information bulletin board, prior to using these pesticides. In certain emergency use situations (i.e. wasps, ants, bees), a pesticide may be used without notification. Additional information regarding what pesticides are used, the schedule of application, and the long-term health

effects of the class of pesticides on children can be requested by contracting the Site Coordinator at the Primary School at 602-252-2275.

## **Licensing**

The Khalsa Montessori School – Primary campus is licensed and regulated by the Arizona Department of Health Services, 150 N. 18<sup>th</sup> Ave., Suite 400, Phoenix, AZ 85007. Their telephone number is 602-264-2539. Site inspections are available on the AZDHS website or in our office upon request.

## **Liability Insurance**

The school is fully insured for liability as required by the Arizona Department of Health Services (R9-5-308) and documentation of such is available for review upon request.

## **Annual Disclosure**

At School Year Registration, you received the KMS Annual FERPA Disclosure form. This form describes your right to legal access to your child's student records. It also indicates the school policy on releasing school directory information. As written in this notice, you have two weeks after the receipt of the notice to inform the school if you do not want your directory information released. You also complete a KMS Public Consent form that gives your permission for student pictures, performances, or art/work to be posted on the website, private Facebook group, newsletter or yearbook.

## **KMS Board of Directors**

The KMS Board of Directors is the governing board for the KMS Charter School. View our current staff page to see our Board Members. Any changes in Board Members or positions will be announced in the Khalsa Newsletter.

The Board meets monthly. Meeting announcements, agendas, and minutes are posted on the bulletin board in the downstairs office hallway as well as the website. The Board was designed to approve major decisions such as budgets, enrollment changes, staff, and policy decisions. It is not involved with day to day management. The Board may provide a final review of issues that parents feel have not been resolved by the school staff or administration. To put an item on the KMS Board of Directors agenda, ask a Board member at least 72 hours before the next Board meeting.

## **Khalsa Education Position Papers**

See the Khalsa Montessori Education Position Paper link in the parent section of the website for the KMS educational philosophy and policies regarding student consequences, spending an extra year in a Montessori cycle, and plagiarism. Additional position papers may be given to parents throughout the course of the year when appropriate.

## **Special Education and Federal Policies & Procedures**

At the final PTO meeting of every year there administration may present a review of the current Khalsa School's policies, Federal grants, Special Education Polices & Procedures and the school's alignment with the state standards. This review is presented both to give parents and interested parties information and to encourage input on these programs, procedures and documents. All documents relating to the Khalsa Special Education Policies, Federal policies, alignment with the state standards, state test results, and original charter are available in the Administration Office for parents' review upon appointment.

## **Reports Available for your Review**

The following are available for your review through the school office:

- KMS Charter Application. This documents gives an outline of our educational philosophy, curriculum, and operational procedures.
- KMS Alignment with the Arizona State Standards.
- Special Education Policies and Procedures manual for Khalsa Montessori Elementary School.