



**Khalsa Montessori Elementary Extended Care Program**  
**2536 N 3rd St, Phoenix, AZ 85004**  
**Front Office: 602-252-3759**  
**Parent Line: 602-252-9211**  
**Email: [eec@kmschools.org](mailto:eec@kmschools.org)**

## EEC Parent Handbook

### **Welcome**

Khalsa Montessori Elementary Extended Care, offered by Khalsa Montessori Elementary School, provides care for elementary-aged students before school, after school, and during in-service or vacation days. Care is presented in a fun and supportive environment consistent with basic Montessori principles. Students have the opportunity to participate in a variety of structured and unstructured activities, both indoors and outdoors. The program also offers students a quiet space to work on homework or other independent activities.

The program is operated under the Arizona Department of Health Service guidelines and annually inspected to maintain compliance. The staff is CPR and First Aid certified and undergoes annual training as mandated by the health department. All staff employed in the extended care program maintain a valid IVP Fingerprint Clearance Card (IVPFCC).

Elementary Extended Care is offered throughout the school year, with the exceptions of one week during Winter Break in December, a two-week Teacher Set-Up period in August, all federal holidays observed per the school year calendar, the Wednesday before the Thanksgiving Break, the Friday before Winter Break, and the last day of school.

## Licensing information

The Khalsa Montessori Elementary Extended Care program is licensed and regulated by the Arizona Department of Health Services, 150 N. 18th Ave., Suite 400, Phoenix, AZ 85007. Their telephone number is (602) 364-2539. The school is fully insured for liability as required by the Arizona Department of Health Services (R9-5-308), and their inspection reports of our facilities are available for review upon request as well as certificate of liability and insurance.

## Hours of Operation

- AM Care (all levels): 7:30 - 8:00 am
- Extended Care, Lower Elementary: 3:00 - 6:00 pm
- Extended Care, Upper Elementary: 3:30 - 6:00 pm
- Teacher In-Service Days (all levels): 7:30 am - 6:00 pm
- Early Release Days (all levels): 11:30 am - 6:00 pm

## Elementary Extended Care Options

Elementary Extended Care (EEC) is offered to enrolled Elementary students of Khalsa Montessori Elementary School. Parents may enroll their children at the start of the school year using the enrollment form on the parent portal. Parents enrolling their children after the school year has begun may need to be placed on a waitlist if capacity has been reached. For the 2023-2024 school year, extended care accommodates a maximum of 60 students. Parents wishing to change or disenroll their children will need to fill out a Schedule Change Request form and submit it to the EEC Coordinator ([eec@kmschools.org](mailto:eec@kmschools.org)) and Business Manager ([accounting@kmschools.org](mailto:accounting@kmschools.org)). A fillable form can be found on the school website or you can obtain a printed form from EEC staff. EEC offers several options for families in need of student care outside of regular school hours. Rates are based on the care options that are chosen for a student:

- *AM Care - Up to 30 minutes per morning*
- *Partial Extended Care – Up to 2 hours per afternoon*
- *Full Extended Care – 2 - 3.5 hours per afternoon*

- *Vacation Care\** – Designed for partial and full-day In-Service dates, including Parent-Teacher Conferences, one week of Winter Break, and the week of Spring Break.

\* Please refer to the school year calendar for dates when Vacation Care is NOT offered.

### **Rates: Early Drop-Off/Extended Pick-Up**

- AM Care (up to 30 minutes) - \$40/month
- Partial Extended Care (up to 1.5 hours) - \$120/month
- Full Extended Care (3 hours) - \$240/month

### **Rates: Vacation Care**

- Tier 1: Partial Vacation Care, In-Service Days - \$100/month
- Tier 2: Full Vacation Care - \$200/month

### **Khalsa Montessori Elementary Extended Care Financial Policy**

*An annual one-time administrative fee of \$50.00 will be charged per family when first signing up for the school year to manage billing.*

### **Extended Care Payment Terms:**

- Extended Care Payments are due by the 10th of each month.
- The first month's payment (including the administrative fee) is due at the time of registration.
- Payments will be accepted by check (made payable to KMES), cash (exact amount only since cash is not held at the school), or online in your student portal.
- Payments not received by the 10th may incur a delinquency fee of \$60.
- Parents who utilize the Extended Care Program beyond the Preferred Hours registered will incur Late or Early Arrival fees per the Late Fee Policy.

- If a family does not pay the fees based on the terms of this agreement, families will not be able to utilize the Extended Care Program, and a parent/guardian will be called if the student is not picked up at 3:00 pm for Lower Elementary students or 3:30 pm for Upper Elementary students.
- Families can adjust the Extended Care Agreement by utilizing the Schedule Change Request Form. Fees will be adjusted accordingly. A 20 day notice is required. This form is available from the EEC Coordinator, Khalsa administrative staff or on the school website.
- Extended Care Fees are non-refundable due to absences.
- Extended Care Fees are based on the school year calendar and are evenly spread over 10-months. Rates do not fluctuate based on the number of actual school days in any given month.
- Monthly payment will be based on chosen hours and Vacation Care options. This amount will be determined once the contract is completed.

### **Refund Policy**

- Khalsa Extended Care requires a 20 day written notice of withdrawal from the program using the schedule change form. Refunds will be issued within 10 days following this request if applicable.
- Extended Care Fees are non-refundable due to absences.

## **Emergency Care**

Students who are not registered for Khalsa Extended Care will have the option of Emergency Care, as per the school's Elementary Late Pick-Up Policy, when parents are unable to arrive within the grace period for student pick-up at the end of the school day, or any other scheduled activity such as extra-curricular classes. Parents who utilize emergency care will be billed \$10.00 per 30 minutes for the first two emergencies and \$25.00 per 30 minutes for each subsequent emergency. Parents with a balance due past 15 days will be notified in writing, and emergency care will not be provided until any outstanding balance has been paid in full.

## **Late Pick-Up**

Students enrolled in Extended Care are to be picked up no later than 6:00 pm. At 6:00 pm, when EEC closes for business, a late fee of \$10.00 per minute will be charged until the student is picked up. Additionally, the AZ Department of Economic Security recommendation for reporting neglect of an unsupervised minor will be followed.

## **Sign-in and Sign-out/Pick-up Procedures**

Students will be signed into EEC by an EEC staff person with written permission from a parent/guardian using a daily roster. The "time in" and signature of staff (first initial & full last name) will be recorded next to each student's name that is present for aftercare. The permission slip will be provided as a separate slip and should be signed and returned to the EEC program by the student's first day of EEC. In the event that a permission slip is not signed, staff will not be permitted to sign the student in and the parent/guardian is responsible for signing their child in for every day of attendance, beginning at the end of the school day which is 3:00pm for Lower Elementary and 3:30 for Upper Elementary.

Parents will sign-out their child(ren) using the sign in / sign out binder set out front of the office or Aftercare room. DHS requires the sign-out signature to contain, at minimum, first initial and full last name; initials alone are not permitted. Persons unfamiliar to staff will be asked to show identification and staff will verify that they are allowed to pick up the child from EEC.

Students will only be released to parents/guardians or caregivers who are authorized per the Emergency Form (Blue Card) completed annually at School Year Registration. Parents/guardians are requested to keep the form updated throughout the school year. The Blue Card must have a parent/guardian's handwritten signature, even if it is completed electronically. Caregivers coming to pick up a student for the first time will be asked to show a valid form of ID before the student is released. Parents/guardians are urged to share information about the location, process, and manner of pickup when a caregiver is coming for the first time and must notify Elementary Extended Care by phone or email when a different person will pick up who is listed on the Blue Card. Students will not be released to anyone younger than 18 yrs without written communication.

Parents/guardians have access to all premises used by the EEC program. However, due to the recent health and safety measures implemented due to the COVID-19 pandemic, we do ask that parents check-in with Khalsa staff beforehand. We also ask that parents limit their time interacting in areas that are not occupied by their own children.

## Example Daily Schedule

Lower Elementary and Upper Elementary students enrolled in the Extended Care program will be permitted to mix cohorts during all hours of Extended Care. Students will rotate areas of the yard and playgrounds. Students enrolled in Lower Elementary and Upper Elementary will use the lunch tables outside of the Aftercare room for snack, and the Aftercare classroom for indoor time.

EEC activities include outdoor free play and teacher-led activities, arts and crafts, gardening, and designated quiet time. Extended Care has one designated Quiet Room; we encourage scheduled quiet time so that students have an opportunity to unwind and work on homework.

## Example Daily Schedule

<b>7:30 - 8:00 am</b>	<b>AM Extended Care</b>
<b>8:00 - 8:25 am</b>	<b>Lower and Upper Elementary Drop-off</b>
<b>8:30 - 3/3:30</b>	<b>School in session</b>
<b>3:00 pm</b>	<b>School ends for Lower Elementary Students</b>
<b>3:10 pm</b>	<b>All EEC Lower Elementary Students Checked-in</b>
<b>3:30 pm</b>	<b>School ends for Upper Elementary Students</b>
<b>3:40 pm</b>	<b>All EEC Upper Elementary Students Checked-in</b>
<b>After check-in</b>	<b>Snack and Homework Time</b>
<b>4 - 6 pm</b>	<b>Playground or Field Opens</b>
<b>5:45 pm</b>	<b>Clean up</b>
<b>6:00 pm</b>	<b>Extended Care Ends</b>

## Daily Snack

Teacher-led snacks will be provided for extended care students at a specified time each day. During extended care, teachers will serve a prepared snack to each individual student, ensuring cleanliness standards are upheld. This includes performing proper hand washing (staff and students), the use of gloves,

individual serving utensils for each snack option, and serving meals at a table where students are sitting to eat. Once they have eaten, students are asked to clean their area where they sat during snack. Students are then asked to wash hands at the end of their meal. Staff is responsible for all cleanup, including cleaning and sanitizing tables, and washing all dishes and utensils.

*Example Weekly Snack Menu*

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Main: Corn chips, mozzarella string cheese</b>  <b>Fruit:red &amp; green grapes</b>	<b>Main: Lavosh bread, plain hummus</b>  <b>Vegetable: cucumber slices</b>	<b>Main: Plain bagels, cream cheese</b>  <b>Fruit: raisins</b>	<b>Main: corn tortillas, mild salsa -</b>  <b>Fruit: apple slices w/ cinnamon</b>	<b>Main: veggie straws,</b>  <b>Fruit: mango chunks</b>  <b>Vegetable: fresh snap peas</b>

All food purchased from Trader Joe's

**Khalsa Montessori Elementary Summer Program**

Khalsa Montessori Elementary offers 4, 2-week summer sessions. Students are enrolled and charged for the entire session, regardless of attendance. No refunds are issued for absences. Each session will have an assortment of activities that are age appropriate with the focus on having a fun safe summer program. This year our program includes Music, Art, Karate, Taiko drumming as well Yoga. We offer healthy snacks and plenty of free play as well.



## **Summer Hours of Operation/Rates**

- 2-Week Summer Session - \$515/session
- AM Care: 7:30-8:00 am - \$41/session
- Partial Extended Care: 3:00-4:30 pm - \$102/session
- Full Extended Care: 3:00-5:30 pm - \$132/session

*Exact dates for each session are outlined on the Summer Contract. Contracts are provided to each family upon re-enrollment each February. If you need a contract, please reach out to the EEC Coordinator ([eec@kmschools.org](mailto:eec@kmschools.org)) or Business Manager ([accounting@kmschools.org](mailto:accounting@kmschools.org)).*

## **Student Expectations**

Each student's behavior is expected to meet the behavior standards set at Khalsa Montessori Elementary School. EEC staff will intervene using Positive Discipline methods when a child's behavior threatens his/her safety or the safety of others, is causing destruction of property, or is disrupting the activities of others. We offer an environment in which children are encouraged to develop respect for one another and respect for equipment and the property of others. Each child will be treated as an individual, and the specific consequences for unacceptable behavior will depend on the circumstances surrounding the incident.

In general, the following behavior intervention methods may be used: A staff person may approach the child on an individual basis and discuss the child's inappropriate behavior, remind him/her of the rules, and discuss positive alternative forms of expression. If the inappropriate behavior persists or the child poses a safety risk to himself or others, the child may be removed from the activity or the activity area and once again be reminded of the rules and encouraged to find positive alternative forms of behavior. If your child demonstrates a persistent need for staff intervention because of inappropriate behavior, the EEC Coordinator will request a parent conference to discuss the child's needs, behavior and possible removal from the EEC program.

## Special classroom activity rules

The EEC program has three frequently used areas. Students are expected to follow the same rules and expectations as in their regular classroom.

- Extended Care Art/Game Room: The classroom is equipped with a variety of arts & crafts materials, Legos, board games, and books. This space will be used as a quiet room for homework and peaceful activities from 4:00 - 5:00 pm each day.
- C Building: This building will be used for extracurricular classes such as Art and yoga.
- Playground and Field: Rules and expectations of outdoor spaces are the same as those upheld during a regular school day, and are as follows:
  - Students will ask for permission to leave the playground.
  - Peaceful language and interactions are expected
  - Fences, walls, tables, drinking fountains, the water garden, soccer goals, or non-play equipment is to be used for its intended purposes only.
  - Lunch tables are utilized for eating during snack time.
  - Shoes and socks are always worn outside
  - The water fountain is for drinking or refilling water bottles
  - The sand pit is for digging.
  - Ropes will be used for jumping rope only. Equipment is to be used for its intended purpose only.
  - Rocks, sticks, wood chips, or other objects that are intended to be on the ground must stay on the ground.
  - Leave Individual toys or things brought from home at home.
  - Children are expected to be respectful in word and deed to other children and staff.
  - Trees, plants, buildings, fences, or equipment should be respected and used as intended.
  - Follow the directions of the playground monitors.
  - Balls to be used on the side yard and field.
- At all times, one EEC Assistant with their classroom will be outdoors monitoring all that enter our campus. We will use our cell phones to

communicate with each other when a student is leaving. The sign in / sign out binder will be on a cart out front of the aftercare room or front office. Please do not roam the campus in search of your child(ren).

## **Transportation Procedures**

During the school year, students do not take any field trips where we travel off-campus.

Khalsa Elementary School does not provide transportation. The school does not offer transportation to/from a student's residence, or other designated locations.

## **Codes of conduct and discipline procedure**

Students enrolled in Aftercare are expected to follow the same codes of conduct and rules that apply during a regular school day. When a student displays behavior that is disruptive to themselves or others, Aftercare staff will work with the student to help identify the cause for their behaviors, and help them problem solve. Khalsa uses Positive Discipline and the use of "I" messages to help achieve this goal.

Many times we may ask students to have a cool off period or "break" when experiencing disruptive behavior. This "break" gives the student the opportunity to calm themselves and recover from the incident, before engaging in a conversation about why the behavior may have been disruptive. We will communicate with you when other techniques are used as we creatively search for the most effective methods to use with each individual child. If a negative behavior does not improve or a particularly severe incident occurs, you will be called and informed of the problem.

Incident report forms of all major behavioral incidents, accidents and illnesses are kept by the school. A copy will be given to the parent(s) of the child involved. A Behavioral Report will be completed on any student behavior that is against school rules and of concern to school staff. A copy of the report will be given to the parent(s) of the student whose behavior was reported.

Serious and/or on-going concerns with your child's behavior could result in suspension and/or termination of services for your child.



## **Student/Staff Ratios**

To ensure the quality of the EEC program, ratios of student-to-staff are kept at approximately 1 to 18.

## **Preventative health & safety - illness regulations**

Keeping children healthy is a partnership between parents, child care providers, the children themselves, and the medical provider. **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 from school when they have any of the following signs or symptoms:**

### **Unexplained change in activity level**

- Decreased activity level
- Increased irritability
- Restlessness

### **Fever\***

Please check with a thermometer if the child has any other symptoms.

### **Eyes**

- Red and inflamed
- Yellow or green discharge

### **Ears**

- Discharge
- Child complains of ear pain if associated with any other symptoms.

### **Mouth & Throat**

- New coughing
- New hoarseness

- Sore throat
- Sores on lips or inside the mouth

## **Painful swollen glands**

### **Skin**

- Pale
- Clammy
- Flushed
- New rash
- Impetigo sores

### **Nose**

- Thick green mucus from the nose
- Constantly running mucus with other symptoms

### **Gastrointestinal**

- Vomiting
- Diarrhea, especially associated with fever, cramping, or blood
- Decreased appetite if associated with any other of the above symptoms

*\*Many authorities use either 100 (37.8 degrees Celsius) or 100.4 F (38.0 degrees Celsius) as a cut-off for fever, but this number actually can range depending on factors such as the method of measurement and the age of the person, so other values for fever could be appropriate. CDC has public health recommendations that are based on the presence (or absence) of fever. What is meant by this is that the person's temperature is not elevated beyond their norm.*

Please consult your physician if your child is exposed to contagious diseases such as chickenpox, coronavirus, or hepatitis.

**If your child has any of these symptoms, please see your pediatrician and let us know his/her findings.**

**If your child is sick or will be absent for any reason, please call the school before 7:30 a.m. or 2:00 p.m.**

Proper clothing is an important part of the health of children. Living in a warm climate, we may tend to forget the importance of warm clothing during the winter months. Make sure your child has clothes that are appropriate for playing outside during the cooler and damper times of the year.

## **Accidents**

In the case of an accident or apparent illness involving your child, the school will immediately contact you and inform you of the situation. If we are not able to reach you, we will then attempt to contact the numbers listed on your “Emergency Form”.

If the accident is an emergency situation, we will first call 911 and then contact you. An Accident Report is kept of all accidents and accidents are covered by the school accident insurance. In the case of an accident requiring emergency assistance/treatment if we are unable to reach you or anyone on your “Emergency Form”, we will have your child taken to Banner- University Medical Center or St. Joseph’s Hospital.

**It is very important to keep your child’s file up-to-date with current phone numbers, as well as indicating the parent/guardian who should be contacted first in the event of an accident/injury!**

## **First aid**

A first aid kit is in every EEC activity area. For cuts and scrapes, staff will ask the child to first wash off any dirt or blood, wash their hands, and then return to the staff to obtain appropriate bandages. Staff can provide bandages and ice packs, but cannot administer ointments, salves, or liquid over-the-counter medications used to treat minor scrapes, cuts, and burns.

**In the event of an accident or emergency, parents are to be notified verbally within 30 minutes by phone or other expeditious means, which will be accomplished by doing the following:**

While attending EEC, if an enrolled child has an accident, injury, or emergency that, based on the evaluation by a staff member, requires medical treatment by a health care provider, the EEC Coordinator shall ensure that a staff member:

1. Notifies the enrolled child’s parent/guardian immediately after the incident;
2. Documents:
  - a. A description of the accident, injury, or emergency, including the date, time, and location of the accident, injury, or emergency;

- b. The method used to notify the enrolled child's parent/guardian;
- c. The time the enrolled child's parent/guardian was notified;
- d. Maintains documentation required in subsection two on facility premises for 12 months after the date of the child's withdrawal.

In the event of an accident or emergency, parents are to be given written notification within 24 hours, which will be accomplished by completing the Incident Report form.

The form used in the event of an injury to a child includes:

- Date of incident, child's name, age, and parent(s) name(s).
- Description of the incident: To be as factual as possible. If another child was involved, this child's name will be excluded.
- Statement of where the child was and what they were doing to cause the accident.
- Witness (es): Usually staff personnel and anyone who was a witness to the accident. Occasionally, this will be other children. Again, does not include their names, simply put "other children".

Steps to notify the parent(s): "This note" is the most common response. If the child has a head, eye, or other injuries outside of our capability of first aid treatment, we will always call the parent/guardian.

### **Excessive Heat Policy**

During 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 appropriate heat label Advisory will be posted for all staff to see in the campus front office.
2. EEC Staff will remind students about the unusually high temperature for the day and encourage students to take frequent breaks and drink plenty of water throughout the day.
3. During outdoor time, assistants will monitor any changes in student conditions resulting from the heat.



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

1. An appropriate heat label – Watch or Warning will be posted for all staff to see in the campus front office.
2. EEC staff will remind students about the heat label for the day and encourage students to take frequent breaks and drink plenty of water throughout the day.
3. During the duration of outdoor time, assistants will monitor any changes in student conditions resulting from the heat. Students will be encouraged to stay in shaded areas and drink water frequently. For individual students, a staff member may ask them to go indoors.
4. EEC will follow a modified outdoor recess plan:
  - Lower Elementary – students 6-9 years old will be outdoors for 15 minutes, followed by 15 minutes indoors. During lunch, students will be encouraged to drink water frequently. The transition from outdoors to indoors will also involve a water break.
  - Upper Elementary – students 9-12 years old will be outdoors longer with frequent water breaks and will be called by the assistant teacher every 15 minutes or earlier, if necessary.

## **Medication policy**

We will give out medication only if the medication must be administered.

In this case, be sure that:

- The medication container is labeled with your child's name, prescription number and dosage clearly visible.
- A Medical Consent Form is completed by parent/guardian.
- These items are given to the On-Site Coordinator or EEC Coordinator.
- No medication will be given if these procedures are not followed exactly.
- Any medication administered to a student will be logged on the Medical Consent Form with the amount dispensed, date, and staff signature.

## **Emergency procedures**

Frequent fire and lockdown drills are performed routinely during the school year. Each classroom area has a fire evacuation plan posted, a fire extinguisher and a first-aid kit. EEC staff maintains current CPR certification and is trained in first-aid procedures.

## **Monthly Fire Drills**

As part of a DHS requirement, the Aftercare program must practice and record a monthly fire drill. These occur during the Aftercare program. Prior to a fire drill, we will explain the procedures to all students.

## **Parent communications**

The EEC Coordinator will be the main contact person for all communications with parents, with the exception of financial matters, which will be directed to the Business Manager at [accounting@kmschools.org](mailto:accounting@kmschools.org). Parents may communicate via email ([eec@kmschools.org](mailto:eec@kmschools.org)) or in-person to ask questions, offer comments or suggestions, or discuss any concerns. From 7:30 am to 4:00 pm, parents may contact the Elementary office number, 602-252-3759, to share information relating to Extended Care. After 4:00 pm, parents may call EEC on the Parent Line, 602-252-9211. Additionally, parents will learn of new activities or events from the school newsletter, which includes a section dedicated to EEC.

## **Pesticide Notice**

Khalsa Montessori Elementary School EEC contracts 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 72 hours prior to application, and this notice will be posted on the office information bulletin board prior to using these pesticides. In certain emergency-use situations (e.g. wasps, ants, bees), a pesticide may be used without notification. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the main office at 602-252-3759.