



Khalsa Montessori School

# Toddler Handbook

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# Toddler House Mission Statement

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

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

Each student was born a highly capable and motivated learner, and the prepared environment encourages this innate desire to learn. We believe that adult expectations of toddler's capabilities and the level of adult support that toddlers receive in the classroom should be similar to the expectations and support offered in the home environment. Daily routines and familiar procedures are the young toddler's curriculum. A trusting and nurturing toddler environment promotes feelings of security, provides important peer socialization, and lays the groundwork for scholastic success.

For the full Khalsa Montessori School Mission Statement, please refer to the [KMS Organization Handbook](#).

## Location & Contact Information

**Toddler School Location:**

303 E. Palm Lane  
Phoenix, AZ 85004

**Main Toddler School Office Line:**

480-770-2460

**Toddler Parent Line/Afterschool:**

480-770-2465

**Main Toddler School Office Email:**

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

## Licensing: Toddler Program (R9-5-204)

- 18 months to 3 years old
- 303 East Palm Lane, Phoenix, AZ 85004
- **Hours of Operation: 7:30 am – 5:30pm**
  - 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
  - 5:30pm – Full Extended Care Ends

Our tuition-based Toddler Program is a 1-2 year cycle for students 18 months to 3 years old. The toddler-prepared environment establishes a fun foundation for each student in their care of themselves and their place as part of a community of learners. Toddler students begin their Montessori journey through a secure sense of place, socialization with their peers, and success in daily care routines.

## Khalsa Montessori Toddler 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 Toddler 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 disenroll a child from our program. Examples may include:

- A child who is harmful to themselves or others and demonstrates 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. Under extreme circumstances disenrollment will occur immediately.

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 them to be transferred to another school. In the event of such a withdrawal, a written notice must be given to the school administrator 40 calendar days 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, per parent direction through a completed Tuition Deposit Allocation Form, the Tuition Deposit is allocated after 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 is due at school year registration in July.
- Enrollment Forms to be completed annually include:
  - Enrollment Contract
  - Enrollment/Re-Enrollment Form
  - ADHS Emergency, Information and Immunization Record Card (aka Blue Card)
  - Updated Immunization Record
  - Sunscreen Permission Form
  - Statement of Consent
  - Field Trip Permission
  - Public Release Consent
  - Family School Agreement
  - Parent Priorities Form

## **Current Tuition Rates**

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

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

1. Complete the Intent to Return form and school year contract.
2. Submit your Annual Fees.

## School Year Registration

The School Year Registration window is in July. Parents will be notified of the Registration window and must complete the process online through the PowerSchool SIS Parent Portal. Completion of School Year Registration is required of all families to hold a child's position. All required documents are requested at this time and due prior to the first day of school.

## Summer Program Enrollment

At the time of the Summer Program enrollment, a KMPS Summer Enrollment Contract must be signed indicating the number of two-week sessions the student will attend. Parents may enroll their current Khalsa students in any or all summer sessions listed on the summer program. Additional extended care is available at an additional cost. 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 to cover the \$200 summer deposit.

## 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.

**Classroom placement is NOT a parent selection process.**

## 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 10<sup>th</sup> 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 the withdrawal of your child. No child may enter the summer program, new school year, or have their position guaranteed if an outstanding balance remains unpaid. A \$20 charge is assessed on all returned 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 per student are allowed each academic year. 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 Toddler 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 Student Binder, list the exact time, and sign. Valid forms of signature include 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 – 5:30pm 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.

# Toddler 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.

Enter through the North driveway entrance off of 3<sup>rd</sup> Street. The northern spaces along the main building are available for toddler parents. **Students should enter and exit school walking on their own and carry their own belongings**. Park your vehicle in the available parking spaces. **Never leave an unattended vehicle in the drive-through!**

1. Enter through the main entrance and come through the lobby to the Toddler Vestibule.
2. Sign your child into school in the appropriate binder located in the Toddler Vestibule, list the exact time and sign your **full signature**. **Initials are not acceptable to the Department of Health Services**. You will repeat these steps at pick-up time, so that we can maintain proper school attendance and chain of custody.
  - a. In the event that a caregiver or relative listed on the emergency card (blue card) is picking up, please communicate the high likelihood of needing to show identification. When choosing new caregivers, ensure that student's emergency card is updated, thus allowing the school to release your child after establishing their identity.
3. Please limit your school drop off and pick up routines to no more than ten minutes. Establishing a routine way of saying goodbye and hello again is comforting to toddlers and helps with **self-regulation**.
4. Return to your vehicle and exit carefully onto 3<sup>rd</sup> street.

Additionally, part of a successful drop-off is connecting with your child's teacher. Please share any information which may affect your child's school day; for example, "Sara rolled out of her new bed last night, so that's how she got that bump," or "Billy didn't eat breakfast, and his mom is out of town this week, so he may be cranky." Information may also be shared via email. Remember, the more we know about your child's physical and emotional state, the better prepared we are to provide your child with the best possible environment to suit their unique developmental needs.

Your child's teacher may also share information with you such as requests for more diapers or clothes, or an item of interest from the school day such as, "Today Kelly made orange juice." We want to create a lasting parent/teacher partnership at Khalsa, so please come on time for arrival and drop-off, and stay connected to your child's school life.



## Toddler 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
- 5:30pm for Full Extended Care

Chronic late 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 is 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

1. Wait in the Toddler Vestibule while the attending staff member gets your child. If pick-up authorized person is unknown to the school staff, their ID will be verified.
2. Ask child to gather any items (i.e. lunch box, coat, snack containers, etc.) that need to be taken home.
3. Sign out the child using signer's first initial and last name, first and last name or legal signature and noting time on the sign in/out sheet.

### 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.

Children not picked up within the 10-minute grace period will be signed into Toddler Extended Care, the Toddler campus after-school care program. Please review the *Restricted Drop-Off/ Pick-Up Policy* for additional charges & details.

### 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.

# Toddler Extended Care (AM and After School Care)

## Vacation Care Program

KMPS offers on-site Vacation Care for half-day and full-day In-Service days, Parent-Teacher Conference days, one week of the two-week winter break, and spring break. Vacation Care is available in two tier levels:

- Partial Vacation Care includes all 11:30 early release days, In-Service days, and Parent-Teacher Conference days.
- Full Vacation Care includes all 11:30 early release days, In-Service days, Parent-Teacher Conference days, one week of the two-week winter break, and spring break.

No programs are offered on national holidays, the half-day before Thanksgiving and winter break, the closed week during winter vacation, and the school set-up weeks in August. Calendar information is available on the school website and in each campus front office.

## Early Release

All early release days end at 11:30 am. The one exception is the Wednesday before Thanksgiving, which ends at 12:30 pm.

## Restricted Drop-Off/ Pick-Up Policy

### Morning Drop-Off

Regular morning drop-off time for students not enrolled in AM Care is between 8:00 - 8:30 am.

The school plans staff coverage based on AM Care enrollment. Students who are not enrolled in AM Care are not permitted to arrive at the school before 8:00 am. AM Care is a paid service that allows students to be dropped off between 7:30 - 8:00 am.

### Afternoon Pick-Up

Students should be picked up promptly from school at the end of the day. The school provides a 10-minute grace period for student pick-up at the end of the regular school day. The school asks parents, guardians, and caregivers to be mindful of the extra burden placed on the school staff by unplanned student supervision. In case of an unforeseen change in your pick-up time, please call the office.

Any changes to the pick-up list on the student's Emergency/Immunization info Card (Blue Card) must be approved through written authorization before the child leaves the school grounds. Khalsa Montessori School reserves the right to not release a student until confirmation from parent/guardian is received and/or identification of the person picking up is provided.

### Regular Full Day school dismissal is:

Toddler Half Day - 12:30 pm  
Primary Half Day - 12:30 pm

Toddler Full Day - 3:00 pm  
Primary Full Day - 3:00 pm

Grace period for regular school days: 10 minutes

### **Early Release school dismissal is:**

Wednesday before Thanksgiving - 12:30 pm

All Other Early Release Days - 11:30 am

Grace period for early release days: 20 minutes

### **Emergency Care Fees:**

Students not picked up 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 will be signed into Emergency Care provided by Extended Care.

Parents who utilize emergency care will be billed.

### **Late pick-up fees are:**

Within the grace period after school dismissal = no charge

1 - 10 minutes after the grace period or Extended Care allotment = \$10

11 - 20 minutes after the grace period or Extended Care allotment = additional \$15

21+ minutes after the grace period or Extended Care allotment = additional \$15 every 10 minutes

Any child picked up after 5:30 pm = \$10/minute

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

Parents with a balance due past 10 days will be assessed a late fee.

Students enrolled in Extended Care are to be picked up no later than 5:30 pm. At 5:30 pm, when Extended Care 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.

## **The Toddler Program**

### **Toddler Phase-In**

What does a Montessori curriculum look like at the Toddler level? Before children learn to count or recognize letters, it is crucial to establish a trusting environment where children can be comfortable enough to learn. This process begins with Phase-In, which is a systematic approach to building teacher-to-child and peer-to-peer relationships while engaging in the prepared environment. This is crucial to building independence in a Montessori environment. During Phase-In, children are given the first two weeks to familiarize themselves with their new school environment, and the people in it, at a pace that is child-directed and tailored to each child's unique needs. **Please plan for at least two weeks of Phase-In.**

The following is a sample Phase-In plan to provide a basic idea about the process:

- Day 1 – Parent and child visit environment for 1 hour; leave together
- Day 2 – Repeat day 1
- Day 3 – Child is dropped off by Parent and stays in environment for 1 hour; child is picked up by Parent
- Day 4 – Child is dropped off by Parent; eats snack and lunch with friends, is picked up by Parent at 12:30pm

- Day 5 – Child has demonstrated through their behavior that they can stay for an entire school day; Parent drops off at 8:00am; child eats 2 snacks, lunch, naps, and is picked up at 3:00pm by Parent, Phase-In is complete.

Please remember: if your child can't complete any part of a scheduled Phase-In day due to tantrums/excessive periods of prolonged crying, you will be responsible for picking up the child as quickly as possible.

If your child demonstrates attachment to security objects (i.e. pacifiers, blankets, and bottles), they will need to be fully weaned from the object prior to beginning the Khalsa Montessori Toddler program.

Once the Phase-In is complete, children attend school for either a half day, full day, or extended care (if enrolled) five consecutive days per week. The toddler classroom adheres to a consistent schedule, which follows the rhythms of the children, as well as the dictates of seasonal temperatures. We believe strongly in spending lots of time in nature, and use the outdoors as an extension of the classroom, as weather permits. The daily schedule provides a sense of time for young children and aids with mastery of the environment as children begin to anticipate “what comes next” as the school year progresses.

## Daily Schedule

Before Care	7:30 – 8:00am
Morning Drop Off	8:00 – 8:30am
Classroom work times begin as each child arrives. In hotter months, children may begin their day outdoors from 8:00 – 8:45am	
Diaper Checks	8:45am
Toileting	9:00am
Begin Circle	9:15am
Snack Time	9:30am
Children not attending circle may begin to eat their snack at 9:15am	
Diaper Checks/ Toileting	9:45am
Outdoor Time post snack	9:45/10 – 10:40am
Storytime	10:45 – 10:55am (toileting as needed)
Lunch	11 – 11:30am
Children who are done eating before 11:30am use toilet/diaper change and go to nap; half day children go outside or do quiet work with supervision until pick-up(12 – 12:30pm)	
Nap Time	12/12:30 – 3:00pm; teacher breaks/cleaning
Upon waking up, children toilet/diaper changes occur, snack time #2 is started. Classroom work begins after each child eats or upon waking up, as child's appetite dictates.	
Extended Care*	3:00 – 5:30pm
Classroom work and special activities offered (i.e. food prep, art, music)	
Outside Time*	5:00 – 5:30pm

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:

- 20 diapers per week (if your child is not toilet independent)
- 3 shirts
- 3 pants
- 5 underwear
- 3 pairs of socks
- 1 water bottle
- 1 lunch box
- 1 sun hat
- 2 snacks
- 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.

A Toddler Weekly sheet will be sent home each week, and will include any items that need to be replenished at school.

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

- Baby bottles
- Food and/or drinks that require refrigeration
- Pacifiers
- Toys from home (exception: a small, non-mechanical stuffed animal for naptime)
- 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)
- Shoes with laces and other complicated openings
- 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 toddler environment

## Toilet Learning

Toilet learning is a developmental milestone which, like all other milestones, is determined by the child. In the toddler environment, we institute an “open bathroom” policy where each child is welcome to use the toilet whenever they choose to do so.

## Celebrations

The Khalsa community values cultural diversity in the classroom and the world at large. In the Toddler 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 three pictures of your child with you that day. One taken at infancy, one taken at the 1 year mark, and one present 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 one 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 toddler 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.

## Transition to Primary School

A toddler's transition to the Primary classroom is determined by their cognitive and physical maturity, social-emotional readiness, and age. Every toddler transitioning to Primary must be able to use the toilet independently, which includes wiping and dressing without assistance. Once it is determined by the teaching staff that a toddler is ready to move to Primary, he or she will do so in the fall, with a summer school option available. Specific instructions for transitioning occur during the **Introduction to Primary** meeting.

## Health, Outdoors, and 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.

## Toddler Sun Safety

It is imperative that your Toddler bring a sunhat and water bottle to school on a daily basis. Hats may be left at school but water bottles should be taken home with lunch boxes every day for cleaning. **Apply sunscreen to your child before school each morning.** Teachers will reapply sunscreen later in the day once a Sunscreen Permission form is filled out and signed by you.

This form is sent out with your Enrollment Packet and is also available in the office.

Toddlers dehydrate much faster than adults do, and teachers regularly enforce “water breaks” to keep little ones hydrated. Toddler friendly water bottles for the playground, and opportunities to independently pour water into open cups, allow children to help themselves to water whenever they need it.

## Accident & Emergency Procedures

For non-emergency cuts and bruises, an Incident Report Form is completed and shared through Transparent Classroom for the parent. For 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.

## Toddler 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 Binders. **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 Toddler 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.

- Toddler Main School Office Line: 480.770.2460
- Toddler After School/Parent Line: 480.770.2465
  - If you need to get in touch with the after school staff (after 4:30pm) or if your child's teacher called to tell you they were sick.
- Toddler School Email: [kmms@kmschools.org](mailto:kmms@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.

## Regular Newsletters and Notices

Approximately five times per school year, parents will be emailed a notice that the Khalsa newsletter is available on the website and given a direct link. Hard copies of the newsletter will be available at the Message Center. Newsletters contain important information from teachers, the Administration, and the PTO as well as information of educational interest, and a calendar of events for the upcoming month(s). Notices and Flyers for special activities will also be provided several days before the event as hardcopy and as an email message or through Transparent Classroom.

## Khalsa Toddler Grievance Procedure

1. Bring your concerns to the attention of the involved Classroom Lead Teacher, Extended Care Coordinator, 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, Participation, & 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 July, Goal Setting Meetings, and Introductions to Program Levels, occur once per year. Parent-teacher conferences are scheduled throughout the school year. These parent events are designed to inform parents of the progress of their child’s education and upcoming transitions as well as to discuss topics of interest to parents. Dates will be announced via email and in the newsletter. For you and your child’s benefit, the All Parent Evening is 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. Goal Setting meetings are scheduled in mid-September. Khalsa School policy is that both parents attend the same parent-teacher conference. 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 Participation

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!

## Classroom Observations

Parent observations of the classroom are offered once the children have achieved **normalization**. The timeframe for this is late October/November. Please contact the Toddler or Primary Campus Coordinator 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's 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 toddler students. All special events and field trips occur on campus. There are no field trips organized until children begin in the charter school.

## 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 Toddler School at 480-770-2460.

## Licensing

The Khalsa Montessori School – Toddler 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: FERPA

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, social media platforms, newsletter, or yearbook.

## **KMS Board of Directors**

The KMS Board of Directors is the governing board for the KMS Charter School. View our website 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.