



March 21, 2019

Dear Kiva Community,



It's hard to believe that Spring is already here and it's time for our next adventure. Before we jump into the logistics of next steps, we first want to offer our deepest expression of gratitude to Crow Canyon Archeological Center staff for allowing us to be a part of their community these past several months. We have loved our time with them! We also want to take this opportunity to thank our incredible staff, students, and community members for their continued dedication and patience.

Now for the logistics...

Why are we moving? Crow Canyon Archeological Center will be hosting additional educational groups and will need full use of their space beginning March 25th.

Where are we moving to? We have two locations: our Lower Elementary (1st - 3rd grade) will be housed at 25 N Beech and our Upper Elementary (4th - 6th grade) and Middle School (7th - 8th grade) will be housed at 215 N Linden.

Where will the "main" office be located? An administrator will be at each location. Mr. Jon, Interim Head of School, will have his office at 25 N Beech, although he may work in either location depending on needs. The phone number for the school will remain the same: 970-564-9377.

Where can I park? For access to 25 N Beech please use the parking lot between Pioneer Printing and Tire Max, not the parking lot directly behind the building on North Street that we used last year. See page 4 for a detailed diagram of 25 N Beech. For access to 215 N Linden please use the designated parking off of Abercam and via the alley off of N Linden. See page 5 for a detailed diagram of 215 N Linden.

When are we moving? We have actually begun the move already, but will certainly be in need of additional help. Please meet at Crow Canyon on Friday, March 22nd at 3:30 pm for additional information and potentially transferring Montessori materials to our new locations.

How can I help? Please see the attached "We Need Your Help" document, which includes a hyperlink to a Doodle Poll that outlines our needs. Here is the link: <https://doodle.com/poll/zd98y6pwiucsdn46>. Please watch your email for additional information that may come over Spring Break. You can also



contact Melissa Gould at melissa.gould@kivacharter.org or 970-749-6403 for additional information regarding the move and how you might be able to assist.

What are the drop off and pick up times and procedures? See page 3 for the drop off and pick up times and procedures. Also see pages 4 and 5 for diagrams of 25 N Beech and 215 N Linden. We strongly encourage you to take the time to familiarize yourself with these procedures and drive past the buildings using the necessary, outlined routes.

Isn't testing starting right after Spring Break? Yes! Spring Break is March 25th - 29th and we will begin testing the Tuesday following Spring Break. We can't emphasize enough the importance of having your student present and prepared for these tests. The majority of the testing will take place at 215 N Linden. Our 3rd grade students will be escorted from 25 N Beech to 215 N Linden for testing. See page 6 for the letter that Mr. Jon sent out earlier this week regarding detailed information about testing.

If you have any additional questions or concerns, please reach out to us via bod@kivacharter.org or call administration at 970-564-9377.

Happy Spring,

Children's Kiva Montessori Elementary/Middle School Board of Directors



DROP OFF AND PICK UP PROCEDURES

25 NORTH BEECH - LOWER ELEMENTARY

Drop Off: 7:45 to 8:00 am

Lower Elementary Students will be dropped off on North Street, just east of Beech Street, utilizing the same drop off and pick up procedure developed for this location last year. Students will be dropped off on the sidewalk side of the vehicle on North Street and proceed to the crosswalk guard to be assisted across Beech Street into the school. **Students are not permitted to cross the street without an adult, no exceptions!** For the safety of our staff and students, PLEASE DO NOT TRAVEL ON BEECH ST IN FRONT OF OUR SCHOOL FOR DROP OFF OR PICK UP. TRAVEL EAST ON NORTH STREET.

One staff member will be stationed at the loading and unloading zone on North Street, one staff member will be located at the crosswalk intersection of Beech St and North Street, and one staff member will be located at the crosswalk on Beech to access the school.

Pick Up: 3:15 to 3:30 pm - Monday, Tuesday, Thursday, and Friday and 2:15 to 2:30 pm - Wednesday

The same traffic flow pattern will be followed at pick up with all traffic traveling east on North Street. The staff members assisting with pick up will have walkie talkies so when the student's ride arrives, the student will be called and sent to the loading zone.

Late Arrival: Students that arrive after 8:00 am must be accompanied by an adult into the building. Please park your vehicle in the designated parking area and walk the student into the school and sign him/her in.

215 N LINDEN, SUITE D - UPPER ELEMENTARY AND MIDDLE SCHOOL

Drop Off: 7:45 to 8:00 am

Upper Elementary and Middle School Parents will drop off at 215 N Linden. They are expected to travel south on Linden and drop students off at the sidewalk in front of the building entrance. The students will be exiting on the sidewalk where a staff member will greet them. The vehicles will then proceed southbound on Linden.

Pick Up: 3:15 to 3:30 pm - Monday, Tuesday, Thursday, and Friday and 2:15 to 2:30 pm - Wednesday

The same traffic flow pattern will be used for pick up. The staff members assisting with pick up will have walkie talkies so when the student's ride arrives, the student will be called and sent to the loading zone.

Late Arrival: Students that arrive after 8:00 am must be accompanied by an adult into the building. Please park your vehicle in the designated parking area and walk the student into the school and sign him/her in.



DIAGRAM OF 25 N BEECH

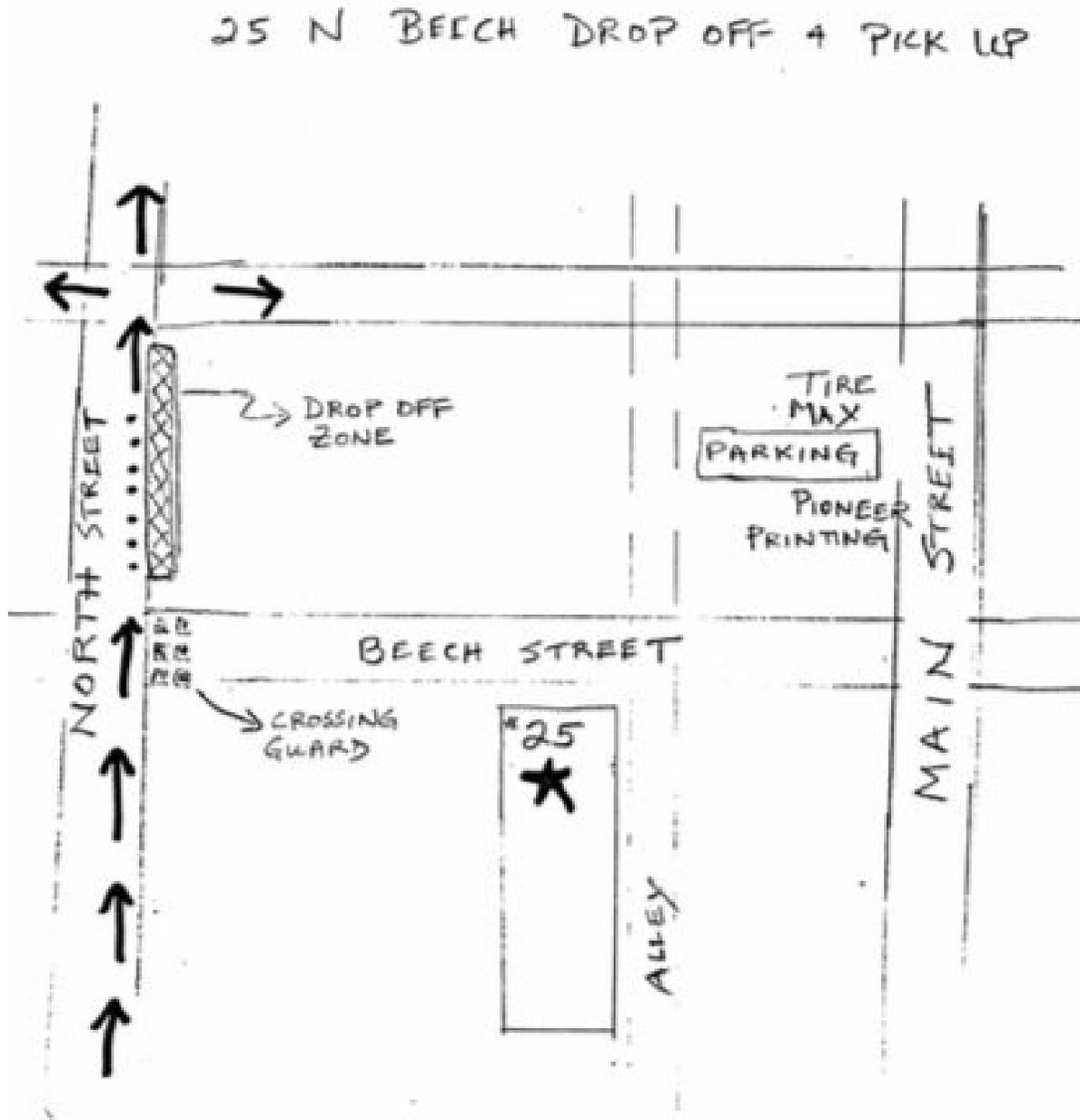
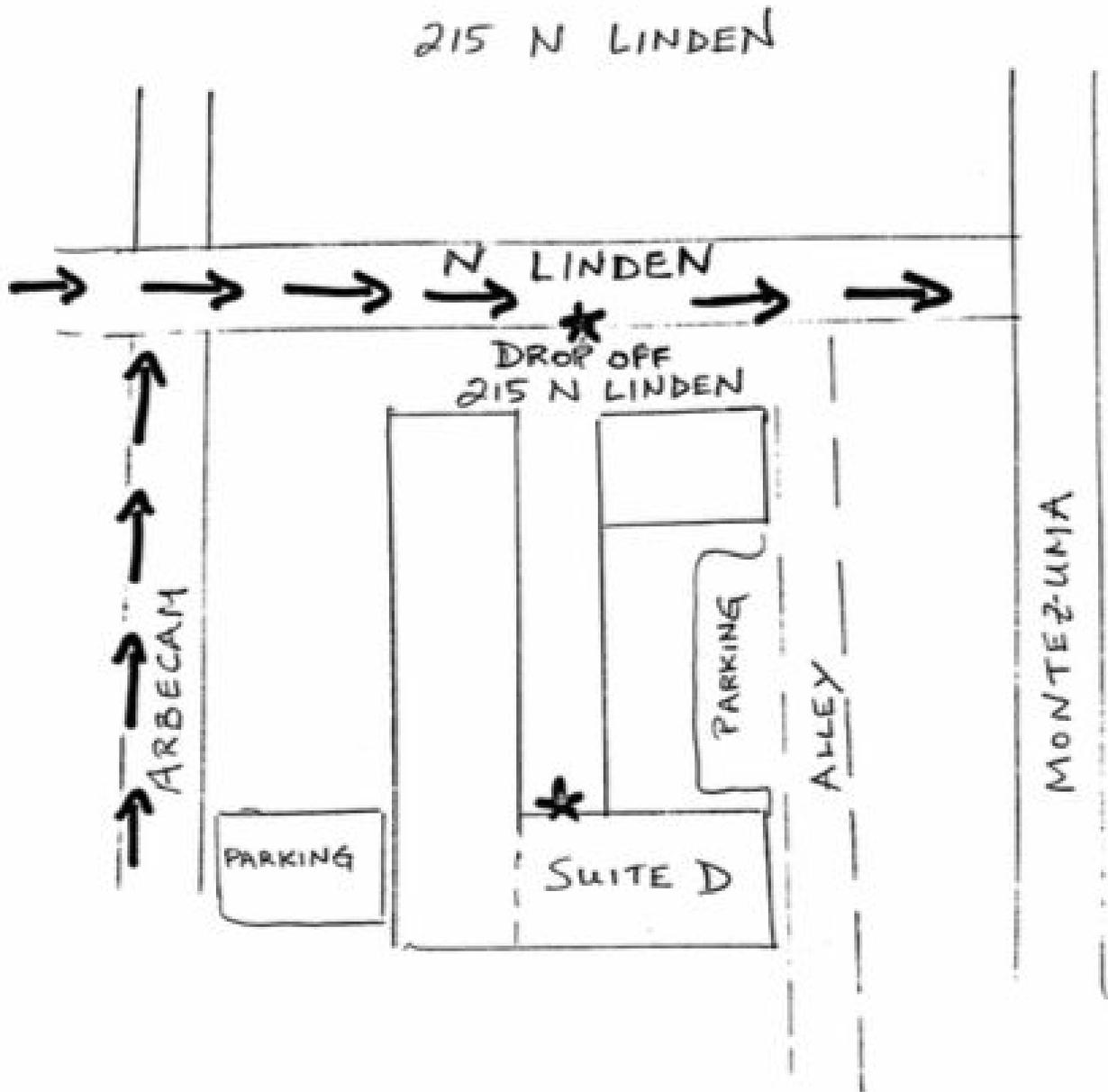




DIAGRAM OF 215 N LINDEN





March 19, 2019

Dear Parent/Guardian:

In just a few weeks our 3rd - 8th grade students will take the CMAS test in Math and English Language Arts and students in 5th and 8th grade will also take the CMAS Science test. Our staff has been working diligently to prepare our students for their next level of education and to achieve academic success. We have opted to use paper tests rather than electronic tests this year and our teachers have been practicing the logistics of this method with our students. We recognize that not everyone feels the same about State testing, but it does play a very important role in funding and credibility with our authorizer. Additionally, if we fall below the 95 percent participation rate on testing, the school could be penalized up to being dropped into a lower performance level. The results from these tests will give a more accurate picture, as a school, if we are on track for achieving our academic goals and whether students are on track to be ready for their next level of education.

Our school is scheduled to take the following tests on the following dates and times:

Math and ELA Tests: testing times are the windows we will be testing in, actual test times range from 65 - 110 minutes depending on subject and grade level. (Accommodated students may have longer to complete.)

3rd - 5th Grade: April 2 - 11 between 8:30 am and 11 am (Tuesdays - Thursdays)

6th - 8th Grade: April 2 - 11 between 12 pm and 3 pm (Tuesdays - Thursdays)

Science Testing: test time for both grades is 80 minutes.

5th Grade: April 16 - 17 between 8:30 am and 11 am

8th Grade: April 16 - 18 between 8:30 am and 11 am

Make-up Testing: Mondays and Fridays and on regular testing days as needed. Students must take the tests in order, therefore absences cause scheduling issues for staffing. Please help by having your student at school for their scheduled tests.

It is very important to have your student to school on time, well rested, fed, and ready to do their best. We have seen that taking the assessments on the allocated days help in their performance and that make up testing is difficult. Please make every effort to have your student present and prepared on testing days!

If you have any questions, please don't hesitate to contact me. Thank you for continuing to work with us to make sure your student is successful.

Respectfully,

Jon Orris
Interim Head of School