



To: Kiva Community and All Interested Students
From: Jeff Pope, Interim Head of School
Children's Kiva Montessori School
Date: June 15, 2019
Subject: Enrollment and Registration + Special Events

Hello,

My name is Jeff Pope and I'm serving as the Interim Head of School. I'm very excited to join this team of curious children, dedicated parents, and brilliant educators, held together by a Board of Directors with energy and insight unsurpassed in our community.

This memo concerns our 2019-2020 Enrollment and Registration. Important information and dates are listed below to help you navigate this process. You'll also find some special event information for a 4th of July celebration, our Grand Opening, and an event at the Cortez Farmers' Market.

Please note that this year's registration process was different and required an additional step of completing the RE-1 Open Enrollment Form. Many of you filled out this form to signal your interest. Please note, that is not the same as the CKMS Internal Enrollment Form, which you may or may not have completed already. The steps outlined below are required to ensure that your student is enrolled in the 2019-2020 school year.

Glossary of terms:

- Re-1 Open Enrollment Form: A survey that showed you were interested in sending a student to CKMS, this form is no longer applicable
CKMS Enrollment Form: An actual application for attending CKMS
Enrollment Meeting: A mandatory orientation meeting for new students and parents
Enrollment Acceptance Letter: An invitation and "RSVP" for placement at our school
Registration Packet: Official documents you submit confirming that the student will attend CKMS
Children's House: Our "Sister School" for Kindergarteners and Preschool students
Head of School: The principal and administrator of the Children's Kiva Montessori Elementary/Middle School (CKMS)

Process

Returning Students:

Welcome back friends!

- 1. Complete the Registration Packet during office hours or during registration dates listed below. A Registration Packet can be picked up at any time during office hours and/or at Registration Dates.



New Students:

We're looking forward to meeting you. There are five steps to completing registration.

1. *If you have not done so already, please* complete the Enrollment Form (attached here) and return it to the school at 601 N. Mildred in Cortez. You may also download it at kivacharter.org
 - a. Office hours are Monday - Thursday, 9am to 3pm or
 - b. Mail it to Box 1417, Cortez, CO 81321 or
 - c. Email to admin@kivacharter.org

2. Attend, with your student, a **mandatory** Enrollment Meeting and tour of the school on one of the following dates:
 - a. Wednesday, June 26th from 12:15 - 1 pm or 5:15 - 6 pm
 - b. Wednesday, July 10th from 12:15 - 1 pm or 5:15 - 6 pm
 - c. Wednesday, July 24th from 12:15 - 1 pm or 5:15 - 6 pm
 - d. Wednesday, August 7th from 12:15 - 1 pm or 5:15 - 6 pm
 - e. If one of these dates will not work for you, please contact Jeff Pope, Interim Head of School, at headofschool@kivacharter.org to make other arrangements.

3. Once you have completed the Enrollment Form and attended an Enrollment Meeting, an acceptance notification will be sent to parents/guardians. Enrollment is determined through our Enrollment Policy (See kivacharter.org for the Enrollment Policy).

4. An Enrollment Acceptance Letter will be available immediately following acceptance notification. The Enrollment Acceptance Letter must be completed, signed, and returned to Children's Kiva Montessori School within ten (10) business days of receipt or the student's status will be revoked.

5. Complete the Registration Packet and return to the school at 601 N. Mildred in Cortez.
 - a. Office hours are 9am to 3pm or
 - b. Mail it to Box 1417, Cortez, CO 81321 or
 - c. Email to Admin@kivacharter.org
 - d. No internet access? **No problem**. CKMS will conduct registration in person on Wednesday, August 7th from 9 am to 3 pm and Thursday, August 8th from 12 pm to 7 pm.

Kindergarten Students:

Welcome to Kindergarten!

1. For NEW Kindergarten students who have not already been offered placement, contact Alexia Hudson-McGrath at Children's House for enrollment and registration processes.
 - a. Email: alexia@childrenskiva.org
 - b. Address: 1204 E Empire, Cortez
 - c. Phone: (970) 565-8586, leave a message. Messages are checked daily.

2. For Kindergarten Students who have already been offered placement for 2019-2020.
 - a. You will be contacted in early July via email to fill out your online registration packet.
 - b. No internet access? **No problem**. Children's House will conduct a Registration Day on Wed. August 7th from 8 am - 11 am and 3pm-6pm.



Registration Information and Dates:

- For Returning Students, a Registration Packet can be picked up at any time during office hours and/or at Registration Dates.
- For New Students, a Registration Packet will be available once you have received confirmation of acceptance.
- Registration Dates:
 - ◆ Wednesday, August 7th from 9 am to 3 pm
 - ◆ Thursday, August 8th from 12 pm to 7 pm
- Registration Packets are due by Thursday, August 8th at 7 pm in order to confirm placement in the school.

Special Events:

- 4th of July Celebration
 - ◆ 4 pm-completion of fireworks: Reserved parking and blanket space for Elementary/Middle School and Children's House families
 - ◆ 4-6 pm: Informal building tours for general public
 - ◆ 4-8 pm: Kiva Cookies: Ice cream cookie sandwich fundraiser for the E/M S program
 - ◆ Hourly volunteers needed on July 3rd and 4th for set up, parking, cookie sales, and tear down. Please follow the volunteer link on kivacharter.org or visit <https://doodle.com/poll/hztszv9ia797nf88>
- Grand Opening
 - ◆ July 17th, 4-7 pm
- Kiva Info Booth and Fundraiser at the Cortez Farmers Market
 - ◆ Location: County Courthouse parking lot, 220 South Elm
 - ◆ July 20th, 7:30-11 am
 - ◆ Hourly volunteers needed for set up, tear down and face painting simple designs (not required). Please follow the volunteer link on kivacharter.org or visit <https://doodle.com/poll/hg9ine7x96in9r2d>

We welcome your interest in our school and urge all interested students/parents to complete this process as soon as possible. Enrollment is limited. If you have any questions, please contact Jeff Pope, Interim Head of School, at headofschool@kivacharter.org. The office hours during the summer break will be Monday - Friday, 9 am to 3 pm.

Best,

Jeff Pope, Interim Head of School

Attachment 1: 2019 - 2020 CKMS Enrollment Form