

Dear Parents,

Good Morning! Thank you to everyone who attended Coffee with the Director on Friday! If you missed it, please pencil the next one onto your calendar for Friday, October 2.

Please find your weekly campus update, including community and COVID-19 policy reminders, below:

## PHONE NUMBERS & SUPPORT

- **Main Office / Front Desk:** (480) 496-9833
- **Email:** [support@desertgardenmontessori.org](mailto:support@desertgardenmontessori.org)
- **Attendance Line:** (480) 893-6516
  - **Please use the attendance line for ALL attendance-related communications including early pick-up, illness, and planned vacations.** This number is a dedicated voicemail line, so it's accessible to you 24/7. If you are calling to notify of an early pick-up, please also be sure text your classroom curb number five minutes prior to your arrival to campus. This provides the classroom staff advanced notice to prepare your child for safe departure.
- **Classroom Curb Text Number:** Located in Transparent Classroom (varies per classroom)

## DGM CALENDARS

Our record-keeping system, Transparent Classroom, allows us to serve you *personalized* calendars. To see your upcoming events:

1. Login to [Transparent Classroom](#).
2. Click **Home > Events**. Click **View all** to see the full school calendar.

## MODE OF INSTRUCTION CHANGE FORM

- If you need to change your student's schedule (online, in-person, etc.), you must submit your request through the Mode of Instruction Change Form. You can find it [here on the Parent Resource Hub](#).
- For Infant through Upper Elementary, online programming is not available for single day absences. Online programming is only available, if you have used the Mode of Instruction Change Form. Please email [karen@desertgardenmontessori.org](mailto:karen@desertgardenmontessori.org) if you have questions regarding this process.

## **MIDDLE YEARS / HIGH SCHOOL UPDATES**

MYHS families, please find your updated, tentative calendar below. Please note scheduling must remain tentative due to COVID-19. We will do our best to adhere to this schedule and we will update you if any changes should arise due to community health and safety.

### **October 5 – 9: Independent Project Week (Home/Virtual Learning)**

We understand many families had already made plans for DGM's traditional Fall Break week, so we are adapting October 5 – 9 as a work-from-home week for the students. If you need your student to be on campus this week, please contact Ms. Krista as soon as possible to make arrangements.

### **October 13 – 21: Immersive Learning & Project Work Days**

October 12 – School Closed for Teacher In-Service (no school, no childcare)  
October 13 – Return to school with Alternate Day Schedule still in effect. Updates will be posted to included extended project work periods.

### **October 22 – 23: Tentative MYHS Campout**

Pending DGM Safety Task Force approval. Subject to change.

### **October 26: 1<sup>st</sup> Day of 2<sup>nd</sup> Quarter**

Begin full 5-day/week in-person scheduling for students. Outdoor spaces and classrooms heavily utilized. Online option still available for students.

Once again, thank you for all of your love and support within our community.

With greatest appreciation,



Shetal Walters  
Executive Director



For all of these tips & tricks, you must first [login](#) to your Transparent Classroom account.

## **ENABLE EMAIL NOTIFICATIONS**

We highly recommend enabling “Hourly” or “Once a day” **email notifications**.

1. Click your **profile photo** in the upper right corner.
2. Click **Profile**.
3. Scroll down to the **Notifications** section and make these selections:

**Email**

- Notifications from the school (forms, conference reports, etc.)** ?
- My child's photos
- My child's presentations & observations
- My child's day (nap, meals, toiling, etc.)

**Send my child's photos, presentations or observations...** ?

Hourly

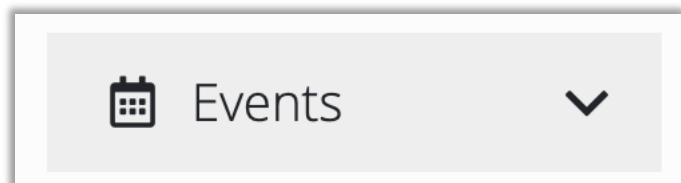
4. Click **Save** in the bottom right corner.

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## **CALENDAR EVENTS**

Transparent Classrooms shows you the events applicable to you and your family. It displays the DGM calendar as well as your individual classroom events all in one calendar view.

1. Click the arrow next to **Events** to expand the menu.



2. View the most current five events or click **View all** to see the full calendar.

