



Pre-School through Middle School
Supporting growth since 1979

Campus Tour Policy

Hermosa Montessori School — Campus Tour and Observation Policy

As part of our commitment to maintaining an "excelling" learning environment on our 16-acre campus in the Tanque Verde Valley, **Hermosa Montessori School** requires all prospective families to complete a campus tour prior to student enrollment. This policy balances our open, welcoming community with the need to protect the safety, privacy, and uninterrupted focus of our preschool, elementary, and middle school students.

1. Scheduling and Appointments

- **Mandatory Appointments:** Campus tours are strictly conducted **by appointment only**. Drop-ins or unannounced walk-ins are not permitted to ensure student security and staff availability.
- **Booking Process:** Prospective parents must request a slot by submitting the online form on the [Hermosa Montessori Tour Page](#) or by contacting the main office at info@hermosaschool.org.
- **Available Times:** Tours are typically hosted Monday through Friday, with time blocks generally optimized between 8:00 AM and 12:00 PM to let families witness active Montessori environments.

2. Attendance Guidelines

- **Adults-Only Initial Tour:** To maintain a calm environment, the initial campus tour and administrative consultation are intended for **adults only (parents/guardians)**.
- **Student Visits:** Prospective students will have a designated opportunity to visit a classroom and meet their prospective teacher at a later date, closer to their enrollment window.

3. Check-In and Campus Safety

- **Single Entry Point:** All visitors must arrive via the main entrance at **12051 East Fort Lowell Road**.
- **Identification:** Visitors must check in at the administrative office, present a valid government-issued photo ID, and sign into the visitor log before entering campus grounds.
- **Escort Required:** Visitors must remain with their designated administrative guide for the entire duration of the tour and are not allowed to wander the 16-acre desert campus unaccompanied.

4. Classroom Observation Etiquette

- **Observation Windows:** Tour segments passing through classroom environments are kept brief to prevent disrupting the student "work cycle."
- **Silent Observation:** Visitors must refrain from speaking to, interacting with, or interrupting students and teachers during classroom observations.
- **Inquiries:** All pedagogical, programmatic, or enrollment questions must be held until the debriefing consultation with the administrator at the end of the tour.

5. Privacy and Media Restrictions

- **No Photography/Videography:** To preserve student privacy and adhere to our family data protection policies, visitors are strictly

prohibited from taking photos or recording videos inside classrooms or on playgrounds.

- **Cell Phone Silence:** All mobile devices must be placed on silent or turned off before beginning the tour.

6. Current Parent Observations

- **Advance Request:** Pursuant to Arizona educational guidelines, current parents wishing to observe their enrolled child's classroom must request a visit via email at least **48 hours in advance**.
- **Discretionary Approval:** These observations are scheduled at administrative discretion to ensure they do not conflict with testing, special events, or critical developmental phases in the classroom community.