

2021 - 2022

Agape

Montessori School

"Where Love & Learning Come Together"



PARENT HANDBOOK

POLICIES AND PROCEDURES

Mission Statement

Our school's mission is to provide an authentic Montessori educational experience so that our children can reach their full learning potential and have a positive impact on their community and the world.



About Us

Established in 1993, our Montessori program focuses on intellectual, physical, social, and emotional growth for each child. We provide outstanding care and educational experiences that stimulate and encourage exploration into all facets of the child's environment. While we provide a secure daycare environment, our emphasis is on the education and development of our children. Our teachers complete a two-year Montessori certification program that is backed by Mid-America Nazarene University.

Montessori Method

Dr. Maria Montessori (1870-1952) was an Italian doctor who developed this method of "prepared environment" teaching. The Montessori Method of teaching is recognized around the world for providing quality education for children. Dr. Montessori believed in children and created various learning aids to enable them to learn about themselves and their environment. Each classroom provides five important content areas that incorporate the learning of social, cognitive and motor skills:

Practical Life: Development of the child's understanding of social responsibility, the value of each individual as a needed member of the community, encourages the mastery of self-care skills with the use of real life, child size materials.

Sensorial: Development of all the senses; sight, hearing, touch, taste, and smell. Also gives the child opportunity for self-exploration and discovery.

Language: The practice of writing skills, reading readiness with phonics-based approach, comprehension, as well as appropriate conversational skills.

Math: Concepts of mathematics are presented using specialized Montessori equipment. These concepts include basic number recognition, counting, addition, subtraction, multiplication, division, distinguishing fractions, and the decimal system.

Culture and Science: Development of the child's knowledge in the areas of geography, history, botany, zoology, and the scientific method.

Our Early Childhood Programs

Phase 1: Infants, Toddlers, Twos (0-3 years)

During the first three years of life, the brain absorbs and processes more information than at any other time in life. After birth it takes up to two years for the neurons in the cerebellum, which control movement, to fully mature. Maria Montessori identified the primary sensitive periods from birth to three years old as movement, language, orientation to the environment and order. These are the areas we focus on in our infants, toddlers, and twos classrooms so that the children will be prepared to enter the second phase of their educational experience.

Phase 2: Children's House (3-6 years)

As children begin phase two of their educational experience, they enter the early childhood classroom as a novice. They are just beginning to grasp ideas about language and math and it is the teacher's job to immerse them into this world. As they enter their second year, they become practitioners, which means they are grasping skills and concepts more independently but still need guidance from the teacher. But as children enter their third year, they now become masters. This is the year all their knowledge and skills are consolidated and solidified. The children become independent and mentor the younger students. We are not truly proficient in a skill until we can teach it. The third year in a Montessori classroom goes beyond kindergarten and will ensure your child enters phase three – elementary school – well prepared academically, socially, and emotionally.

Program Goals

By the time children complete their educational journey with us, they will demonstrate the following traits:

- Independence
- Confidence
- Autonomy
- Intrinsic Motivation
- Ability to Handle External Authority
- Socially Responsible
- Academically Prepared
- Holistic Worldview

Session Options

- **Morning** (8:30am – 11:30am): Includes circle time, individual work cycle (as outlined under *Montessori Method*), snack, and outdoor play (weather permitting).
- **Extended** (7:30am – 12:30pm): Includes Morning description and breakfast and/or lunch.
- **School Day** (8:30am – 3:30pm): Includes Extended description and additional snack, afternoon work cycle and/or rest time.
- **Full Day** (7:00am – 6:00pm): Includes School Day description and before and/or after school care. This care may include additional work time, outdoor play, approved children's videos, and tablet time.

Tuition

Tuition is paid in advance. Tuition is due on Monday of each week. You are responsible to pay tuition whether your child is in attendance or not.

Payments may be made by cash, check, credit card, online, or money order.

Tuition Rates

Tuition is based on the child's age. A child may transition to a new classroom sooner or later based on the child's development and availability.

Program/Session	2 Days	3 Days	5 Days
Infants (6 weeks – 12 months)			
Full Day			\$325
Toddlers (13 – 24 months)			
Full Day			\$295
Twos (25 – 36 months)			
Full Day	\$175	\$220	\$275
Children's House (3 – 6 Years)			
Morning	\$99	\$122	\$165
Extended	\$120	\$159	\$196
School Day			\$215
Full Day	\$160	\$195	\$240

Enrollment Fees

Fees	Per Child	Each Additional Child	Note
Registration – Children's House <i>School Year</i>	\$125	\$100	Non-Refundable, due upon enrollment.
Registration – Children's House <i>Summer</i>	\$50	\$45	Non-Refundable, due upon enrollment.
Registration – 0-3 Program <i>Full Year</i>	\$150	\$125	Non-Refundable, due upon enrollment.
Prepaid Tuition Infants & Toddlers <i>New Students Only</i>	2-weeks of tuition	Same	Prepaid tuition is non-refundable and is applied to the first two weeks of service.
Prepaid Tuition Twos & Children's House <i>New Students Only</i>	1-week of tuition	Same	Prepaid tuition is non-refundable and is applied to the first week of service.
Activities Fees – <i>Children's House Only</i>	\$50 – School Year	Same	Due by August 1 st

Additional Fees

Fees	Per Child	Each Additional Child	Note
Hourly Fee	\$15	\$10	Fee begins 10 minutes after the allotted pick-up time.
Drop in Day	\$75	Same	As Available
Late Pick-Up Fee	\$40 after 6:00 p.m. + \$1 per minute after 6:10 p.m.	Same	Charged if the child is picked up after closing.
Late Payment	5% of outstanding balance	N/A	Charged if tuition is not paid within 5 days of due date.
Return Check	\$40	N/A	Charged for each return check.

Family Discount

A 10% discount is available for the lower tuition of a second child within the same family and a 5% discount is available for all other children within the same family. This discount is available to children who attend 5 full days only.

Third Year Discount

Third year Children’s House students who are completing their Kindergarten year with us, will receive a 10% discount. Third year students must come 5 days per week and either attend the School Day or the Full-Time program. Discount cannot be combined with other discounts.

Military Discount

A 5% discount is available for active members of the military. Discount cannot be combined with other discounts.

Return Check Policy

A family with more than 2 returned checks for insufficient funds will be required to pay by cash, money order, or credit card ONLY.

Suspension of Service for Non-Payment

Services will be suspended for any account that is more than 2 weeks past due. If the account is not paid in full within one week of suspension, services will be terminated. Students are not allowed to participate in extracurricular school activities if tuition account is not current.

Before and After School Care – Currently Suspended Due to Covid-19

This service is reserved for children who have a sibling enrolled in Agape's Early Childhood Program. The child must attend an elementary school within a 3-mile radius of the Agape location in which his/her sibling attends. This service has limited availability and arranged on a case by case basis.

Program Options and Rates

All options are 5-day programs only:

- **Before School Care** (7:00 – 8:00 am): \$50
 - Includes breakfast and transportation to school
- **After School Care** (3:30 – 6:00 pm): \$100
 - Includes transportation from school, snack, and open/outside play.
- **Drop-in Days** (7:00 am – 6:00 pm): \$75
 - includes Full Day descriptions and is dependent upon availability.

No tuition is due during two weeks of Christmas break and one week of spring break.

Termination of Services or Change in Program

A two-week written notice is required if you wish to change or withdraw from your child's program. You are responsible for your child's current tuition during this time. Also, you are responsible for your child's full tuition beginning on your child's start date. If you change your child's start date less than two weeks from your scheduled start date, you are still responsible for tuition.

Agape Montessori School reserves the right to terminate services for any reason including but not limited to nonpayment, bullying, or threatening/violent behavior by the child or parent. Unused tuition will be refunded if service is terminated by the school.

Outside Professional Services

There are occasions when it is necessary to seek outside professional services for a child's special needs such as speech/language therapy. These types of services are selected and paid for by the parent. A therapist may come to the school to work with the child during scheduled times. Parents must supply written approval to Agape before services begin. Agape is not responsible for the quality or expense of any service provided by an outside vendor.

Attendance

The school day begins at 8:30. It is imperative that your child be to school on time. Children entering the classroom late miss out on important concepts and interrupt the concentration of the other students. A student enrolled the Morning, Extended, or School Day session is welcome to arrive up to 10 minutes early and must be picked up no later than 10 minutes after his/her session ends.

Parents are responsible to contact the school if their child will not be in attendance or is running late.

There is no school on In-Service and Conference days. The school is open on these days and care is provided for children who attend **full day programs**.

Security

Children are not allowed to enter or leave the building without a parent. Parents are provided a keycard to the building to allow them access at any time during hours of operation. If someone other than the parent

or guardian is to pick up your child, the school MUST be notified in advance in writing. The teacher may ask for picture identification from the person picking up your child.

If the building uses a keycard system, one keycard will be provided to each parent/guardian at no cost (up to two per family). If additional keycards are requested, there will be a charge of \$5 for each keycard. Keycards should be returned to the school at the time services are terminated.

Holidays

- The School will be closed in **2021** on the following date:
 - **Memorial Day:** May 31st
 - **Summer Break:** July 5th – 9th
 - **Labor Day:** September 6th
 - **Thanksgiving Break:** November 24th - 26th
 - **Winter Break:** December 24th – 31st
- The School will be closed in **2022** on the following dates:
 - **New Year's Day:** January 1st
 - **Memorial Day:** May 30th
 - **Summer Break:** July 4th – 8th

Full tuition is due for any week that contains a holiday.

Vacation

After 9 months of enrollment, you are eligible for one week's worth of vacation based on your child's program. All eligible vacation days must be taken within a one-week time frame. The vacation must be taken within 12 months of eligibility and is renewed on your eligibility date. This free week may be used at your discretion. You may choose to use it for your family vacation or when the school is closed for winter or summer break. Child may not be attendance when vacation is used. The school must be notified at least one week in advance so that we may staff accordingly. Full tuition is due at all other times. For your convenience, a staff babysitting list is available upon request. Agape Montessori is not responsible for staff actions while babysitting on private property. Not applicable to summer only, school day only, or families who take summers or significant portions of the year off.

Assessments/Conferences

Assessments are completed twice a year on children 1 to 6 years of age. Face to face parent/teacher conferences are held twice during the school year for children 3 to 6 years of age. If you wish to schedule additional conferences, you are encouraged to do so during school hours. Assessments of your child's progress are continually documented throughout the year.

Parental Involvement

There are many opportunities throughout the year to participate in your child's educational experience. These opportunities include:

- Community Outreach
- Fundraising
- Holiday Parties
- Fieldtrips
- Volunteering during class hours

We encourage all parents to take advantage of these opportunities and help us build a strong school community.

Communication

Communication is essential in building a strong bond between the school and families. Agape uses email, our website, and Facebook as tools to provide fast and effective communications. We also use an online application called Sandbox. This is a parent portal that allows the director as well as your child's lead teacher to send you emails, reminders, pictures and other attachments throughout the school day. You will also be able to access your tuition account, print off tax receipts, update your child's information, and add contacts to your child's approved pick up list. You will receive an invitation to access the portal via email.

To ensure open communication, the school will provide you:

- Monthly school newsletter
- Monthly lunch menu
- Bi-weekly class newsletter
- Information on special events
- Portfolio that show your child's progress
- Parent/teacher conferences twice during school year to review child's progress

As a Parent, we request that you provide us:

- Written instruction concerning your child that needs to be conveyed to the staff.
- Notification if the child is going to be absent.
- Notification of any illnesses your child develops.
- Notification if enrollment information changes such as telephone number, address, email address, or emergency contact information.

Clothing/Personal Items

During the day, your child will be involved in a variety of activities. Ample clothing that is washable allows your child to participate comfortably in all activities from playground fun to messy art projects. Please remember that accidents happen, and we take every precaution to protect your child's clothing. Girls should wear shorts or bloomers under their dresses. Children must wear closed toe shoes each day.

Please leave all candy and toys at home. Nap-time items are allowed. Items brought from home will be held by the teacher, not in the child's cubby. Please label all clothing and bedding with the child's name.

Children House students are required to bring a pair of soft-soled shoes that will be left in their classroom. Students will change their shoes when they arrive at school and back to their street shoes when they go outside. The shoes should be slip on with no ties or Velcro. No cartoon characters please.

Toilet Learning

We prefer all children to be using the toilet before they enter the second phase of our early childhood program. If a child is not fully proficient yet, our teachers will assist him/her in the toilet learning process. No child will be forced to be potty trained. As toilet learning is a process, we focus on all the skills necessary to become proficient, such as pulling pants up and down, wiping, and washing hands. By the time a child enters the Children's House, he/she must wear pull-ups with Velcro sides, training pants or underwear. The teacher will encourage the child to sit on the toilet each time the pull-up/pants are changed and at regular intervals. The teacher will ensure a child's request for using the toilet be acknowledged and carried out in a timely manner. A child will be placed back in a pull-up if her/she has more than 2 accidents in underwear within one day.

You are responsible to provide enough pull-ups or diapers for each day. There will be a \$5 per day charge anytime the school has to supply diapers/pull-ups to a child.

Field Trips

Parents must give written permission for field trips. Permission forms stating the destination, time gone, and means of transportation will be provided in advance of the field trip. Parent volunteers are encouraged to participate. Field trips are reserved for students in Children's House only.

Fire and Tornado Drills

Safety drills are conducted at regular intervals to ensure proper procedures in case of an emergency. A record of safety and tornado drills is posted by the main exit.

Incident Report

An Incident Report will be completed if a child's behavior becomes aggressive, a child is injured, a child has an illness, or any other miscellaneous incident for which a teacher believes a parent should be informed. The teacher and director will review the report and provide a copy to the parent. The form will be kept in the child's file.

Medical Emergency

In the event of a medical emergency or accident requiring a doctor's treatment, we will make every effort to contact the parent. If we cannot contact the parent, the emergency contact person and/or the child's physician will be contacted. The child will be transported to the hospital by an ambulance or a staff member if needed. The staff member will stay with the child until the parent or an authorized person assumes responsibility for the child.

Illness & Medication

You will be notified to pick your child up immediately if your child becomes ill while at the center. Your child will be isolated from the other children until you arrive. Please keep your child home if he/she displays one or more of the following symptoms:

- Fever over 100 degrees
- Vomiting
- Constant coughing
- Green nasal discharge
- Diarrhea
- Un-diagnosed skin rash
- Other communicable disease

Your child MUST be symptom free without aid of medications for 24 hours before returning to school. If your child is on antibiotics, he/she must be on the medication for 24 hours before returning to school. Exception: Your child may return to school immediately with a written note from your physician stating your child is not contagious.

All medications, including non-prescription, must have written authorization from a physician and/or parent. All medication must be in the original container, indicate child's name, type & date of prescribed medication, and amount & time of dosage. Please be sure to give the medication to a staff member so it can be safely stored. An *Authorization for Dispensing Medication* form must be completed before medication can be administered to your child.

Meals and Snacks

Eating together creates an excellent atmosphere of community. You are welcome to join your child for lunch. Lunch is served at 11:30am or 12:00pm. A non-affiliate blessing is administered before each meal. Nutritional breakfast, lunch, and snacks are served daily. If your child has special food needs, please inform the staff in writing. Your child may choose to bring his/her own food. The food will be stored properly and served to your child at appropriate times. However, it must meet State requirements. The school will provide milk, juice, or water to drink with each meal and throughout the day.

It is your responsibility to inform the staff of any food allergies or dietary restrictions your child may have. Agape Montessori school will not be held liable for any food allergies or religious food restrictions if not notified by the parent in writing. A copy of the monthly lunch menu is posted in each class. If you would like a copy of the menu, please ask a staff member.

We are a NUT FREE environment. Parents are required to provide snacks for their child's class once during the month. A monthly calendar is sent home so please make note of your child's day to bring snack. Please be sure to read all food labels to ensure the selected snack does not contain nuts or has been processed in a factory that processes nuts. Sweet snacks such as cupcakes, cookies, and candy are preferred on your child's birthday or party days only. Please inform your child's teacher if you wish to send a special treat. An approved snack list is available upon request.

Love & Logic Approach to Discipline

- Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
- Students will be guided and expected to solve their problems, or the ones they create, without creating problems for anyone else.
- Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
- Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
- Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on school or staff.
- Students are encouraged to request a "due process" hearing whenever consequences appear to be unfair.
- School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities.

School and Family Partnership

The partnership between the school and its families creates a sense of community and well-being for the child. By forming a trusted relationship, staff and families will effectively communicate in order to maximize academic success in the classroom. Staff and families will work together to promote mutual respect, tolerance, and acceptance of every student, staff member, family member, and guest of Agape Montessori School. By collaborating together, staff, families, and the community will help foster a love of learning within the student to set the child up for academic and personal success at Agape Montessori School and beyond.

Unacceptable Behavior

- Violation of School Rules
- Profane Language
- Obscene Gestures
- Excessive Tardiness or Absences
- Bullying
- Threatening Violence
- Destruction of Property (school or student)
- Noncompliance or Defiance
- Physical or Verbal Abuse
- Theft
- Causing a False Alarm
- Dishonesty

Possible Consequences

- Incident Report
- Phone Call to Parents/Guardians
- Conference with Parents/Guardian
- Loss of Privileges
- Out-of-School Suspension
- Expulsion

Disciplinary Action Policy

Agape Montessori School reserves the right to escalate the Disciplinary Action Policy based on the severity of the incident.

- Three infractions in one day will result in the child being sent home for the remainder of that day.
- Second day in a week with three infractions of any kind; child will be sent home for the remainder of that week.
- Two consecutive weeks of being sent home for the week will result in suspension for one full week.
- Three suspensions during a calendar year will result in expulsion from the program. Readmission to the program may be negotiated for the next school year.
- Refusal of a parent to pick up their child will result in immediate expulsion from the program.

Enrollment

Per Kansas Department of Health and Environment regulations for childcare facilities, all enrollment forms must be completed and on file before a child may attend school. All fees are due at the time of enrollment. Children will not be allowed to begin the program until all required forms are submitted.

Required forms include:

- Non-Refundable Registration fees
- Non-Refundable Prepaid Tuition
- Non-Refundable Activities Fee (if applicable)
- Parent Agreement form
- Student Registration form
- Immunization Record
- Emergency Medical Release form
- Medicine Release form (for any necessary medications administered at Agape)
- Photo Release form
- Safe Sleep Policy (infants only)
- Food information sheet (infants and toddlers only)
- Developmental Milestones (infants only)

Admission Policy

Agape Montessori School does not discriminate in regard to race, color, religion, national origin, ancestry, physical handicap, or sex.

Teaching Staff

Agape Montessori School is staffed with qualified Early Childhood professionals.

Teacher to Child Ratio is:

- 6 weeks to 12 months 1 to 3
- 12 to 36 months 1 to 5
- 2 to 3 years 1 to 7
- 2 ½ to 6 years 1 to 10
- 3 to 6 years 1 to 12
- School age (6 and above) 1 to 16

What Your Child Should Bring

Please label all personal items.

Infants

- Baby food
- 4 feeding bottles (more if needed)
- Formula or breast milk
- Bibs
- Diapers
- Wipes
- Diaper Cream
- 2 extra sets of clothing
- Socks or slippers
- Swaddle blanket or sleep sack
- 1" three ring binder with transparent slip cover

Toddlers and Twos

- Diapers (Pull-ups for Twos)
- Wipes
- Diaper cream
- 2 extra sets of clothing
- Sunscreen
- Toothbrush
- Sippy cup or water bottle
- Bedding items for nap (Crib sheet)
- 1" three ring binder

3 -6 years

- Complete change of clothing
- Sunscreen
- Water bottle
- Pull-ups (if needed)
- Toothbrush (only students who stay for lunch)
- Bedding items for students who nap
 - Crib sheet
 - Blanket
 - May bring stuffed animal and/or pillow

School Supplies

School supplies are required twice per year; once at the beginning of the school year or when your child starts and once at the beginning of the summer session. A school supply list will be sent out a month in advance of the start of these sessions.

Notes:

Agape Montessori School COVID-19 Response Action Plan

Agape Montessori School strives to provide a safe and caring environment for our children, while still providing the excellence of a Montessori educational experience. This document outlines the procedures that have been implemented to combat and mitigate the spread of COVID-19 in our schools. This plan has been designed based on best practices, guidelines and recommendations from the Center for Disease Control and the Kansas Department of Health and Environment.

Drop off and Pick-up Procedures:

Drop-off Procedures:

- Parents are asked to wear masks and follow social distancing guidelines outside of the building.
- Please wait at the door to be greeted by an Agape team member. If nobody is up front, please ring the doorbell.
 - For safety reasons, You MUST escort your child to the building.
- A team member will greet you at the front door to let your child in. If possible, we ask that you remain 6 feet from the entrance to the building.
- Your child's temperature will be checked upon entering, please wait for the all-clear.

**Parents of infants may enter the building, one at a time. Parents must wear a face mask while in the building and use hand sanitizer when they enter.*

Before bringing your child to school each day, please consider the following questions. If you answer yes to any of these questions, your child should not attend school without further considerations:

- Has there been travel within the last 14 days in a state or country identified as a hot spot for COVID-19?
- Has there been an exposure to someone diagnosed with COVID-19, either household or non-household contact?
- Is there anyone in the home showing signs of illness or who have the following symptoms of illness:
 - fever greater than 100 degrees (F)
 - cough
 - shortness of breath/difficulty breathing
 - sudden loss of smell or taste
 - headache, sore throat, general aches/pains, fatigue/weakness/extreme exhaustion

During the Day, teachers will monitor and report any for the following symptoms:

- New or worsening cough
- Shortness of breath/difficulty breathing
- Other signs of illness (tiredness/lethargy/weakness/extreme exhaustion, flushed cheeks, rash, green nasal discharge, eye drainage)

- Check temperature: Fever greater than 100 degrees (F)

If your child is found to be experiencing these symptoms, or the parent answered yes to the list of screening questions, they are advised to:

- Follow the advice of their local health department concerning self-isolation or quarantine following travel to COVID-19 hot-spot or following an exposure to a confirmed COVID-19 case.
- Contact their child's health care provider if the child is sick or has symptoms consistent with COVID-19.

Agape may require a doctor's note to return to school if any of the above-mentioned symptoms or situations have occur.

Pick-up Procedures:

- An Agape Text Line has been set up for our Mur-Len School. Please text: 913-274-1780 with the name of your child no more than 10 minutes before your anticipated time of arrival.
 - This line is not monitored before 3pm. Please call the school with any pick-up notifications prior to 3pm.
- Parents are asked to wear masks and follow social distancing guidelines outside of the building.
- When you arrive at the school, please wait at the door to be acknowledged by a team member. If nobody is up front, please ring the doorbell.
 - For safety reasons, You **MUST** come to the building to escort your child to your vehicle.
- Once a team member has acknowledged you, please step back from the door for your child to be brought outside.

**Parents of infants may enter the building, one at a time. Parents must wear a face mask while in the building and use hand sanitizer when they enter.*

Quarantine Guidelines:

- If you, or anyone in your household, has traveled to a hot spot, your child must quarantine for a minimum of 14 days. Your child may return if symptom free after the quarantine period.
- If you, or anyone in your household, is directed by a physician to be tested for COVID-19 and is told to self-quarantine, all members of the family should quarantine as well. This means if you are a parent who is directed to be tested, your child(ren) **SHOULD NOT** be in attendance at Agape until you receive the results of your test.
- If you, or anyone in your household, are directed to be tested for COVID-19 by a physician, proof of negative test results will be required prior to the return of a child who has been in quarantine.
- If you, or anyone in your household, receives a positive diagnosis for COVID-19, all members of the family should quarantine per doctor's orders.
 - A doctor's release will be required for the child to return to school.
 - The CDC's current guidelines are to quarantine for a minimum of 7 days after the onset of symptoms, with a minimum of 3 days symptom free.

- Per direction of the Health Department, if there is a confirmed case of COVID-19 in the school, the room affected will be shut down for a total of 14 days. The 14 days begins from the last day the infected person was in the room.
- Half tuition will be charged for any family who is required to quarantine due to a confirmed case in your family or a confirmed case at the school. If you choose to quarantine voluntarily because you are concerned about an outbreak, or because you have traveled to an outside area which requires quarantine upon return, full tuition will be due. Documentation of a positive diagnosis must be provided to the school to receive discounted tuition.
- Questions related to the need for testing may be directed to JCDHE at 913-477-8343 during regular business hours or the Kansas Department of Health and Environment at 1-877-427-7317 after business hours.

Closure Procedures:

If a student or teacher should test positive for COVID-19, the following procedures will be followed:

- The health department will be notified.
- The effected room(s) will be shut down immediately.
- The parents of any children in direct contact with the infected person will be called and ask to pick of their child(ren) up immediately.
- All other parents in the school will be notified by email.
- All children and teachers that had direct contact with the infected individual will be asked to quarantine for 14 days from the last contact date.
 - The effected classrooms will be closed for the same period of time and will be thoroughly disinfected.
- Siblings of the effected students will also be asked to quarantine for the same time period.

Should we be directed to close by KDHE, or should you be asked to quarantine due to exposure at the school, the following guidelines will apply:

- Half tuition will be charged while your child is not in attendance.
- KDHE will offer additional instructions during this period and we will follow these instructions prior to resuming service.
- Agape will follow the FFCRA regarding paying teachers.

Payments:

- To make payment processing easier during this time, we have implemented an online E-Check/ACH payment option through our Sandbox parent portal.
- We will no longer accept credit cards at the door. You are welcome to pay with a credit card by calling the school after 9:30am daily.
- You may place a check in your child's backpack and inform the teacher at the front door.

Preventative Measures for Families and Staff:

To help mitigate the risk of exposure to our families, please keep the following recommendations from the CDC in mind.

- Avoid large gatherings of people.
- Maintain a 6 ft distance from those in public places.
- Wear face coverings when in public places.
- Avoid contact with sick people.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Clean your hands often by washing them with soap and water for at least 20 seconds or using an alcohol-based hand sanitizer that contains 60-95% alcohol.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when coughing or sneezing.
- Pay attention to your health during travel and for 14 days after you return.
- Be mindful that if you experience any symptoms of illness (fever over 100 or higher, cough, difficulty breathing), it will be important to contact your healthcare provider prior to returning to school to be evaluated.

Health and Safety Procedures within Agape:

In addition to our usually health and safety procedures, the following procedures have been added, or altered, to mitigate the spread of COVID-19:

- Maintain stable units of children/teacher,
 - We will no longer be combing or moving children to different classrooms during the day.
 - Children's House children who do not nap, will be provided a second work cycle within the same room as those children who are napping.
- Toilets and sinks will be sanitized at regular intervals throughout the day.
- Teachers must wash your hands/gloves between each sunscreen application (you may choose to wear food prep gloves and replace between each application)
- Hand Sanitizer is available in each room. Teachers and children will wash/sanitize hands at least once an hour.
 - Hand Sanitizer may not be substituted for washing before and after meals, or after bathroom usage.
- Recess times are staggered to avoid students from different classrooms being on the playground at the same time.
- Cleaning of the building will take place after children have left for the day. Frequently touched surfaces and materials are cleaned daily.
- A dirty bucket has been placed in each classroom. Materials that have been placed in children's mouths, or otherwise soiled, will be placed in the dirty bucket and sanitized before it is placed back on the shelf.
- Food:
 - No family style or self-serve meals or snacks. Food containers remain covered in the classroom until time to serve, which will be done by teachers.
 - Teacher's preparing or serving food must wear face masks and gloves.

- Brushing teeth at school has been suspended until further notice.
- Bedding will be sent home at the end of each week for all children. Clean bedding must be provided by parents at the beginning of each week.
- During nap time, children will be placed as far apart as possible. Children will lay head to toe so that their faces are further from one another.

Face Masks

- All students 2 years and above will be required to wear a mask when entering and exiting the school. This is to ensure that as students pass through other classrooms everyone is protected.
- Every child 2 years and above MUST have a backpack. We will be placing each child's mask in their backpack to keep it safe from other children touching it.
- All elementary students will need to wear a mask until the school day starts. This is because all twos and Children's House students must pass through the elementary classroom to get to their own.
- Full Time Teachers who consistently work in the same classroom, will wear face masks when not in their own classroom.
- Floating Teachings/Subs/and Teacher's Aides will wear face masks for their entire shift while in the building.

****Because of our need to maintain stable units, it is imperative for the health and safety of our families and teachers that children be to school by 8:30 each day.***