

2018 - 2019

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.

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 through the use of 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, or money order.

Tuition Rates

Tuition is based on the classroom a child is in and may not always fall within the ages listed below. 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			\$300
Toddlers (13 – 24 months)			
Full Day			\$270
Twos (25 – 36 months)			
Full Day	\$160	\$200	\$250
Children's House (3 – 6 Years)			
Morning	\$90	\$110	\$150
Extended	\$110	\$145	\$180
School Day			\$200
Full Day	\$150	\$180	\$220

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.

Before and After School Care

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.

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.

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 security code or 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 **2018** on the following date:
 - **Labor Day:** September 3rd
 - **Thanksgiving Break:** November 21st – 23rd
 - **Winter Break:** December 24th – 28th
- The School will be closed in **2019** on the following dates:
 - **New Year's Day:** January 1st
 - **Memorial Day:** May 27th
 - **Summer Break:** July 1st – 5th

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 completing 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. In an effort to protect the privacy of our teachers and staff members, we ask that you send all communication to the school directly. It is Agape's policy for teachers and staff members to NOT communicate with clients on social media sites. We request that you help us enforce this policy by not asking staff members to become friends on Facebook and other forms of social media.

In an effort 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.

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 101 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 properly 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.

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

Admission Policy

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

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)

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 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:
