



**2023-24**

# FAMILY HANDBOOK

**OFFICE PHONE 816.942.5567**

**WENDE WHITCOMB, DIRECTOR**

**WENDE@ALPHA-KC.COM**

**ALPHA-KC.COM**



*mighty oaks from little acorns grow*





Hello Alpha Families,

Welcome to all the new and returning families to Alpha Montessori School! We are glad to have you join us. We consider ourselves to be a strong and connected community. As members of this community, we all have a vital role to play, sharing the responsibility of providing for the physical well-being and academic growth of each of our students. It is the strength of this partnership between parents, teachers and administrators which is key to successfully nurturing the full potential of every child.

This Family Handbook is designed to be a reference tool for you to access information about Alpha Montessori School's policies and procedures. Please familiarize yourself with the contents and refer to it as needed throughout the school year. The last page is the Partnership Agreement between Alpha Montessori School ('Alpha') and the parent(s) or legal guardian(s) ('Parent') of the student(s) listed on that page. Both parents (if applicable) are to sign, date, and return this agreement to the office or email it to the financial administrator at [Tuition@Alpha-KC.com](mailto:Tuition@Alpha-KC.com).

I look forward to an exciting and productive school year. Thank you for choosing Alpha Montessori School and welcome to the Alpha community!

*Wende*

Wende Whitcomb

Director

[Wende@Alpha-KC.com](mailto:Wende@Alpha-KC.com)

*“The goal of education should not be to fill the child with facts but rather to cultivate his/her own natural desire to learn.”*

~ Maria Montessori

Please carefully read all sections of this handbook. After reading the handbook, parents are required to sign the *Enrollment Agreement* on page 19 and return it to the school office or email it to [Tuition@Alpha-KC.com](mailto:Tuition@Alpha-KC.com) by August 28, 2023. *Thank you!*

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# ABOUT OUR SCHOOL

## OUR HISTORY

In August 1962, Ms. Alvina M. Rinaldo founded *ALPHA MONTESSORI SCHOOL*. The Greek word *ALPHA*, meaning *first or beginning*, was chosen for several reasons. First because *ALPHA* was the first Montessori school in Kansas City. Second, any child attending *ALPHA* would probably be experiencing their first time in school. Third, Ms. Rinaldo appreciated the fact that *wisdom* and *learning* are traditionally associated with the word *ALPHA*.

*ALPHA* was first located at The Loretto Academy for Girls at 12411 Wornall Rd. In 1974, we moved to 109<sup>th</sup> & Wornall Rd., and our final move was in 1978 to our current location at 11430 Wornall Rd. Although not a part of The Kirk, we continue to enjoy and appreciate them as our landlord, and we look forward to many more years here.

Upon Ms. Rinaldo's retirement in 1985, Ms. Jo Kirkpatrick and Ms. Nancy Koenig-Jones became the co-owners of the school. When Ms. Kirkpatrick retired, Ms. Linda Dougherty joined Mrs. Koenig-Jones as a partner. They operated Alpha together for many years.

In 2010, when Nancy Koenig-Jones retired, Mrs. Dougherty became the sole owner of Alpha Montessori School. Linda is a lifetime Kansas City resident, first introduced to Alpha Montessori as a child while attending The Loretto Academy. In 1979, Linda graduated from Regis University with a degree in Elementary Education and spent several years in the public school system. Subsequently, she returned to Avila University earning her Montessori Education Certificate. In 1982 Linda joined Alpha Montessori School as a lead teacher. After spending many years as a teacher and administrator, she retired in 2019, passing these duties on to Ms. Wende Whitcomb.

Like the *ALPHA* leaders before her, Ms. Whitcomb began her long and exemplary history with Alpha Montessori School many years ago. Her relationship with *ALPHA* began in 1995 when she was hired as a classroom teacher. As a child, growing up in a military family, she lived first in Wichita then all along the east coast. Her first introduction and love of the Montessori method of education was as a kindergarten student at Gabriel Way in New Jersey. Subsequently, she graduated high school from Summerville, South Carolina; attended Florida State University-Panama; and then earned her **National Center for Montessori Education (NCME)** and **American Montessori Society (AMS)** accreditations from the University of St. Mary in Overland Park, Kansas. After teaching at Alpha full-time since 1995, Wende was promoted in 2019 to the School Manager and in 2023 she was named Director. In addition to managing the staff and day-to-day operations of the school, she continues to be a lead teacher in the "Friendship Class" (the oldest students enrolled).

Each of our teachers has earned their teaching certificate by American Montessori Society (**AMS**) or Association Montessori International (**AMI**). Both organizations are affiliated with and accredited by the Montessori Accreditation Council for Teacher Education (**MACTE**). In addition to MACTE being recognized by the U.S. Department of Education, MACTE is also recognized by the National Council for the Accreditation of Teacher Education (**NCATE**) and the Teacher Education Accreditation Council (**TEAC**).

## MISSION STATEMENT

Alpha Montessori School's mission is to provide the finest education for the most precious years for children ages two through kindergarten. We strive to nurture each child's full potential during these years. We motivate them from within while building upon their natural curiosity, thus fueling a love for learning. We provide a hands-on and collaborative learning environment that fosters independence, critical thinking skills, and whole-child growth through proven, authentic Montessori approaches to education.

## **PURPOSE STATEMENT**

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We believe in accommodating all learning styles while recognizing that each child learns in their own way. Alpha Montessori School gives children numerous opportunities to develop their understanding and appreciation that learning is for life. Our approach values each human spirit, and we appreciate and encourage the development of the whole child – physically, socially, emotionally, and cognitively.

## **MONTESSORI CURRICULUM**

Montessori Curriculum, named after Maria Montessori, one of the first female Italian physicians, an educator, and innovator, developing a philosophy and pedagogy based off the observation of children. The term “Montessori” embodies both a philosophy and a method of education. The programs at our school focus on the development of each child’s full potential, facilitated by teachers trained and certified in the Montessori method and philosophy. Our teachers use both concrete teaching materials and a well-designed innovative curriculum tailored to the toddler-aged child through kindergarten.

Our Montessori teachers are specifically trained to observe each child and to design lessons based on that child’s natural curiosity and love of learning. The teacher is responsible for preparing the classroom and for presenting the lessons. During the day, the teacher will demonstrate a wide array of concrete sensorial materials and sequential activities through individual instruction. The child soon learns to associate abstract concepts with hands-on experience.

Alpha Montessori School is a member of the American Montessori Society. The American Montessori Society is the world’s leading member organization advancing research and advocating for Montessori teacher education and progressive education policy.



AMERICAN MONTESSORI SOCIETY®  
education that transforms lives

## **EXPECTATIONS – OF ALPHA & OF PARENTS**

As a Montessori school, we are different from traditional schools. Our first commitment is to cultivate the multi-dimensional facets of each child, nurture their full potential, and motivate them from within. We understand that building upon their natural curiosity will fuel a love for life-long learning. Cognitive development and a solid academic foundation are important, yet they represent only one dimension of our aspirations for your child. Equally significant is your child’s social, emotional, spiritual, and physical development.

### **ALPHA WILL:**

- follow our Mission & Purpose Statements.
- communicate in a timely and concise way.
- maintain a safe and secure environment that meets the highest standards of excellence in a Montessori school relative to the learning materials and the faculty.
- provide a broad and balanced academic culture that encourages children to develop confidence, independence, and an interest in and love for learning.
- establish an environment where your child can work without distractions.
- promote an understanding of Montessori philosophy.
- understand the challenges of parenting and support you in meeting those challenges.

### **PARENTS WILL:**

- read this *Family Handbook* and become familiar with our philosophy, policies, and procedures.
- honor the school’s mission and cultivate an open, honest, and respectful relationship with all members of our community.
- promote good communication by attending parent-teacher conferences and staying informed about school activities via Transparent Classroom, the web site, and other communications.
- learn about Montessori principles as they apply to your interactions with your child.
- prepare your home to allow your child to engage in all the simple tasks of practical life.
- *never do for the child what they are able to do for themselves.*
- agree to work in partnership with Alpha by signing and dating the last page of this

handbook and return the signature page to [Tuition@Alpha-KC.com](mailto:Tuition@Alpha-KC.com).



# ADMISSION & ENROLLMENT

## ADMISSIONS

Alpha Montessori admits all students of all of races, religions, colors, and national origins.

### **ORDER OF ADMISSIONS**

Preference is given to returning students, siblings of current students, siblings of former students.

### **AGE GROUPS**

**DISCOVERY = 2 - 3 years** *generally, not bathroom independent*

**PRE-SCHOOL & PRE-K = 3 - 4 years** *must be bathroom independent*

**KINDERGARTEN = 5 - 6 years** *required to attend Monday–Friday (half or full days)*

## REQUIRED FORMS

A new enrollment application is required each school year *and* for the summer enrichment program. Updates of the child’s medical exam are required annually. Immunization records and any changes to emergency contacts are due at the time of the change.

## ENROLLMENT PROCESS

### **1. ONLINE ENROLLMENT APPLICATION**

Submit one application for each student enrolling. Applications can be found on the [ENROLLMENT](#) tab of our website.

### **2. ESTIMATE**

The application will be processed and an *Estimate* for the school year or summer program will be generated and emailed to the parent(s). The estimate will include:

**REGISTRATION FEE (NONREFUNDABLE) • SUPPLY FEE • TUITION**

If Applicable: **EXTENDED CARE – AM &/OR PM • DISCOUNTS**

### **3. ACCEPTANCE OF ESTIMATE**

To accept the estimate or requests a change(s) email [Tuition@Alpha-KC.com](mailto:Tuition@Alpha-KC.com).

### **4. REGISTRATION FEE**

After the parent accepts the Estimate, an invoice for the Registration Fee (non-refundable) will be generated and emailed to the parent(s). Payment of the registration fee will secure your child’s spot for the applicable session. Non-payment of this invoice may result in your child losing their spot in the program.

### **5. PAY THE REGISTRATION FEE**

Payment options will be included with the estimate.

## REQUIRED FORMS

Once the enrollment process is complete (all steps 1 – 5 above), the following forms are required and **due by the first day of school**. These forms can be accessed on our website: [Alpha-KC.com](http://Alpha-KC.com)

### **2023-24 ENROLLMENT CONTRACT**

It can be found on the last page of this handbook.

### **CHILD CARE ENROLLMENT**

The State of Missouri requires us to have this completed form on file. It provides us with details for emergency contacts, doctor, preferred hospital, and parental acknowledgements.

[CHILD CARE ENROLLMENT FORM](#)

## **CHILD MEDICAL EXAM**

The State of Missouri requires this completed form to be on file. It requires an **annual check-up** with a doctor and provides us with any required specialized care. [CHILD MEDICAL EXAM FORM](#)

## **DISPENSING MEDICATIONS**

To administer medication to your child, the following form(s) must be signed by a parent on file: [MEDICATION AUTHORIZATION](#) to dispense prescription medicine or [MEDICATION ORDER](#) to dispense prescription and nonprescription lotions, balms, sprays, oils, etc.

## **FAMILY HANDBOOK**

This handbook serves as the contract formalizing our relationship with each family. Please acknowledge and confirm this contract by signing and returning the last page.

## **IMMUNIZATION RECORDS**

Additional information about immunizations and requirements of the state of Missouri are below in the HEALTH section. One of the following documents must be received before the first day of school.

- Immunizations records provided by your child's doctor. They must include the month, date, and year administered.
- If your child is in the process of obtaining immunizations, submit an [IMMUNIZATIONS IN PROGRESS](#) form (MO 580-0628 (6-12) ImmP. 14).
- Parents choosing not to immunize their child must provide the school with the applicable form: a [MEDICAL IMMUNIZATION EXEMPTION](#) or a [RELIGIOUS IMMUNIZATION EXEMPTION](#).

## **CLASSROOM PLACEMENT**

Student placement is made after careful consideration of classroom dynamics and individual student needs. These decisions are based on faculty and administrative discussions, personality and developmental level of your child, space availability, social and age mix ratios per classroom, and whether your child's enrollment schedule, half days, or full days. Parental concerns regarding a student's learning needs or accommodation are to contact the student's teacher or the school director.

## **EARLY WITHDRAWAL**

Life is unpredictable and we understand life plans change. Should you find it necessary to withdraw your child's enrollment early, please provide us with a written notice be emailed to [Tuition@Alpha-KC.com](mailto:Tuition@Alpha-KC.com) at least 30-days in advance of the last day of your child(rens) attendance.

If a student's parent terminates the *Enrollment Contract* before completion of the school year, the remaining unpaid tuition obligation will be pro-rated *only if the following policies and procedures are met*.

### **WITHDRAWAL POLICIES AND PROCEDURES**

- 1. NOTICE OF INTENT TO WITHDRAW** must be made directly to the school's Director, Ms. Whitcomb, at least thirty days in advance of the students' last date of attendance. Once notice has been received, the parent will be provided with a completed *Notice of Withdrawal* form reflecting the specific terms of the student's withdrawal.
- 2. IF AT LEAST THIRTY DAYS' NOTICE IS GIVEN** Alpha Montessori School will pro-rate the total tuition amount still due so that the amount owed reflects only one monthly tuition payment through the withdrawal date.
- 3. FAILURE TO PROVIDE THIRTY DAYS' NOTICE** will result in the parent liability to make the monthly tuition payment due before the student's last day of school.
- 4. A FINAL INVOICE WILL BE PROVIDED** if there is a balance due or requested.

# ATTENDENCE

*The school day begins at 8:30 am!*



**Regular, punctual attendance** is necessary for your child to receive the full benefits of the Montessori program. Attendance should be a priority for all families, and we ask for your cooperation in ensuring that your child arrives on time, as the start of the school day sets a tone for the classroom and children thrive with consistency.

## **TARDINESS**

Please do all you can to bring your child to school on time. When your child arrives late, they miss a very special part of the day: classmates greet each other; friends join together to choose work; and the teacher begins to plan special lessons for each student. Not only might the child feel uneasy or even embarrassed coming into the classroom after missing the beginning rituals of the day, but this is also disruptive to the other children and the teacher. Children are eager to see their friends and become distracted. If you expect your child to arrive late because of an appointment, please send a note to your child's teacher in advance so that lessons can be re-arranged according to their arrival.

## **ABSENCE      *CALL: 816.942.5567***

First, please call the office when your child has an unexpected absence for sickness or other reason. Leave a message if we are unable to answer the call. You can also follow up with an email to [Office@Alpha-KC.com](mailto:Office@Alpha-KC.com), but *the primary method of contact is via phone.*

## **ARRIVAL & PARKING LOT ETIQUETTE**

**ENTERING & EXITING** Please enter the parking lot from the south entrance (114<sup>th</sup> Terr) and leave the parking lot via the west exit (Wornall Ter). Feel free to utilize the drop off area, but please do not loiter and help keep the traffic flowing.

**CELL PHONE FREE** Being attentive and diligent in the parking lot will ensure the safety of all our children.

**DESIGNATED PARKING** Park in the open parking spaces only unless you have a valid permit to use the Reserved Parking spaces.

**LOCK YOUR CAR** and **Do NOT** leave anything valuable insight, -- *especially children.* After locking your car, please take your child's hand as you walk to the Alpha Montessori entrance.



## **AM DROP OFF**



### **EXTENDED CARE PROGRAM**

**7:30 - 8:20 am** *separate enrollment required*

### **ALL STUDENTS**

**8:20 - 8:30 am**

Please ensure your child(ren) **arrives at 8:20 am.**

Children are to **be in their classrooms by 8:30 am.**

If you arrive before 8:20 am and are not enrolled in the Extended Care Program, please wait with your child outside of the building until 8:20 am. A staff member will then be at the door to greet you and your child.

## SAYING GOODBYE TO YOUR CHILD

When you arrive at the school entrance and are greeted by a staff member, please take a moment to enjoy your child and say goodbye prior to them entering the building. When a child is inside the school their day begins, moving them into their school environment. They start to make their own choices and seek out what they want to learn that day. Once inside the building, your child(ren) will be checked-in and directed to their classroom by Alpha staff.

Separating is not easy for parents or children. We have found that a child's adjustment occurs with greater ease when parents leave school quickly. Rest assured, we will not let your child cry for a long period of time and will call you if the situation does not improve. Please see the article titled *Starting the First Day* on page 17 of this handbook.

## LATE ARRIVAL

Should you arrive after 8:30 am, the parent is to push the buzzer by the door and a staff member will come to greet you. Please don't allow your child to push the buzzer.

## PM PICK UP

At the applicable time, each student will be escorted by a staff member to the Alpha entrance doors. No child will be released to *anyone* other than a parent, guardian, or other authorized adult.

### REGULAR TIMES

11:30 am – half-day

3:00 pm – full-day

### EXTENDED CARE PROGRAM

3:00 - 5:30 pm *separate enrollment required*

### LATE PICK-UP = LATE FEES

If you are late picking up your child at the end of their day a **late pick-up fee of \$15** needs to be paid directly to the staff person who stayed late with your child(ren). **Add an additional \$1 for every minute after the first 15 minutes**, based on our clock. If you are unable to pay at the time of pickup, the applicable amount will be applied to your next invoice at twice the amount to cover the administrative cost of generating your late pickup invoice.



## BATHROOM SKILLS – POTTY TRAINING

### DISCOVERY & PRESCHOOL

When you feel your child is ready to become independent using the bathroom and you have started at home, please talk with the teacher about the methods you use. We will do our best to create a compatible approach like yours at home. Our goal is to aid in your child's success!

**Please dress your child in clothing that is easy to pull up and down.** Elasticized waists, loose-fitting garments and no belts are better for your child to manage, which is an important part of becoming potty independent.



# BATHROOM SKILLS – POTTY TRAINING

CONTINUED

## PRE-K & KINDERGARTEN

Each child in a Pre-K or KDG class must be able to the following:

- ✓ Recognize and be able to verbalize their need to use the bathroom with ample advance notice
- ✓ Hold their need to use the toilet until they can get there from a classroom, the playground, or while waiting in line for it to become available
- ✓ Get on and off the toilet mostly independently
- ✓ Pull down/up their pants/underwear or lift dress/skirt (teachers can help with difficult snaps or buttons if needed)
- ✓ Wipe themselves after using the toilet
- ✓ Flush the toilet
- ✓ Wash/dry their hands

## BEHAVIOR GOALS & POSITIVE DISCIPLINE

Parents and staff will work together through regular communication to guide each child, preparing them to succeed and reach the following goals.

### FEEL A SENSE OF CONNECTION

Belonging is significant!

### DISCOVER CAPABILITIES

Encourage the constructive use of personal power and autonomy.



### MODEL MUTUAL RESPECT & ENCOURAGEMENT

Effective guidance and discipline focus on the development of the child, preserving the child's self-esteem and dignity. This teaches children to be self-disciplined, responsible, respectful, and a resourceful member of their community. This guidance also encourages positive behaviors and decision making and teaches expectations. We believe it is imperative to involve the child in the process of examining and evaluating their behaviors to help them make thoughtful choices.

## DEVIATIONS

### MINOR DEVIATIONS

When a child's behavior is not aligned with pursuing these goals, the teacher will adhere to the following:

- The child will be positively re-directed within the classroom.
- The child will be given the opportunity to observe others, to see firsthand peaceful interactions and respectful use of the materials.
- The child will be allowed an opportunity to start over.

### REPETITIVE DEVIATIONS

Should the child continue to have a tough time gaining a level of self-control, more adult interaction will be necessary using the following guidelines.

- The teacher may choose for the child to spend time in another classroom, allowing the child to experience children and adults in a positive setting.
- The teacher will document the behavior and call a parent/guardian or send a note home to inform them of the situation.

# BEHAVIOR GOALS & POSITIVE DISCIPLINE

CONTINUED

## REPETITIVE DEVIATIONS - CONTINUED

- Should a child's disruptive behavior continue toward peers or teachers, parents will be asked to pick up the child and keep them home for the remainder of the day. The child will be welcomed the next day to "start over."
- Should their behavior not improve over the next couple of weeks, a conference will be scheduled with the parents and staff.

## SERIOUS DEVIATIONS

The parents will be called and asked to take their child home for the rest of the day.

- A conference will be scheduled with the parents and staff to determine the child's readmission date.
- Outside resources may be recommended to gain insight for the benefit and well-being of the child. Such resources may include pediatrician or family doctor, psychologists, psychiatrist, or professional counseling.
- As a last resort, a leave of absence may be recommended if the teachers and administration feel this would benefit the child and the classroom. Departure from the school may be optional, or mandatory depending on the severity of the problem, cooperation from the parents, and recommendations from family-consulted outside resources. Alpha is small and may not have the resources to meet all the needs of every child.

# CLOTHING & PERSONAL ITEMS

*Please put your child's FIRST and LAST name on every item.*

*If both names won't fit on an item, put the child's first name and first initial of their last name.*

thank you!

## CLOTHING

### INDOOR CLOTHING

#### BUTTONS & BELTS

Too many buttons, belts, and one-piece outfits might get in the way, causing your child to have an accident.

#### DIAPERS

For those in the process of potty-training, please provide disposable diapers and/or sufficient underwear. We clean the child with mild soap and water or natural wipes. Should a parent request something different, they need to provide a signed medical form.

#### EXTRA CLOTHES

Please ensure a complete set of extra clothes, packed in a plastic zipped bag and labeled with their name is always in your child's backpack or tote.

**A complete set includes:** a shirt, pants, underwear, socks, & shoes.

Should your child's clothes become wet or soiled during the day, they will be sent home in the plastic bag that contained the clean change of clothes. *Please remember to send a replacement set of extra clothes in a labeled bag the following day. We will call the parent if an additional set of clothes is needed.*

#### PRACTICAL & COMFORTABLE

Please dress your child in practical, comfortable, and washable play clothes. Clothing should be easy for them to manage in the restroom with little or no help from an adult. Shorts should be worn under dresses. We use paint and markers daily, so we encourage them to wear clothes that are not sentimental or expensive. This is for all ages.

# CLOTHING & PERSONAL ITEMS

CONTINUED

## SHOES ARE IMPORTANT

Your child should wear shoes they can take off and put on independently such as tennis shoes, sneakers, or closed toe shoes with Velcro straps.

**Please NO flip-flops, crocs, high-tops, cowboy boots, or costume shoes.**

## SOCKS ARE REQUIRED

Children are required to always wear socks. This is simply for added protection to their feet, even when they wear sandals.

## OUTDOOR CLOTHING

### PLAN YOUR CHILD'S ATTIRE ACCORDINGLY

Alpha Montessori School has a wonderful outdoor learning and recreation area we utilize regularly. Fresh air and play are especially important for children. We try to go outside each day even if for only 5 to 10 minutes. Please ensure your child arrives each day with appropriate clothing for the weather. Our Midwest temperatures can fluctuate dramatically within a few hours. Layered clothing is often helpful. We will send out reminders to trade out warm clothing for cold weather attire when the temperatures start to change in the fall.



## PERSONAL ITEMS

### LOST & FOUND

There is a "Lost & Found" container located in the entrance vestibule. If you are missing an item or two, please ask a staff member to check the bin for you.

### PROHIBITED ITEMS



Please keep the following items at home, as they create distractions:

**Candy Toys Lip Balm Medicine Dress-up Clothes**  
**Money Gum Watches Jewelry Stuffed Animals**

Teachers reserve the right to hold on to items that consistently cause distractions. These items will be returned to the parent/guardian.

### TOTE OR BACKPACK

Your child will need a tote or a backpack large enough to hold a change of clothes and a water bottle. Although we try to use electronic means to communicate, please check your child's tote/backpack daily. Also, please be aware the WE DO NOT check the contents of your child's tote/backpack daily. Should you have medicine, a payment, or a physical note to share with the teacher or administration, please hand it to an Alpha staff member.



### WATER BOTTLE

**EVERY DAY**, please send a **FULL** water bottle, **labeled with your CHILD'S NAME.**

We are happy to refill the water bottle when needed.



# COMMUNICATION

## Communication between home and school is a high priority!

Early this fall, we will begin utilizing **Transparent Classroom**. This app enables parents to see photos, and lessons their child worked on throughout the day and track their progress throughout the year. Parents will also receive notes, classroom updates, and upcoming events by email. Parents can personalize their notifications preferences, opting to see updates via email, text, in the app or on a computer. Invitations will be sent out inviting you to log onto the program, create your own profile, and view your child's page. More information about this new program will be shared soon.

Until this program is in full swing, nearly all communication from Alpha will be sent electronically. It is essential that we have your email address and that you let us know of any changes.

**CALENDAR OF EVENTS** for the school year is available here: [2023-24 School Year](#)

### CHANGE OF ADDRESS

Please let us know of any changes to your email address, phone number, or home address. You can email these changes to [Info@Alpha-KC.com](mailto:Info@Alpha-KC.com).

### CHANGE OF EMERGENCY CONTACTS

Call the school office (816.942.5567), or email [Ms. Whitcomb](#) or [Ms. Simone](#) with any changes to your authorized emergency contacts.

### DURING DROP-OFF & PICK-UP

A quick check-in with a teacher is okay, but please save conversations with them for a later email or phone call of uninterrupted communication.

**EMAIL** We continue working to improve our use of resources. For these reasons, nearly all communication from the school will be sent electronically. We utilize Constant Contact to distribute group emails and Signup Genius for signing up for events. If you are not receiving our communications, please send an email to [Info@Alpha-KC.com](mailto:Info@Alpha-KC.com).

### SOCIAL MEDIA



We provide information about school events as well as other items of interest to the community via our [Facebook](#) page. We encourage you to LIKE and follow our page.

### VOICE MAIL

We check for messages throughout the day but cannot always return your call right away because we are with the children. Please be patient with us, as we will return your call as soon as we are able.



### WEBSITE

General Information, calendar of events, contact information, form downloads, and other useful Montessori links can be found on our website: [Alpha-KC.com](http://Alpha-KC.com)

# CUSTODY POLICY

In divorce or custody disputes, Alpha's policy is to not take sides. Our principal interest is the well-being of the child. Employees are not allowed to testify or give their opinion in such matters except under subpoena. In the event guardian ad litem (GAL) is appointed, and after legal documentation is received, staff may speak directly to the GAL attorney. Alpha will not deny any rights to a Parent by virtue of asserted sole custody, without legal documentation being provided to a school administrator. It is the responsibility of the Parent to manage conditions and schedule in shared custody situations.



# FINANCIAL INFORMATION

*Tuition is not refundable and there are no makeup days for absences, regardless of the reason.*

## PAYMENT PLANS

<b>ANNUAL = 3% discount</b>	<b>QUARTERLY = 1.5% discount</b>	<b>MONTHLY</b>
Due by Aug 1 <sup>st</sup>	Due by the 1 <sup>st</sup> of Aug, Nov, & Feb	Due by the 25 <sup>th</sup> of August - April

## PAYMENT OPTIONS

**Check:** Send it by mail or hand it to a staff member. *DO NOT put in your child's backpack.*

**Online QuickBooks Link:** Each invoice includes a payment link which generates a transfer from your

- **checking or savings account.** The school absorbs the payment fee
- **debit or credit card.** To use this method, please request an adjusted invoice to allow this payment method. The card fee of 2.99% will be added to the invoice.

## DISCOUNTS - Maximum two discounts per family

- Multiple Children Enrolled = a **3%** tuition discount is applied to 50% of the sum of tuition and extended care fees of all children in the family. Registration and Supplies fees are not included in this discount.
- **3%** discount if a parent is a first responder (*emergency medical, fire, police, military*)
- All discounts will be reversed on invoices not paid by the due date.

## LATE PAYMENT

- A late fee of up to \$50 is assessed five days past the due date.
- Discounts on past due invoices will be removed.

## NONPAYMENT OF 60 DAYS OR MORE

- Students' enrollment may be terminated without negating the obligation for tuition.
- Re- enrollment for the following session year may not be approved.
- In the event legal action is initiated to collect amounts due for tuition fees, the parent agrees to pay for collection costs including attorney's fees.
- All progress reports, teacher evaluations, transcripts, and other student records shall remain property of Alpha Montessori School.

## RETURNED PAYMENTS

On any check returned by your bank for any reason, you will be responsible to pay all fees incurred by the bank plus an additional \$30 charge.

# FOOD ALLERGIES – LUNCH – SNACKS

## ALLERGIES

Should your child have a food allergy, an [Allergy Action Plan](#) must be completed and submitted during annual registration or as soon as a food allergy is identified. All parents in the class community will be notified if there are any food restrictions in the classroom.

In the case of a severe allergy, parents must provide records from the child's doctor indicating the severity of the allergy regarding ingestion/contact. The school also requires parents to provide a doctor approved EpiPen, or similar medication, which can be administered by our trained staff members if needed to counteract an anaphylaxis reaction.

## LUNCH

The monthly lunch menu is published on our website and emailed to all families. Lunch is served to all children enrolled for the full day and those half-day students who have pre-enrolled for the lunch program. All meals are comprised of protein, fruit, vegetables, some form of bread, and milk or water.

If your child requires a special diet and/or food brought from home, please submit a written request.

## SNACKS

Good nutrition can have a profound effect on your child's health, helping to stabilize their moods and sharpen their minds. Alpha provides daily snacks.



## **SHARING A COMMUNITY SNACK**

We believe in introducing our students to a variety of different snacks. One way to accomplish this is for each family to bring a single snack item that can be divided and shared with the other students in the classroom. Together, as a class we prepare these snacks and share them. Providing snacks this way helps to develop the concept of sharing, introduces new foods, and supports the healthy theme of trying new things with the support of friends. The following is a short suggestion list for nutritious snack items: (please no applesauce or yogurt)

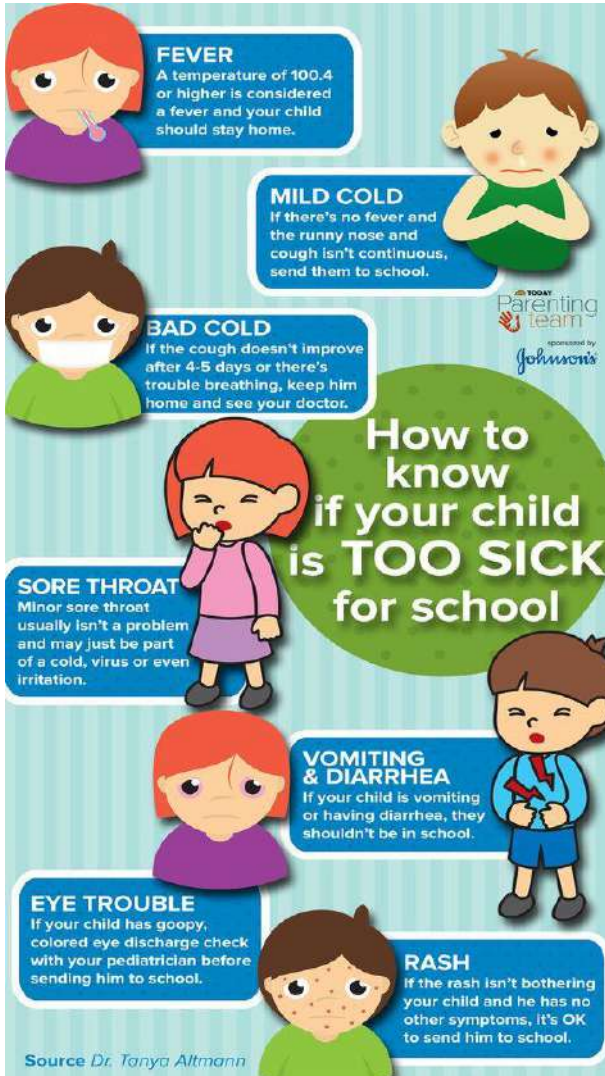
fresh fruit	fresh vegetables	popcorn
dried fruit	whole grain crackers	whole grain cereal

# HEALTH

## ILLNESS POLICY

This illness policy is for **NORMAL, NON-PANDEMIC** times.

**Please notify the office if your child contracts any communicable disease.**



Notice of exposure will be given to all parents of children in the same class, while maintaining the confidentiality of the infected child.

Alpha Montessori School follows the U.S. Dept. of Health and Human Services recommendations regarding a child's admission to or removal from school. Illnesses in children tend to come fast and spread quickly. Childhood illnesses are inevitable but can be minimized if exposure is kept to a minimum. Therefore, we are watching for symptoms in all children.

### **KEEP YOUR CHILD HOME**

It is your responsibility to keep your child at home with any of the following symptoms. If you feel that your child should not go outside because he/she is recovering from an illness, please keep your child home an additional day.

- Fever of 100.4 and higher
- Unmanageable runny nose and/or thick discharge
- Severe cough
- Irritability or continuous crying (*which requires more attention than can be provided, thus neglecting the needs or safety of the other students.*)
- Sore throat and/or swollen glands
- Yellowish skin or eyes
- Body Rash
- Diarrhea
- Eye Discharged

### **YOUR CHILD MAY RETURN TO SCHOOL . . .**

When they have been fever-free for 24 hours without medication and other symptoms are gone, they may return to school. Since our staff is not qualified to determine the communicability of infections or illnesses, we ask that your child's physician provide a readmission statement for any condition (such as a rash or inflamed eyes) that is not communicable, but not symptom free.



**An AED device for adults and children is in the wooden cabinet mounted outside of the church office to the right of the office door.**

## IMMUNIZATIONS

Click here to view: [2023-2024 MISSOURI SCHOOL IMMUNIZATION REQUIREMENTS](#)



**No child will be admitted to the classroom without**

- a completed immunization record
- an 'in progress' form signed by a doctor OR
- an exemption form on file.

**UP-TO-DATE RECORDS:** Each student must provide documentation of up-to-date immunization status, including month, day, and year of each immunization.

**IN PROGRESS:** Students "in progress" must have an [Immunizations In Progress](#) form (Imm.P.14) on file. **In progress** means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept, and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series started but the child is not yet eligible to receive the next dose in the series.)

**EXEMPTION – MEDICAL OR RELIGIOUS:** If the parent chooses not to immunize their child for religious or medical reasons, one of the applicable forms must be on file.

[Medical Immunization Exemption](#) MO 580-0807 (6-12) or

[Religious Immunization Exemption](#) MO 580-1723 (4-12)

Please note, Alpha follows the Missouri Department of Health and Senior Service regulations indicating in the event of an outbreak of a vaccine-preventable disease within a particular facility, children who are not fully immunized or do not have documented laboratory evidence of immunity shall not be allowed to attend school until the local health authority declares the designated outbreak or health emergency has ended.

## MEDICATIONS

To administer medication to your child, the following form(s) must be on file:

[Medication Authorization](#) for dispensing or [Medication Order](#) signed by a parent.

**PRESCRIPTION:** must be in their original container labeled with the child's first and last name, the date the prescription was filled, the name of the licensed physician or nurse practitioner who wrote the prescription, the expiration date of the medication, and specific and legible instructions for administration and storage of the medication.

No medication will be dispensed for longer than two weeks unless it is accompanied by a doctor's note.

Students who suffer from life-threatening allergies are required to have an EpiPen, or similar medication, provided by the parent and kept in the classroom. A completed [Medication Authorization](#) for dispensing and a [Food Allergy Action Plan](#) (if applicable) must also be on file. **EpiPens must remain at school until the student's last day of the session.**

**NON-PRESCRIPTION:** including lotions, lip balm, diaper rash cream, bug spray, etc. The order will be administered from the original container labeled with the child's first and last name and according to the instruction on the label. The school's trained staff members will give the medication. Records of the doses given will be maintained at school. Medication orders will be in effect for no longer than one school year.

## OBSERVATIONS

Parents are welcome to observe their children in the classroom after the first six weeks of school. Please contact your child's teacher to schedule an appointment. These [Observation Guidelines](#) will be helpful. Our main priority is the children, and we request you do not interrupt the teacher during class time. Conversations are to be scheduled by appointment either before or after the school day.

## OUCH REPORT

All staff members are CPR, First Aid, and AED certified.

In the event your child has an injury at school, you will receive an *Ouch Report* when you pick up your child.

- Minor bumps and bruises will be treated accordingly and given lots of TLC!
- Nose bleeds, bumps to the head and other injuries will be reported to the parents via a phone call.
- In the event of a major medical emergency, we will call 911, first aid will be administered if needed, and the parents/guardians or emergency contacts will be notified right away.



***AT NO TIME SHOULD MEDICATION BE KEPT IN THE CHILD'S BACKPACK.***

## **OTHER ITEMS**

**PARENTS ARE NOT TO BE IN THE CLASSROOM &/OR HALLWAYS** unless it is a special occasion, please respect our current policy of asking parents to remain outside of the building during regular school hours. This is for health concerns as well as the vibe of each classroom.

## ITEMS ACCIDENTALLY TAKEN HOME

Should an item from school accidentally come home with your child, please put it in an envelope and encourage your child to return it to his/her teacher. These items could be a puzzle piece, a tactile counting piece, or something similar. Although these pieces may seem small, many of them cannot be replaced. Replacing the entire set is very expensive. Some things that may seem minor are especially important and a significant part of our materials, loved by all the children. *Thank you in advance!*



## REST TIME TO REJUVENATE

All children enrolled for full days will have a rest period after lunch.



- Bring a bag, labeled with their name, containing something to lie on and a blanket to cover themselves. Parents may also provide a slim yoga mat and/or small pillow for their cot. Please keep these items simple as space is extremely limited and they will be hung on hooks.
- The state requires children to rest for 30 minutes. Preschool children who do not sleep will rest on their cot for at least 30 minutes but shall not be forced to remain there for longer than one hour. They will be permitted to leave the napping area to engage in quiet play.
- Blankets and pillows are sent home each Friday to be laundered and should be returned the following Monday.

# PARTIES – CELEBRATIONS – FAMILY EVENTS

## CLASS PARTIES

To celebrate holidays in age-appropriate ways and in keeping with current areas of interest in each class, holidays such as Halloween, Thanksgiving, and Valentine's Day are celebrated and often incorporated into cultural studies in the classroom. The type and style of the celebrations may be different from year to year and class to class. Additionally, the degree of celebration may change as students mature from one level to the next.



We use SignUp Genius to coordinate and ask parents to sign up to provide snacks and activities for each class party, thus contributing to a fun day for their children. Prior to each party an invitation will be emailed to the families outlining the theme and details of what is needed for the party.



### **FALL FEST – OCTOBER 31<sup>ST</sup>**

The children are encouraged to arrive at school in costume. They will spend the morning making crafts, playing games, and having a treat, all provided by the parents. Everyone will parade through **Trunk or Treat** at the parents' cars in the Northwest parking lot. The party and school day ends at 11:30 am



### **VALENTINE'S DAY – FEBRUARY 14<sup>TH</sup>**

Like Fall Fest, the parents sign up to provide treats, games, crafts, etc. Each child is invited to bring Valentine's cards for their classmates. They should sign their name only. The school day ends at 11:30 am.

### **GOODIES WITH A GUEST – DATE TO BE DETERMINED**

This is a morning activity when each child invites one guest to join them for treats and an open house that gives the children an opportunity to show pride in their school and community.

## BIRTHDAY CELEBRATIONS

Birthdays are unique events at Alpha Montessori School! Each classroom has its own special 'ceremony'. We use the sun and the Earth, to symbolize the child's journey in the universe from birth to present day, focusing on their trips around the Sun.

Families can provide a treat to celebrate your child's special day. Please have enough individual treats for each student in the class and check with the teacher to see if any children in the class have food allergies. *Thank you!*



## FAMILY EVENTS

*Drugs, tobacco, and weapons are prohibited on the church grounds and at any school event. Alcohol may not be served at any school event where students are present, whether on or off the school premises.*

### **DRAMA NIGHT – DECEMBER 18<sup>TH</sup>**

Each class chooses a book to learn, and they perform the story in various and creative ways. Each child plays a special role in the presentation. For this reason, the family's attendance is important!

### **MUSIC PERFORMANCE – MARCH 25<sup>TH</sup>**

Details of this event are coming.

### **SCIENCE NIGHT – APRIL 22<sup>ND</sup>**

Each family is invited to host an age-appropriate science project. Each project will have its own station, and the children are free to rotate through the stations for hands-on experiences. Past ideas have included color mixing, sink or float, art projects, using magnets, and seed planting. Also, students' artwork is on display for everyone's enjoyment in our annual art gallery.

### **DANCE PROGRAM & GRADUATION NIGHT – MAY 20<sup>TH</sup>**

Based on a creative theme, Lesleigh Cetinguc prepares dance routines for each class to perform. Graduating kindergarteners are individually recognized for their years of attendance and hard work

at Alpha Montessori School. As they walk across the stage, they are each applauded for their accomplishment.

## PHOTOGRAPHY & VIDEO

Throughout the school year, we take photos of your child working and playing at school. Because Montessori work is done mainly with the materials themselves, often there is little “paperwork” sent home to show the work your child is doing each day. These photos show your child happily learning and growing. We also use photos to make holiday gifts. In addition, we like to document our special events.

We also post photos on our website and Facebook page so that other families can see our school and get a feel for the work that the children do. In addition, our website is a place where you can send family and friends to see photos of your child at school. We never identify any child by name.

However, the safety and privacy of your child is of great importance to us. The Photo Consent section on the *Enrollment Agreement* gives you the opportunity to decide under which conditions you give consent regarding photography and videography by Alpha Montessori School.

## SAFETY

### CHILD ABUSE & NEGLECT POLICY

We follow all procedures outlined by the State of Missouri legislation (RSMo 210.109 – 210.183).

*“The requirement is that when such an individual has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect, or observes a child being subjected to conditions or circumstances that would result in abuse or neglect, a report must be made to the Children’s Division (formerly known as Division of Family Services). If there is evidence of sexual abuse or sexual molestation of any child, the Children’s Division must be notified with 24 hours.”*

### EMERGENCY EVACUATION



Each classroom has designated ‘safe’ areas for inclement weather, stranger intrusion and fire. Fire, safety in place, and tornado drills are practiced regularly, and escape routes are in order. All doors on the exterior of the building remain locked during school hours.



In the event we need to evacuate to a secure area away from the school/church building, you will receive an email and/or text message from the school informing you of the emergency and where you can reconnect with your child(ren).

### INCLEMENT WEATHER APPROACHING

If the weather becomes threatening, you will be notified of Early Dismissals or school closings via SMS text message and email. We also try to post emergency updates to our website: [Alpha-KC.com](http://Alpha-KC.com)



### POWER OUTAGE OR WATER ISSUES

Should we be without power or water during the school day, we will notify parents/guardians to come pick up your child as the law does not allow us to operate under these conditions.



# A Famous Litany

by Dr. Maria Montessori

To respect children - in return to be worthy of their respect. To praise much and blame little. To emphasize their successes and minimize their failures.

*May Love and Understanding Teach Me.*

To make no promise to children that I cannot keep. To have unbounded faith in them. To know that they have great potential. To have the patience and wisdom to bring it forth. To allow children the dignity of their own personality and individuality. To refrain from making them over to our desire.

*May Love and Understanding Help Me.*

To be cheerful and ready to smile and often to laugh. Children love and thrive on cheer. As teachers, we have no right to inflict our moods on children. (Happiness is an outward sign of inward spiritual grace.) To have infinite patience with children and to make allowances, knowing there is so much for them to learn and knowing that I myself am not so very wise.

*May Love and Understanding Guide Me.*

To protect the child always from my nerves and from our own irritability, prejudice, pessimism, fears showing and practicing in their presence only the opposites.

*May Love and Understanding Aid Me.*

To help them choose their life's work that they are suited for. To stir up the gift that is in them. To discover the talent or talents that they truly have the inner pattern they came with.

*May Love and Understanding Lead Me.*

To bring fresh energy into the schoolroom engaging all with keen alertness, interest, and enthusiasm. To help children to meet life bravely, honestly, independently.

*May Love and Understanding Show Me.*

To give the children freedom and to never confuse liberty with license, as these two words are not synonymous ever. To show my friendly interest in each child. To consciously care for their progress, but to attain this by warmth and love rather than by rigid cold discipline. To manage children by the pleasantest of methods, with intelligence and affection and never by condemnation and fear.

*May Love and Understanding Teach Me.*

To educate truly, by drawing out rather than spoon feeding. To guide them instead of driving them. To direct their energy instead of repressing it. To try always to understand them, instead of sitting in judgment of them: and through all misdemeanors, both trivial and serious, to let them know it is the action we deplore and never the child.

*Oh Lead Me, Oh Teach Me, Oh Guide Me.*



## **USDA NONDISCRIMINATION STATEMENT**

From MO500-3317 (Rev 10-21)

For all other FNS nutrition assistance programs, State, or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
2. Fax: (202) 690-7442; or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## 2023-24 ENROLLMENT AGREEMENT

This *Enrollment Agreement* is between Alpha Montessori School (hereinafter “Alpha”) and the parent(s) or legal guardian(s) (referred to as “Parent”) of the student(s) listed on the last page of this handbook. We hope this partnership provides mutual understanding and respect, and open communication that will enable us to work together for the benefit of your child(ren).

**Please carefully read all sections of this handbook.**

**After reading the handbook, parents are required to sign the form below and return it to the school office or email it to [Tuition@Alpha-KC.com](mailto:Tuition@Alpha-KC.com) no later than August 28, 2023. Thank you!**

The beginning of each new school year is filled with hope and promise. Students, parents, guardians, and teachers look forward to an exciting year filled with learning and friendship. We thank you for your cooperation, support, and hope for a wonderful year at Alpha Montessori School.

I/We have read and agree to abide by all the procedures, policies, and legal regulations set forth in this **Alpha Montessori Family Handbook**, as well as with any amendments made to this handbook for as long as my child attends Alpha Montessori School.

### **Photo Consent:**

During the school year, we take photographs of school activities involving students to share the school's positive vibe and updates. By which incidentally, some photographs may capture your child's participation, directly or indirectly. These photos may be published on our website, social media pages, and/or newsletters. With this, we seek your consent in allowing us to publish photos which may involve your child to the said platforms.

- I/We **DO** give consent for my child(ren)'s picture to be used by Alpha Montessori School with the understanding that their name will not be used with the photo nor with they be identified in any other way.
- I/We **DO NOT** give permission for my child's picture to be used by Alpha Montessori School.

Student(s) Printed Name(s) \_\_\_\_\_

Print Parent Name	<i>Signature of Parent</i>	Date
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Print Parent Name	<i>Signature of Parent</i>	Date
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*Thank you for sharing  
your children with us!*