



2026-2027 Parent Handbook



Our Mission

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

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About Us

Established in 1993, our Montessori program is dedicated to the intellectual, physical, social, and emotional growth of every child. We provide an exceptional educational environment that stimulates curiosity and encourages exploration. While we offer a secure and nurturing setting, our primary focus remains the academic and developmental excellence of our students. Our educators complete a rigorous two-year Montessori certification program, ensuring the highest standards of instruction.

Montessori Method

The Montessori Method, pioneered by Dr. Maria Montessori (1870-1952), is a world-renowned educational philosophy centered on the "prepared environment." This approach empowers students to become active participants in their learning journey, fostering self-directed exploration, critical thinking, and robust social-emotional development. At Agape Montessori School, our classrooms are meticulously designed to support the development of the whole child across five core curriculum areas:

- **Practical Life:** These activities develop self-regulation, concentration, and fine motor skills by engaging children in authentic, purposeful tasks that promote independence, self-care, and social responsibility within our community.
- **Sensorial:** These materials refine the child's sensory perception—sight, sound, touch, taste, and smell—enabling them to categorize and understand their physical world through observation and discovery.
- **Language:** We provide a comprehensive foundation for literacy, emphasizing phonics, reading readiness, and the development of oral and written communication skills, encouraging self-expression and intellectual curiosity.
- **Math:** Using specialized, tactile Montessori materials, children progress from concrete to abstract mathematical thinking. This area covers number sense, arithmetic operations, fractions, and decimal concepts, building a strong, logical foundation.
- **Culture and Science:** This area invites children to explore the broader world. It encompasses geography, history, botany, and zoology, introducing scientific inquiry and a global perspective that cultivates respect for nature and human diversity.

By integrating these core areas within our prepared environment, we empower students to cultivate intrinsic motivation, a lifelong passion for learning, and the confidence to excel both within and beyond the classroom.

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. Maria Montessori identified the primary sensitive periods from birth to three years old as movement, language, orientation to the environment, and order. In our infants, toddlers, and twos classrooms, we focus on these areas to help children cultivate foundational independence, confidence, and a sense of being socially responsible as they begin to orient themselves within their community and the world.

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

As students enter Children's House, they transition from novice to practitioner and, finally, to master. This pivotal three-year cycle is where knowledge is solidified and students develop intrinsic motivation and the ability to handle external authority with grace. By the third year, as mentors to younger peers, they become truly independent and academically prepared. This stage ensures that children leave our program with a holistic worldview, equipped with the social and emotional maturity to excel in their future educational journeys.

The Montessori Work Cycle

The Montessori work cycle is a foundational element of our approach, providing children with uninterrupted time to explore materials, develop concentration, and master skills at their own pace. During these dedicated blocks, students independently choose meaningful work, engage in deep concentration, and refine their problem-solving abilities under the guidance of trained Montessori educators.

Morning Work Cycle

The morning work cycle serves as the primary academic block for all students in the classroom. During this period, children engage in self-directed activities across key Montessori curriculum areas: Practical Life, Sensorial, Language, Mathematics, Science, and Culture. Educators provide individual and small-group lessons, allowing students to select work that aligns with their developmental needs and interest levels while cultivating order, coordination, concentration, and independence.

Afternoon Work Cycle

Our afternoon work cycle supports advanced learning through an additional, focused work session. This specialized environment is designed for students who are developmentally ready to engage with complex concepts and master advanced Montessori materials through deep, individualized instruction.

A student is considered ready for this significant milestone when they consistently demonstrate the following developmental criteria:

- No longer requires a daily rest or nap period.
- Demonstrates sustained independence during Montessori lessons.
- Follows classroom guidelines and expectations autonomously.
- Works quietly and productively without requiring continuous 1-on-1 educator support.

Eligibility for the afternoon work cycle is determined by the Director based on comprehensive observation of the child's individual readiness and developmental progress. Parents will be notified when their child has successfully met the necessary milestones for this transition. A thoughtful, well-timed progression ensures the educational integrity of the afternoon classroom, allowing each child to fully benefit from advanced lessons, detailed observation, and tailored skill development.

School & Family Partnership

The partnership between Agape Montessori School and its families builds a strong foundation of community and well-being for every child. Through trusted relationships and open communication, staff and parents collaborate to maximize academic achievement in the classroom. Together, we promote mutual respect, tolerance, and inclusion for all students, staff, family members, and guests. By uniting the efforts of our educators, families, and broader community, we cultivate a lifelong love of learning that prepares each child for personal and academic success both at Agape Montessori School and beyond.

Admission Policy

Agape Montessori School is committed to an inclusive environment and does not discriminate based on race, color, religion, national origin, ancestry, physical handicap, or sex. Our program is designed to foster independence and self-reliance through the Montessori philosophy. While our educators provide individualized guidance, our environment necessitates that students be able to navigate the classroom and follow routines with an age-appropriate level of independence. As such, we are unable to provide the prolonged, one-on-one behavioral support required for certain specialized needs.

Enrollment

Per Kansas Office of Early Childhood 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, including:

- Parent Agreement Form
- Medical Record
- Health Assessment
- Immunization Record
- Emergency Medical Release Form
- Off-Premises Permission Form
- Medication Administration Form (if applicable)
- Food Information Sheet

Classroom Ratios

Agape Montessori School is staffed with qualified early childhood professionals. Teacher to child ratio is:

Age	Teacher to Child Ratio
6 weeks to 12 months	1 to 4
12 to 30 months	1 to 6
2 to 3 years	1 to 7
2 ½ to 6 years	1 to 12
School age	1 to 16

Tuition Structure

Tuition is based on the child's age. It is billed in advance and due every Monday. Please note that tuition remains due regardless of a child's attendance. We accept payments via cash, check, or major credit cards (MasterCard, Visa, and Discover); however, we do not accept American Express or tap-to-pay. For your convenience, automatic payment options are available through the parent portal. To maintain our operational standards, tuition not received by the close of business on Friday will incur a late fee.

Tuition Vacation

After nine months of continuous enrollment, families qualify for a one-week tuition vacation credit based on their child's enrolled program. This credit must be used within a single, continuous one-week timeframe within 12 months of eligibility and is renewed annually. Families may apply this tuition-free week at their discretion, whether for a personal vacation or during scheduled school closures such as winter or summer break; however, children may not be in attendance during the selected timeframe. To ensure proper staffing, parents must provide written notification at least one week in advance. Full tuition is required at all other times, and this policy does not apply to summer-only enrollments or families who take summers or other extended portions of the year off.

0-3 Tuition Rates

Program	2 Days	3 Days	5 Days
Infants (6 weeks – 12 months)			
Full Day			\$430
Toddlers (13 – 24 months)			
Full Day			\$390
Twos (25 – 36 months)			
Full Day	\$210	\$260	\$350

3-6 Tuition Rates

Children's House	2 Days	3 Days	5 Days
Morning (8:30am-11:30am) Includes circle time, individual work cycle, snack, and outdoor play (weather permitting).	\$135	\$175	\$230
Extended (7:30am-12:30pm) Includes Morning description and breakfast and/or lunch.	\$155	\$195	\$260
School Day (8:30am-3:30pm) Includes Extended description and additional snack, afternoon work cycle and/or rest time.			\$285
Full Day: (7:00am-6:00pm) Includes School Day description and before and/or after school care, which may include additional work time and outdoor play.	\$190	\$235	\$315

Enrollment Fees

Fees	Per Child	Each Additional Child	Note
Registration: <i>0-3 Program (Full Year)</i>	\$150	\$125	Non-refundable, due upon enrollment.
Registration: <i>3-6 Program (School Year)</i>	\$125	\$100	Non-refundable, due upon enrollment.
Registration: <i>3-6 Program (Summer)</i>	\$50	\$45	Non-refundable, due upon enrollment.
Prepaid Tuition: <i>Infants & Toddlers (New Students Only)</i>	2 weeks of tuition	Same	Non-refundable, applied to the first two weeks of service.
Prepaid Tuition: <i>Twos / 3-6 (New Students Only)</i>	1 week of tuition	Same	Non-refundable, applied to the first week of service.
Materials Fee: <i>Ones & Twos</i>	\$100	Same	Due at the start of the school year.
Materials Fee: <i>Children's House</i>	\$150	Same	Due at the start of the school year.

Discounts

Discount	Description
Sibling Discount	Families with multiple children enrolled in 5-day, full day programs are eligible for a \$30 discount applied to the oldest child's tuition, effective when the younger sibling begins their program. This discount cannot be combined with other offers.
Third Year Discount	Students in the Children's House program completing their Kindergarten year with us are eligible for a reduced tuition rate. Eligible students will receive a rate of \$285 for the Full-Time program or \$260 for the School Day program
Military Discount	A \$15 discount is available for active members of the military.

** Discounts cannot be combined with other discounts. **

Additional Fees

Fees	Amount	Note
Late Pick-Up Fee	\$40 after 6:00 pm + \$1 per minute after 6:10 pm	Charged if the child is picked up after 6:00 pm.
Late Pick-up Fee (Early Dismissal Days)	\$40 after 3:30 pm + \$1 per minute after 3:40pm	Charged if the child is picked up after 3:30 pm.
Late Payment Fee	\$20	Charged if tuition is not paid by the end of day Friday.
Return Check	\$40	Charged for each return check.

Termination of Services or Change in Program

A written two-week notice is required for any program modifications or student withdrawals, during which families remain financially responsible for full tuition. Tuition obligations officially begin on the child's scheduled start date. Modifying this date with less than two weeks' notice will not relieve the family of tuition charges starting from the original date. Additionally, Agape Montessori School reserves the right to terminate services at its discretion for reasons including, but not limited to, nonpayment, bullying, or threatening and violent behavior exhibited by either a child or a parent.

Attendance

The school day officially begins at 8:30 AM, and punctual arrival is essential. Late arrivals cause children to miss core instructional concepts and disrupt the focus of their classmates. Parents must notify the school promptly if a student will be absent or arriving late. To minimize classroom interruptions, late-arriving students must be dropped off at the front desk, where the Director or a designated staff member will escort them to class. Please note that students arriving after their scheduled naptime has begun will not be admitted for the day. Families enrolled in the Morning, Extended, or School Day sessions may arrive up to 10 minutes before the start of the session and must pick up their child within 10 minutes of dismissal. Finally, while formal instruction is suspended on staff In-Service and Parent-Teacher Conference days, the school remains open and provides childcare during normal operating hours.

Holidays

Full tuition is due for any week that includes a holiday. The school will be closed on the following dates for the 2026-2027 school year:

- **Labor Day:** September 7th, 2026
- **Thanksgiving:** November 25th - 27th, 2026
- **Winter Break:** December 24th, 2026 – January 1st, 2027
- **Martin Luther King, Jr Day:** January 18, 2027
- **President's Day:** February 15, 2027
- **Good Friday:** March 26, 2027
- **Memorial Day:** May 31st, 2027
- **Summer Break:** July 5th - 9th

Inclement Weather & Late Start Policy

While the school makes every effort to remain open during inclement weather, closures will occur if the Governor declares a State of Emergency or if hazardous conditions prevent adequate staffing. Because many staff members travel significant distances with young children, the safety of our personnel and families remains our highest priority. On any day the Olathe School District closes due to severe weather, Agape Montessori School will automatically operate on a Late Start schedule. On Late Start days, doors open at 9:00 AM, the official school day begins at 9:30 AM, and breakfast service will be suspended. If the school is able to maintain normal operating hours or determines that a full closure is necessary, families will be notified promptly via mass email and updates posted on Playground.

Early Dismissal Days

The school will observe three Early Dismissal days throughout the year, closing at 3:30 PM to accommodate state-mandated staff training. Parents and guardians must pick up their children before the 3:30 PM closure, as standard late pickup fees will be applied for any students remaining after this time. The early dismissal dates for the year are as follows:

- November 4th, 2026
- April 7th, 2027 (*127th & MurLen location only*)
- April 21st, 2027 (*143rd & BlackBob location only*)
- July 28th, 2027

Communication

Effective communication is the cornerstone of a successful partnership between the school and our families. Agape utilizes the Playground application to facilitate timely and transparent updates. This secure parent portal allows the Director and Lead Teachers to share academic updates, reminders, and daily highlights. While teachers typically post non-urgent updates during afternoon administrative hours, the Director is available for immediate needs or sensitive communications. Within the app, you will also be able to access your tuition account, view tax receipts, and update your child's information and approved pick up list. You will receive an invitation upon enrollment to access the portal via email. Parents are required to sign up as this is our primary method of communication.

To ensure open communication, the school will provide you with:

- Monthly school newsletter, lunch menu, and snack schedule
- Information on special events
- Parent/teacher conferences twice during the school year

As a Parent, we request that you provide us:

- Written instruction concerning your child that needs to be conveyed to the staff.
- Regular updates to authorized pick-up lists and demographic information to ensure accuracy.
- Notification if the child is going to be absent.
- Notification of any illnesses your child develops.

Personalized Update Expectations

Age Group	Parent Portal Posts
Infants	Minimum of 3 picture updates per week
Ones & Twos	Minimum of 2 picture updates per week
Children's House	Minimum of 1 picture update per week

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 events, fundraisers, holiday parties and summer field trips. We encourage all parents to take advantage of these opportunities and help us build a strong school community.

Photography Policy

Agape Montessori School's staff will occasionally take photographs and videos of our students during school activities, special events, and every day learning to celebrate and document their experience and share those moments with you. Enrollment in our program constitutes permission to take and publish photographs or videos of your child, which may be used for legitimate purposes including, but not limited to, Playground posts (parent portal app), art projects, classroom displays, student portfolios, curriculum, and Agape Montessori School's website and social media. Student names or other identifying factors will not be published alongside images. Agape reserves all rights to such photographs or videos, and no compensation will be provided for their use. If you prefer not to have your child appear in any photos or videos, including class photos or those sent as parent updates, you may request an Image Opt-Out Form upon enrollment or at any time throughout the school year.

What Your Child Should Bring

Infants	Ones & Twos	Children's House
• 4 feeding bottles • Formula or breastmilk • Baby food (if applicable) • Diapers • Wipes • Diaper Cream • 2 extra sets of clothing • Socks or slippers • Wet bag • 2 sleepsacks • 1" 3-ring binder with transparent slipcover	• Diapers (Ones) • Pull-Ups with Velcro sides (Twos) • Wipes • 2 extra sets of clothing • Water bottle with covered mouthpiece • Bedding (crib sheet and blanket) • Backpack • Wet bag • House shoes or slippers (Twos only; no characters or lights) • 1" 3-ring binder with transparent slipcover	• 2 extra sets of clothing • Water bottle with covered mouthpiece • Pull-ups (if needed) • Backpack • Bedding (crib sheet and blanket) • House shoes or slippers (no characters or lights)

Clothing & Personal Items

Throughout the day, children engage in a variety of activities, from outdoor playground fun to hands-on art projects. To ensure your child can comfortably participate, please dress them in practical, washable clothing. While we take every precaution to protect their attire, minor spills and messes do happen. Girls wearing dresses must wear shorts or bloomers underneath, and all students are required to wear closed-toe shoes daily. Children's House students are required to bring a pair of soft-soled, slip-on "house shoes" to leave in their classroom. Students will transition into these shoes upon arrival and switch back into their outdoor footwear for playground time. Please select simple, neutral house shoes free of lights or cartoon characters.

For classroom focus and organization, please leave all toys and stuffed animals at home; any items brought from home will be held by the teacher rather than kept in the child's cubby. Additionally, all clothing and bedding must be clearly labeled with your child's name.

Meals & Snacks

Nutritious breakfasts, lunches, and snacks are provided daily, with lunch served at either 11:30 AM or 12:00 PM. Parents may opt to send food from home, provided it meets state nutritional guidelines. The school supplies milk, juice, and water during meals and throughout the day. It is the family's responsibility to inform staff in writing of any food allergies or dietary restrictions; Agape Montessori School assumes no liability without written notification. Monthly lunch menus are posted in every classroom as well as in the parent portal, and are available upon request.

Our facility operates as a strictly nut-free environment. Parents are required to supply snacks for their child's class once per month, following the assigned schedule sent home as a monthly calendar. All snack labels must be carefully reviewed to ensure they contain no nuts and were not manufactured in a facility that processes tree nuts or peanuts. Sweet treats like cupcakes, cookies, or candy should be reserved for birthdays or designated class parties, and teachers must be notified prior to bringing in special treats. An approved snack list is available upon request.

Safe Sleep Policy

Infants: (12 months and under)

In accordance with American Academy of Pediatrics recommendations and Kansas Office of Early Childhood regulations, our safe sleep policy requires that all infants under 12 months be placed to sleep on their backs in individually labeled, safety-approved cribs spaced at least 24 inches apart. Each crib features a firm mattress with a fitted sheet and is kept completely free of soft bedding, pillows, bumper pads, toys, positioners, and loose items. Standard (non-weighted/non-padded) sleep sacks are the only permitted covers. Swaddling is not permitted. Staff continuously supervise resting infants with clear visibility in room temperatures maintained between 68 and 72 degrees Fahrenheit. Mattress heights are routinely adjusted as infants gain mobility, and crib awake time is limited to a maximum of 30 minutes.

Older students: (Ages 1 and up)

To ensure the safety and well-being of our students during rest time, the school maintains a lighted sleep environment; the use of dark window coverings is prohibited. Cots must be arranged to maintain at least 2 feet of space between each child. Parents are responsible for providing bedding (crib sheet and blanket), which must be taken home and washed weekly to maintain sanitary conditions.

Nap & Rest Time

Children enrolled in School Day and Full Day programs are provided with a dedicated rest period daily. During this time, children are encouraged to nap or rest quietly on their individual cots. Non-napping children will be provided with quiet, individual activities to ensure a restful environment for the entire group. They may engage in reading or other quiet activities independently while teachers assist with naptime procedures, classroom resets, and administrative tasks. Students must be able to work without disrupting the naptime setting or requiring one-on-one teacher support. In accordance with our behavioral policy, children who are consistently unable to nap and whose behavior disrupts the restful environment for others may be asked to transition to a Morning or Extended session program.

Screen Time Policy

All digital media used within our programs is strictly educational in nature and intended to supplement our core curriculum, curated exclusively by teaching staff using company-approved accounts to ensure every interaction is purposeful and directly aligned with classroom learning objectives. Under this policy, screen time is completely prohibited in our 0–3 age programs to prioritize hands-on developmental learning, while screen use in the Children’s House (ages 3–6) is restricted strictly to pre-approved gross motor movement activities during indoor recess or approved educational purposes.

Toilet Learning

Children entering our Children’s House program are encouraged to be toilet trained, though we support toilet learning as a progressive developmental milestone by teaching independence skills like dressing, wiping, and handwashing. Children in the Two’s classroom must wear pull-ups with Velcro sides. Staff offer regular toileting opportunities during scheduled changes and respond promptly to child requests to use the restroom. If a child wearing underwear experiences more than two accidents in a day, they will be transitioned back to a pull-up for hygiene and comfort. Parents must supply an adequate daily stock of diapers or pull-ups. A \$10 daily fee will be charged if the school has to provide diapering supplies.

Immunization Policy

To ensure the health and safety of our school community, Agape Montessori School asks that all students be fully vaccinated in accordance with current immunization requirements of Kansas Child Care Licensing in order to enroll or remain in the program.

Illness Policy

If a child becomes ill while at school, parents will be contacted for immediate pick-up. To prevent the spread of illness, the child will be isolated from their peers and kept comfortable under staff supervision until a parent or authorized guardian arrives. Children must remain at home if they exhibit any of the following symptoms:

- Fever of 100.4°F or higher
- Vomiting
- Constant, severe coughing
- Green nasal discharge
- Diarrhea
- Undiagnosed skin rashes
- Any symptoms of a communicable disease

Children may return to school once they have been completely symptom-free for 24 consecutive hours without the assistance of symptom-reducing medication. Children prescribed antibiotics must complete a full 24 hours of treatment prior to returning. Alternatively, a child may return immediately if accompanied by a written medical release from a licensed physician confirming they are non-contagious.

Medication Administration

School staff will only administer medication upon receipt of a completed *Authorization for Dispensing Medication* form. All medications must be handed directly to a staff member for secure storage; medications must never be sent or stored in a child's bag. Medication administration requirements include:

- All prescription and over-the-counter medications must remain in their original containers with intact labels detailing the child's name and precise dosage instructions.
- Administration of pain-relieving medication requires an accompanying physician's note specifying the diagnosis and the child's current weight. Pain medications will not be administered for teething.
- Short-term medication authorizations will automatically expire at the end of the specified treatment window. Long-term medication authorizations must be updated annually.

Chronic Medical Conditions

To ensure the safety and optimal care of children with chronic medical conditions such as asthma, severe allergies, diabetes, or seizure disorders—the school requires a proactive, standardized management plan prior to the child's first day of attendance. Parents must provide a detailed Action Plan completed and signed by the child's primary healthcare provider. This plan must outline specific triggers, daily management routines, warning signs, and step-by-step emergency response protocols. All specialized medications, rescue devices, and monitoring equipment must be provided by the family in their original packaging, clearly labeled with the child's name, and accompanied by a signed *Authorization for Dispensing Medication* form. Parents are responsible for monitoring expiration dates and replacing supplies as needed. The Director and teachers will review the child's health plan to ensure staff are fully trained on daily management and emergency interventions. Any updates to the child's condition, health, or treatment plan must be communicated to the school in writing immediately and reviewed annually at a minimum.

Food Allergies & Dietary Restrictions

Dietary restrictions and food allergies will be documented and posted in each individual classroom. Parents must coordinate with the Director on all severe allergy protocols, including the development of an individualized emergency plan and the safe storage and labeling of all necessary medications. Parents of children with documented food allergies, intolerances, or religious/dietary restrictions are required to provide safe, pre-approved alternative meals and snacks from home. All family-provided meals, snacks, and drink containers must be clearly labeled with the child's full name, the date, and instructions for preparation or serving. Any alternative food brought from home must comply with classroom allergy guidelines and be completely free of prohibited allergens (e.g., peanuts/tree nuts). For classroom parties or special events, parents of children with restrictions are encouraged to provide a stock of safe, non-perishable treats to be kept at school so their child can safely participate in all festivities.

Weather & Outdoor Play

Outdoor physical activity is a required and essential part of our daily routine; however, children's safety remains our top priority. Outdoor play will be adjusted, modified, or moved indoors based on weather conditions. Staff will continually monitor daily heat index and wind chill guidelines, which will directly impact the amount of time spent outdoors. Temperature and clothing guidelines are as follows:

- Above 70 degrees: Long sleeves are not necessary.
- 60 - 70 degrees: Light jacket or long sleeves required.
- Below 60 degrees: Must wear a coat.
- Below 40 degrees: Must wear a coat, hat and gloves.

Sunscreen

Parents are welcome to send sunscreen to school if they feel it is necessary for their child during outdoor play in the summer. All sunscreen provided must be labeled with the child's full name, handed directly to a staff member, and accompanied by a signed authorization form. Staff will apply sunscreen prior to outdoor activities in accordance with parent preferences.

Emergency Preparedness & Safety Drills

Safety drills are conducted at regular intervals to ensure all staff and students are thoroughly prepared to execute proper emergency procedures. To support these efforts, all personnel complete comprehensive emergency preparedness training upon hire and regularly review safety protocols throughout their employment.

Up-to-date logs documenting completed fire and tornado drills are publicly posted near the main entrance for full transparency and compliance. Detailed emergency preparedness plans are also available to parents and guardians upon request.

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 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.

Security

To maintain a safe environment, children must be accompanied directly to and from their classroom by an adult (aged 18 or older) at all times. Upon enrollment, up to two security keycards are provided per family at no cost to allow parent access during operational hours. Additional or replacement keycards are available for a \$5 fee per card. All keycards remain school property and must be returned upon the termination of services. Families must immediately report lost or stolen keycards so they can be deactivated, and for everyone's safety, holding or opening the door for others is strictly prohibited.

Parents and guardians must sign their child in and out daily using their designated 4-digit PIN via the Playground app. iPads and QR code stations are positioned throughout the facility to streamline this process. If your child is on the playground during pick-up time, please enter the building first to complete the check-in/out procedures rather than picking up directly from the outdoor play area. If an individual other than a primary parent or guardian will be picking up your child, advance written notification is required. Authorized individuals will be asked to present government-issued photo identification to classroom staff prior to the child's release.

For the safety and protection of our students and staff, closed-circuit security cameras actively monitor the building interior and exterior perimeter. Recorded footage is strictly for administrative use and reviewed by management as needed.

Incident Reports

An Incident Report is generated whenever a child sustains an injury, shows signs of illness, exhibits aggressive behavior, or experiences any situation the teaching staff deems necessary to bring to a parent's attention. Each report is thoroughly reviewed by both the classroom teacher and the Director before being made available to parents, either posted directly on Playground or sent home as a physical paper copy. The original document is maintained securely within the student's permanent file.

Love & Logic Approach

The Love and Logic discipline philosophy is built upon maintaining the dignity and self-respect of both students and educators. Under this framework, students are guided to resolve their own challenges, or those they create, without causing disruptions for others. By being granted the autonomy to make choices, learners experience the direct natural or logical outcomes of their actions, allowing misbehavior to be addressed through constructive consequences rather than punitive measures. Additionally, school personnel maintain proactive communication with families, contacting parents promptly to schedule a conference should persistent behavioral patterns arise.

Suggested Methods of Guidance & Redirection

For Infants and Toddlers:

- Shift the child's focus away from an undesirable behavior by engaging them in an alternative, positive activity.
- Disregard minor non-compliant behaviors, provided the child is safe and not posing a risk to others.
- Use phrased responses such as "No, thank you" instead of an abrupt "No" to gently communicate inappropriate behavior.
- Offer duplicate or alternative toys to manage interactions until children develop an age-appropriate understanding of sharing.

For Preschool Age Children:

Any of the above methods of guidance plus,

- Provide children with a choice between acceptable options, allowing safe natural consequences to serve as learning experiences.
- Guide children in developing problem-solving skills by offering suggestions when needed while empowering them to make the final decision.
- Involve children in establishing classroom expectations, using consistent modeling and frequent reminders to reinforce understanding through repetition.
- Utilize a designated, clearly supervised "peace area" where children can process emotions and calm down. Invite them to rejoin the group when ready, follow up with a conversation about feelings and behaviors, and offer reassuring support.
- Maintain children within the classroom environment at all times, reserving physical removal strictly for situations where a child poses a safety risk to others.

For School Age Children:

Any of the above methods of guidance plus,

- Involve school-age children in planning activities.
- Involve school-age children in setting their own guidelines.
- Allow school-age children to suggest consequences when rules are not followed.

Behavioral Policy

We view behavioral challenges as opportunities for growth and social-emotional learning. Maintaining the physical safety and educational harmony of the classroom is our highest priority. To ensure clear communication between staff and families, behaviors are defined as follows:

Unacceptable Behaviors:

May include, but not limited to, violation of school rules, profane language, obscene gestures, dishonesty, bullying, noncompliance, defiance, theft, prolonged dysregulation, or disruption of the classroom routine or environment.

Aggressive & Dangerous Behaviors:

May include, but not limited to, unprovoked hitting, kicking, pushing, biting, threatening language, physical violence, property destruction, or elopement (leaving a designated area without permission).

Classification of Behavioral Incidents

Severe Behavioral Incidents:

A severe behavioral incident includes any of the following occurrences:

- Physical aggression resulting in a visible mark, bruising, or broken skin.
- Any event requiring administrative intervention or the temporary removal of the child from the classroom environment.
- Behaviors requiring more than 10 consecutive minutes of dedicated 1-on-1 educator support.
- Severe disruption to the classroom setting, including property destruction, throwing objects, or elopement (leaving the designated area).

Minor Behavioral Incidents

The documentation of two minor behavioral incidents is equivalent to one severe behavioral incident. A minor behavioral incident includes:

- Attempted physical aggression, or physical aggression that does not result in a visible mark.
- Repeated instances of disruptive behavior or emotional dysregulation that interfere with the learning environment.

Disciplinary Action

Agape Montessori School reserves the right to escalate disciplinary actions based on the severity and frequency of any behavioral incident. Depending on the nature of the behavior, intervention strategies may include incident reports, parent phone calls, formal parent conferences, implementation of an alternative schedule, out-of-school suspension, or program expulsion.

To ensure classroom safety and individual support, the following progressive action steps will be enforced:

- **Three Incidents within a 24-Hour Period:** The child must be picked up for the remainder of the school day.
- **Eight Incidents within Five Scheduled Days:** The child will be sent home for the current day and issued a three-day temporary suspension.
- **Subsequent Suspension:** If a second suspension-level threshold is reached, the child will be sent home for the remainder of the day and suspended until a mandatory parent-administrative conference is conducted to evaluate next steps.

Any child requiring immediate removal from the classroom must be picked up promptly by a parent or authorized guardian. An inability or unwillingness to pick up a student in a timely manner may result in further suspension or immediate termination of enrollment.

Outside Professional Services

There are occasions when it is necessary to seek outside professional services for a child's needs such as speech therapy, occupational therapy, or behavioral support. These types of services are selected and paid for by the parents. Support professionals may come to the school to work with the child during predetermined times, which must align with classroom schedules and routines. Parents must supply written notice or approval to Agape before services begin. Agape is not responsible for the quality or expense of any service provided by an outside resource.