

2024

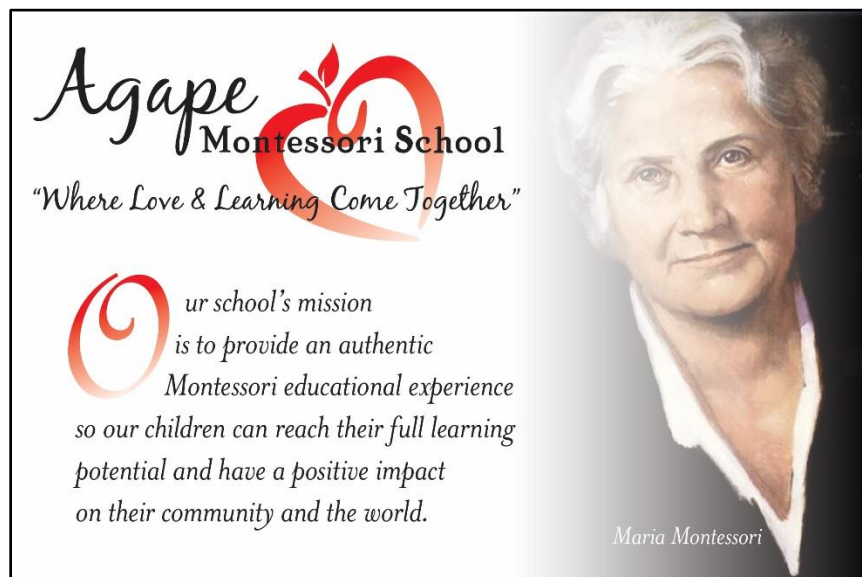
Agape

Montessori School

"Where Love & Learning Come Together"



Mission Statement



About Us

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

Montessori Method

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

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

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

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

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

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

Our Early Childhood Programs

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

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

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

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

Program Goals

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

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

Session Options

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

Tuition

Tuition is paid in advance and is due on Monday of each week. You are responsible for paying tuition whether your child is in attendance or not. Payments may be made by cash, check, credit card, or money order. Credit cards accepted are MasterCard, Visa and Discover. We do not accept American Express. We also offer an Automatic Payment option via an online parent portal.

Activities fees for Children's House students are paid at the start of each school year and summer session. These are meant to cover a portion of the costs for field trips, transportation, t-shirts, journals, and online portfolios.

Tuition Rates

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

Program/Session	2 Days	3 Days	5 Days
Infants (6 weeks – 12 months)			
Full Day			\$395
Toddlers (13 – 24 months)			
Full Day			\$360
Twos (25 – 36 months)			
Full Day	\$200	\$250	\$330
Children's House (3 – 6 Years)			
Morning	\$130	\$160	\$215
Extended	\$145	\$185	\$245
School Day			\$270
Full Day	\$175	\$220	\$295

Enrollment Fees

Fees	Per Child	Each Additional Child	Note
Registration – 0-3 Program <i>Full Year</i>	\$150	\$125	Non-Refundable, due upon enrollment.
Registration – Children's House <i>Full Year</i>	\$125	\$100	Non-Refundable, due upon enrollment.
Registration – Children's House <i>Summer</i>	\$50	\$45	Non-Refundable, due upon enrollment.
Prepaid Tuition Infants & Toddlers <i>New Students Only</i>	2-weeks of tuition	Same	Prepaid tuition is non-refundable and is applied to the first two weeks of service.
Prepaid Tuition Twos & Children's House <i>New Students Only</i>	1-week of tuition	Same	Prepaid tuition is non-refundable and is applied to the first week of service.
Activities Fees – <i>Children's House Only</i>	\$60 – School Year	Same	Due by August 1 st

Additional Fees

Fees	Per Child	Each Additional Child	Note
Hourly Fee	\$15	\$10	Fee begins 10 minutes after the allotted pick-up time.
Drop-in Day	\$90	Same	As Available
Late Pick-Up Fee	\$40 after 6:00 pm + \$1 per minute after 6:10 pm	Same	Charged if the child is picked up after closing.
Late Payment	5% of outstanding balance	N/A	Charged if tuition is not paid within 5 days of due date.
Return Check	\$40	N/A	Charged for each return check

Family Discount

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

Third Year Discount

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

Military Discount

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

Return Check Policy

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

Suspension of Service for Non-Payment

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

Termination of Services or Change in Program

A two-week written notice is required if you wish to change or withdraw from your child's program. You are responsible for your child's current tuition during this time. Also, you are responsible for your child's full tuition beginning on your child's start date. If you change your child's start date less than two weeks from your scheduled start date, you are still responsible for tuition. Agape Montessori School reserves the right to terminate services for any reason including but not limited to nonpayment, bullying, or threatening/violent behavior by the child or parent. Unused tuition will be refunded if service is terminated by the school.

Outside Professional Services

There are occasions when it is necessary to seek outside professional services for a child's needs such as speech therapy, occupational therapy, or behavioral support. These types of services are selected and paid for by the parent. Support professionals may come to the school to work with the child during scheduled times. 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.

Attendance

The school day begins at 8:30. It is imperative that your child be at school on time. Children entering the classroom late miss out on important concepts and interrupt the concentration of the other students. Parents are responsible for contacting the school if their child will not be in attendance or is running late. Students who arrive late should be dropped off at the front desk and will be escorted back to their classroom by the Director or other staff member to help minimize distractions. If your child is not able to be dropped off prior to their scheduled naptime, they will not be allowed to attend on that day. Children who are enrolled in the Morning, Extended, or School Day session are welcome to arrive up to 10 minutes early and must be picked up no later than 10 minutes after his/her session ends.

There is no formal school on In-Service and Conference days, however the school is still open on these days and care is provided for the children.

Security

Children are not allowed to enter or leave the building without a parent or guardian. Parents are provided with a keycard to the building to allow them access at any time during hours of operation. If someone other than the parent or guardian is to pick up your child, the school MUST be notified in advance in writing. The teacher may ask for picture identification from the person picking up your child.

If a child is out on the playground for recess, we ask that all parents/guardians come into the building to pick up their child, rather than picking them up directly from the playground.

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

Each parent/guardian is required to utilize a 4-digit PIN assigned through Playground for Sign In and Sign Out procedures on a daily basis. iPads and QR codes will be made available throughout the building to expedite the sign in/out process.

We have closed circuit cameras throughout the school, as well as along the outside perimeter, to ensure the safety of students at all times. Recorded camera footage can be reviewed by staff when necessary.

Holidays

The school will be closed in **2024** on the following dates:

- **New Year's Day:** January 1st
- **President's Day:** February 19th
- **Good Friday/Easter:** March 29th
- **Memorial Day:** May 27th
- **Summer Break:** July 1st – 5th
- **Labor Day:** September 2nd
- **Thanksgiving:** November 27th - 29th
- **Winter Break:** December 23rd – January 1st

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

Tuition Vacation

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

Assessments/Conferences

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

Parental Involvement

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

- Community Outreach
- Fundraising
- Holiday Parties
- Field Trips
- Volunteering during class hours

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

Communication

Communication is essential in building a strong bond between the school and families. Agape uses email, our website, and Facebook as tools to provide fast and effective communications. We also use an application called Playground that can be downloaded on any device. This is a parent portal that allows the Director, as well as your child's Lead Teacher, to send you emails, direct messages, reminders, and pictures throughout the school day. You will also be able to access your tuition account, print off tax receipts, update your child's information, and add contacts to your child's approved pick up list. You will receive an invitation upon enrollment to access the portal via email.

To ensure open communication, the school will provide you:

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

As a Parent, we request that you provide us:

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

Clothing/Personal Items

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

Please leave all candy and toys at home. Nap-time items such as stuffed animals are allowed, but we ask that they be limited to one. Items brought from home will be held by the teacher, not in the child's cubby. Please label all clothing and bedding with the child's name.

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

Toilet Learning

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

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

Field Trips

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

Fire and Tornado Drills

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

Incident Reports

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

Medical Emergency

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

Illness & Medication

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

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

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

All medications must have written authorization from a physician and/or parent. All medication must be in the original container or with the original prescription label, and indicate the child's name, as well as the appropriate dosage. For fever reducing or pain medications, an accompanying doctor's note must be provided stating the reason for the medication along with the child's current weight. Fever reducing medication cannot be administered solely for teething purposes. Please be sure to give the medication to a staff member so it can be safely stored. An *Authorization for Dispensing Medication* form must be completed before medication can be administered to your child.

Meals and Snacks

Lunch is served at 11:30am or 12:00pm. A non-affiliate blessing is administered before each meal. Nutritional breakfast, lunch, and snacks are served daily. Your child may choose to bring his/her own food. The food will be stored properly and served to your child at appropriate times. However, it must meet State requirements. The school will provide milk, juice, or water to drink with each meal and throughout the day. We also ask that if you do choose to bring food from home, it must be a cold lunch rather than foods that need to be cooked or heated. It is your responsibility to inform the staff of any food allergies or dietary restrictions your child may have. Agape Montessori school will not be held liable for any food allergies or religious food restrictions if not notified by the parent in writing. A copy of the monthly lunch menu is posted in each class. If you would like a copy of the menu, please ask a staff member.

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

School and Family Partnership

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

Enrollment

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

- Non-Refundable Registration Fees
- Non-Refundable Prepaid Tuition
- Non-Refundable Activities Fee (if applicable)
- Parent Agreement Form
- Student Registration Form
- Medical Record
- Immunization Record
- Emergency Medical Release Form
- Off-Premises Permission Form
- Image Release Form
- Sunscreen/Neosporin Form
- Medication Administration Form (if applicable)
- Safe Sleep Policy (Infants only)
- Food Information Sheet (Infants and Toddlers only)

Admission Policy

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

Teaching Staff/Ratios

Agape Montessori School is staffed with qualified early childhood professionals. Teacher to Child Ratio is:

- 6 weeks to 12 months 1 to 3
- 12 to 36 months 1 to 5
- 2 to 3 years 1 to 7
- 2 ½ to 6 years 1 to 10
- 3 to 6 years 1 to 12
- Kindergarten (5 and above) 1 to 14
- School age (6 and above) 1 to 16

What Your Child Should Bring

Infants:

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

Toddlers and Twos:

- Diapers (Pull-Ups for Twos)
- Wipes
- Diaper Cream
- 2 extra sets of clothing
- Sunscreen
- Sippy cup or small water bottle
- Bedding items (crib sheet & blanket)
- 1" three ring binder with transparent slipcover
- Small backpack for personal belongings

3-6 years:

- Complete change of clothing
- Sunscreen
- Water bottle
- Pull-ups (if needed)
- Backpack for personal belongings
- Bedding items for students who nap (crib sheet and blanket)

School Supplies

School supplies are required twice per year, once at the beginning of the school year or when your child starts and once at the beginning of the summer session. A school supply list will be sent in advance of the start of these sessions. If you start during the middle of a session your school supply list will consist of:

- 4 Boxes of Dixie Cups
- 2 Packs of Napkins
- 4 Rolls of Paper Towels
- 4 Boxes of Tissues
- 4 Hand Soaps

Love & Logic Approach to Discipline

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

Suggested Guidance & Redirection for Infants and Toddlers

- Redirect the infant/toddler away from the activity that is not desired by engaging the child in a different activity.
- Ignore the behavior, if the child is not in danger or causing someone else to be in danger.
- Use the words “No, thank you” in place of “No” to indicate an undesirable behavior.
- Provide alternative materials or toys until infants and toddlers are able to understand the concept of sharing.

Suggested Guidance for Preschool Age Children

Any of the above methods of guidance PLUS:

- Allow preschool age children to make acceptable choices and let the natural consequence of the decision be the teacher (if the consequence is not dangerous). Be sure to offer only acceptable choices!
- Help children learn to solve problems. Offer suggestions when necessary and allow the child to decide.
- Discuss the “rules” of the classroom and offer reminders as needed. Children learn by repetition and modeled behavior. Allow the preschool age children to help set the “rules”.
- Provide the child with opportunities to think, cool off, or calm down as needed. Provide a “peace area” or “peace place” for the child that is nearby, and which allows you to clearly supervise the child. Invite the child to rejoin the group when he/she is ready. Talk about the behavior, feelings and reassure the child when he/she rejoins the group. Never remove a child from the classroom unless there is a danger being posed to others.

Suggested Guidance 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 “broken.”

Disciplinary Action Policy

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

- 3 infractions within a day, the child will be sent home for the remainder of the day.
 - If a child is sent home after 3pm, the child’s suspension will begin the following school day.
- 8 infractions within a 5-day period, the child will be sent home for the remainder of the day and placed on a 3-day suspension.
- The second time a child is sent home within a 10-day period, the child will be sent home and placed on a 3-day suspension.
- If the child is sent home within 5 days of returning from a 3-day suspension, the child will be placed on a 5-day suspension.
- If the child is sent home within 5 days of returning from a 5-day suspension, the child will be placed on another 5-day suspension. A clear plan of action must be in place for the child to return. These plans will typically require outside interventions in place for the child.

Unacceptable Behavior

- Violation of School Rules
- Profane Language
- Obscene Gestures
- Dishonesty
- Bullying
- Threatening Violence
- Destruction of Property (school or student)
- Noncompliance or Defiance
- Physical or Verbal Violence
- Theft
- Dangerous behavior

Possible Consequences

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

Notes
