



# **AMARILLO MONTESSORI ACADEMY**

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## Welcome Letter from Our Executive Director

Dear Students and Families,

Welcome to Amarillo Montessori Academy! I am truly honored to be part of this vibrant and compassionate community as the Executive Director. Whether you are just joining us or have been part of the AMA family for years, we're so glad you're here.

At AMA, we believe in nurturing each child's natural curiosity and love for learning. Our Montessori approach gives children the freedom to learn in ways that traditional classrooms often don't allow—encouraging independence, creativity, and confidence from the very beginning. Every day, I witness our classrooms come alive with discovery, joy, and growth, and I couldn't be more proud of the students and the amazing educators who guide them.

Our mission is simple, yet powerful: *“to foster independent, confident, academically prepared, and socially responsible citizens who will be lifelong learners and problem solvers”*. This mission is at the heart of everything we do.

I am deeply proud of our incredible staff, whose passion and commitment create a safe, supportive, and enriching environment for your child to flourish. From our youngest learners to our older students, every child is seen, valued, and celebrated for who they are.

Our community extends beyond the classroom. With your support—through school supply drives, seasonal events, and our ever-growing community garden—we are able to create an atmosphere where learning and connection go hand in hand. Our certified art teacher helps students explore their creativity, making learning even more meaningful through art, crafts, and joyful expression.

Thank you for choosing Amarillo Montessori Academy. We are excited to partner with you in your child's educational journey. My door is always open, and I look forward to getting to know each of you better throughout the year.

With warmth and gratitude,

**Alexa Ybarra**

Executive Director  
Amarillo Montessori Academy

## **Amarillo Montessori Mission Statement**

“To foster independent, confident, academically prepared, and socially responsible citizens, who will be lifelong learners and problem solvers.”

### **The Montessori Approach**

The Montessori approach is a child-centered educational philosophy developed by Dr. Maria Montessori, grounded in the belief that children are naturally curious and capable of initiating learning in a thoughtfully prepared environment.

At its core, Montessori education supports the development of the whole child—intellectually, socially, emotionally, and physically. It emphasizes *independence, freedom within limits, and respect for the child’s natural psychological development.*

In our Montessori classrooms:

- Children learn through hands-on experiences with specially designed materials that promote exploration and discovery.
- Mixed-age groupings allow younger children to learn from older peers, while older students reinforce their knowledge by helping others.
- Teachers observe and support our students, and allow children to learn and grow at their own pace.
- The environment is carefully prepared to encourage order, concentration, coordination, and independence.
- Learning is integrated and interconnected, emphasizing big-picture thinking and real-world application.

Montessori education nurtures a lifelong love of learning and helps children become confident, self-motivated, and compassionate individuals who take responsibility for their actions and contribute positively to their communities.

## **Program Overview**

At Amarillo Montessori Academy, we offer a hybrid learning experience that intentionally blends Montessori-Inspired learning and TEKS aligned curriculum. Our AMA curriculum is designed for all of our programs, infancy through 5th grade.

### **Program Levels**

- **Young Infant** ( Starting 6 weeks old)
- **Mobile Infant**
- **Toddler** (1-2 Years)
- **Bridge** (2 - 3 Years)
- **Pre-K** (3 - 6 Years)
- **Transitional Kindergarten**
- **Elementary** (Kindergarten - Fifth grade)

### **Montessori Materials & Classroom Environment**

Amarillo Montessori Academy classrooms are designed to encourage exploration, concentration, and independence:

- Each material is self-correcting and isolates a specific concept, guiding children toward mastery.
- The environment is orderly, beautiful, and child-centered, offering freedom within limits.
- Students choose their work and learn through uninterrupted work cycles, developing focus and intrinsic motivation.
- Mixed-age classrooms foster mentoring, collaboration, and peer learning.

### **Daily Schedule & Routines**

While each level has its own detailed schedule, core components include:

- Montessori Mat Work
- Snack/Lunch Times
- Outdoor Play
- Enrichment Activities: Art, music, movement, and language extensions.
- Nap Time (Excluding Elementary Studio)

## **Enrichment Activities**

The Amarillo Montessori Academy campus offers more than just academics; it cultivates a love of learning, confidence, and respect for others. Each child is met where they are and guided to reach their fullest potential in a warm, respectful, and inspiring environment. Enrichment activities are an integral part of our curriculum for all students, Young Infants-Elementary. We work with teachers across our campus to ensure that all students are introduced to as many learning opportunities as possible.

- Art: Exploration of materials and techniques for creative expression.
- Spanish: Early language exposure through conversation, song, and play.
- Yoga & Mindfulness: Enhancing body awareness, calm, and concentration.
- Library: Exploring new ideas and concepts through literacy.
- Music: Engaging with sound and rhythm through songs, instruments, and movement to build musical awareness and expression.

## **Community Learning**

In addition to our regularly scheduled activities our students also participate in Community Learning. Community Learning is an opportunity for local programs, organizations and businesses to provide our students with ongoing learning experiences, subjects and activities beyond their primary curriculum. Community Learning in previous years has included campus visits from:

- Fire Department/Fire Trucks
- Sports Teams
- Plains Dairy
- Veterinarians
- Medical Professionals
- Heavy Machinery Companies
- And more!

## **Admission and Enrollment**

### **Enrollment process**

Before a child can be enrolled at Amarillo Montessori Academy, a completed application form and a \$300 (per student) non-refundable enrollment fee must be submitted prior to the intended start date. The official start date will be determined upon enrollment.

### **Waitlist policy**

Amarillo Montessori Academy requires a one time fee of \$75.00 for students to be placed on the waiting list. This fee is assessed for all classroom waitlists. Please note that being

added to the waitlist and paying the one time waitlist fee of \$75.00 does not guarantee enrollment for the preferred start date, though we always work to accommodate schedules as best we can.

## **Withdrawal**

If you wish to withdraw your student, a two week notice prior to the students expected last day is required. A withdrawal form must be provided to the office to ensure that Amarillo Montessori remains compliant with Texas State teacher/student ratios. Failure to provide notice of withdrawal will result in tuition being charged for two weeks past the date that the Amarillo Montessori Academy has received the office request for a student to be unenrolled from AMA programs.

## **Tuition and Fees**

### **Tuition Due Date**

Tuition is invoiced through ProCare on the first day of each month. Tuition and fees are due on the 7th of the month. Late fees of 10% will be added for any monthly account not paid in full. If a payment is returned due to insufficient funds, a \$50 fee will be charged. If tuition and/or fees remain unpaid for more than one month, a student may be withdrawn from Amarillo Montessori Academy enrollment.

### **Late Fees**

#### **Sample Late Fee:**

Monthly Tuition - \$925 - Late Fee of \$92.50 will accrue. Total due - **\$1017.50.**

### **Application and Waitlist Fees**

#### **Nonrefundable Fees:**

1. Application Fee for New Student	\$300
2. Summer Only Application Fee for New Student	\$75
3. Waiting List Fee	\$75
4. Summer Hold Fee	\$100

### **Tuition Policy Agreement**

AMA requires a signed copy of the most recent Tuition Policy Agreement to be on file at all times for every enrolled student. Failure to provide a signed copy of this policy will result in immediate unenrollment from Amarillo Montessori Academy.



## Financial Schedule 2025-2026

Program	School Day (7:00 am - 3:00 pm)	Full Day (7:00 am - 6:00 pm)	Yearly Tuition Total
Infant	\$985	\$985	School Day: \$11,820 Full Day: \$11,820
Toddler	\$820	\$965	School Day: \$9,840 Full Day: \$11,580
Bridge	\$800	\$945	School Day: \$9,600 Fully Day: \$ 11,340
Pre-K	\$780	\$925	School Day: \$9,360 Full Day:\$11,100
Transitional Kindergarten	\$840	\$985	School Day: \$10,080 Full Day: \$11,820
Elementary (K-5)	\$840	\$985	School Day: \$10,080 Full Day: \$11,820
Elementary Extended Care (Fridays Only)	*\$200/Month	*\$200/Month	\$1850 August - May

**Please Note:** All fees are proposed and subject to change. The Board of AMA reserves the right to correct typographical errors or to adjust the Tuition and Fees schedule at any time it deems necessary.



## Communication

### ProCare

Amarillo Montessori Academy utilizes the **ProCare** app to support seamless communication and real-time documentation of your child's daily care and development. Through ProCare, staff will share updates on your child's growth, including eating habits and sleep patterns, while also facilitating paperless billing and sending important reminders about school events. This platform helps foster consistent, easy communication between teachers and parents, ensuring you stay informed and connected every step of the way.

### Amarillo Montessori Front Office

Amarillo Montessori Academy Office is available for parents Monday through Friday from 7 AM - 6 PM. If you have any questions or concerns we are happy to assist you.

### AMA Office Contact Information

Phone: (806) 353-3871

Email: [office@amarillomontessori.com](mailto:office@amarillomontessori.com)

Mailing Address: 3806 Bowie St. Amarillo TX 79110

## Attendance & Punctuality

### Absence and tardiness policies:

Students enrolled in AMA Pre-K and Elementary Studio Programs are expected to be punctual and have adequate attendance to ensure the best education possible.

Amarillo Montessori Academy is open at 7:00 AM - 6:00 PM.

**Morning Care:** 7 AM - 8:30 AM

**Instructional Day:** 8:30 AM- 3 PM

**School Day Pick Up:** 3 PM -3:30 PM

**Late Care:** 3:30 PM- 6 PM

### Late Pick-Ups

As per Texas State licensing standards, students cannot be on campus grounds past 6:00 pm. To ensure compliance with this standard, AMA doors will be locked at 6:00 pm. If your child is at school past 6:00 pm the cost will be \$5.00 per minute and late pick-up

fees are due at the time of pick-up. In addition, if your child is enrolled in our School Day program, pick up will be from 3:00 pm - 3:30 pm. School Day students picked up after 3:30 pm will incur a \$20 late pick up charge.

## **Student Supplies**

We request that students arrive at school on time and prepared to learn and play. Below are the recommended items for each of our programs. Please note: *Teachers may have separate or more detailed requirements for their own classroom.*

### **Young Infant**

- Bottles/Formula or Breast Milk
- Soothers/Teethers
- Diapers/Cream
- Non Weighted Sleep Sacks
- Nasal Aspirator
- Change of clothing
- Sunscreen (Optional)

### **Mobile Infant**

- Packed Lunch
- Snacks
- Bottles/Formula or Breast Milk
- Soothers/Teethers
- Diapers/Cream
- Non Weighted Sleep Sacks
- Sunscreen (Optional)
- Change of clothing

Many classrooms participate in community wipes. Please ask your child's lead for more information on this.

### **Toddler/Bridge**

- Lunch box (ice pack suggested)
- Lidded sippy cup
- Nap Mat
- Extra Change of Clothing
- Diapers/Wipes

### **Pre-K/TK**

- Lunch box (ice pack suggested)
- Lidded sippy cup
- Nap Mat
- Extra Change of Clothing

## **Elementary**

- Backpack
- Lunch box (ice pack suggested)
- Water bottle
- Extra Change of Clothing

## **Nap Mats**

Nap Mats are used in classrooms during naptime. Nap mats must be provided for students who require Nap Mats on campus will be provided a Jumbo Ziplock bag for storage and transport of Nap Mats. Every student will receive 1 bag free of charge. The cost for additional Jumbo Ziplock bags if the bag is lost or damaged is \$8. Jumbo Ziplock bags are mandatory as they are required to meet Texas State Licensing standards. Additional note: *Nap Mats are sent home weekly and should be washed and dried weekly to help reduce the spread of germs.*

## **Transitioning to A New Program**

When it has been identified that a student is academically, emotionally and physically ready to transition to the next program at AMA parents will be notified and the transition will be discussed. We have found that a slow transition helps to ease that change. Prior to the transition a student's lead teacher will complete an observation of the student to ensure that all necessary milestones and skills required for the move are met. Once the teacher's observation is complete a member of the AMA administration team will also schedule a time for observation. The observations will be compared and discussed with the student's parents. If it is determined that the student is ready to move up to the next program the Transition paperwork will be completed and parents will be notified of the transition schedule.

The transition is scheduled over 5 days to provide each student the time they need to adjust to their new learning environment and teacher. During this transition process students have the opportunity to learn in both classrooms while easing into their new environment. Please note: no transition will be made without proper documentation, procedure and prior approval from parents.

# Wellness on the AMA Campus

## Health & Safety

At Amarillo Montessori Academy, the health and safety of our students is our highest priority. We follow all regulations set forth by the Texas Health and Human Services Commission (HHSC) and the Texas Department of State Health Services (DSHS) to ensure a safe, nurturing, and legally compliant environment.

### Illness Policy and When to Stay Home

To maintain a healthy school community, we ask that children be kept home if they exhibit any of the following symptoms:

- Fever of 100.4°F or higher (must be fever-free without medication for 24 hours before returning)
- Vomiting or diarrhea within the past 24 hours
- Persistent coughing or difficulty breathing
- Unexplained rash
- Contagious illnesses such as pink eye, strep throat, flu, or COVID-19
- Lethargy or behavior changes that indicate illness

*If a child becomes ill during the day, parents or guardians will be contacted and expected to pick up their child promptly. A doctor's note may be required to return depending on the illness.*

## Immunization Requirements

All students must have current immunization records on file in accordance with Texas state law. This includes all vaccinations recommended by the DSHS for the child's age group, including:

- DTaP
- Polio
- MMR
- Hepatitis A & B
- Varicella (chickenpox)
- Hib and PCV (for infants and toddlers)

## Medical Exemptions

We accept valid medical exemptions with appropriate documentation signed by a licensed physician. Non-medical exemptions must be filed through the Texas DSHS and are subject to state approval.

## **Medication Administration**

Medication may only be administered with written authorization from a parent or guardian. Prescription medications must be in the original container labeled with the child's name, prescribing physician, dosage, and administration instructions. Over-the-counter medications will only be given with written consent and must also be in their original packaging.

All medications are stored securely and administered by trained staff members in accordance with licensing regulations.

## **Emergency Procedures**

We maintain a comprehensive emergency response plan that addresses various scenarios including fire, severe weather, lockdowns, and medical emergencies. All staff members are trained in emergency procedures and first aid.

- Fire drills are conducted monthly.
- Severe weather drills (such as tornado drills) are held at least twice per year.
- Lockdown drills are practiced twice a year in coordination with local emergency responders.

In the event of a real emergency, families will be notified as soon as it is safe to do so through our parent communication system.

## **Nutrition & Meals**

At Amarillo Montessori Academy, we believe that proper nutrition is essential for a child's development and learning. Our food policies are designed to promote health, safety, and inclusivity for all students from infancy through fifth grade.

### **Student Snacks**

3 healthy snacks are provided daily to all AMA students toddler-elementary. A monthly snack calendar will be provided to families and is also available on the school website.

### **Student Lunches**

We encourage healthy eating habits and ask that families pack nutritious snacks and lunches for their children each day. Please follow these guidelines:

- Snacks and lunches should include whole foods such as fruits, vegetables, whole grains, and protein sources.
- Packed lunch **must** be a complete and well-balanced meal.

- Candy, soda, and other high-sugar or highly processed foods are discouraged.
- Lunches must be packed in containers that children can open independently.
- There is no refrigeration available for packed lunches. Please pack an ice pack for your child's lunch.
- Classrooms do have a microwave for teachers to heat up hot lunches.

### **Lunches for Purchases**

For students who do not wish to bring packed lunches daily AMA offers lunch options 5 days a week during the academic school year. These lunches are \$6/day and must be ordered in advance.. Lunch options change each year please contact the AMA front office for an updated catered lunch menu for the 2025-2026 school year.

### **Emergency Lunches**

If a student does not have lunch or it is determined that the lunch does not meet the guidelines for an approved lunch (complete and well balanced) the classroom lead teacher will contact student parents promptly via ProCare. If the parent cannot be reached via ProCare regarding a missing or inadequate lunch the AMA front office will make a follow up call.

If a lunch is provided to the student in lieu of a missing or inadequate meal the student's account will be charged **\$6 plus a \$2 convenience fee totaling \$8.00/lunch**. Emergency lunches are limited in availability, not always available and are standard (not adjustable to dietary preferences). If a student has an allergy that is found in the lunch that would otherwise be provided an emergency lunch cannot be guaranteed and a meal must be provided as quickly as possible by the students' parents.

### **Infant Feeding Guidelines**

We work closely with families to ensure that each infant's feeding routine is followed as closely as possible to their home routine. Key guidelines include:

- Breast milk, formula, and baby food must be labeled with the child's name and the date it was prepared.
- All bottles and food items must be provided daily unless other arrangements are made with staff.
- Breastfeeding mothers are welcome to visit the school to nurse their infants in a private, comfortable space.
- Staff follow all sanitation and safety practices for bottle warming, feeding, and food handling per Texas licensing regulations.

## **Formula and Milk**

Formula/Milk for infants must be provided daily and adequate amounts for daily use . If your infant does not have formula/milk available the AMA front office will contact you promptly. Formula/milk must be provided within an hour of the first call from our AMA staff. Staff cannot use formula/milk substitutions or purchase formula/milk for a student to accommodate feeding needs during school hours.

**Please note: Failure to provide formula/milk promptly will result in a student requiring immediate pick-up.**

## **Allergies and Dietary Restrictions**

If a student has a dietary or allergy restriction, substitute snacks. Parents are also welcome to provide replacement snacks for their child. If a student has a food allergy please contact the AMA front office to ensure that the student files and records reflect dietary restrictions.

We take food allergies and dietary restrictions seriously and are committed to creating a safe and inclusive environment for all students.

- Families must inform the school of any allergies or dietary restrictions and provide a physician's note if needed for medical accommodations.
- Allergy information is posted in classrooms and food preparation areas for staff awareness.
- We make reasonable accommodations for religious, cultural, or personal dietary preferences with proper documentation and planning.
- If your child requires a special diet or substitution, we ask that you communicate directly with the administrative staff and your child's teacher to ensure clarity and consistency.

## **Dress Code**

To ensure the comfort, safety, and independence of all children at Amarillo Montessori Academy, we ask families to follow the guidelines below when selecting clothing for school:

Children should wear comfortable clothes that allow flexible movement throughout the day. Clothing should be free of offensive language, violent imagery, or inappropriate messages in accordance with state guidelines for early childhood education. Easy-to-manage outfits (e.g., elastic waistbands) are encouraged to promote self-care skills such as using the restroom independently. Children should bring weather-appropriate outerwear daily, as we go outside regularly for recess and learning activities, except in extreme weather.

Please label all personal items, including jackets, hats, and extra clothing.

## **Discipline & Conflict Resolution**

### **Montessori-based approach to discipline:**

At Amarillo Montessori Academy discipline is rooted in respect, guidance, and the belief that children develop self-control and responsibility through supportive experiences—not punishment. Our goal is to help each child build inner discipline and understand how their actions affect themselves and others.

### **Role of the Teacher**

Our educators act as guides, observing carefully and stepping in when needed to redirect behavior, offer choices, or help children reflect. We see mistakes as learning opportunities, and we support each child with patience and consistency.

This approach helps children build confidence, empathy, and self-awareness—skills that support lifelong success and emotional well-being.

## **Core Principles of Our Discipline Philosophy:**

### **Respect for the Child:**

We treat all children with kindness and dignity. Discipline is never punitive; instead, we guide children gently and consistently, modeling respectful communication and problem-solving.

### **Freedom Within Limits:**

Children are given freedom to move and explore within clearly defined boundaries. This structure helps them feel secure and understand expectations, while also learning to make responsible decisions.

### **Natural and Logical Consequences:**

Children learn best when they experience the natural outcomes of their actions. For example, if a child spills something, they are encouraged to help clean it up. These real-life consequences are handled with redirection, respect for the child and empathy.



# **Technology & Media**

## **Technology use in the classroom**

At Amarillo Montessori Academy, our approach to technology use is intentional, age-appropriate, and aligned with Montessori principles. We believe that technology can be a valuable educational tool when used purposefully and in balance with hands-on, experiential learning.

Technology in the classroom may include the occasional use of:

- Music or movement activities
- Interactive story time or language exposure
- Educational videos that enhance the learning experience

## **Technology In Elementary (K–5th Grade)**

In our Elementary Studio, technology is introduced as a support tool, not a central focus. It is used in the following ways:

- Research for student projects and reports
- Age-appropriate educational software to reinforce math, reading, or science skills
- Creative tools for writing, presentations, or coding basics (e.g., typing programs, Google Docs, basic design apps)

All technology use is supervised, purposeful, and balanced with Montessori hands-on materials and collaborative learning. Students are taught responsible digital citizenship, including how to use technology respectfully, safely, and ethically.

## **General Technology Guidelines**

- Personal devices from home (phones, tablets, smartwatches) are not permitted during school hours unless specifically authorized for a class project or special need.
- Internet access is filtered and monitored to ensure student safety.
- Staff members model responsible and limited use of technology in the classroom setting, aged in the tangible, exploratory learning that is the heart of a Montessori education.

## **School Policies & Legal Information**

### **Use of school photos/videos**

If you wish to **not** have your child's picture taken, we have a "No photo" list posted in each classroom. Children on this list will not be photographed. Pictures taken are often used for the schools social media during events, and announcements

### **Grievance Procedures**

At Amarillo Montessori Academy, we value clear and respectful communication between families and staff. If a parent or guardian has a concern, we encourage the following steps:

- **Initial Discussion**  
Speak directly with your child's lead teacher to express concerns or ask questions. Most issues can be resolved through open and respectful dialogue.
- **Administrative Support**  
If the concern remains unresolved, please request a meeting with the Director.
- **Formal Grievance**  
For ongoing concerns, a formal grievance can be submitted in writing to the Director. The school will review the issue and respond promptly with a resolution plan or next steps.

We are committed to working in partnership with families and maintaining a positive, solution-focused environment.

### **Confidentiality and Privacy Policy**

Your child's privacy and personal information are important to us. Amarillo Montessori Academy follows strict confidentiality procedures to protect every child and family:

Child and family records are securely stored and accessible only to authorized staff.

Personal information is never shared with third parties without prior written consent, except as required by law.

Classroom photos and videos will only be taken or shared with parental permission and used only for educational or school communication purposes.

All conversations regarding children or families are conducted respectfully and in private. These practices help us maintain a safe, trusted, and respectful community for all.

## **Mandated Reporting Policy**

All staff members at Amarillo Montessori Academy are **mandated reporters**, as required by Texas state law. This means:

Any staff member who suspects a child may be experiencing abuse, neglect, or exploitation is legally required to report it to the Texas Department of Family and Protective Services (DFPS) within 48 hours. Staff are not required to have proof—only a reasonable suspicion based on observations or disclosures. Staff receive annual training to identify the signs of child abuse and understand proper reporting procedures. All reports are handled confidentially and with the sole purpose of protecting the child's safety and well-being.

We are committed to maintaining a safe and nurturing environment for every child in our care.

Call the Texas Abuse Hotline

Phone Number: 1-800-252-5400

Availability: 24 hours a day, 7 days a week

Website:

## **Student Nondiscrimination Policy Notice**

Amarillo Montessori Academy is committed to providing a safe, inclusive, and respectful learning environment for all students. In accordance with federal and state laws, it is the policy of Amarillo Montessori Academy not to discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity or expression, or any other legally protected status in its educational programs, activities, or employment practices.

Harassment, intimidation, bullying, or other discriminatory behavior that interferes with a student's ability to learn or participate in school activities is strictly prohibited. Students who believe they have been subject to discrimination or harassment, or who have witnessed such behavior, are encouraged to report the incident to Alexa Ybarra.

*Parents/guardians are encouraged to contact Alexa Ybarra at:  
director@amarillomontessori.com for more information or to file a complaint.*