



great oaks from little acorns grow

Alpha Montessori Family Handbook

Finest education for the most precious years since 1962

Office hours: 8:00 a.m. – 3:30 p.m.
Building hours: 7:30 a.m. – 5:30 p.m.

11430 Wornall Rd Kansas City, MO 64114

816-942-5567 office

Tax ID # 43-1788535

Missouri State License # 001085294

www.alphamontessorikc.com

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Mission Statement

By employing the philosophy and methodology of Dr. Maria Montessori, Alpha Montessori School strives to provide the finest education for the most precious years.

Statement of Purpose

Alpha Montessori School's purpose is dedicated to the individual and unique development of each child. Every child is born with a vast inherent potential that can only be activated and brought forth through experience. Through the Montessori philosophy and curriculum, we provide a step towards self-discovery and total unfoldment as the child moves into a broader scope physically, socially, and intellectually.

Goals

Alpha Montessori School's goal is to develop a child with a strong foundation of emotional awareness, independence, self-esteem and the love to learn. We want to do everything within our power to enhance your child's journey to success.

*Alpha Montessori School admits all children
regardless of race, religion, ethnic origin, gender or disabilities.*

Administrative Policies & Procedures

Admission & Registration Policy

Before your child may begin school, the following forms must be completed and returned to Alpha

1. Alpha Enrollment and Tuition Agreement
2. Non-refundable Registration fee, supply fee and September's tuition
3. Missouri Child Care Enrollment Form
4. Immunization Record
5. Child Medical Examination Report (**MUST BE SIGNED BY PHYSICIAN**)
6. Getting to know your child information sheet
7. Family Handbook Sign off

Enrollment & Tuition Policy

Students are accepted and a place reserved for the entire academic school year, September thru May.

Tuition is due on the first day of the month. After 10 days, a \$50 late payment will be applied to your account. If you have any questions regarding your account, please speak with the office manager or director. Your child will not be able to attend if you fall behind by one payment. Nonpayment of tuition is grounds for termination of services.

Reduction in tuition will not be made for emergency closings, holidays, illness, inclement weather or personal vacations.

Notice of Withdrawal

A one month written notice must be given when withdrawing your child.

Confidentiality

All personal information regarding your child and your family is protected and respected by Alpha staff.

Child Abuse Policy

Should staff suspect possible child abuse or neglect, observations and dates will be documented. The staff must inform the Director, who in turn will confer with the staff member then report to the local family service agency if the Director determines that abuse is a possibility. Procedures outlined by family services will be followed.

Communication

Communication between home and school will be a high priority at Alpha. Please check your child's backpack every day. Communication from the school and announcements of upcoming events may be placed in the backpack to be sent home. In addition to announcements in the backpack, we will send emails with reminders and class Acorn Notes. Please double check the website (coming soon) for the calendar, www.alphamontessorikc.com.

Drop off & pick up times are not the best time to try to have long discussions with your child's teacher. You may schedule a conference or call for uninterrupted communication. Teachers will let you know the best way to communicate with them when needed.



The following guidelines have been established to help you understand life at Alpha Montessori School

Absences & Attendance

School starts at 8:30 am. Attendance every scheduled day is vital to your child's success at school. Children thrive with consistency, so it is important to attend school when scheduled and to be on time. Please be prompt. Some of the most important work is done during the first part of the day.

In the event your child will be absent or late for the day, please call or email the office at info@alphamontessorikc.com. If your child is sick, please be sure to let us know of the illness so we can be aware.

Arrival & Morning Drop-off

Children should be in their classrooms at 8:30 am.

Upon Arrival: When dropping off please use caution and adhere to revised drop off procedures as follows:

- Children will be greeted at the main entrance by Alpha Staff. Please take time to enjoy your child and say goodbye prior to them entering the building as this is when the children's day begins and they are able to turn toward their environment, begin making their own choices, and seek out what they want to learn that day. **Parents will no longer be allowed in the building for drop off and pick up.**

(Separating is not easy for all parents or children. We have found that a child's adjustment occurs with greater ease when parents leave the school quickly. Rest assured, we will not let your child cry for a long period of time and will call you if the situation does not improve. Please see the article titled "Starting: The First Day" in the back of the handbook reference.)

- Once inside the building, children will be checked in and directed to their classroom by Alpha Staff.

COVID-19 Update: Every child entering the building will have their temperature taken, shoes and bags will be sanitized and hands washed.

Parents in the Classroom & Hallways

- Unless it is a special occasion, parents will not be allowed to be in the hallways or classrooms during normal school hours.

Arriving Early - AM Care

7:30 – 8:20 Early Morning Program (must be enrolled in program)

8:20 – 8:30 drop off to Alpha Staff at Entry Doors

***If you arrive before 8:20 and are not enrolled in before school care, please wait outside.**

COVID-19 Update: Please adhere to "social distancing" as prescribed by local jurisdiction.

Arriving late

If you arrive after 8:50, please call or ring buzzer so a staff member can greet you at the door.

Birthday Celebrations

Birthday Celebrations are special events at Alpha. If you would like to bring treats for their special day, please provide one healthy, individually wrapped treat per student in class. Please have the snack ready to serve and please check with teacher to see if any child in the class has allergies.

Clothing

- Please dress your child in practical, comfortable, and washable play clothes. Clothing should be easy for the child to manage in the restroom with little or no help from an adult. Too many buttons, belts, and one piece outfits might get in the way and cause your child to have an accident. Please take into account that paint and markers are used daily and choose your children's clothes accordingly.
- We recommend shoes that children can take off and put on independently such as tennis shoes, sneakers or closed toe shoes with Velcro straps. Flip flops, crocs, high tops and costume shoes are not recommended. Alpha reserves the right to ban a certain shoe.
- Children need one full set of extra clothes in a Ziploc bag, labeled with their name to remain in their backpack. A complete set includes; shirt, pants, underwear, socks, and shoes. Should your child's clothes become wet or soiled during the course of their day, they will be sent home in the Ziploc bag. We ask that you send a replacement set of clean clothes in a labeled bag the following day.
- We also ask that children wear socks at all times, even if sandals are worn, to provide added protection should shoes be inadvertently taken off by the young ones.
- Please provide disposable diapers and/or sufficient underwear for those of who are potty training.

Clothing – Outdoor

Alpha Montessori School has a wonderful outdoor learning and recreation area that is utilized every day, weather permitting. Fresh air and play is very important for children. We try to go outside each day even if it is just for 5 – 10 minutes. Please ensure that your child comes to school with appropriate clothing for the weather. Our Midwest temperatures can fluctuate dramatically with in several hours. Layered clothing is often helpful. We will send out reminders to trade out warm clothing for cold weather attire, when the temperatures start to change in the fall.

Emergency & Safety Procedures

Each classroom has a designated "safe" area in the classroom for inclement weather or stranger intrusion. Fire, stranger intrusion, and tornado drills are practiced and escape routes are in order.

- **Severe weather emergency**
The school will remain open after hours to provide safety and care for your child until you are able to provide transportation.
- **Power Outage, Water Issues**
In the event that we are without power or water during operational hours, you will be notified to come and pick up your child. We are not allowed to operate.
- **School Emergency Evacuation**
In the event we would need to be evacuated to a secure area away from school, you will receive either an email and/or text message from the school to inform you where to pick up your child.

Immunizations

Families are required to submit a current record of your child's immunization and keep it continually updated. Please inform the office when you update your shots.

Inclement Weather

In the event of challenging weather, our policy is to monitor the closures of other schools, but will also take into consideration the condition of the roads and the ability of our families and staff to arrive at school safely prior to closing. We will email you **ONLY IF WE ARE CLOSED**.

Independent Bathroom Skills – Potty Training

Discovery – When you feel your child is ready to potty train and you have started at home, please talk with the teacher about the methods you use. A compatible approach at home and school will aid with the success of your child's efforts.

Please dress your child in clothing that is easy to pull up and down. Elasticized waists, no belts and loose fitting garments will assist the child in managing his/her own clothing, which is important part of potty training.

Preschool, Pre-K and Kindergarten- All children enrolled in these programs must be independent in his/her toileting skills. This means they must be in underwear and **able to clean themselves** after using the bathroom. **Please work with your child at home.**

Keyless Entrance Doors

With our new drop off procedure, you will not need a key code to enter the building. Please buzz or call if you need access other than drop off or pick up.

Lost and Found

A "lost and found" container will be located in the entrance vestibule. Please have an Alpha Staff person check for you.

Lunch

A diverse and well-rounded lunch will be served to all children staying a full day. **A written request must be submitted for children requiring special diets and/or food brought from home. Microwave and refrigerator usage is not available for the children.**

Observations & Therapy Sessions

Parents are welcome to observe their children in the classroom after the initial first six weeks of school. Please contact your child's teacher to schedule an appointment and to pick up observation guidelines. Our main priority is to the children and we request that you do not interrupt your child's teacher during class time; conversations should be scheduled by appointment either before or after school.

If your child is receiving any kind of evaluation or therapy at Alpha, we must have a 24 hour advance notification. Alpha reserves the right to deny outside professionals if they are disruptive to the children's everyday routines.

COVID-19 Update: During this time, Observations and Therapy Sessions are not being provided at Alpha Montessori.

Ouch Report

In the event your child has a small injury at school, an Ouch Report will be filled out and given to you. Our staff is certified in CPR and First Aid. Minor bumps and bruises will be treated accordingly and given TLC. Any nose bleeds, bumps to the head and other injuries will be reported to the parents with a phone call. In the event of a major medical emergency, 911 will be called, First Aid may be administered, and the family will be notified.

Parking Lot

- Circulation: Please enter the parking lot from the south entrance (114th Terrace) and leave the parking lot via the west exit (Wornall Terrace). **Please feel free to utilize the drop off area, but please do not loiter and please keep traffic flowing.**
- Cell Phone Free: Being attentive and diligent in the parking lot will ensure the safety of all our children.
- Park in the designated parking spaces only. A permit is required for the Accessible Parking spaces. Lock your car door. Please take your child's hand in the parking lot and walk to the entrance.
- Do not leave children unattended in the car.

Personal Items

Please keep the following items at home: candy, dress-up clothes, gum, jewelry, money, stuffed animals, toys, and watches, as all these things create distractions at school. Teachers reserve the right to hold on to items that consistently cause distractions.

Pick Up Procedure

- 11:30 Half-day children
- 11:55 Half-day children staying for lunch
- 3:00 Full-day children

Children will be escorted to the Alpha entry doors by staff for pick-up. We will only allow a child out of the school if his or her parent or authorized person to pick-up is present.

Parents arriving after 3:00 will be charged \$15 for the first five minutes, \$2 for each additional minute. You will be expected to pay the staff member who is in charge of after school care.

PM Care - Extended Day Program

Our PM Care program runs from 3-5:30 pm. Parents arriving after 5:30 will be charged \$15 for the first five minutes, \$2 for each additional minute. You will be expected to pay the staff member who is in charge of after school care.

Rest Time

All full day children will have a rest period after their lunch.

DHSS 19 CSR 30-62.182 Child Care Program states:

- Preschool children who do not sleep shall rest on cots at least 30 minutes, but shall not be forced to remain on cots for longer than one hour.
- All full day children will need to bring a labeled bag containing something to lie on and a blanket to cover the child. Parents may also provide a labeled slim yoga mat for their cot. Small travel pillows are allowed. Blankets and pillows will be sent home on Fridays to be laundered and returned the following Monday.

Security

The security of the children is of the utmost importance. All doors will remain locked during business hours.

Small Items

If an item from our classroom comes home with your child, please put it in an envelope and let your child return it to school. It may be a piece of Montessori material or equipment that cannot be replaced. Some things that seem minor are really an important part of material best loved by your child.

Snack

Good nutrition plays an important part in behavior and work habits. Please send a nutritious sharing snack with your child every day. We will prepare the snack as a class. This helps develop the concept of sharing and sets them up for good serving sizes and experience. The snack also is a wonderful way to introduce new foods and

try new things with the support of friends. The following is a short suggestion list for nutritious snacks items: fresh fruit, fresh vegetable, popcorn, dried fruit, whole grain crackers, whole grain cereal.

COVID-19 Update: During the pandemic, Alpha will provide a healthy snack for each child.

Totes & Backpacks

Your child should either have a tote or a backpack that is large enough for paperwork to fit. **Check totes daily** for important information and work your child has done. Please let office know if there is any communication from home in the backpack.

Water Bottles

COVID-19 Update: During the pandemic, water fountains at Alpha will be closed. Please send a water bottle (labeled) with your child.

Well-Child Policy

Alpha Montessori School policy regarding a child's admission to or removal from school is in compliance with the recommendations of the U.S. Department of Health and Human Services. Illnesses in children tend to come on fast and spread quickly. Childhood illnesses are inevitable, but can be minimized if exposure is kept to a minimum. We are therefore responsible for watching for symptoms in children.

It is your responsibility to keep your child at home with any of the following symptoms:

- Body Rash
- Diarrhea
- Eye discharge
- Fever
- Irritability or continuous crying (which requires more attention than can be adequately provided, thus neglecting the needs or safety of the other students)
- Severe coughing
- Sore throat or swollen glands
- Yellowish skin or eyes

When fever free for 24 hours without medication and other symptoms are gone, a child may return to school. Because our staff is not qualified to determine the communicability of infections or illnesses, we ask that your child's treating physician provide a readmission statement for any condition (such as rash or inflamed eyes) that is not communicable, but not symptom free. We can administer doctor prescribed medications to a child. It is necessary to complete a medication form indicating the name of the medication, the amount and time to be given. All medication should be brought to the office. **AT NO TIME SHOULD MEDICATION BE KEPT IN BACKPACKS.**

NOTE; THE ABOVE WELL-CHILD POLICY IS FOR NORMAL, NON PANDEMIC TIMES. PLEASE NOTE THAT DURING THIS TIME OF COVID 19, ALPHA HAS AND WILL FOLLOW ALL CDC, MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES (GOVERNS CHILD CARE SERVICES) AND ALL OTHER APPLICABLE JURISDICTIONAL REQUIREMENTS. ALPHA MONTESSORI HAS FOLLOWED ALL PROCEDURES IN THE CLEANING AND SANITIZING OF THE FACILITY AND ADOPTED NEW PROCEDURES THAT FOLLOW THE GUIDELINES.

ALPHA MONTESSORI SCHOOL COVID-19 GUIDELINES AND PROCESSES

ALPHA MONTESSORI SCHOOL WILL CONTINUE TO REVIEW ALL GUIDELINES AND RECOMMENDED PROCESSES PROVIDED BY LOCAL AND NATIONAL AGENCIES FOR APPROPRIATENESS TO OUR SCHOOL.

NEW DAILY ALPHA PROCESSES:

- GREET STUDENTS AT DOOR - NOT ALLOWING PARENTS AND VISITORS TO ENTER CAUSING MORE CONTACT.
- TAKE TEMPERATURE OF EACH CHILD AS THEY ENTER THE BUILDING
- CLEAN THE SHOES OF EACH CHILD AS THEY ENTER THE BUILDING
- WASH CHILDRENS HANDS (SANITIZE) AS THEY ENTER THE BUILDING
- SPRAY SANITIZE THE TOTES AND BAGS OF EACH CHILD AS THEY ENTER THE BUILDING
- KEEPING THE CLASS SIZES AT THE PROPER STUDENT TO TEACHER RATIO AS REQUIRED BY THE CURRENT STATE AND CDC REQUIREMENTS
- EACH CLASSROOM WILL HAVE SEPARATE TOILET TIMES
- EACH CHILD WILL HAVE THEIR OWN WORKSPACE
- EACH CHILD WILL HAVE THEIR OWN SET OF SUPPLIES
- EQUIPMENT WILL BE CLEANED AFTER EVERY USE
- HANDS WILL BE WASHED (BOTH CHILDREN AND INSTRUCTORS) AFTER EVERY EQUIPMENT USAGE
- WATER FOUNTAINS WILL NOT BE USED. CHILDREN WILL USE WATER BOTTLES FROM HOME
- CLASSROOMS WILL BE SEPARATED (INCLUDING LUNCH AND PLAYGROUND ACTIVITIES) TO ADHERE TO SOCIAL DISTANCING AND CONTACT GUIDELINES AS MUCH AS POSSIBLE.
- PROFESSIONAL CLEANING CREW WILL CLEAN EVERY DAY AFTER SCHOOLWHEN IN SESSION

PARENTAL AND FAMILY GUIDELINES:

- IF YOUR CHILD HAS ANY OF THE FOLLOWING OR ANY OTHER SYMPTOM ASSOCIATED WITH COVID 19, PLEASE DO NOT BRING YOUR CHILD TO ALPHA UNTIL THEY CAN BE TESTED AND RECEIVE A NEGATIVE RESULT PER THE CDC:
 - Fever or Chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

PARENT OF A CHILD IN CARE IS CONFIRMED OR SYMPTOMATIC PENDING RESULTS OR A CLOSE CONTACT

- Parent or sibling of a student has been confirmed to have COVID-19
 - Children who are close contacts of the parent are excluded for 14 days after the last date of the close contact with a known case.
- Parent of a student is symptomatic, pending results, and has had close contact with a known case.
 - Children who are close contact of the parent are excluded until test results are in. If parent is positive, please follow all CDC guidelines. If parent is negative children can return to school.
- Parent of a student has a close contact to a known case of COVID-19
 - Children can remain in care, but should be monitored. If COVID-19 symptoms develop in the parent, children should be excluded, and treated as if parent was symptomatic and pending results as described above.

2020 - 2021 Handbook Sign-off Sheet

Dear Parent/Guardians,

We believe and have said so many times, Alpha Montessori is a Family. It is important for us to remember that as family, we each-students, parents and teachers share in the responsibility of providing the physical well-being and academic growth of each member of our student body. It is that partnership that allows us to grow in love and mutual respect for one another.

The Alpha Montessori Family Handbook identifies the responsibilities parents, guardians, and students must accept in order for the faculty and administration of Alpha Montessori to provide the needs of the children entrusted to our care. Parents are asked to read this handbook in order to have an understanding of what is expected at Alpha Montessori School.

Important

Read over carefully all sections in the handbook. After reading handbook, parents/guardians are to sign the form below and return it to the office within the first full week of school.

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

We have read and agree to abide by all the rules and regulations set forth in the Alpha Montessori Family Handbook, as well with any amendments made to this handbook for as long as my child is in attendance at Alpha Montessori School.

Parent / Guardian Printed name

Signature

Date

Students Name (Printed)

Thank you for sharing your children with us!

Behavior Goals & Positive Discipline

It is important for parents and staff to work together through continued communication to guide our children and set up success of the following goals:

- Care of self and care of environment
- Independence
- Respect of Alpha guidelines
- Self-control, working within boundaries
- Social courtesy

The ground rules for positive discipline focus on teaching for one's self, for others and for the environment. We believe it is important to involve the child in the process of examining and evaluating their behaviors for the purpose of making increasingly better choices and decisions.

Minor Deviation

When these ground rules are compromised, the teachers will adhere to the following

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

Repetitive Deviations

If the child continues to have a difficult time gaining a level of self-control, then more adult interaction will be necessary within the following guidelines.

1. The teacher will make a choice for the child and/or the child will spend time in another classroom, allowing that child to experience other children and adults in a positive setting.
2. The teacher will document the behavior and call parents or end a note home to inform them of the situation.
3. If a child continues the disruptive behavior toward peers or teachers, parents will be asked to pick up the child and keep them home for the remainder of the day. The child will be welcomed the next day to "start over."
4. If behavior does not improve over the next couple of weeks, a conference will be scheduled with the parents and staff.

Serious Deviations

1. The parents will be called and asked to have the child home for the remainder of the day. (See above.)
2. A conference will be scheduled with the parents and staff to determine the child's readmission date.
3. Outside resources may be recommended to gain insight for the benefit and well-being of the child. Such resources may include: pediatrician or family doctor, psychologists, psychiatrist or professional counseling.
4. As a last resort, a leave of absence may be recommended for the child if the teachers and administration feel this would benefit the child and the classroom as a whole. Departure from our school may be optional, or mandatory depending on the severity of the problem, cooperation from the parents and recommendations from family-consulted outside resources.

Starting the First Day

Written by Warren Gale & Jane Nickens, Ph.D.

For Tot's Room Inc. Copyright 1984

For Parents only:

Your search for a quality pre-school environment is an important one. It is advisable to assure that your child's pre-school represents your basic ideals and that it provides the quality care that is most consistent with your home environment. Once you have assured yourself of this and made your selection, you're prepared to start the first day.

Preparing Yourself

It is common to have a variety of emotions as you approach your first day. You may share a sense of pride and a sense of sadness. The fact that your child is growing up may give you the urge to protect your child more than ever. Realizing that you feel this way may make it easier to make this transition, and if necessary, it may be important for you to cry a little in private. One of the most frequent feelings is an occasional thought that your child no longer needs you, and this may cause some difficulty for you in separating from your child the first several days. Your child is bright, talented, and special to you; be assured that the school personnel are very well trained to facilitate his opportunities for individualized learning. The excitement that you express about your child's school experiences will become her own, and this will be reflected in happiness and a love of learning. Please take every advantage of opportunities to become involved in your child's school experiences; the director welcomes and encourages your questions and suggestions.

Preparing Your Child

It is important to continuously reassure your child during this new experience. The most effective way to accomplish this is to talk positively about your own special school experiences and to speak with enthusiasm about the adventures she is going to enjoy. This transition can be made easier once the child knows that you are firm in your decision about school; so reaffirm this with your child by saying "When you go to school" not "If you got to school." Excitement before your child goes to school can be generated by encouraging your child to tell friends and relatives that he is going to enter school, and to give them details.

Some children become anxious. If your child does, tell your child that "It's all right to be anxious- it's a new experience; you won't be alone and there will be many people to help you." A way to help lower anxiety and replace it with excited anticipation is to allow your child participate in choosing supplies and clothes they will need for school. The night before school, help your child select clothes they want to wear to school; this will make them feel good and more readily adapt in the new surroundings. Quality time with your child at this juncture is extremely important; if at all possible, grant him a "grownup" privilege at home to coincide with the grownup experience of starting school.

Entering the Classroom

It is helpful that your child be as comfortable about starting school as possible. To remove some of the mystery and anxiety felt by your child, it is advisable to take your child for a brief visit to his new school. During this brief visit show them the surroundings, and introduce them to the director and staff.

The first day of school, remember to reintroduce your child to the school's personnel. Brevity at this point is essential for a smoother transition. Remind your child what time you will pick him up (it might be helpful to relate it to a function of the day i.e. naptime, snack, etc.), say your goodbyes, and leave. The natural tendency of most parents is to stay and try to get their child to settle calmly into the environment. This, however, makes it difficult for the class to function normally, and in fact, delays your child from participating in the group. You must assure yourself that your decision on this is a good one, and that the staff is professionally trained to introduce your child into this new experience.

If Your Child Cries

It is not rare that a child cries on the first day. The school's trained staff is prepared for this, and they will comfort your child and direct him to an activity that helps make him feel a part of the group. It is important that when you leave that you do not "sneak away" without their knowledge, even though you would like to avoid the pain you feel if crying occurs.

Be assured that very rarely does a child continue crying after a short period. You need to remember that initially separating from your child is difficult for both of you, and that your feelings are very normal and appropriate. It is suggested that if your feelings of discomfort continue beyond a few days, or if your child seems to be having a difficult time in acclimating to the new surroundings that you visit with Director and ask for suggestions.

Children are learning all of the time. The exposure your child will experience at his new pre-school will be fundamental to the things she will learn and participate in later in life. The parents that deal with their child firmly but supportively in this transition and those who become involved in the ongoing activities of the school will share with their children the rich rewards of a fulfilling education.