



ALPHARETTA INTERNATIONAL ACADEMY

Family Quick Reference • 2026–2027

KEY CONTACTS

School Office / Front Desk	(770) 475-0558 • admin@aiamontessori.com
Upper Campus Admin	Maegen Flynn • mflynn@aiamontessori.com
Attendance & Absences	(770) 475-0558 • admin@aiamontessori.com
Finance / Tuition (FACTS)	Shweta Parkash • sparkash@aiamontessori.com
Admissions & Enrollment	Lori Murphy • lmurphy@aiamontessori.com
Head of School	Sarah Prosser • sprosser@aiamontessori.com
Campus Address	4772 Webb Bridge Rd, Alpharetta, GA 30005
Website / Family Hub	aiamontessori.com
Tuition Portal	FACTS Family Portal

WHO TO CONTACT

Attendance, schedules, records: [School Office](#)

Tuition & billing: [Finance Office](#) • Enrollment: [Admissions Office](#)

School-wide concerns or extra support: [Head of School](#)

Classroom, learning, behavior, routines: your child's classroom guide

ARRIVAL & DISMISSAL

Program	Arrival	Dismissal
Pre-Primary	8:30–8:45a	12:00–12:15p
Primary Half Day	8:30–8:45a	12:00–12:15p
Primary Full Day	8:30–8:45a	2:55–3:10p
Kindergarten	8:30–8:45a	2:55–3:10p
Elementary	8:15–8:30a	3:05–3:20p
Middle School	8:15–8:30a	3:05–3:20p

Extended Day: Early Arrival 7:30a • After School until 5:30p (closes promptly).

IF YOUR CHILD IS ABSENT OR LATE

- **Absent or sick:** notify the School Office as early as possible with the reason.
- **Tardy:** doors secure at 9:00a (Pre-Primary/Primary) and 8:30a (Elementary/Middle). Sign in at the office. After the 3rd unexcused late arrival the office will reach out; a **\$25 fee applies from the 5th onward**.
- **Early pickup:** sign out through the office **by 2:30p**.

KEEP YOUR CHILD HOME IF...

Fever 100.4°F+ • vomiting or diarrhea in the last 24 hrs • contagious illness, unexplained rash, or contagious eye infection • too unwell to take part.

Return after 24 hrs fever-free (no fever reducer), 24 hrs free of vomiting/diarrhea, and well enough to participate.

CARLINE & PICKUP

- Follow staff directions; stay in the carline; drive slowly; no phones on campus.
- Pull forward before buckling car seats — staff do not buckle children in.
- **Late pickup:** \$2/min for the first 10 min, then a flat \$30. Children not picked up may go to Extended Day.

UNIFORM & PICTURE DAY

Navy/khaki bottoms • AIA logo polos (navy, white, light blue, pink, yellow) • white/navy socks & tights • closed-toe shoes. **Spirit Wear Fridays.**

Order apparel: Lands' End, School #900067182.

Picture Day: Students wear the regular AIA uniform for school pictures, unless the school announces an out-of-uniform (dress-your-own-clothes) picture day.

GOOD TO KNOW

- **Snack:** In certain programs, classrooms share a community snack — families take turns bringing a snack for the class, and your Lead Guide shares the schedule. In other classrooms, send a daily snack from home.
- **Lunch:** nutritious, no candy/sugary drinks, labeled, easy to open. Bring a labeled water bottle daily.
- **Field trips:** On trip days, pack lunch in a throwaway brown paper bag with a disposable water bottle (so nothing good gets lost), and send your child in the AIA uniform unless the Lead Guide says otherwise.
- **Sibling discount:** Families with more than one child enrolled pay full tuition for the highest, 10% off the next child, and 15% off each additional child (the discount applies to the lower tuitions).
- **Photos & media:** AIA sometimes shares photos of students in newsletters, on the website, and in school materials. You choose your family's photo permission during enrollment, and you can change it anytime by contacting the office.
- **Questions?** Start with your child's Lead Guide, then the Head of School — please use school channels, not social media.
- **Get involved:** The AIA Parent Partnership Committee is our parent group for events, community-building, and fundraising. Every family is welcome — ask the office how to join.

This sheet is a summary. The Family Handbook and Enrollment Contract are the full and governing references.



MEET OUR ADMIN TEAM

The people here to support your family



Sarah Prosser

Head of School

sprosser@aiamontessori.com



Maegen Flynn

Upper Campus Admin

mflynn@aiamontessori.com



Lori Murphy

Admissions & Enrollment

lmurphy@aiamontessori.com



Shweta Parkash

Finance & Tuition

sparkash@aiamontessori.com

Questions? Start with your child's Lead Guide, then reach out to any of us — we're glad to help.