



PARENT HANDBOOK

**ALL DAY MONTESSORI
1819 West 99th Street
Chicago IL 60643**

www.alldaymontessori.org

773-239-8248 phone
773-239-8330 fax

Please note that these guidelines are superseded by any current Pandemic Policies in place. Pandemic Guidelines change as new direction is given by the CDC and the Illinois Department of Public Health.

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March 10, 2022

Dear ADM Parents,

Please see the Pandemic Emergency Operation Plan, which supersedes many of our “normal” procedures at All Day Montessori. This Emergency Plan has undergone revisions as we receive new guidance from the Chicago Department of Health and the CDC. ADM, however, has decided to keep in place some protocols that have allowed us to remain open during the pandemic despite the relaxation of some guidelines. We have found that these protocols keep our students and staff safe.

Currently, the hours of operation are 7:00 a.m. until 6:00 p.m. Before Care is from 7:00 to 8:00 a.m., and Aftercare is from 4:30 to 6:00 p.m.

Our Handbook reflects our licensing requirements from DCFS. Covid-19 has been added under contagious diseases, but please refer to the Pandemic Emergency Operation Plan for current guidance. DCFS has continually updated us with new requirements. We will include additional information about the Covid-19 virus in our Handbook when the Pandemic Emergency Operation Plan is no longer needed.

Please don't hesitate to reach out for further clarification or to get your questions answered.

Thank you,

Tanisha Ammons-Lampley

Head of School

Table of Contents

- I. History and Philosophy - pg. 5**
 - *History and Corporate Structure of the School**
 - *Our Vision**
 - *Mission Statement**
 - *Core Values**
 - *Montessori Philosophy**

- II. Admissions - pg. 6**
 - *Admission**
 - *Non-discrimination**
 - *Enrollment Procedure**
 - *Tuition and fees**
 - *Delinquent fees & Returned checks**
 - *Repeated Delinquencies**
 - *Termination of Enrollment Contract**

- III. Students - pg. 8**
 - *Student Files**
 - *Release of Information**
 - *Privacy and Confidentiality**
 - *Retention Policy**
 - *Daily Schedule**
 - *Children's Personal Belongings Brought from Home**
 - *Guidance and Discipline**
 - *Policy on Sexual Harassment**
 - *Mandated Reporter**
 - *Anti-Bullying Policy**
 - *Health Procedures**
 - *General Rules**
 - *Allergy Policy**
 - *Contagious illnesses**
 - *If the Child becomes Ill While at School**
 - *If a Child is Injured**
 - *Sunscreen and Insect Repellent**
 - *Food – Lunch and Snacks**
 - *Special Diets**
 - *Nut-free School**
 - *Birthday Snack Policy**

- IV. School Procedures - pg. 12**
 - *Hours**
 - *Arrival and Departure**
 - *Tardiness**

- *Attendance Before School and After the End of the School Day and Closing Hours**
- *Absence**
- *Child Care during Professional Development Days, Conference Days & Breaks**
- *Dismissal**
- *Nap/Rest time**
- *Personal Care and Hygiene**
- *Diapering Procedure**
- *Field Trips**
- *Pest Control**
- *Invitations**
- *Severe Weather Policy**

V. Parents - pg. 16

- *Communication between ADM and Parents**
 - *Young Toddler House**
 - *Toddler House**
 - *Children's Houses**
 - *Open Door Policy and Communication**
- *Parent-Teacher Conferences**
- *Fundraising**
- *Volunteerism**

I. HISTORY and PHILOSOPHY

HISTORY AND CORPORATE STRUCTURE OF THE SCHOOL

BEECHTREE INC. is an Illinois not-for-profit corporation doing business as **ALL DAY MONTESSORI**, which opened on September 18, 1995. Curriculum is based on Maria Montessori's philosophy and method of early childhood education for children from 15 months to 6 years of age. The school also provides care for its students during before and after school hours. The school offers two summer sessions for children 15 months to 9 years of age. We have two locations: our Main campus is located at 1819 W. 99th Street, Chicago, IL 60643, and our other location (North Campus) is at 1810 W 99th Street, Chicago, IL 60643. The school telephone number is 773-239-8248 and the fax number is 773-239-8330. Website: www.alldaymontessori.org.

OUR VISION:

To empower students to build life skills and embrace their full potential. "The child is both a hope and a promise for mankind." - Dr. Maria Montessori

MISSION STATEMENT:

To provide a full-day, Montessori based early childhood learning experience that is nurturing, educationally rich, and developmentally appropriate.

CORE VALUES:

We provide a welcoming, diverse and peaceful learning environment where all children are respected and loved as unique individuals.

We engage children in purposeful work that creates, stimulates, and nurtures the love of learning.

We foster the skills necessary to help our students work autonomously and collaboratively

MONTESSORI PHILOSOPHY

Contemporary research has shown the value of multi-aged grouping in classrooms. The younger children look up to the older role models and imitate them. The older children can help the younger children and thus gain self-confidence and develop a sense of responsibility for others. Mastery of a concept comes from teaching it to someone else.

One of the aspects of the Montessori philosophy that makes us different from other education methods is the group of activities that we call Practical Life. These include the dressing frames, personal grooming skills like hand washing or hair combing, pouring, spooning, squeezing, scrubbing, sweeping, and mopping. Children love to help, and the development of all of these self-care skills contributes to a positive self-image, social competence, and independence. Also, hand-eye coordination and large muscle skills are developed, and the child's natural sense of order is encouraged. The fact that each Montessori activity has a beginning, middle, and an end helps promote sequential thought patterns in the child's developing brain. Since children LOVE to do these activities, they can stay involved for very long periods, developing their concentration.

In Montessori, we speak of OCCI (order, concentration, coordination, independence) as the foundation for all future learning. Think of what a child has learned by the age of two! No one TEACHES children to sit, crawl, walk or talk. They absorb their environment and interact with the people and things surrounding them to learn what they need. In a Montessori environment, we provide activities that encourage the continuation of the natural learning process.

Maria Montessori taught that all learning starts with the senses. Hands-on materials are used across the mathematics curriculum, starting with sandpaper numerals and progressing through the decimal system and the processes of addition, multiplication, subtraction, and division. Very often, color-coded beads are the sensorial materials on which mathematical concepts and strategies are developed.

Reading and writing start with sandpaper letters that the children trace with their fingers and then reproduce in a sand tray. The sound of each letter is presented as the shape is traced, and words that begin with that sound are spoken to the child. The child often suggests other words. In this way, the written letters are connected with spoken language. As the child learns the sounds of letter groups such as "tmbfa" and "hgrce", the child can soon decode simple phonetic words made with the sandpaper letters, such as bat, hat, fat, mat, cat, bag, ham.

II. ADMISSIONS

ADMISSION POLICY

All Day Montessori will accept any child within its licensed capacity provided its facilities and staff are adequate to meet the child's needs and the admission of the child does not adversely affect the care given to other children.

NONDISCRIMINATION POLICY

All Day Montessori does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status, or any other legally protected characteristic in any of its activities or operations. These activities include, but are not limited to, hiring and firing staff, selecting volunteers and vendors, provision of services, admission of students, and administration of educational programs or policies. We are committed to providing an inclusive and welcoming environment for all staff members, children, parents and caregivers, volunteers, subcontractors, vendors, and clients. We will make all hiring and firing decisions based on merit, qualifications, and abilities.

Individuals with questions or concerns about discrimination or harassment at All Day Montessori are encouraged to bring these issues to someone's attention in the administration. Individuals can raise concerns and make reports without fear of reprisal. All reports will be investigated. Anyone found to be engaging in unlawful discrimination or harassment will be subject to disciplinary action, up to and including termination of services with All Day Montessori.

ENROLLMENT PROCEDURE FOR INCOMING FAMILIES AND CURRENT FAMILIES ENROLLING A NEW STUDENT

- **Parent inquiry** by email, phone or in person
- **School Tour**
 - Tours are scheduled in late afternoons or evenings by appointment only and during Saturday Open Houses.
 - Parents are given a folder with a brochure, a contract form, application form and a developmental history form. A family is considered to be on the waiting list once an application along with the application fee has been received. Priority on the waiting list is extended to current and alumni families.
- **Application**
 - A \$100 application fee must accompany an enrollment application.
 - The family is placed on the Waiting List.
 - A classroom school visit is scheduled.
 - The family is notified when a seat becomes available.
- **Enrollment**
 - After a child is accepted to ADM, an enrollment package is sent which includes the following:
 - Welcome letter including start dates and an orientation date in August (if applicable)
 - Enrollment Form
 - Parent Handbook & Acknowledgment Forms
 - Medical Form/Vaccination Record (Dental and Vision screenings for kindergarten aged children)
 - Parent Consents Form
 - DCFS Pamphlet (for families with children under the age of 3) & signature form
 - School Year Contract (two copies)
 - FACTS Online Enrollment Information Sheet

- Families receive an Intent to Return form by the end of January which is due back within two weeks.
- If an Intent to Return form is not received by the deadline, the seat will be opened to the WaitList.
- Enrollment packages are generated and distributed to families by the end of March
- Signed contracts and deposits are due back within two weeks. If a contract is not returned by the due date, the seat is opened to the WaitList.

(Please see Policy on Repeated Delinquencies listed below)

TUITION AND FEES (see the All Day Montessori Current Rate Sheet)

Upon receipt of an application and an accompanying application fee, a visit with the family and the prospective student will be scheduled. After the child's visit, a contract is generated and sent to the parents. Upon acceptance, parents submit a deposit and enroll on the FACTS Tuition Management Program website. Parents can choose to make payments monthly or bi-monthly on the 1st and 15th of the month. Late fees are charged when tuition payments are past due. If PayPal is used to pay tuition and/or fees, the PayPal fees will be added to the tuition account.

POLICY ON DELINQUENT FEES & RETURNED CHECKS

When a tuition payment is two weeks late, the parent or responsible party will be provided written notice that, if they have not entered into a payment arrangement or paid their account in full within two weeks from the date of the notice, the child or children may be withheld from All Day Montessori School ("ADM"). Once a child is withheld from school, ADM may fill that child's position without notice. The withholding of a child from ADM for non-payment of tuition/fees does not terminate the parent or responsible party's obligation to pay the delinquent fees or remaining tuition balance. Rather, even after the child is withheld from attending, the parent or responsible party will remain liable for any and all amounts due or become due under the enrollment contract unless and until ADM is able to fill the child's position. Any amounts that remain delinquent six weeks after the due date may be submitted to collections.

Delinquent Account - All Other Debt

Any account in arrears for debts other than tuition, including but not limited to school fees and returned check penalties, must be paid in full within two weeks from the date of the notice. Continued arrears may result in the student being withheld from class until payment is made. Any amounts that remain delinquent six weeks after the due date may be submitted to Collections.

POLICY ON REPEATED DELINQUENCIES

Parents are responsible for full payment of tuition and/or fees by their agreed upon due date. Families that have had two delinquencies over five days late on any payment of tuition and/or fees during the current contract term, will lose priority registration status for the upcoming term. ADM reserves the right to revoke and/or suspend the upcoming enrollment contract(s) if there is the second occurrence of late tuition or fees payment, which is over five days late, that takes place after the enrollment contract is returned. Upon resolution of the late payment of tuition and/or fees, ADM may reinstate the contract(s) at its election, subject to availability of a seat in the child's or children's (if the family has multiple children attending ADM) appropriate classroom(s).

Additionally, an application by any family that is currently delinquent on tuition and/or fees when submitting the application and/or registration for the new school year, regardless of whether there has been a prior delinquency, will be placed on hold until the balance is resolved. Enrollment is subject to availability at the time the application is removed from the hold.

POLICY ON TERMINATION OF ENROLLMENT CONTRACT

If a parent(s)/responsible party withdraws a child(ren) for any reason, the responsible party remains liable for all amounts due or to become due under the enrollment contract, unless and until such time as ADM is able to fill the child's position. ADM may consider, at its sole discretion, a request for modification of the amount due upon early termination of the contract if the request is supported by documented extenuating circumstances, a written personal financial statement, affidavit of inability to pay, and such other documentation as requested by ADM. Upon satisfactory proof of the inability to pay, ADM may, in its sole discretion, reduce the obligations of the balance due under the contract to some other amount ADM deems appropriate based on the circumstances.

The balance due must be paid according to the payment plan elected at the start of the current school year and must be paid in full by the end of the current school term. If the responsible party defaults on its payment obligations, ADM may

refer the matter to collections and/or pursue any legal remedies available, including, but not limited to, filing a claim in the Circuit Court of Cook County, Illinois.

Subject to the other provisions set forth in this handbook, ADM may terminate the enrollment contract at will by giving two weeks written notice in advance of the ending date. Payment by the responsible party will be due for the notice period, but otherwise will be waived if the contract termination is made at ADM's election.

III. STUDENTS

STUDENT FILES

All student files must include:

- Signed School Year Contract and Parent Consent Form
- Completed Enrollment Form
- Completed Medical Form
- Copy of Birth Certificate
- Proof of vaccinations, lead and tuberculosis screens
- Record of a Vision and Hearing Screening (kindergarten aged students only)
- Emergency Medical Plan (for students with health concerns such as asthma, food or other allergies, etc.)

Failure to provide documentation in a timely manner may result in suspension of the child or termination of a contract.

RELEASE OF INFORMATION

Information on the child or family shall be released only upon written and express consent of the parents in a particular case and for defined information only or to comply with the law. A families' contact information is published on Montessori Compass. If you do not wish to be listed, please let us know.

Note that the Parental Consent Form allows release of information to an attending physician in the case of illness or injury requiring medical attention.

PRIVACY AND CONFIDENTIALITY

All Day Montessori collects, uses, and retains information about participants in our programs and their families for many purposes, such as account payment, records of the child, donations, etc. These records are required for various licensing and government reporting purposes as well as our own program and business operations and are the property of All Day Montessori. Our staff members and parents are required to respect the confidentiality of each child and family enrolled in our programs, including enrollment records, anecdotal records, parent-teacher conference notes, developmental assessments and other personal records. Teachers may make notes for their anecdotal records, but such notes will be considered as confidential information. Discussions concerning a child or family, with anyone other than the child's parents or guardians, or other staff members having direct contact with the child, are strictly prohibited. Personal information about families or children in our care will be divulged to staff members only to the extent of what is necessary to know in order to support the child in care. Discretion and privacy are required when discussing confidential family and child information, particularly taking care not to be overheard by staff, parents or children. All Day Montessori uses private and confidential information to compile statistics about our program and operations that we report to licensing, program funders, and other required reporting.

RETENTION POLICY

All Day Montessori seeks to ensure that necessary records and documents are adequately protected and maintained while also ensuring that records that it no longer needs are safely discarded at the proper time.

A SAMPLE DAILY SCHEDULE

Each family is provided a classroom schedule with their Welcome Letter sent by email by the classroom teacher.

7:00 -- 8:00 a.m.	Before School Care Breakfast snack is served at 7:10 a.m.
8:00 -- 8:30 a.m.	Drop off time
8:30 -- 9:00 a.m.	Circle time
9:00 -- 9:30 a.m.	Playground time
9:30 -- 11:15 a.m.	Independent work time, snack time, and may include nap for young toddlers
11:15 -- 11:45 a.m.	Group time for: large and small muscle activities, music, and quiet time for story telling or drama.
11:45 -- 12:15 p.m.	Lunch
12:30 -- 3:00 p.m.	Afternoon work cycle
1:00 -- 3:00 p.m.	Nap for children ages 15 months – 4 years old
3:00 -- 3:30 p.m.	Group snack
3:30 -- 4:00 p.m.	Group story
4:00 -- 4:30 p.m.	Specials (Art, Healthy Habits, Spanish, Music, Diversity, Social/Emotional)
4:30 -- 6:00 p.m.	After School Care After school snack is served at 5:00 p.m.

POLICY ON CHILDREN'S PERSONAL BELONGINGS BROUGHT FROM HOME

Personal belongings brought to the premises will be stored in the cubby or locker or hung on hooks assigned to the child. Objects that cannot fit into the cubby or locker will not be allowed to stay on the premises. Objects inconsistent with the program of ALL DAY MONTESSORI, e.g. real or play weapons and projectile toys, will be removed from the child's use and returned to the parent at end of day. Please do not send in toys or other play items with your children to leave in their cubby. They create a distraction and detract from the learning in the classroom.

All children in the Young Toddler, Toddler, and Children Houses require:

- A small pillow (if needed) and a favorite quilt or blanket (pillows and blankets are sent home every Friday to be washed). (Not needed for kindergarten students)
- **TWO** favorite photos of themselves to identify their coat hooks and bins for personal items.
- **TWO** complete changes of clothes **CLEARLY MARKED WITH THE CHILD'S NAME.**
- A pair of slippers or house shoes (we recommend those that are simple and character free)
- A supply of wipes and disposable diapers or cloth underwear for YT and TH

Note: Teachers will work directly with parents to determine the best method to assist with potty training and whether pull-ups will be part that process.

GUIDANCE AND DISCIPLINE POLICY

The Montessori Method of education stresses the development of internal discipline in the child. The atmosphere in the Montessori environment is one of order and respect for people and things. Children become involved in the activities and there is seldom a need for external discipline from the adults. The Montessori classroom is a small society that encourages self-control and responsibility for one's own actions. The one all-inclusive ground rule is that everyone is free as long as they respect the people and things in the class.

In the event that children are behaving in a way, which may be harmful to themselves or to others, our policy is:

- The nearest adult removes the child from the situation and stays with the child until he or she regains control.

- The child then returns to the group with the adult and stays with the adult until the child shows an interest in an activity.
- The adult then stays nearby to be sure that the behavior does not reoccur.
- If there are injured parties another adult attends to their needs.

Firm, positive statements about helpful behavior are used as reinforcement. Negative behavior is redirected. The older children are encouraged to solve their own interpersonal conflicts, as long as there is no danger of physical harm. If a child consistently behaves in a way that is disruptive to the group, a specific plan of logical consequences will be developed and discussed with the parents and staff.

(Please see the attached Guidance & Discipline Policy for which a separate signature for DCFS is required).

POLICY ON SEXUAL HARASSMENT

Any instance or report or observation of sexual oriented misconduct, whether physical or verbal, from one child to another must be brought to the attention of the administration promptly. All Day Montessori will document and file details, then proceed according to individual discretion. The incident will be filed separately from the student's regular file, in a secure place for confidential reference only.

MANDATED REPORTER

The Illinois Abused and Neglected Child Reporting Act, 320 ILCS 325, requires teachers and other school employees who have reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child to immediately report that information, or cause it to be reported, to the Illinois Department of Children and Family Services by calling the state's DCFS hotline. In the process of investigating such reports, the authorities may have access to the child's records on file.

ANTI-BULLYING POLICY

All Day Montessori recognizes that bullying is a serious form of violence that can hurt people in a way that can affect the rest of their lives. Bullying is the repeated physical or psychological intimidation which creates a pattern of harassment and abuse, as defined in Illinois State law 105 ILCC 5/27-23.7.

We realize that efforts to stop bullying must involve the entire community, beginning with our policy that states clearly that bullying is not acceptable and will not be tolerated by anyone regardless of age, gender, or position. We encourage parents to speak with their children about bullying.

Children cannot handle acts of bullying on their own; they need the support of adults, as well as procedures and practices in place for responding to bullying behavior in a fair, age-appropriate and consistent manner. We monitor and speak up whenever we see bullying occur, and children are encouraged to tell an adult if they see or experience bullying. The child being bullied has a say as to how the child would like to address the situation:

- a) Speak with the person doing the bullying, alone or in the presence of an adult;
- b) Work with a member of the Administration and the parties involved;
- c) Work it out with the classroom teacher; or
- d) Involve parents

The child who is bullying will work with staff and the parties involved to identify a plan for how the child can manage the child's feelings and behavior.

HEALTH PROCEDURES (Basis: Red Cross Guidelines)

GENERAL RULES

As required by Illinois law, every child enrolling in our programs must have a health form on file in which the child's doctor verifies that the child's immunizations are up to date. A physical examination, including a T.B. test and lead test, by the child's doctor is required. We will notify you when a current medical form is needed. Before your child's entry into the program and as a condition of remaining enrolled in the program, when a child is overdue for any routine health services, you must provide evidence of an appointment for those services. The exception is for any immunization for which parents are using a religious exemption.

In general, a child with a mild illness such as a cold, bronchitis or a treated ear infection can remain at the school if the child:

- is well enough to participate
- does not require undue attention that may detract from the teaching of other children
- does not represent a new source of infection

Few illnesses make it necessary to keep a child at home. However, certain contagious diseases should not be brought into contact with other children. Children with the following conditions will not be allowed to attend school: fever above 101 degrees F, vomiting, diarrhea, any unexplained rash, green nasal mucus discharge, mucus producing cough, redness of eyes or discharge, or nasal discharge accompanied with any of the symptoms of coughing, fatigue, fever of 100 degrees F. Children with a fever above 101 degrees, vomiting or diarrhea should not return to school until symptom free for 24 hours.

ALLERGY POLICY

All Day Montessori strives to keep its children healthy and the classrooms free of allergens, which is also why we have implemented the Nut-Free School policy. To help ensure that we can keep the children healthy, it is the parents' responsibility to provide the school with written verification from the student's physician that allergies are present, how to treat the allergies, or if it has been determined that the child no longer has an allergy. Upon receiving notification from a child's parent or guardian about an allergy (no matter the severity), the office staff will ask that you complete an Emergency Action Plan, which must be signed by the child's physician. This form includes the child's name, classroom, allergy (food or environmental), severity, symptoms, and the actions to be taken in case of an emergency. This should be updated every six months to ensure proper measures are being taken. All allergy medication must arrive in a sealed container with the child's name as well as a note or prescription signed by the doctor. Epi-pens and other medicines will be kept in a labeled area in the classroom where the teacher deems it most appropriate. Expired medication will not be administered. If there is an emergency and the medication has expired, a call will be placed to the child's physician before administering the medication.

Our teachers and staff are taught to recognize the signs and symptoms of an allergy attack or reaction. Staff members are trained to use Epi-pens, act quickly, and become familiar with each child's health needs. Please note that as soon as an Epi-pen is administered, 911 is also called. A meeting with the classroom teacher, necessary staff, and the parents can be arranged if the parents feel it is necessary to go over details and extraordinary conditions for their child.

CONTAGIOUS ILLNESSES

Students who contract contagious illnesses will be required to produce a doctor's note upon return to school. Below is the recommended protocol for certain common conditions/illnesses. Any child absent from school for more than three days or due to one of the following conditions or illnesses will need a doctor's note to return to school.

- Hand, Foot and Mouth Disease.
- Fifth's Disease.
- Chicken Pox: stay at home for 6 days or until a doctor has given written permission to return.
- Hepatitis A: stay home until all individuals requiring protection have received gamma globulin shots.
- Impetigo: stay home until the day after treatment starts.
- Infectious diarrhea: stay home until 24 hours after diarrhea ceases.
- Lice: stay at home until the day after treatment begins and all nits are removed.
- Ringworm: stay at home until 24 hours after treatment begins. Need not be sent home if sore can be covered.
- Scabies: stay home until 24 hours after treatment begins.
- Strep throat, scarlet fever: stay home until the day after treatment with antibiotics starts.
- Pink eye: stay home until the day after treatment with antibiotics starts.
- Vomiting and fever: stay at home until 24 hours after fever or vomiting has passed.
- Covid-19 (see Pandemic Emergency Operation Plan) – parents are required to report confirmed cases to the HOS as soon as they become aware of it.

IF THE CHILD BECOMES ILL WHILE AT SCHOOL

When the child develops symptoms during the day, the teacher notifies the parents to come pick up their child. The child is separated from their class and placed on a cot until their parents are able to pick them up.

Prescription medications will be administered by staff **ONLY** if a written directive is provided by the parent/guardian, the medication is in its original container with the original label that specifies the child's name, the doctor's name, the dosage

and schedule for administration, and the date of issuance. Staff will follow the label's requirements exactly. A first aid kit is available on the premises.

IF A CHILD IS INJURED

- A staff member will see that the child is comfortable and in the care of another adult, then consult the FIRST AID GUIDES in the HEALTH GUIDELINES NOTEBOOK and take the recommended action. Note: there is a first aid kit on the premises.
- Call the child's parents. If there is no answer, call the next person on the Application Information Form, until someone is reached.
- If Emergency Room treatment is necessary, ask a parent to meet at Little Company of Mary Hospital, Emergency Room, 2800 West 95th St. (or a hospital of their choice). If moving the child would be harmful, call 911 for an emergency mobile unit.
- The Parental Consent Form on file in the office is also a release form and must be taken to the hospital.
- An adult will accompany the child to the hospital.
- The Accident Report Form will be filled out and given to the office staff as soon after the accident as possible to be kept in the child's file.
- If the child is exempt from medical care on religious grounds then the services of a certified practitioner will be obtained, based on the written specification of circumstances that require the practitioner and the name and phone number of practitioners acceptable to the parents. If parents do not, in writing, specify their desire for exemption, define the circumstances requiring treatment and name acceptable practitioners, then the procedures of the previous paragraphs will be used.

POLICY ON SUNSCREEN AND INSECT REPELLENT

If parents want their child to use chapstick, sunscreen or insect repellent, please apply it at home before school. Then send it to school clearly marked with the child's name and fill in a medicine administration form to allow reapplication during the school day.

FOOD – Lunch and Snacks

All Day Montessori serves two snacks and a hot lunch during the regular school day of 8:00 – 4:30. In addition, students at Before Care and those at Aftercare receive an additional snack. Snack and Lunch menus are sent home via the Thursday folders. Lunches are organic and are available in Dairy free and Gluten free options.

Toddlers have a group snack in the morning. Older students have snack available during the morning class time. Children help themselves and sit at a table reserved for snack. The children also clean up after themselves so that snack time becomes a Practical Life activity. Food preparation is an important part of the Montessori curriculum, as is the older children setting the table for lunch.

Except for celebrations (i.e. birthday and holidays), no outside food is allowed, unless your child has special dietary needs, in which case all outside food will be approved in accordance with our Special Diets policy set forth in this Handbook.

The state holds us responsible for following health department guidelines in relation to the food served on our premises so food brought from home cannot be served. (See the Birthday Snack Policy for an exemption). The school provides a breakfast snack for students in before school care by 7:15 a.m. It is not a full meal, so please feed your child before school.

SPECIAL DIETS

If a child requires a substitute for dairy milk, then the parent must provide it in its original, unopened packaging with the child's name printed on the outside. This milk cannot be a nut-based substitute such as almond milk. Parents of a child requiring a special diet must notify the school in writing and define the specific requirements. ADM will respond, as required, by the adopted rules of the Illinois Department of Children and Family Services. Lunches are available in Dairy free and Gluten free and vegetarian options.

NUT-FREE SCHOOL

It is common in early childhood for some young people to have life threatening allergies to nuts. Because nut allergies can be serious and life threatening for some children, we strive to provide a safe and healthy environment for everyone. As such, we request that families never send anything in to the school that has nuts in it. For Halloween and the Spring Egg Hunt, we ask that you not send in items with chocolate in them as they can contain nuts or traces of nuts. Parents of children with a nut allergy are required to create an Emergency Plan with the Head of School and the Classroom team and provide all medication and supplies needed.

Although we strive to provide an environment safe of nuts, we cannot guarantee a nut-free environment.

BIRTHDAY SNACK POLICY

At ADM, we are always working to improve our program. We would appreciate your help in bringing ADM's nutrition and optimal learning perspective to the snacks you send in to celebrate your child's birthday. All treats must be nut-free and preferably healthy food (See the list below). All items sent in to school must be prepared in a commercial kitchen. They must be sent in the original unopened packaging. Any food not on the approved list or not approved by the Head of School will be distributed to the student at the end of the day. Below is a list of health minded options we would like you to choose from for these special days. You can also consult with the Head of School if you have another healthy suggestion.

- School safe granola bars (no nuts)
- Vanilla wafers
- Animal crackers
- Italian ice
- No additional sugar added fruit snacks, including fruit trays
- All fruit popsicles

Thanks for helping us to align all the snacks we provide at school with good nutrition for optimal learning.

IV. SCHOOL PROCEDURES

HOURS

The school is open from 7:00 A.M. to 6:00 P.M. Monday through Friday. Class is from 8:00 A.M. to 4:30 P.M. Before care is available from 7:00 A.M. to 8:00 A.M. After care is provided from 4:30 P.M. to 6:00 P.M.

ARRIVAL & DEPARTURE OF CHILDREN

Parents or their surrogates are responsible for bringing the children to the school and returning them to their homes. For the core program the children should be delivered to the facility by 8:30 a.m. and be picked up by 4:30 p.m. Parents may drop off students as early as 8:00 a.m. Parents bring their child to the check in teacher. **We are using the Transparent Classroom contactless Sign-In procedure.** The receiving staff member and parents may record comments at that time. Parents may not leave without direct conversation with a staff member. Children with contagious diseases or in obvious physical distress will not be permitted to stay.

A child will only be released to a parent, legal guardian, person listed on the enrollment form or otherwise identified by the parent as authorized to pick up the child. Anyone picking up a child who is unfamiliar to the school will have to verify his or her identity with a valid driver's license or other form of government identification.

Parents or their surrogates will enter the building to pick up their child. Parents may not leave with their child until they have held a direct conversation with their child's teacher or designated staff member who will sign them out on Transparent Classroom. **All signatures MUST contain the first and last name of the person picking up the child.** Children are encouraged to shake their teacher's hand to practice courteous goodbyes.

ADM assumes that either parent/legal guardian may drop-off, pick-up or visit his/her child at ADM unless the school has been provided with a court order, State statute, or legally binding document specifically revoking or limiting this right.

POLICY ON TARDINESS

Our classroom time begins at 8:00 A.M. If your child is going to be tardy, please contact the Head of School. Children who come into class after 8:30 often miss important presentations of new materials and have difficulty entering into the ongoing flow of activity that has begun. A late arrival is often disruptive to the other children. If children are consistently tardy, it may impact the quality of our program. In these cases, the Head of School retains the discretion to counsel such children out of the program.

POLICY ON ATTENDANCE BEFORE AND AFTER THE END OF THE SCHOOL DAY AND CLOSING HOURS

The regular school day at ADM is from 8:00 AM – 4:30 PM. All students in attendance before 8:00 AM and after 4:30 PM must be enrolled in the Before and/or After Care program. Families not enrolled in this program who drop their children off before 8:00 a.m. or pick their children up after 4:30 PM will be charged the Before Care daily rate of \$15.00 for early drop-off or the After Care daily rate for late pickup of \$20.00 if the child is picked up by ADM's normal closing time. If pickup is after the normal closing time, a fee of \$10 for every 5-minute increment will be charged. The fee will be added to the family's FACTS account.

Extended care hours are 7:00 AM to 8:00 AM and 4:30 PM to 6:00 PM. **If the parents of children in extended care or those designated as alternates on the enrollment form are unable to pick up the child by 6:00 PM, they must call the school to let us know who will pick up the child and their expected time of arrival.**

If a child has not been picked up from extended care by 6:05 PM and the parent has not phoned to advise their intended action, then phone calls to the adults listed on the Enrollment Form as emergency contacts will be made to request their action. Extended care families that pick their children up after 6:00 PM will be charged a late pickup fee of \$10 for every 5-minute increment they are late. The late fee will be added to the family's FACTS account.

After 6:45 PM, Police Precinct 22 will be notified, and their advice and counsel requested.

(Please see the attached Policy on Attendance before and after the school day with a separate signature required by DCFS).

POLICY ON ABSENCE

We ask that parents let us know if a child will be absent. Please contact your child's teacher through email and leave a message on our voice mail. Tuition installments are due despite absences. In unusual circumstances, adjustments may be made by the Head of School at her discretion.

CHILD CARE DURING PROFESSIONAL DEVELOPMENT DAYS, CONFERENCE DAYS AND BREAKS

At the start of the school year, a sign-up sheet is sent home to see if families are interested in Extended Care Camp provided during certain school holidays and professional development days. If enough families are interested, the school provides care at a rate of \$75 per day. It is staffed by Before and/or After School Care Staff. If you indicate you are interested in extended care during holidays and professional development days, you will be committed and charged for the days for which you are signed up so that we can properly staff for and cover the costs of extended care service.

DISMISSAL POLICY

If, after admission, ADM determines, at its sole discretion, that the staff, program and/or facilities are not appropriate to the needs of a child, a meeting with the parents will be scheduled to notify them of the situation and to explore options for addressing the child's needs. If a workable solution for addressing the child's needs is not available, the child may be dismissed from the program. Dismissal will be in writing with specified date for termination of services and suggestions for alternate placement.

NAP/REST TIME

All children (other than our Kindergarten students) will have the opportunity to nap from 1:00 PM – 3:00 PM daily. All children will have their own cot, which will be labeled with their name. The school will provide sheets for the cots. Young Toddler and Toddler House sheets will be laundered twice a week. Children's House will be laundered once a week. Pillows and blankets are to be brought from home and will be sent home to be washed weekly. Soiled or wet sheets are changed immediately, and the cot sanitized. Children are given sponge baths when necessary.

PERSONAL CARE AND HYGIENE POLICY

As noted above, children are required to bring two complete changes of clothes. These extra clothes are stored in plastic boxes that are clearly labeled and stored in an easily accessible place near the bathrooms or at their lockers. Wet or soiled clothing is changed immediately, placed in a plastic bag and left on the child's hook or in his/her locker area.

Children are given lessons on correct bathroom procedures. The children will wash their hands upon entering the building at the start of the day, when they re-enter after having been outside and before and after eating. Specific instructions are given on how to flush the toilet and how to use toilet tissue, liquid soap dispensers and towel dispensers.

Children are encouraged to drink water and are given specific instructions on use. Water is available at all times.

DIAPERING PROCEDURE

When children who are not toilet trained enter the building, their diapers are checked to make sure they are empty. If they are not, they are changed. Subsequent to the initial check, teachers stop and check diapers and remind those who are toilet training to go to the bathroom on a regular schedule. Their bathroom activities are recorded so that teachers can answer any questions a family might have.

Crawling Children

1. The teacher **checks** to make sure that necessary supplies are ready (diaper, clothes, wipes)
2. **Place** roll paper or a paper towel on the part of the diapering table where the child's bottom will be.
3. The teacher **holds the child away** from his or her body lifting the child's body up, using only hands to carry a child with a soiled diaper. Lay the child on the paper towel.
4. **Remove** the soiled diaper or clothes. Put soiled diapers in a plastic bag or plastic lined receptacle. Put soiled clothes in a plastic lined receptacle at the end of the day.
5. If necessary, inform Parents that clothes are stool-stained and need rinsing. Washing or rinsing stool-stained clothes at school may cause disease to spread, therefore, this process is not done at school.
6. **Clean** the child's bottom with a wipe.
7. Put the used wipe in the plastic bag or a plastic-lined receptacle. If the child needs to be washed completely, be sure to use running water and disinfect the sink immediately after diapering the child.
8. **Remove** the paper towel from the beneath the child and dispose of it in the plastic bag or plastic-lined receptacle.
9. Wipe your hands with a pre-moistened towelette and dispose of it in a plastic bag or plastic receptacle.
10. **Diaper** and dress the child.
11. **Wash** the child's hands. If you must walk from the diapering table to the sink, make sure the child cannot fall or carry him or her with you.
12. **Clean and disinfect** the diapering area and equipment or supplies touched or cot if necessary.
13. **Wash** your hands.

Walking Children

When they have the leg strength, children are changed standing up as part of the toilet-training process.

1. While wearing gloves the teacher shows the child how to pull down their pants and how to remove their diaper.
2. The diaper is placed in a plastic-lined receptacle.
3. Children are then asked to try and sit on the toilet. After they have tried, the teacher shows them how to get toilet paper and wipe themselves front to back.
4. The teacher then proceeds to wipe the child with a wipe and place a fresh diaper on the child.

5. The child is then shown how to pull up their pants. Finally, both the child and the teacher wash and dry their hands.

FIELD TRIPS

Students occasionally may go on walking excursions in the neighborhood or take short local trips. Offsite excursions will generally be made between 9:00 a.m. and 3:00 p.m. If the trip requires vehicle transportation, teachers will arrange for transportation and provide permission slips to be signed prior to the trip.

PEST CONTROL POLICY

All Day Montessori has employed pest control services to provide the school with all of its pest control needs. All services are conducted after the school is closed and all students have exited the building.

INVITATIONS

Please use the Parent Directory supplied on Transparent Classroom to send invitations to events that not all children are invited to, such as birthday parties. Invitations may be distributed at school if all students in a class are invited.

SEVERE WEATHER POLICY

In case of severe weather, families will be notified by text message by their child's teacher, an email by the school and through the www.emergencyclosingscenter.com website, and on Facebook when the school has to be closed due to extreme weather conditions with as much advance notice as possible.

V. PARENTS

COMMUNICATION BETWEEN ADM AND PARENTS

YOUNG TODDLER HOUSE FAMILIES

Daily communication through Transparent Classroom -- a daily report on their eating, sleeping and toileting

TODDLER HOUSE FAMILIES

Daily communication through Transparent Classroom -- a daily report on their eating, sleeping and toileting

CHILDREN'S HOUSE FAMILIES

Weekly communication through Transparent Classroom

OPEN DOOR POLICY / COMMUNICATION

All Day Montessori encourages parents to visit the school whenever they have the opportunity. Parents are the primary educators of their children and it is very important that they understand the school's educational program. It is important that children and parents feel at home at the school and feel secure about interacting with staff members at all times including the following:

- Thursday folders
- At two one-on-one parent-teacher conferences
- In progress reports sent home twice a year
- At fall and spring parent nights to discuss Montessori philosophy, with opportunity for parent questions and discussion of classroom observations
- In written notes to parents where circumstances require information transfer or to express concerns for the child's well being that do not warrant a conference

- Through monthly newsletters, Transparent Classroom, and our website: www.alldaymontessori.org

Information on illnesses, staffing changes, emergency weather information, Open Houses, Parent Nights, Professional Development Days, etc. are shared with parents in several ways: Thursday folders, email through Transparent Classroom and publication on the ADM website. We encourage parents to check for updates. Please don't hesitate to ask your classroom teacher or the Head of School if you have questions.

PARENT-TEACHER CONFERENCES

It is essential that parents and teachers are working together for the welfare of the children. The Montessori philosophy of education is at the core of our program and will be discussed at two parent-teacher conferences per year. We are aware that our parents are busy, but we require an interest and understanding of their child's education in our school, and, therefore, request that Parents make arrangements to attend the Parent Meetings.

FUNDRAISING

As a private, non-profit school, our main source of funding aside from tuition is fundraising. We have several different fundraising events throughout the year, offering families a variety of ways to help support the school. Our fundraising initiatives include partnerships with local restaurants and businesses to make fundraising a fun and community-centered activity.

Proceeds from our annual fundraising generate critical funds needed for professional training and continuing education for our teachers and staff, classroom materials, building maintenance and improvements and operating costs.

Each family is encouraged to contribute \$250.00 annually toward our fundraising goal, which can be achieved through monetary donations or participating in one of the school's fundraising activities.

Monetary donations to the school can be made by check, credit card through the PayPal link on www.alldaymontessori.org, or in installments through the school's tuition billing service.

VOLUNTEERISM

We welcome parent involvement in ADM and encourage active engagement. Opportunities to get involved will be advertised throughout the year. Participation is not only rewarding for parents, it serves as an example for children of community service to emulate. Research shows that parent involvement at school is related to better academic outcomes. Year-round, there is a sign-up sheet at the front desk where volunteer opportunities are listed. There is also a Volunteer Log at the front desk so the school can track this valuable donation of parent time.