



INSPIRE | LEAD | MENTOR

PARENT HANDBOOK

EARLY CHILDHOOD, LOWER &
UPPER ELEMENTARY
MONTESSORI

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About the Academy

The meticulous research and planning for ILM Montessori started in the early 2009 and by mid-2010 all the ideas were slowly taking shape for this dream institution to start accepting enrollments for the class of 2011. In 2016, we moved into our own facility on Roosevelt Road in Lombard.

Introduction and Intention

ILM Montessori was founded by two parents looking for a Montessori school for their son. After a thorough search and a fair amount of school observations and research, we came to the conclusion that there was no Montessori School in our neighborhood which incorporated the philosophy of Dr. Maria Montessori, who was a revolutionary early childhood educator, combined with strong doctrines of Islam, to encourage our children a love of learning, for this life and for the hereafter. Our sincere intention is to serve our community by providing an ideal style of education fit for a successful young Muslim.

About The Founders

ILM Montessori was incorporated on June 8th 2010, with our Directress Mrs. Quarashia S. Al-Shehab as the President of the corporation and Syed Naveed Pasha Quadri as the co-founder of the institution.

Admission and Registration Policy

Ilm Montessori admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally permitted or made available to the students at this school. It is the policy of Ilm Montessori to do everything possible so that no child shall be denied an education because of cost.

Enrollment Procedures

An enrollment form is required to be filled out in its entirety by the parent/guardian of the child prior to be considered for enrollment in any of the ILM Montessori Programs. A non-refundable fee will be collected to complete the enrollment process.

Please also submit a copy of the child's birth certificate, a copy of their latest immunization records, eye exam and a physical form. Make sure all school forms on the website are completed and duly signed. The enrollment of a child for the first week of school is considered a trial period, during which the teachers will be closely assessing each child to see if they are a good fit for the

school and if the school is a good fit for the child. After which period, the school shall have the discretion and authority to remove the child from the program.

Admission Requirements for Early Childhood Program

- The child must be 3 years of age by September 1st for the Early Childhood Program.
- The child must be completely potty-trained and weaned. (No pull-ups or diapers are allowed).
- The three- & four-year-old children shall be casually interviewed by the teachers to assess their social, emotional and oratory skills. This assessment helps to understand the maturity of the child to ensure the Montessori program is the right fit for them.
- The children who are 5 years and older (kindergartners), and children joining upper grades shall write an assessment test to qualify for the program.
- The new student assessments will be conducted by the respective class teachers before the enrollment is finalized and the child is accepted into the program.

Admission Requirements for Lower Elementary Program

- The child must have graduated kindergarten from a certified facility. Parents are required to bring in a progress report or any other graduation documents from the previous school.
- The child will need to clear a placement test by the ILM lower elementary staff to be accepted into our lower elementary program.

Admission Requirements for Higher Elementary Program

- The child must have graduated 3rd grade from a certified facility. Parents are required to bring in a progress report or any other graduation documents from the previous school.
- The child will need to clear a placement test by the ILM higher elementary staff to be accepted into the higher elementary program.

Interpretation of Policies

Discretion in the interpretation of admission and registration policies rests with the Director of the organization.

Immunizations

ILM will follow all State and County laws regarding immunizations against communicable diseases. Please make sure you have attached the most updated immunization records of your child with the enrollment application form.

Fees and Tuition Payments

A beautiful environment and a highly trained staff are key components to the quality education offered at Ilm Montessori. To maintain this quality, we ask parents to pay tuition promptly. An enrollment fee is due at the time of enrollment of each new student to Ilm Montessori. This enrollment fee is non-refundable even if your child is not immediately or otherwise admitted to our programs. All our Montessori grades follow a 10-month program. The enrollment into a program for your child is based on a 10-month tuition schedule, you can choose a payment plan via FACTS. The following payment plans are available:

- Pay In Full
- Semi-Annual
- Monthly

Fees and Payments

FULL-TIME	ENROLLMENT	MONTHLY
Early Childhood Program	\$ 200.00	\$ 650.00
Lower Elementary Program	\$ 200.00	\$ 750.00
Upper Elementary Program	\$ 200.00	\$ 800.00
PART-TIME	ENROLLMENT	MONTHLY
Early Childhood Program	\$ 200.00	\$ 500.00

Refund Policy:

If, for any reason, the child is withdrawn from the program, the enrollment fee is non-refundable and all tuition fees, paid in advance, are non-refundable. The parent will be charged a fine if the child discontinues school during the school year.

Discontinue from Program:

If for any reason the parent/guardian decides to discontinue their child's education at ILM during the course of the year, the parent is liable for TWO months tuition fee as a penalty for discontinuing from the program.

Student Check-In & Check-out

We request all parents follow the directions mentioned in the "Drop-off Procedures for ILM Montessori" document attached with this booklet. Please remember, if anyone other than you will be dropping or picking up your child from ILM Montessori, be sure their name is mentioned

in our Emergency pick-up sheet. Please make sure they have a copy of that sheet with them when they arrive for the pickup. If it will be a person not mentioned on the list that will be picking up the child, make sure you call and let the admin know in advance and give all details as the child will not be handed off without checking proper identifications. Remember this is for the security of our children.

Before Care Service

ILM Montessori offers a **before care service**. Families can drop off their children at 8:00 am. There will be an extra charge of \$50 per student. If you need specific days to drop off students at 8:00 am, it'll be \$15 per day.

After School Program

ILM Montessori offers an after-school Qur'an program. The focus of the program will be learning to read the **Quran**, starting from **Qaida Noorania** for beginners.

We offer a two-tiered program to help with the different schedules requested by our parents:

3:00 PM to 4:00 PM, Tuition is \$100

Or

3:00 PM to 5:00 PM, Tuition is \$150

Field Trips

We have planned many age-appropriate field trips throughout the year. We try to keep the trips fun, informative and a source of learning for the kids. ILM Montessori only uses IL state approved school bus operators for all their field trip transportation. Parents will be notified of any event ticket costs in advance so we can go ahead and make the appropriate arrangements to secure the entry tickets and book transportation. Field trips are compulsory for each student to attend. The field trip cost is non-refundable whether your child attends or not.

Transportation

Currently ILM Montessori does not provide transportation for students. Transportation to and from the school must be provided or arranged by the parents.

Pest Control Policy

ILM Montessori has a professional pest control servicing the school since the building was purchased. The pest company uses products that are safe for the children and for the environment. All services are performed in the absence of students and staff.

Discipline Procedures and Policies

All discipline shall be of a positive nature, and have as the goal the safety, the education, the self-discipline, and the character development of the child, and the collective belief benefit of the classroom and the school.

Basic rules explained to the children are to talk softly, walk quietly, do not disturb another child at work, touch only your own work, use a rug for floor work, walk around the rug, sit down to work, replace all materials as you found them, etc.

When a child repeatedly shows behavior problems, the parents are called in for a conference. Consistent methods of discipline are discussed. Parents are encouraged to always avoid spanking or abusive methods of discipline. If all efforts fail to help the child and the child is a negative influence on the classroom, the student may be suspended for a day or two. If the problem continues, parents are asked to remove the child from school. Alternative placements may be suggested. A child is never disciplined physically or spoken to in a tone above normal tone except to save a child from danger.

Safety

The safety of our children is a major priority at ILM Montessori. If our staff determines, at their discretion, that an adult or child from any ILM Family exhibits behavior that may be dangerous to other children attending ILM or to the staff of ILM Montessori, ILM reserves the right to dismiss the family from the school.

Health Habits

In keeping with good Islamic health habits, we teach the children to wash their hands with soap every time they use the toilet and before eating. This should be enforced at home until it becomes a lifelong habit. Teach your child to blow his/her nose, discard the used tissues, and cover his/her mouth when coughing or sneezing.

Contacting the School

To contact the school, you should use the school office number which is 1-844-223-5456. Calls to the school should include reporting your child absent, all business questions, any issues relating to the class, teachers, or children and general information questions. Someone is available to answer the school phone between 7:50 a.m. to 3:00 p.m. Messages left at this number will be returned within 24 hours.

Parent Responsibilities

The responsibility of the parents in helping us achieve our goals are as follows:

- Please make sure your child is brought and picked up on time.
- Please do not send soda pop, chocolate, candy, cookies, cake, or sweets in their lunches.
- Do not send frozen meals or foods that must be boiled or cooked for your child's lunch. If you send these types of lunches your child will be given whatever we have on hand from snack at lunchtime and the uncooked lunch will be returned with them. We cannot cook lunches.
- Make sure your child has an extra set of clothes at school.
- Check your child's backpack daily for any communications.
- Call the school if your child will be absent or if you will be late picking up your child.
- When arriving late to school, sign your child in.
- Please do not allow your child to bring toys to school.
- Make sure your child comes to school every day.
- No nail polish or make-up is allowed.
- Girls must tie their hair neatly before coming to school.
- Please have your child wear slip-on or Velcro shoes unless they know how to tie by themselves, flip-flops of any kind are not permitted. If your child comes to school in flip-flops, he/she will be sent home, they are unsafe in the school environment.
- Please do not send birthday party invitations (or birthday cakes/sweets) with your child to distribute at school and do not ask the teachers to hand them out as we do not encourage birthday celebrations at school.
- There is nail check every Friday morning, please make sure your child's nails are cut.
- Support the school and the school staff by following the above rules.
- Communicate via meetings and conferences, arrange a phone call if necessary.
- Offer constructive critique in the spirit of Islamic Nasiha (advice).

Tardy & Late Pickup Policy

Tardy is when a child arrives 5 minutes after school start time and an absence is when a child misses school without prior authorization and approval. Late pickup is when a child is picked up after 3:15 PM.

- Any child arriving to school after 8:30 AM will be marked tardy.
- Three tardy will be counted as an absence from school.

- If a child has been absent for a week, the administration shall call the parents for a one-on-one review of the child's progress and how this may affect the child's ability to be promoted to the next grade.
- ILM Montessori will charge a "late drop-off fee" of \$15 if a child is dropped after 8:30 AM. In this case, the parent will come inside and sign in their child's name. They may not leave the child outside and drive away. This is extremely unsafe for the child.
- Parents are requested to call the office or email if there is an emergency such as doctor's appointment, car trouble, accident, weather-related delays, etc. to be excused of the late fee.
- ILM Montessori will charge a "late pickup fee" of \$15 after 3:15 PM and \$30 if picked up after 3:30 PM. This fee may be waived if the office is informed of any delays due to unforeseen circumstances. Parents arriving late to pick up their child must come inside to sign out their child.
- The late drop-off and late pick-up fee shall be collected using FACTS.

Pickup and Drop-Off Policy

The drop off time for children will start at 8:15 a.m. to 8:30 am. Parents can drive by in the school driveway and a teacher will receive the children from the car between 8:15 a.m. to 8:30 am. Parents do not need to get off their cars to drop off the children, unless they arrive after 8:30 a.m. In this case, the parents can park the car in the parking lot and bring the child inside the school. If the parents feel their child needs extra time for getting out of the car, they can park the car and tend to the child so that the drive way is not blocked. Pick up time will start at 3:00 p.m. to 3:15 p.m. The drop off and pick up is very organized and well supervised. Parents will be instructed about the entrance and exit. Parents are required to belt-in the children.

In the event that your child is not picked up within 10 minutes of dismissal time, the following actions will be taken:

- All phone numbers given on the emergency contact form will be called. Parents will be called first, and then any other person authorized to pick up the child.
- Staff at ILM will remain in school with any child not picked up for one hour before contacting the Police Department for assistance.
- If the police are contacted, the staff at ILM Montessori will remain with the child until the authorities arrive.
- No child will be held responsible for the above situation and any discussion of this issue will only be between the parent or guardian and the staff of ILM and never the child.
- If any of the above actions had to be taken and the child is picked after 40 minutes of school dismissal, the Parent/Guardian shall be charged a late pickup fee of \$100.

Emergency Release Form

Please be sure to complete an emergency release form naming people who are authorized to pick up your children. Identification will be checked for people who the staff has not met. Be sure to update the information on this form as needed. Children will only be released to people who are authorized on this form or by written requests from parents for things like play dates.

Please note: All emergency contact information must be kept current and updated whenever necessary.

Change of Address

Please inform us of any change in address or phone numbers at home or business during the year. This is important for emergency purposes.

Medical Insurance

ILM Montessori does not provide any medical coverage or insurance for your children while they are at school. If an injury, illness or other medical incident occurs while at school that requires medical attention; it is the responsibility of the parent and/or guardian of the child to cover the costs incurred regarding injury, illness or other medical related incident regardless of the reason for the occurrence. By agreeing to admit your child at ILM, you hold ILM Montessori harmless from any medical claims that occur while your child is at school.

First Aid and Emergency Procedures

The only first aid measures taken at ILM Montessori is to apply ice to bumps, wash cuts and scratches with soap and water and isolate a child with a nosebleed and apply ice. If further care is needed, we will notify parents and secure emergency medical care of the child by calling the paramedics.

Student health

We are mandated by the Department of Health and Education to keep records of immunizations, emergency phone numbers, and other pertinent health records for each student. Although we have a designated temporary sick area, should a student become ill during school hours, the parents will be notified to pick up the child as soon as possible. A child with a temperature reading of 99.5 F or more will be sent home. The child is to remain home for 24 hours following a fever coming down. The Emergency Information Card, which you must complete, will provide us with information regarding persons who can be reached in case of emergency if you are not available.

PLEASE help us reduce the rate of illnesses at our school by cooperating fully in keeping a sick child home. If your child is sick with a contagious illness he/she will be sent home. Please plan ahead for an alternative childcare in the event of illness.

Dietary Restrictions

If your child is on a specific diet for any reason, please notify us in writing. We feel it is extremely important for children to follow consistent dietary restrictions. Please notify us in writing if any of these restrictions change.

School Uniform

We have our uniform partnership with Lands' End. Our uniform was carefully selected to conform to our precious Islamic values as well as practicality for our parents and last but not the least, comfort for our children. The school uniform is a navy blue top with embroidered ILM logo and a beige pant. Girls enrolled in third grade and over are required to wear a hijab to school every day as part of their uniform. The color of the hijab could be white, light blue or navy blue. Girls of all ages will not be allowed to wear clothes without sleeves, and dresses without proper leggings or pants to special events.

Staff Workdays

Children will not attend school on scheduled staff work days marked as “school improvement days” and “Institute days”. These days will be used by the staff for attending Montessori seminars, observations at other Montessori schools, and for preparation and maintenance of our own environment. Please check the school calendar for these days.

School Closing for Severe Weather

In the event of severe weather that necessitates the closing of school, you will receive a phone call and email from a staff member before 6:30 AM. We follow the local school district emergency school closings. We will also broadcast emergency school closings and delayed starts via our parent communications text system.

Privacy & Confidentiality

All information about your child and family is confidential. No information will be released without prior parental written consent. The information contained in your child's file is privileged and confidential. At ILM Montessori the privacy of our Children and our Employees is paramount.

- The copy of the Birth Certificate collected during enrollment will be preserved with utmost care and shall not be shared with any other entity and is for the sole purpose of record keeping.
 - a. ILM Montessori will not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child without the written consent of the child's parent(s). ILM Montessori shall notify the parent(s) if a child's record is subpoenaed.
- The child's parent(s) shall, upon request, have access to their child's record at reasonable times. In no event shall such access be delayed more than two business days after the initial request. Upon such request for access, the child's entire record shall be made available regardless of the physical location of its parts.
- ILM Montessori shall establish procedures governing access to, duplication of and distribution of such information, and shall maintain a permanent, written log in each child's record indicating anytime a child's record has been released.
- Each time information is released or distributed from a child's record the following information should be recorded: the name, signature, and position of the person releasing or distributing the information; the date; the portions of the record which were distributed or released; the purpose of such distribution or release; and the signature of the person to whom the information is distributed or released. Such log shall be available only to the child's parent(s) and program personnel responsible for record maintenance.

Amending the Child's Record

- A child's parent(s) shall have the right to add information, comments, data or any other relevant materials to the child's record.
- A child's parent(s) shall have the right to request deletion or amendment of any information contained in the child's record.

Transfer of Records

When the child is no longer in care, upon written request of the parent(s), the School shall transfer and or help in transferring the child's record to the new institution, upon approval by the parent(s).

Research and Experimentation: Unusual Treatment

ILM Montessori will not conduct research, experimentation, or unusual treatment involving children without the written, informed, consent of the affected child's parent(s) or guardian, for each occurrence. At times, ILM Montessori may have students/teachers/parents observing the classroom. Observation shall mean that there is no unmonitored interaction between the child and the observers and no identification of the individual child.

Unauthorized Activities

ILM Montessori shall not allow children to participate in any activities unrelated to the direct care and education of children without the written, informed consent of the parent(s), or guardian. "Activities" shall mean, but not be limited to:

- Fundraising
- Publicity, including photographs and participation in the mass media.

Facility, Safety & Security

ILM Montessori is an approved facility, inspected and approved by the Lombard Fire marshal. At ILM Montessori safety is of foremost priority; safety of the children, employees and everyone else. We take pride in our location for being able to maintain high safety standards. All health and safety reports and licenses are current and available for parents to inspect. The classroom conforms to the standards set forth by AMS and has been specifically designed to meet the specifications and recommendations suggested by Dr. Montessori. The furniture was exclusively ordered through a Montessori approved manufacturer, the classroom layout was designed and set-up by the help of a professional Montessori approved vendor. The play area in the backyard is fenced and has a safe spread of mulch to provide for an accident free environment and is exclusively for use of the ILM students only and will always be under adult supervision during play time.

Detailed Contact Information

ILM Montessori

Address: 241 E Roosevelt Rd Lombard IL 60148

Phone Number: 1-844-223-5456

Email address: ilm.montessori@gmail.com

Websites: www.ilmmontessori.org

Additionally, the following personnel can be contacted via phone at any time during the school hours, if required. Email is the preferred means of communication especially with your comments/suggestions, a text can also be sent.

NAME	DESIGNATION	PHONE	EMAIL
Ms. Quarashia Al-Shehab	Director	(630) 329-5696	quarashia@yahoo.com
Syed Naveed Pasha Quadri	Co-Founder	(630) 674-8469	mcpash@hotmail.com