



PARENT HANDBOOK

MONTESSORI & HIFZ

INSPIRE | LEAD | MENTOR

Ilm.montessori@gmail.com

www.ilmmontessori.org

(630) 403-8ILM (456)

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241 E Roosevelt Rd Lombard IL 60148

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About the Academy

The meticulous research and planning for the 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, to start the academic year by September 2011. We are now ready to start our fifth successful year of operation, at our very own permanent location in Lombard, Masha Allah.

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 and approved by the office of the Secretary of State Jesse White on Jun 08th 2010, with our Directress Mrs. Quarashia S. Al-Shehab as the President of the corporation. Below is a snapshot of the ownership of the corporation.

1. Quarashia Al Shehab- President
Address- 169 Mallard Ln Bloomingdale IL 60108
2. Syed Naveed Pasha Quadri- Co-Founder
Address- 169 Mallard Ln Bloomingdale IL 60108

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 does not discriminate on the basis of race, color, national, or ethnic origin in administration of educational policies, admission policies and other school-administered programs. 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

Following application forms are 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.

- **Enrollment Application Form**
- **ACH Auth form with a voided Check for ACH setup**

Please also attach copies of the child's birth certificate and a copy of their latest immunization records. Make sure all forms are completed and duly signed.

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 toilet trained and weaned.
- If we have spaces available after the Winter Break in January, any new children will have to be observed for 3 days in our classroom before being accepted into the program.

Admission Requirements for Lower Elementary Program

- The child must have graduated kindergarten from a certified facility
- In case the child is not a Kindergarten graduate, the child will need to clear a placement test by the ILM lower elementary staff to be accepted into the elementary program.

Admission Requirements for the Hifz Program

- The Child will be tested by our Hifz teacher for fluency in reading
- The child should have completed recitation of the Holy Quran Al Kareem and should be able to read fluently without any grammatical mistakes.

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. In order to maintain this quality, we ask parents to pay tuition promptly. No invoice statements will be sent. 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.

Fees and Payments

FULL-TIME	ENROLLMENT	MONTHLY
Early Childhood Program	\$ 200.00	\$ 550.00
Lower Elementary Program	\$ 200.00	\$ 650.00
Hifz with Academics	\$ 200.00	\$ 600.00

PART-TIME	ENROLLMENT	MONTHLY
Early Childhood Program	\$ 200.00	\$ 400.00
Hifz Only	\$ 200.00	\$ 400.00

Policies regarding delinquent fees:

The monthly tuition fee is due on the 3rd of every month. Any checks received after 5th of the month are subject to a late fee of \$25.00. Any returned checks/ACH payments are subjected to a returned check fee of \$50 plus the bank check returned fee.

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 refundable, ILM will prorate the fee and issue a refund.

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.

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.

Transportation

Currently ILM Montessori does not provide transportation for students. Transportation to and from the school must be provided or arranged by the parents. Please contact us if you would be interested in a school provided transportation.

Pest Control Policy

In the event that ILM Montessori is in need of Pest Control for our facility, the board members will contact a professional service to deal with the issue. Parents will be notified and the company hired will treat the problem in a manner that is safe for children (per the established ILM Montessori Pest Control Policy guidelines, see office for a copy).

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 she is a negative influence on the classroom, parents are asked to remove the child from school. Alternative placements may be suggested. A child is never touched to correct or discipline, or spoken to in a tone above normal conversational except to save him 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 630-403-8456. 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 7:30 a.m. to 4:00 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 is 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 lunch-time 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 for class, sign your child in and leave quietly, please don't disturb the class.
- Please do not allow your child to bring toys to school.
- Make sure your child is dressed appropriately in clothing he/she can manage by him/herself: no nail polish or make-up,
- 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.
- Always take prior appointment if you would like to observe your child during class.
- Support the school and the school staff by following the above rules.
- Communicate via meetings and conferences, email, Facebook or Twitter
- Offer constructive critique in the spirit of Islamic Nasiha (advice).

Tardy & Late Pickup Policy

Tardy is when a child arrives 30 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 3:00 PM.

- Any child arriving to school after 9:00 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 8:35 AM the **fourth time** coming in late for that given month, the **first three times will be excused**, the fourth time will be charged.
- 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. Aim to drop your kids off at 8:15 am, give yourself the 20 minutes time and you will make it on time.
- ILM Montessori will charge a "late pickup fee" of \$15 after 3:05 PM for the first 15 minutes and \$25 if picked up after 3:20 PM. This fee may be waived if the office is informed of any delays due to unforeseen circumstances.
- The late drop-off and late pick-up fee shall be collected on the same day or ILM Montessori will deduct the fee at the end of the month using the ACH information.
- Any parent who is unable to pick-up the child before 3:30 PM, may refer to our pick-up & drop-off policy below.

Pickup and Drop-Off Policy

The drop off time for children will start at 8:15 a.m. to 8:35 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 off 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 2:45 p.m. to 3:00 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 30 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 30 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.

Clothing & Uniform

Children should come to school in comfortable, easy to manage clothing. Dress clothes that will limit the child's enjoyment of the inside works and outside environment should not be worn to school. We do not want the children to be overly concerned about getting their clothes dirty or wet. If your child cannot manage belts, suspenders, buckles or small buttons at home, they will not be able to manage it themselves at school. Clothing that is too small frustrates children greatly. Shoes that are difficult for the child to put on and /or that do not allow running outside should be avoided. Please assist your child in becoming independent in dressing skills by dressing them in clothing that fits properly and that they can manage themselves. This is how a positive image works.

We started our Uniform partnership with **LandsEnd**. We decided for a Uniform for our children after a lot of requests from the parents and also as Montessori does recommend uniforms. 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.

We will try to go outside every day, weather permitting. We only stay in if it is raining or if the wind chill is below zero. Please your child is dressed for all types of weather. Each child will be

asked to bring a complete change of clothes (socks, underwear, shirt and pants) to be left at school. Please put all the clothing in a Ziploc bag with your child's name printed with a permanent marker.

Staff Work Days

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.

Staff Meeting Days

We no longer conduct the staff meetings during the school working days, instead, we have a staff meeting the 1st Saturday of every month. This was changed to avoid the logistic challenges some parents had due to a late start on staff meeting days of their work week.

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.

Confidentiality

All information about your child and family is confidential. No information will be released without prior parental written consent.

Facility, Safety & Security

The 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: (630) 403-8ILM (8456)
Email address: ilm.montessori@gmail.com or info@ilmmontessori.org
Websites: www.ilmmontessori.org
Follow us: Twitter & Facebook (ILM Montessori)

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

Welcome to Montessori

Our mission at ILM is:

To respect each child and their family and to provide a beautiful and stimulating environment for the children to have fun while they learn. To make sure this will be a wonderful foundation for their successful future and turn this experience into a successful life ahead.

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, 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. We take our mission very seriously and we are committed to it. We hope that you find your time with us fulfilling and an outstanding educational experience for your student.

*The word ILM in Arabic means **KNOWLEDGE**, not just knowledge but knowledge that can help you in this world and the hereafter, knowledge that will help you become a responsible citizen, an excellent neighbor, a superior coworker and above all, a good human being.*

*Our mission statement is to be able to provide our kids with ILM by **Inspiring, Leading and Mentoring** them to success in a caring Islamic environment.*

If you ever have any questions or concerns regarding our school or the program, please don't hesitate to contact me. I'll be happy to take the time to answer any questions that you may have.

We thank you again for considering ILM Montessori as the first step for your child towards a bright future.

Sincerely,

Quarashia S. Al Shehab

Director

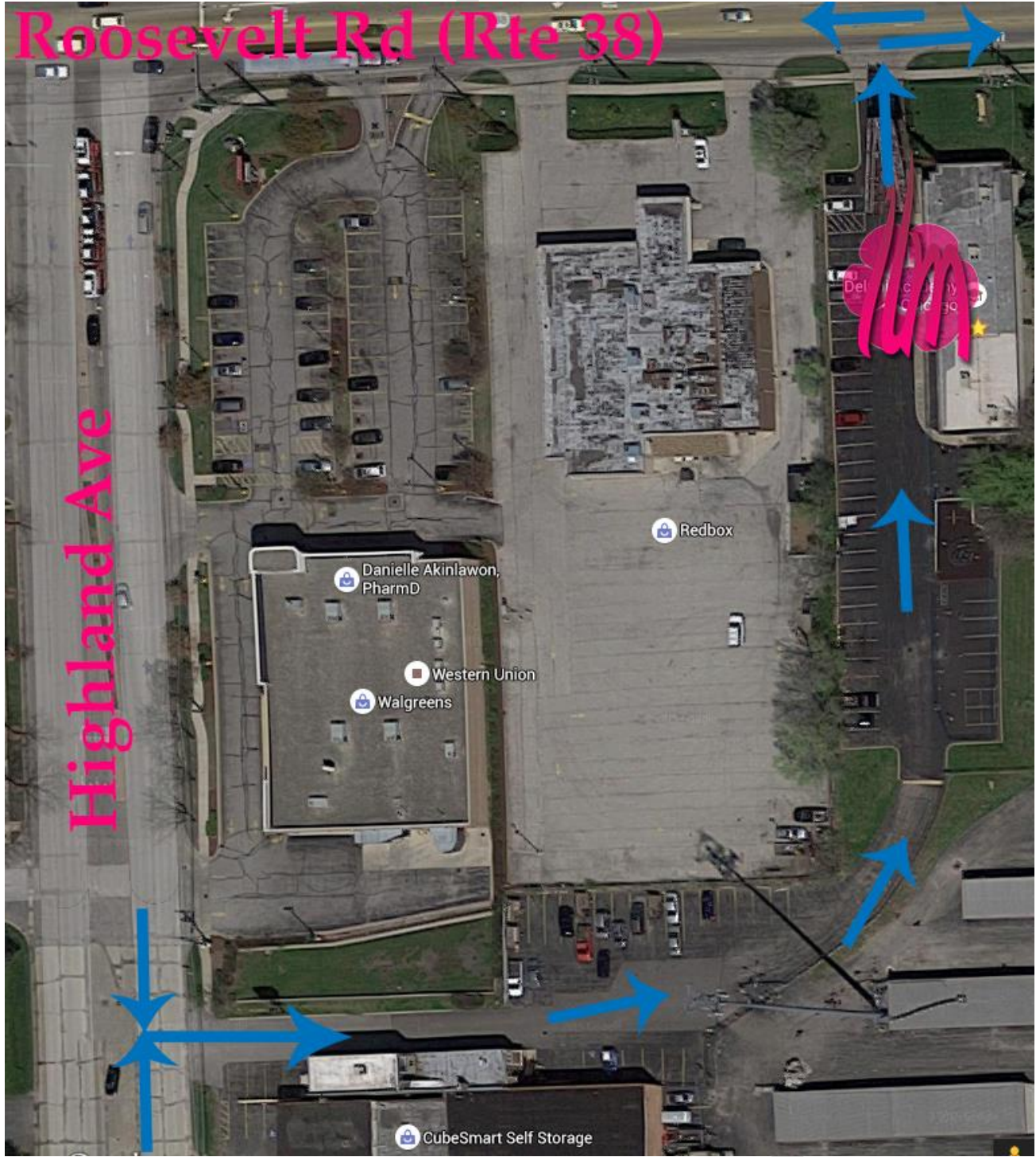
ILM Montessori

Inspiring, Leading and Mentoring

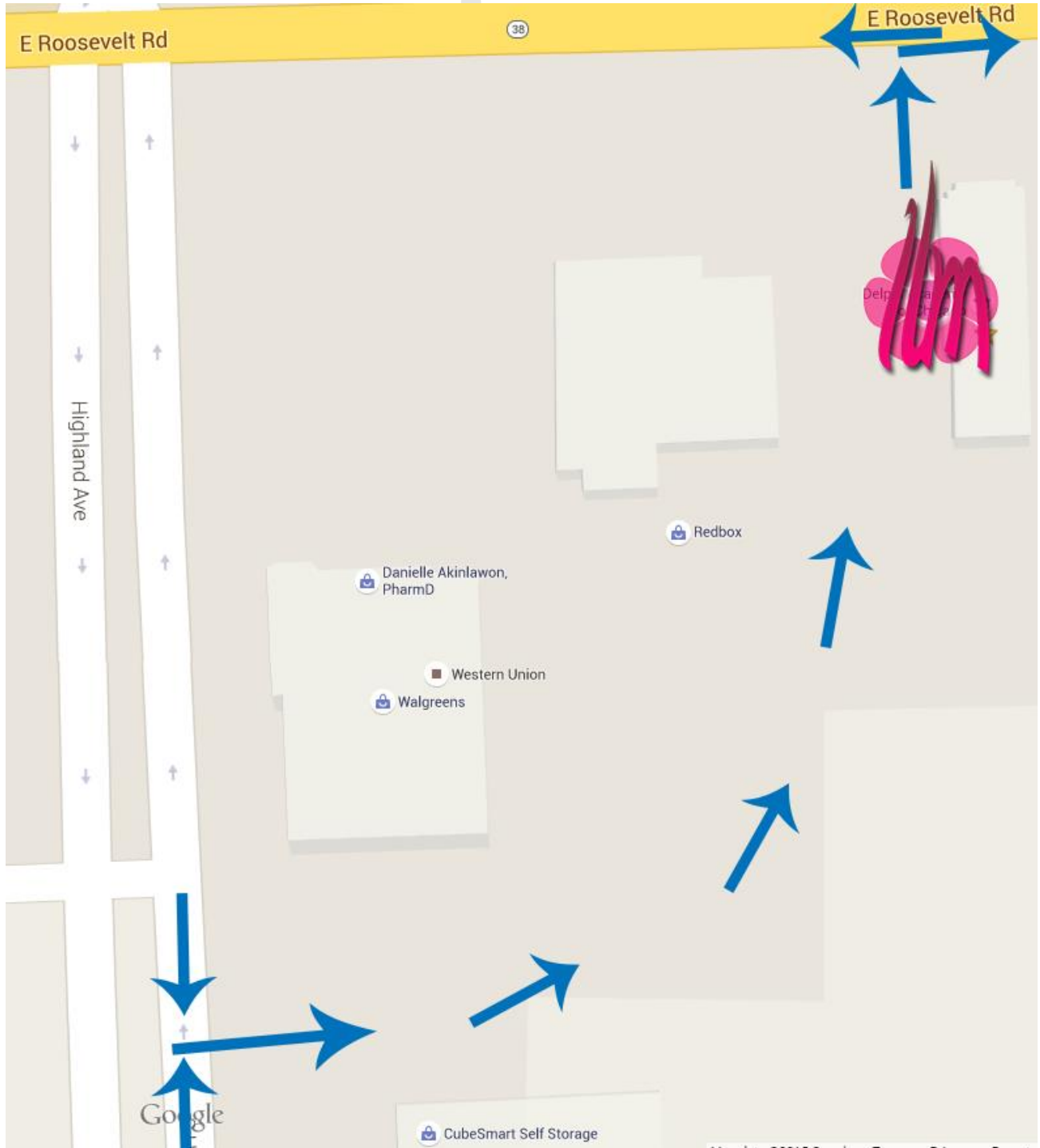
Pick-up & Drop-off Procedures

ALWAYS ENTER ONLY FROM HIGHLAND Ave

EXIT ONLY INTO ROOSEVELT ROAD.



ALWAYS ENTER ONLY FROM HIGHLAND Ave, from the lane between Cube Smart & Walgreens).



241 E Roosevelt Rd Lombard IL 60148

Procedures for Children's Records

The information contained in your child's file is privileged and confidential.

1. 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.
2. 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.
3. 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.
4. 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.
5. 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. A child's parent(s) shall have the right to add information, comments, data or any other relevant materials to the child's record.
- b. A child's parent(s) shall have the right to request deletion or amendment of any information contained in the child's record.
- c. If the parent(s) is of the opinion that adding information is not sufficient to explain, clarify, or correct objectionable materials in the child's record, the parent shall have the right to have a conference with the licensee to make his/her objections known.
- d. ILM Montessori shall, within one week after the conference, render to the parent(s) a decision in writing stating the reason or reasons for the decision. If the decision is in favor of the parent(s), steps shall be taken immediately to put the decision into effect.

Transfer of Records

When the child is no longer in care, upon written request of the parent(s), the licensee shall transfer the child's record to the parent(s), or any other person the parent(s) identifies.

Charge for Copies

ILM Montessori shall not charge an unreasonable fee for copies of any information contained in the child's record. As a matter of fact, this service is being provided for *free* of any charge.

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. In no case shall ILM Montessori allow a child to be harmed during research, experimentation or unusual treatment. Research and experimentation shall not mean program evaluation or data collection for purposes of documenting services of the program which do not identify individual children.

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:

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

At ILM Montessori the privacy of our Children and our Employees is paramount.

ATTACHMENTS

1. ILM Montessori Allergy Consent Form
2. ILM Montessori Emergency Contact Form
3. ILM Montessori Picture Consent Form
4. ILM Montessori Religious Activities Consent Form
5. ILM Montessori Enrollment and Fees
6. ILM Montessori Calendar 2016-17
7. ILM Montessori Admission Application Form